

Saratoga Cemetery District

Board of Trustees

Minutes – August 28, 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 5:07 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, James Nunn and Judy Johnston. Staff present Gary Reed.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 It was noted that item 10.1 of the minutes as presented: for the Regular Meeting of July 24, 2013, should be amended to read:

“10.1 Discussion of salary/benefits for new employee:

A motion was made by Chairperson 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 Johnston, carried without dissent.”

Motion to accept minutes as amended by Trustee Cummins, Seconded by Trustee McIntyre, unanimous.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 Addendum: 10.3 Discussion of letter received from County’s LAFCO, dated July 19, 2013, re: Implementation of Recommendations of Service Review.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) Monthly report received from Wells Fargo Advisors as: 2 redeemed, 1 bought; of District held bonds.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) The FY 2012-13 Financial Audit would be ready for the October Board meeting. Staff asked the Board if they wanted the auditor to present the audit in person. The Board confirmed that they wanted the auditor to be present.

b) A backflow preventer failed the annual test by San Jose Water – repair has been made.

c) The main entrance gate was picked up for galvanization & powder coating. It will be reinstalled Friday.

d) A fee of \$250 was charged to the District credit card for annual support of Quick Books financial software. Staff asked the Board if they wanted to continue the Support. The Board confirmed that the support should be continued.

e) The well has been the sole source of irrigation water for the past month.

d) Dale Jantzen purchased the property at the southwest corner of the cemetery. He would like to replace the existing slatted chain link fence between his property and the cemetery with a redwood fence. The Board visited the site. Staff was directed

to

contact Mr. Jantzen and tell him that he could erect the redwood fence on the other side of the chain link fence or attend a Board meeting and explain why he wants to remove the existing chain link fence.

9. CONTINUING BUSINESS:

9.1 Continuing review of financial investments: Endowment Principal 3.21%, Endowment Interest 3.23%, Pre-Need 3.35%, Capital Improvements 3.35%.

9.2 Discussion of brochure:

a) It was concluded that the 3-fold brochure: (Project 1) is ready to be submitted to Joe Aceves of Accent Design (Judy referral) for final design and bid for publishing.

(booklet
proposed
form) of People and Plants will also be submitted for further design ideas and bid for publication. Information to be provided at next scheduled meeting.

10. NEW BUSINESS:

10.1 Update web site: Trustee Johnstone proposed to the Board the following changes to the District's existing web page;

- A new Block Map reflecting the entire property be incorporated.
- Review the list of Notables, Trustee Nunn indicated that all currently on the list now have corresponding pictures for inclusion on the web page.
- New Development links text should be removed from the web site – as all projects have been completed.
- New pictures, especially of the new section, replace the existing photos.
- More emphasis on Memorial Day events, along with photos, be added.
- A specific notation of District boundaries and eligibility be made in very clear and concise language, and prominently displayed at web site main page.
- Revised regulations and disclosures for increased transparency.

James Nunn moved that \$1,000 be approved to cover the cost of the changes. Second by Debra Cummins. Unanimous.

10.2 Staff recommended that \$400,000 in District funds held at the County be transferred from Maintenance & Operations to Land Acq & Capital Improvements. Judy Johnstone

10.2 Continued: moved to transfer \$400,000 held at the County from M&O to Land Acq & Cap Imp. Second by Debra Cummins. Unanimous.

10.3 Discussion of letter received dated July 19, 2013 FROM Santa Clara County LAFCO regarding implementation of recommendations of Service Review.

Board agreed by consensus that:

1. Item 1 (Include District's comprehensive policies and administrative regulations on website) would be too costly to implement. The policies are available in the office.
2. Item 2 (Adopt a reserve fund policy) requires additional clarification. Board instructed General Manager to seek clarification of this recommendation.
3. Item 3 (Conduct a rate study and conduct a formal review of the adequacy of the Endowment Care fund) will be implemented. Judy Johnstone will work with Gary

Reed

to accomplish this.

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 6:20 pm PDT

Minutes by James Nunn.

Vicky Bosworth, Chairperson

James Nunn, Vice-Chairman

Debra Cummins, Financial Officer

Judy Johnstone, Trustee

Wayne McIntyre, Trustee