

# *Saratoga Cemetery District*

## **Board of Trustees**

**Minutes – March 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 Chairwoman Vicky Bosworth.

### **2. ROLL CALL:**

2.1 Trustees present: Vicky Bosworth, Wayne McIntyre, and James Nunn. Trustees Absent: Judy Johnstone and Debra Cummins. 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 James Nunn. Unanimous.

### **4. PUBLIC PARTICIPATION:**

4.1 None.

### **5. AGENDA CHANGES:**

5.1 None.

### **6. COMMUNICATIONS:**

6.1 Written: Staff presented:

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

b) A pamphlet from Santa Clara Valley Water District announcing a proposed increase in water charges from \$680 to \$747/acre-foot effective July 1, 2014

6.2 Oral: None.

### **7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

### **8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 Staff reported that:

a) The well quit working recently. Jason from Superior Pump checked out the system and found a ground fault – since the fault was not in the control panel it is suspected that it is in the well at the pump and motor. Jason also said that the current size pump and motor will not supply the volume of water needed to irrigate the lawns. He provided a proposal for a 30hp motor, pump, controller, etc. Judy Johnstone and Wayne McIntyre were named to an ad hoc subcommittee to review bids and select one for upgrading the well.

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8.2 Complaints had been received from two women who visit the cemetery regarding a male who spends about 4 hours a day parked at the cemetery. They complained about his car radio, smoking, spitting, etc. One of the complainants said she felt threatened and intimidated by his actions. He was asked to park elsewhere and has since not returned to the cemetery. An on-line perusal of loitering ordinances as a potential solution to future problems proved unproductive. The Board advised the manager to call the Sheriffs Department if similar situations arise in the future.

**9. CONTINUING BUSINESS:**

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.93%, Endow. Principal 2.91%, Pre-Need 3.17%, Capital Improvements 3.04%.

9.2 Chairwoman Bosworth suggested that discussion and decisions on the brochure be continued to next month. The April Board packet should include the latest brochure sample from the printer, an alternative brochure put together by Judy Johnstone and a copy of the old brochure that is being replaced.

9.3 Chairwoman Bosworth reported that Trustee Judy Johnstone has completed the upgrades and changes to the District's web site.

**10. NEW BUSINESS:**

10.1 Vicky Bosworth moved to nominate Wayne McIntyre as Board Treasurer. Second by James Nunn. Two yea votes. Wayne McIntyre voted present. The nomination passed.

10.2 The Board had some discussion of the long term planning goals. Staff recommended that the roof, doors, and front of the maintenance building be replaced or remodeled. Bids will be sought for the work.

10.3 Trustee Nunn reported his findings of how other cemeteries dispose of their excess soil from grave excavation.

**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 6:33 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**

