

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes – October 29, 2014  
District Offices  
14766 Oak Street, Saratoga, CA 95070

**1. CALL TO ORDER:**

1.1 Meeting called to order at 5:05 p.m. by Vice-Chair Judy Johnstone.

**2. ROLL CALL:**

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

**3. APPROVAL OF MINUTES OF LAST MEETING:**

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

**4. PUBLIC PARTICIPATION:**

4.1 None.

**5. AGENDA CHANGES:**

5.1 None.

**6. COMMUNICATIONS:**

6.1 Written: Staff presented:

a) One buy and two redeemed notices from Wells Fargo Advisors for bonds held in the District's portfolio.

b) Annual membership renewal notice from the CSDA – with renewal members can take the ethics training for free between January 5, 2015 and March 2, 2015.

6.2 Oral: Staff reported on the CAPC Education Seminar held at South Shore Lake Tahoe on October 10-11.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 Staff reported that:

a) The new roof and rain gutters have been installed on the maintenance building. The new door frames and roll-up doors should be installed in the next week or two.

b) The area where the water storage tanks will be placed has been excavated. The individual who excavated the area also provided the fiber-felt matt that will line the bottom of the hole. The rock for the bottom of the hole will be ordered next.

c) The raccoon that had been tearing up the turf has returned, efforts to trap him have been unsuccessful.

d) Staff found a dead crow on the cemetery grounds. Vector control retrieved the crow and it tested positive for West Nile virus.

e) Block 84 which has the highest priced interment rights has not generated any interest. Staff recommended that the price be reduced to the next highest priced interment rights in Blocks 79 & 83. The Board elected to keep the pricing as is.

## 9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.84%, Endow. Principal 2.78%, Pre-Need 3.10%, Capital Improvements 2.75%.

9.2 The Board discussed whether additional changes were needed for the informational brochure. Continued to next Board meeting.

9.3 Debra Cummins presented two bids for a comprehensive survey of the cemetery.

Kier & Wright	\$14,800
Westfall Engineers, Inc.	\$13,500

Wayne McIntyre moved to approve the lower bid from Westfall Engineers for \$13,500. Second by James Nunn. Unanimous.

9.4 Judy Johnstone has identified a local attorney who is a good candidate for District Counsel. The attorney is also the counsel for the cities of Monte Sereno and Scotts Valley. Judy and another Board member will interview the attorney before the next board meeting.

## 10. NEW BUSINESS:

10.1 The Board briefly discussed the impending manager search. The manager was asked to produce a job description with a comprehensive list of duties and qualifications.

10.2 The Board reviewed the long term projects list. Manager search and renovations to the manager's house were added to the list.

10.3 Eric Berg from Steel Building Construction & Service Company who won the bid for replacing the roof, gutters, and door frames on the maintenance building reported he had made an error on his bid in the amount of \$3,125 and was requesting that the Board consider approving that amount in addition to the original bid for a total of \$15,552. With the new doors to be installed by another company that brought the total to \$26,961 which is \$10,254 below the next lowest bid. Debra Cummins moved to approve the additional \$3,125 as requested. Second by Wayne McIntyre. 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.

**Minutes by Gary Reed.**

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**Vicky Bosworth, Chairperson**

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**Judy Johnstone, Vice-Chairman**

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**Wayne McIntyre, Financial Officer**

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**James Nunn, Trustee**

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**Debra Cummins, Trustee**