

Saratoga Cemetery District
Board of Trustees
Agenda - Regular Meeting
Wednesday – March 27, 2013 – 5:00 p.m.
Faculty Lounge, Oak Street School
14592 Oak Street, Saratoga, CA, 95070

1. CALL TO ORDER:

1.1 Chairperson Vicki Bosworth called the meeting to order at 5:00 pm PDT

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF PREVIOUS MEETING:

3.1 The proposed changes to the draft minutes, of the February 27, 2013 meeting include:

- Item 9.1: Capitol Improvement: 3.27%, Pre-Need: 3.33%, Endowment Interest: 3.11%, Endowment Principal: 3.12%,
- Item 9.4, 4.) "... stipulation, by Judy Johnstone."
- Item 9.4, 4.) b. "..., was seconded by Wayne McIntyre."
- Item 10.1, 1.), c "...of a 6ft high,..."
- Item 10.2, b : "was made by Judy. Second by James"

Trustee's accepted the proposed changes, and the revised minutes were adopted unanimously.

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

4.1 None present

5. AGENDA CHANGES :

5.1 None.

6. COMMUNICATIONS:

6.1 Written:

- Wells Fargo Advisors: 1 bond sold / redeemed
- Announcement of Special District Legislation Days will be held on May 14th and 15th this year if anyone was interested.
- Reminder of the CAPC Conference on April 4th and 5th, at the Embassy Suites Monterey. Trustees scheduled to attend: Bosworth, Johnstone and Nunn. Staff scheduled to attend: Gary Reed
- Notice from LAFCO that May 15th is the deadline to affect change to the proposed LAFCO review – prior to its publication.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None.

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

1. Redwood fence completed on Teeter property line. Gary spent 4 hours on Sunday removing ivy from both properties. Property owners are satisfied with the results of the project.
2. The three perimeter oaks experienced trimming and removal of dead wood and end weight along their distal periphery. The oak located in the center of the cemetery awaits further leaf out prior to intended trimming .
3. Service on the old truck was performed. Trustee Johnstone inquired if any further information on the availability of parts for the newer of the two trucks had been received . Staff replied no – but there were a couple of retiring golf carts that the dealership claimed may come available for cannibalizing.
4. The bid for next years landscaping contract will be submitted by mid-April. At issue, is the proposed increase in prevailing wages anticipated for heavy machinery operation. A request for “prevailing wage” language for the contract has been forwarded to the District’s Attorney.
5. An additional \$500 would be added to the existing metal fence bid to incorporate a new pedestrian gate. It was proposed that the entire project would be completed by Memorial Day.

9. CONTINUING BUSINESS:

9.1 Continuing review of financial investments

Capital Improvement: 3.28%, Pre-Need: 3.30% Endowment Interest: 3.10%,
Endowment Principal: 3.11%,

1. It was further advised that Sales Tax in this County will rise from 8.625 to 8.75 % as of April 1, 2013.
2. A signature card for Trustee McIntyre to complete and sign for Bank of the West needs to be obtained.

9.2 Status of well

Our Electrical Contractor has performed all work which was required, and his portion of the work has now been signed off and completed. E-mail has been sent to PG&E requesting an approximate time we can expect them to bring the power to the pump. Auggie Guardino will be summoned to program the pump panel once it receives power.

9.3 Discussion of brochure

- Tim prepared a revised list of notables, including 15 additional names to be added. A list of the added notables will be forwarded to the Historical Foundation’s Archivist for photo matches.
- Further development of the informational brochure awaits more foliage to develop on the trees prior to their intended photo shoot.
- Tim’s lecture on the cemetery met with praised publish reviews from local journalists and an inquiry from the local IOOF for a proposed geriatric tour of the grounds.

10. NEW BUSINESS:

10.1 LAFCO review

- Having read LAFCO's proposed review in advance, Judy and Gary were able to provide highlights of its content:
- The review was overall favorable.
- We did provide cost effective interments, in comparison to other area cemeteries.
- All Board Members were compliant with requirements of Form 700 and ethics training.
- The District filed timely financial reports to both state and county Controller's.
- We maintain relative transparency, utilizing our Mission Statement as guidance, in the overall operation and governance of this Special District.

Indicated areas of improvement would include:

- a posting of the complete, comprehensive rules and policies along with full financial disclosure reports, to the website.
- implementing a written policy, along with Board approved forms, for Trustee expense reimbursements.

The LAFCO review draft can be viewed by visiting LAFCO'S Santa Clara County Website.

10.2 Discussion of updating website.

1. After discussion, it was concluded; the current website design and content was functional and informative - thus no further redesign was indicated.
2. It was the consensus that new photos be incorporated, once obtained, and the supplemental information that LAFCO suggested; be implemented once it becomes clarified.
3. Trustee Nunn suggested a new Block Map; reflecting the newly added sections, paths and roadways of the SND development project be drafted to replace the existing (pre-SND) hand drawn map currently on the website.

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: at 6:04 pm PDT

Minutes by James Nunn

Victoria Bosworth, Chairman

James Nunn, Vice Chairman

Debra Cummins, Financial Officer

Judy Johnstone, Trustee

Wayne McIntyre, Trustee