

Saratoga Cemetery District
Board of Trustees
Minutes – April 23, 2014
District Offices
14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 4:59 p.m. by Chairperson Vicky Bosworth.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Vicky Bosworth asked that the words “there were a variety of solutions” be added to the end of Item 10.3 of the March 26, 2014 minutes. Wayne McIntyre moved to approve the minutes of the last meeting as amended. Second by James Nunn. Three aye votes. Judy Johnstone & Debra Cummins abstained since they were absent from the meeting.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) One buy notice for bonds held in the District’s investment portfolio.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) The spring flower color change was completed in preparation for Memorial Day.

b) One of the cemetery visitors complained that the cemetery restrooms are not open on weekends. The Board affirmed the manager’s position that the restrooms will only be open during office hours and Saturday interments.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District’s four investment accounts: Endow. Interest 2.93%, Endow. Principal 2.90%, Pre-Need 3.17%, Capital Improvements 3.06%.

9.2 The Board expressed their dissatisfaction with the design of the new informational brochure for the District. They agreed to use the old brochure format with updated photos and some minor changes to the verbiage.

10. NEW BUSINESS:

10.1 Reserve and Endowment policies continued to next Board meeting.

10.2 Debra Cummins report on tree labeling for the arboretum project continued to the June Board meeting.

10.3 Staff presented proposals from two bidders for upgrading the well to a 30 hp drive system. There was also discussion of a recommendation by one of the bidders to install storage tanks that the well would pump into. The Board requested more information on both options before making a decision. No action taken.

10.4 Staff presented proposals for the 2014, 2015, 2016 financial audits. Bids were solicited from eight auditing firms that specialize in governmental auditing – five of the auditing firms bid the audit.

Judy Johnstone moved to approve the bid from Chavan & Associates, LLP in the amount of \$8,000 for each of the fiscal years ending June 30, 2014, 2015 and 2016. 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 6:03 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