

Saratoga Cemetery District
Board of Trustees
Minutes – May 29, 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 PDT by Chairperson Vicki Bosworth.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF PREVIOUS MEETING:

3.1 Judy Johnstone moved to approve the minutes of the April 24 Board meeting as presented. Second by Debra Cummins. Unanimous.

4. PUBLIC PARTICIPATION

4.1 None present.

5. AGENDA CHANGES

5.1 None

6. COMMUNICATIONS:

6.1 Written:

a) A letter was received from Ann Hawes requesting permission to have two items bronzed and attached to the base of an upright veteran's monument. A discussion was held on the risks of damage or theft to the attached fixtures. Permission was granted with the restriction that the items not extend beyond the base of the monument and that Mrs. Hawes sign a release of liability, indemnifying the District for damage or theft of the items.

b) Wells Fargo Advisors report 1 redeemed, and 4 buy notices during the reporting period.

6.2 Oral: Staff reported that the Memorial Day event was a success again this year.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None.

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff advised the Board of damage sustained following the impact between the rear wheel of the District's Trailer, and the rear bumper assembly of a local funeral home's hearse during a Saturday interment.

8.2 Updated District property casualties include; 1 hose bib vs. vehicle during the course of a recent graveside service, and brick gate columns vs. vehicle X2, have been incurred since last report.

8.3 Eight or nine sections of the new fencing have been installed, along with the report they appear lacking in aesthetics due to galvanization.

8.4 The well, is fully operational – although a broken pipe at startup caused a temporary delay. A discussion ensued on the long term predictions of well water self sufficiency- and the feasibility of eventual emancipation from the municipal water supply.

8.5 Contractor Jerry Hamilton's proposal to install a new roof with greater pitch on the manager's residence was abandoned due to excessive cost. It was further moved to agendize the roof issue, and other repairs at a future date.

9. CONTINUING BUSINESS:

9.1 Continuing review of financial investments: Endowment Interest: 3.11; Endowment Principal: 3.12; Pre-Need Fund: 3.27; Capital Improvement Fund: 3.31

9.2 Discussion of brochure:

Wayne McIntyre distributed to each present; a CD containing 1 gigabyte worth of various photographs he had taken, and organized for the informational brochure. James Nunn further distributed to each respectively; a copy of the proposed brochure layout with picture place holders named by photo topic. The Board was instructed to review all potential photos, and then pick 3 for each placeholder by next regular meeting. Once a consensus has been established, all material will be forwarded to the printer for a proof, and then final publishing.

10. NEW BUSINESS:

10.1 Review and action on FY2013-14 Landscape Maintenance & Interment Contract.

Two options were presented for renewal of the Landscape Maintenance & Interment contract. The first option was a three year fixed rate contract. The second option was a three year contract with increasing rates each year but averaged the same rate as the fixed rate option. Trustee Johnstone moved to accept the three year fixed rate contract with the provision that the manager be allowed to adjust the District Price Schedule to reflect the increased rates for interments. Second by Trustee Nunn. Unanimous.

10.2 Discussion on possible changes in legal counsel

Following a discussion on the mature, professional handling by the District's current legal counsel (with respect to their failure to return repeated emails from staff) - It was further agreed that the District needs to seek out, and retain new legal counsel. It was proposed that an Ad-Hoc Committee be formed within the Board for this purpose. The selection of those Trustees to comprise such committee has been moved to the following meeting.

11. CLOSED SESSION:

11.1 None scheduled

12. ADJOURNMENT: The Regular Meeting was adjourned at 6:08 pm PDT.

Minutes by James Nunn

Victoria Bosworth, Chairman

James Nunn, Vice Chairman

Debra Cummins, Financial Officer

Judy Johnstone, Trustee

Wayne McIntyre, Trustee