

Saratoga Cemetery District

Board of Trustees

Minutes – November 19, 2014

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:00 p.m. by Chairperson Vicky Bosworth.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Judy Johnstone 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 Item 10.4 "Discussion of Property Purchase" was added to the agenda with the unanimous consent of the Trustees present.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) One buy notice and one sold notice from Wells Fargo Advisors for bonds held in the District's portfolio.

b) A list of tax defaulted properties available for auction from the Santa Clara County Tax Collectors office. Staff suggested the Board might want to consider two defaulted commercial parcels on Big Basin Way as potential investment properties.

c) A letter from Eleanor Clarke expressing her disappointment that no flags were put out in the cemetery for Veteran's Day.

d) A letter from Mary Morris expressing her displeasure with the attitude of a staff member when making interment arrangements.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 Auditor Sheldon Chavan

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) Installation of a new roof, rain gutters, door frames and roll-up doors has been completed on the maintenance building.

b) The fiber-felt fabric and small diameter rock has been placed in the excavated area where the two water storage tanks are to be installed. Emails to Jason at Superior Pump inquiring as to when the tanks will be installed have not been answered.

c) Jerry Hamilton measured the west wall of the maintenance building and will provide an estimate for framing and stuccoing the west side of the building.

d) Phone calls to Harry Babicka of Westfall Engineering inquiring as to the timeline for the cemetery survey have not been returned.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.81%, Endow. Principal 2.75%, Pre-Need 2.94%, Capital Improvements 2.74%.

9.2 Update on the informational brochure continued to the next Board meeting.

9.3 Review of long term planning schedule continued to next meeting.

9.4 The manager provided the Board with a comprehensive list of qualifications, skills, and responsibilities required for his position. The Board members will review the list and address it at the next Board meeting.

10. NEW BUSINESS:

10.1 Auditor Sheldon Chavan presented the 2013-14 fiscal year audit to the Board of Trustees. The audit issued was an unmodified audit – nothing of any material concern was discovered in the course of the audit. Debra Cummins moved to accept the audit presented. Second by Judy Johnstone. Unanimous.

10.2 Judy Johnstone and Vicky Bosworth interviewed Kirsten M. Powell of Logan & Powell, LLP as a candidate for legal counsel for the District. Judy Johnstone made a motion that the District retain Kirsten M. Powell as legal counsel for the District. Second by Debra Cummins. Unanimous.

10.3 The Conflict of Interest Policy biennial review contained several recommended policy changes from County Counsel. Judy Johnstone moved to approve the changes as presented. Second by Debra Cummins. Unanimous.

10.4 Two adjacent properties on Congress Springs Road/Toll Gate Road comprising 12.98 acres are being offered for sale together as one unit. The Board discussed the possibility of purchasing the property for use as a future cemetery site. Staff will check on the availability of Board members and attorney Kirsten Powell for a Special Board Meeting to explore the possibilities of purchasing the property and the tax defaulted properties.

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 T.S. Reed

Vicky Bosworth, Chairperson

Judy Johnstone, Vice-Chairman

Wayne McIntyre, Financial Officer

James Nunn, Trustee

Debra Cummins, Trustee