

Saratoga Cemetery District

Board of Trustees

Minutes – January 22, 2014

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:10 p.m. by Chairperson Vicky Bosworth.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Debra Cummins moved to approve the minutes of the last meeting as mailed. Second by Judy Johnstone. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) Two sold, seven redeemed, and 2 buy notices from Wells Fargo Advisors for bonds held in the District's portfolio.

b) Registration forms for the Annual CAPC Conference to be held March 21-22, 2014 at the Embassy Suites in Oxnard, CA. The agenda for this conference is weak and no one expressed an interest in attending.

c) An email from Jean Libby requesting that she be put on the February Board Meeting agenda to make a presentation for her Graves Matter project.

d) A records request email from Bay Area News Group requesting compensation details for District employees. Staff has already responded with the requested information.

6.2 Oral: Staff presented semi-annual sales and burial reports.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) After a recent freeze the well was spewing water from the pressure relief valve and the pressure gauge was pegged. Staff took measures to relieve the pressure. Augie Gardino replaced the pressure gauge and adjusted the pressure.

b) The pump for the multiple jets in the fountain basin has malfunctioned. It is out of warranty and company that installed the pumps wants \$500 for a service call. Staff has not had the pump repaired.

c) The lawns are not looking healthy – the turf looks stressed, there is too much broadleaf intrusion, and the grass is thin with bare spots in some areas. The contractor has been informed that if the health and appearance of the lawn does not improve by the end of March will recommend to the Board that the Maintenance & Interment contract be put out to bid.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 3.01%, Endow. Principal 3.22%, Pre-Need 3.26%, Capital Improvements 3.11%.

9.2 The Board reviewed the brochure cover provided by the printer. After much discussion the Board reached a consensus on recommendations and changes for James to take to the printer. Continued to next Board meeting.

9.3 Judy Johnstone reported on the web site update. The text is done but photo selection is ongoing since the files are so large and take a long time to download. There will be a separate page for Memorial Day and acknowledgement of the Wreaths Across America project headed up by Bill Snider.

10. NEW BUSINESS:

10.1 James Nunn made a motion to retain Vicky Bosworth as Board Chairperson, for Judy Johnstone to assume the position of Board Vice-Chair and for General Manager Gary Reed as Secretary/Clerk of the Board to resume the duties of taking minutes. The position of Board Treasurer to be voted on at the February Board meeting when Wayne McIntyre is present. Second by Debra Cummins. 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 6:10 p.m.

Add to February Agenda

- Goals for year
- James' report on how cemeteries dispose of dirt

Minutes by Gary Reed

Vicky Bosworth, Chairperson

Judy Johnstone, Vice-Chairman

Debra Cummins, Financial Officer

James Nunn, Trustee

Wayne McIntyre, Trustee