Saratoga Cemetery District
Board of Trustees
Minutes – July 24, 2013
District Offices
14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Chairperson Vicky Bosworth called the Regular Meeting, of the Saratoga Cemetery District Board of Trustees, to order at 5:05 PM PDT at the District Offices.

2. ROLL CALL:

2.1 Those in attendance and constituting a quorum were: Vicky Bosworth, Wayne McIntyre, Debra Cummins, and James Nunn. Trustee absent: Judy Johnstone. Staff present: Gary Reed.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Motion by Trustee McIntyre: Move to approve the minutes of the June 26, 2013 Regular Meeting as recorded, Seconded by Trustee Cummins and carried without dissent.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) Staff presented each Trustee with a copy of the letter received from LAFCO. The contents of which; outlines the distilled "recommendations" for change, or implementation of; existing procedures to increase the District's transparency. Staff further requested that each individual Trustee review these suggestions for further discussion at the next meeting.

b) Staff announced a letter of resignation tendered by Tim Zadel, Assistant Manager of the District Office, effective August 31, 2013. Staff further stated that due to Tim's current absence from a recent surgical procedure, and his anticipated post-op convalescence, necessitated an immediate need for the Board to propose a suitable wage and benefit package for the new-hire candidate: Steven Albright.

c) Report of Wells Fargo Advisors for District Bonds held: 1 sold, 1 buy, 2 partial call notices.

6.2 Oral:

a) Sales and burial reports. Sales report for the fiscal year were very good.
b) Discussion followed on, given the current sales volume: what is the forecasted length of time until the property reaches maximum capacity? Trustee McIntyre offered to prepare a further report.

6.2 Oral: Continued:

    2) Remanded to the agenda for further discussion: location and design concept: for future scattering garden with ossuary tank.

7. CONTRACTORS AND PURVEYORS ATTENDING:

    7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

    8.1 Staff reported that:

      a) Backhoe had 2 tires replaced by a mobile tire repair service.

      b) Main gate and hinges on the pedestrian gate remain uncompleted.

9. CONTINUING BUSINESS:

    9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 3.22%, Endow. Principal 3.18%, Pre-Need 3.31%, Capital Improvements 3.34%.

    9.2 Discussion of brochure: Staff reported the culmination of picture voting amongst Trustees, it was suggested that voting be continued to next meeting. Wayne offered to re-shoot or photo-shop pictures. Of those selected, we will narrow down to those most favored. James offered to take those selected pictures and send the thumbnails to each Trustee prior to next meeting.

10. NEW BUSINESS:

    10.1 Discussion on salary/benefits for new employee: A motion was made by Chair-Person Bosworth: to compensate the new-hire at the rate of $30 per hour, including a $350 per month allowance for health insurance. Further, the position is held with a 90 day probationary period, without express or implied provision for incumbent's ascension to the position of General Manager upon vacancy of that respective position. Seconded by Trustee Johnstone, carried without dissent.

    10.2 Approval of SDRMA Resolution No. 2013-1, motion to present vote as selected on Trustee ballot made by Trustee McIntyre. Second by Trustee Nunn. Unanimous.

11. CLOSED SESSION:

    11.1 None Scheduled.

12. BOARD SIGNATURES:

    12.1 Board signed Minutes of Last Meeting, Certificates of Ownership of Burial Rights and checks.

13. ADJOURNMENT:

    13.1 Meeting adjourned at 6:04 pm PDT

Minutes by James Nunn.