

Saratoga Cemetery District

Board of Trustees

Minutes – February 26, 2014

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:04 p.m. by Vice-Chairwoman Judy Johnstone.

2. ROLL CALL:

2.1 Trustees present: Judy Johnstone, Wayne McIntyre, and Debra Cummins. Trustees absent: Vicky Bosworth and James Nunn. 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 To accommodate guest presenter, Item 10.1 will be heard ahead of Item 9.1.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) One redeemed notice for a bond held in the District's investment portfolio.

b) Two letters from the SDRMA notifying the District of longevity distribution credits for the District's Workers' Compensation program and Property and Liability Insurance program.

c) Two letters from the SDRMA notifying the District that there will be no rate increase next fiscal year for the Property and Liability Insurance program but there will be a 10% across-the-board rate increase for the Workers' Compensation program.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) The cemetery main gate has been malfunctioning – a new clock timer solved the problem.

b) The lawns received their annual aeration.

c) The hose bibs were found to have no pressure – when the well was checked the pressure gauge read zero. Opening a gate valve to provide San Jose Water to the system caused the well pressure gauge to increase to 85 psi. Shutting down the gate valve for San Jose water caused the well pressure to drop again to zero. Augio Gardino was contacted, he said to contact Jason at Superior Pump for a solution. Jason suggested a fix that did not work. He will be out of town until next week.

d) Staff will be sending out requests for audit proposals – the Board confirmed the proposals should be for three years.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.98%, Endow. Principal 3.18%, Pre-Need 3.20%, Capital Improvements 3.09%.

9.2 The Board reviewed the latest incarnation of the cemetery brochure. After much discussion and deliberation it was decided to request a non-PDF soft copy of the brochure so that members of the Board can work on improving the photo selection, text, font, layout, etc. Continued to next meeting.

9.3 Judy Johnstone reported that she has selected a new banner photo for the home web page, changed some links, and eliminated the SND development information.

10. NEW BUSINESS:

10.1 Jean Libby presented her proposal that the Board pursue membership in the National Trust for Historic Preservation. The Board is reluctant to initiate membership in the National Trust without knowing what restrictions may apply. Ms. Libby will try to get a representative from the County Historic Trust to make a presentation to the Board. Continued to a future board meeting.

10.2 The Board reviewed earlier long term planning goals; they eliminated goals that have been completed, reprioritized others, and added goals. It was suggested that the Arboretum tour project might be a good Eagle Scout project. Debra Cummins will contact arboretums to find out how they label their trees. A revised list of long term planning goals will be presented at the March Board meeting for Board discussion and approval.

10.3 Staff presented a request from the Heritage Preservation Commission to have three Trees on the cemetery grounds added to the City's Heritage Tree list. This designation does not impose any additional regulatory requirements. Wayne McIntyre moved to approve the heritage tree designation as requested. Second by Debra Cummins. Unanimous.

10.4 James Nunn was not present to present his report on soil disposal. Continued to next meeting.

10.5 Staff requested that the Board approve direct deposit for employee paychecks. Debra Cummins moved to approve direct deposit for Board and staff paychecks. 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 6:55 p.m.

Minutes by Gary Reed.

Vicky Bosworth, Chairperson

Judy Johnstone, Vice-Chairman

James Nunn, Financial Officer

Debra Cummins, Trustee

Wayne McIntyre, Trustee