

Saratoga Cemetery District

Board of Trustees

Minutes – May 28, 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 Chairperson Vicky Bosworth.

2. ROLL CALL:

2.1 Trustees present: Vicky Bosworth, Judy Johnstone, Wayne McIntyre, and James Nunn.
Trustee absent: 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 Judy Johnstone. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

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

b) An email offering aerial photography of the cemetery on an approval basis. The Board expressed interest in the no risk offer. Staff will arrange for an aerial photo shoot.

6.2 Oral: Judy Johnstone informed the Board that she will be unavailable to attend the Santa Clara County Special Districts Association meeting on Monday, June 2. There are no items that affect the cemetery district but the Saratoga Fire District would like support from other special districts to prevent dissolution of their District after merging with Central Fire District. The cemetery district will not be represented at the meeting.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) The Memorial Day Service was problem free and well received by the public.

b) The manager contacted Supervisor Simitian's office to inquire about the status of the three Trustees who received notices last September that their Board terms would

expire December 31, 2013. Though it has been five months since the terms expired there still has not been any action from Supervisor Simitian. The Trustees continue to serve in their capacity as Board members but it may be several more months before reappointment or replacement.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.91%, Endow. Principal 2.87%, Pre-Need 3.14%, Capital Improvements 3.05%.

9.2 Chair Vicky Bosworth is still working on the informational brochure – she will meet with Vice-Chair Judy Johnstone to finalize the wording and photo selection before taking it to the printer.

Trustee McIntyre left the meeting at 5:30 p.m.

9.3 Action on the Reserve and Endowment Policies was continued to the next Board meeting.

10. NEW BUSINESS:

10.1 Staff requested that the Board increase the Fiscal Year 2013-14 budget by \$25,000 for higher than anticipated utility expenses. Judy Johnstone moved to increase the FY 2013-14 by \$25,000. Second by James Nunn. Unanimous.

10.2 Staff updated the Board on the current status of the well. The recommendation for getting the well operational is to repair the current pump and install two 5,000 gallon storage tanks and auxiliary pump. The Board was receptive to the idea, staff will solicit bids for the work.

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 5:55 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