

Saratoga Cemetery District

Board of Trustees

**Minutes of Regular Meeting:
Wednesday – April 24, 2013 – 5:00 p.m.
Faculty Lounge, Oak Street School
14592 Oak Street, Saratoga, CA, 95070**

1. CALL TO ORDER:

1.1 Vice Chairperson James Nunn called the meeting to order at 5:08 pm PDT

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF PREVIOUS MEETING:

3.1 The minutes of the March 27, 2013 Board meeting were submitted, whereupon motion was duly made, seconded and unanimously adopted, as the minutes were approved as presented.

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

4.1 One member of the public attended

5. AGENDA CHANGES

5.1 None

6. COMMUNICATIONS:

6.1 Written: Received from Wells Fargo Advisors: 1 buy, and 1 redeemed/sold, bond within investment portfolio.

6.2 Oral: Gary Reed provided a brief synopsis (to those Trustees for whom were unable to attend) of the topics presented at the recent CAPC Conference. Items of specific interest included: Bio-Cremation: an “earth-friendly” alternative to traditional practices. Endowment Fund Management: providing adequate care funding - utilizing various financial forecasting models. Identity Theft: current trends within the death care industries, and the need for greater infrastructure control of vital records.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None.

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff advised that tree pruning continues on the oaks along the perimeter and in the center of the property.

8.2 Upon staff's advisement of a recent hose bib casualty; discussion followed on the need to develop some form of protective barrier between vehicles; and the hose bibs, and the front gate columns. Matter continued for further discussion.

8.3 Proposed for future agenda by Trustee McIntyre; Board Members to receive briefing on location of utility shut off valves, and other relevant emergency protocol; thus providing Board Members (residing in close proximity) response capability (in the absence of staff) to ensure protection of District Property. Matter continued for further discussion.

9. CONTINUING BUSINESS:

9.1 Continuing review of financial investments

Endowment Principle: 3.09%, Endowment Interest: 3.07%, Pre-need Fund: 3.24%, Capital Improvements: 3.27%

9.2 Status of well

Power has been successfully established to the ground well pumping station by PG&E. Gardino Well Drilling is scheduled to activate the pumping station on April 26th at which time the gate valve will cease the current non-agriculture municipal water supply to the property.

9.3 Discussion of brochure

Discussion of the content, and various photographic themes to be utilized were further discussed. James provided Wayne with a copy of the last ratified, and approved art layout for the informational brochure – with photo placemarks i. e. upright monument, historical, columbaria etc.

10. NEW BUSINESS:

10.1 Staff advised the Board that several attempts to contact Tony Condotti, for his respective legal advisement on upcoming contract negotiations, has gone unanswered.

10.2 It was further put forth for agenda – the Board's consideration of retaining new legal for the District

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: The meeting was adjourned at 6:10 pm, with the reminder that the May meeting will be held on the 29th.

Minutes by James Nunn

Victoria Bosworth, Chairman

James Nunn, Vice Chairman

Debra Cummins, Financial Officer

Judy Johnstone, Trustee

Wayne McIntyre, Trustee