

Saratoga Cemetery District
Board of Trustees
Minutes – February 27, 2013
Faculty Lounge, Oak Street School
14592 Oak Street, Saratoga, CA, 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:00 pm by Chair. Vicky Bosworth

2. ROLL CALL:

2.1 Trustees present: Judy Johnstone, Debra Cummins, Victoria Bosworth, James Nunn, and Wayne McIntyre. Staff present: Gary Reed.

2.2 Staff advised; Tony Condotti, (Attorney) would not be attending..

3. APPROVAL OF MINUTES OF PREVIOUS MEETING:

3.1 The January minutes were amended to include: "...Keystone Ridge Design Company" in item 8.3, following the word "from...". Trustee Nunn moved to approve the amended minutes of the previous meeting. Second by Trustee Cummins. Approved.

4. PUBLIC PARTICIPATION (Board meetings are open to the public, please call 867-3717 for information).

4.1 TEETER, JOHN M, Property Owner: 14760 OAK ST SARATOGA, CA 95070

5. AGENDA CHANGES :

5.1 None

6. COMMUNICATION:

6.1 Written:

1.) Staff received notice from Bank of the West; indicating that the Certificate of Deposit, (per the City of Saratoga's: "Security Deposit to Provide for the Protection of Trees" during the SND Development project) will achieve its respective maturity on March 5, 2013.

Chairwoman; Vicky Bosworth – announced that she will address the issue concerning the release of the Bond with Bank of the West.

Gary further suggested that Vicky may want to contact Natalia Silva (in the Bank's Business Services Division at San Ramon) if the local branch fails to provide her competent assistance.

2.) Staff advised: to date, the District has received a total of 11 pages of CC'd e-mail correspondence between our contracted Electrician, and PG&E, concerning completion of required electrical changes and inspections before the Utility will make the electrical connection to the well pump.

A meeting is scheduled for this Friday, between our Electrician and the PG&E Inspectors. They will review the work he has performed, and presumably provide him with the specific additions or modifications that need to be affected on the system to gain their endorsement.

It was further advised that; upon successful completion and sign-off of the power installation, a service call will be required of Auggie Guardino, of Guardino Well Drilling, to visit the job site to program the panel for the pumps.

The revised date of activation for the Pumping Station has now been extended into mid-March.

3.) Staff advised that notices to qualifying agencies was received; for their respective nominations, of either current Board Members or full-time management types employed by the District, to fill 4 vacant seats, by serving 4 year elected terms, on the Board of Directors for the Special District Risk Management Association (SDRMA). The organization which provides this District with our Liability and Workmen's Compensation Insurance coverage. Interested individuals will need to contact Gary for further information on how you can submit your name as a candidate in the September 2013 SDRMA Election.

4.) Gary advised that only Vicky and himself; were currently registered to attend the CAPC Conference in Seaside on April 4-6. James requested that he be added, Judy stated she would let Gary know, Wayne will also let Gary know, and Debra said she could not attend.

5.) It was advised that SDRMA will not raise this District's Workman's Compensation Insurance premium this year. This now marks the 4th consecutive year that that the District's Workman's Comp premiums have not been increased by the SDRMA.

6.) Wells Fargo Advisors indicates that during the month of January the District received; 4 buy notices and 6 sold / redeemed notices for bonds held in the District's portfolio.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None.

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 It was noted that the 2 small trucks the District currently owns are becoming increasingly difficult to obtain replacement parts for.

The oldest of the 2 vehicles, the Daihatsu, is 23 years old, and is no longer imported into America from Japan. It was brought in for service this month for needed maintenance respective to the battery and tune-up.

The other truck, an International Mag, it was found that they ceased production of the vehicle several years ago and parts are no longer available.

The repair shop, where they are brought for service as indicated, has advised that a Sanitation District will be retiring 2 trucks similar to our International and that may provide us with much needed parts for the younger truck.

9. CONTINUING BUSINESS:

9.1 Continuing review of financial investments

Staff reported annual returns on the Districts four investment accounts: Capitol Improvmnt: 3.27%, Pre-Need: 3.33% Endowment Interest: 3.11%, Endowment Principal: 3.12%,

9.2 Status of well

Per information of 6.1, an updated estimate of completioin and full operation is given as mid-March 2013.

