

Saratoga Cemetery District

Board of Trustees

Minutes – September 25, 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 5:08 PM PDT, at the District Office.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Minutes of the August 28, 2013 regular meeting were corrected to read as follows:

10.3 Discussion of letter 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.

Motion was made by Trustee McIntyre to accept the minutes of the August 28, 2013 meeting as amended, seconded by Trustee Johnstone. Motion carried unanimously.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 Chair Bosworth requested an addition to the agenda, Item 10.1 Reschedule October 2013 Regular Meeting.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

- a) Two partial call notices and two buy notices from Wells Fargo Advisors for bonds held in the District's portfolio.

b) A Certificate from the SDRMA acknowledging the District for no Worker's Comp claims paid during the prior five consecutive years.

6.2 Oral: Manager Reed advised that Trustees Bosworth, Johnstone and Nunn will reach the end of their appointed terms on December 31, 2013. Trustees wishing to be considered for reappointment should notify Supervisor Simitian's office.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) The water pressure from the well is still under the expected level. Guardino Well Drilling will be contacted to evaluate and adjust the pressure level.

water
Additionally, it appears that there is sufficient water pressure to supply cemetery watering needs using only the two meters which supply the house and office. Manager Reed asked if the two additional meters which have not been used since May should be removed. The Board agreed by consensus to wait to remove the meters until the situation with the well has been stabilized.

installation
b) The wrought iron perimeter fence renovation is now complete with the of the main gate, and pedestrian gate with its piston closing mechanism.

c) No further communication has been received from the property owner on the southwest side of the cemetery regarding his proposed fencing project.

c) The remains of a small deer were found on the cemetery grounds, it is suspected that a coyote is the predator. No other predatory animal activity has been noticed in the cemetery.

inquired
e) The individual who took an aerial video of the cemetery using a RC aircraft regarding Board interest in purchasing a video of the cemetery. The Board agreed by consensus that there was no interest at this time.

to
f) Staff requested clarification of LAFCO recommendation "Adopt a reserve fund policy" from LAFCO representative Neelima Palacherla. She responded that the funds referred to are the Endowment Care, and Land Acquisition & Capital Improvements funds (which are not reserve funds per se). The recommendation is to adopt target fund levels to ensure adequate funding for the stated purpose of the funds.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts for the month of August were: Endow. Interest 3.17%, Endow. Principal 3.20%, Pre-Need 3.34%, Capital Improvements 3.35%.

9.2 Trustee Nun brought sample paper stock for the brochure and sample bindings for the booklet.

The Board selected the 80# cover stock with an aqueous coating for the Brochure.

The

brochure will be a three-fold design in landscape format. Trustee Nunn will place the order

for 500 copies of the brochure as soon as additional photos are available.

After discussion, the Board decided to delay the map and Historical Figures booklet until after the brochure is completed.

9.3 Trustee Johnstone reported that revisions to the District's website will be completed and sent to Webmaster Jeff Johnson for implementation.

10. NEW BUSINESS:

10.1 Chair Bosworth requested that the date of the October Regular meeting be changed from the fourth to the fifth Wednesday (October 30, 2013). The Board agreed to this change.

Trustee McIntyre requested that a discussion of the undeveloped 2 acre section of cemetery

Property be placed on the agenda for the next meeting.

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 It was moved and seconded that the meeting be adjourned. Meeting adjourned at 6:12 p.m.

Vicky Bosworth, Chairperson

James Nunn, Vice-Chairman

Debra Cummins, Financial Officer

Judy Johnstone, Trustee

Wayne McIntyre, Trustee