9.3 Discussion of brochure

1.) Following review of the informational brochure:

A consensus was reached that the three fold brochure is acceptable in content, wording, font and layout – and currently awaits selection and placement of photographs for final completion.

2.) Following review of the historical / notable brochure:

- a. A consensus was reached that attention needs to be devoted exclusively to completion of the 3 fold brochure.
- b. When proposed a full page layout with comprehensive bio. information, or a folded guide with abbreviated info and a bibliography provided. The unarticulated partial consensus was “both”.

3.) Staff announced that the website’s Genealogical database has now been integrated and is now fully functional.

4.) Staff announced that the 5 year Service Review prepared for LAFCO by the Matrix Group has been reviewed for accuracy and content. Several errors were found on various topics. Gary will correct the erroneous information and bring it to their attention next week. Once the corrected version is received, it will be forwarded to Board Members and placed on the forthcoming agenda for discussion.

9.4 Review & approval of bids for fence replacement

1.) The Board reviewed the three submitted bids, prepared by the following licensed Fencing Contractors:

- a. L and J Ornamental Iron Work (\$46,365.00)
- b. Silicon Valley Iron Work (\$58,588.00)
- c. Gomez – Soltero Iron Works (\$31,589.00)

2.) The Board found a substantial variance between each Contractors total bid - to complete the same project.

3.) Further attention was drawn to specific technique, type and quality of materials each would utilize in the fabrication, assembly, galvanizing and welding of the fence components.

4.) It was moved that the Board provide a modified acceptance on the Gomez – Soltero proposed bid – contingent upon satisfaction of a corollary stipulation, by Trustee Johnstone.

- a. The corollary stipulation provides that the contractor will utilize the industrial standardized technique of “hot dip”; for galvanizing all applicable materials utilized in the fabrication and construction of the project.
- b. A second to the modified motion, upon satisfaction of contingency, was seconded by Trustee McIntyre.

10. NEW BUSINESS:

10.1 Review & approval of bids for residence fence repair

1.) Gary had also obtained 3 individual bids for the repair / replacement of the existing wooden fence along the District / Teeter property line.

- a. The project entails the removal of the old, deteriorated existing fence structure common to the adjacent properties.
- b. The removal of dense, old growth ivy and other similar rooted vine like ground covers. Three deteriorated trees / stumps rooted on the shared property line.

- c. Construction of an 6ft high, 134 ft long, closed louvered, standard grade redwood fence to replace the existing structure
- 2.) The three bids obtained were from;
 - a) Roger Barrett, a Contractor who had performed similar work for the District in the past, \$3,886.00, plus \$300 to remove ivy.
 - b) Bay Rea Fence and Deck, a Fencing Contractor \$ 3307.50. Missed appointment.
 - c) Borg Fence & Decks, \$4,160.00. Remove ivy \$23.00 per linear foot.
 - 3.) A motion to award the bid to Roger Barrett was made by Judy Johnstone. The motion was seconded by Wayne McIntyre. Unanimous.

10.2 Change of date for March board meeting.

- a. It was announced by Vicki, that the request to change the scheduled meeting date in March was incorrect. But instead, the proposed change affects the scheduled meeting in May.
- b. It was proposed to the Board; that the Board Meeting currently scheduled on the 4th Wednesday of that month, be moved to the 5th Wednesday of that particular month (only).

A motion to approve a change of the scheduled Board Meeting for May 2013, from the 4th, to the 5th Wednesday, which falls on the 29th day of May was made by Trustee Johnstone. Second by Trustee Nunn.

11. **CLOSED SESSION - THERE IS NONE SCHEDULED.** Should a Closed Session be necessary, such will be held in accordance with Government Code Sections 54950- 54962 for the sole purpose of considering personnel matters, litigation matters or negotiation matters. The Regular Meeting will be reconvened into Open Session at the conclusion of any Closed Session.

12. ADJOURNMENT:

Minutes by James Nunn

Victoria Bosworth, Chairman

James Nunn, Vice Chairman

Debra Cummins, Financial Officer

Judy Johnstone, Trustee

Wayne McIntyre, Trustee