

Saratoga Cemetery District

Board of Trustees

Minutes – July 23, 2014

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:01 p.m. by Chairperson Vicky Bosworth.

2. ROLL CALL:

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

4. PUBLIC PARTICIPATION:

4.1 Landscape Architect Thomas Eddy to address Item 9.4.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) Two redeemed notices, one partial call notice, and one buy notice from Wells Fargo Advisors for bonds held in the District's portfolio.

6.2 Oral: Staff presented semi-annual sales and interment statistics.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Nothing to report.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.85%, Endow. Principal 2.83%, Pre-Need 3.12%, Capital Improvements 3.06%.

9.2 Nothing new to report on the informational brochure, continued to next Board meeting.

9.3 Staff presented two bids for repairing the well pump and installing two 5,000 gallon

tanks with pump. Wayne McIntyre moved to approve the lower bid from Superior Pump for \$34,534.70. Second by Debra Cummins. Unanimous.

9.4 Debra Cummins and Thomas Eddy discussed ideas for labeling trees with arboretum tags, getting Eagle Scout assistance for the project, possible grant funding, surveying the boundaries of the cemetery, etc. Continued to next Board meeting.

10. NEW BUSINESS:

10.1 Judy Johnstone and staff reported that they are still working on the Reserve Fund Policy. Continued to next meeting.

10.2 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 Wayne McIntyre. Unanimous.

10.3 Wayne McIntyre moved to increase assistant manager Steve Albright's hourly wage to \$31.50 per hour. Second by Judy Johnstone. Unanimous. Debra Cummins moved to increase office manager Maria Terry's hourly wage to \$31.50 per hour. Second by Wayne McIntyre. Unanimous.

11. CLOSED SESSION:

11.1 Employee performance evaluations. The closed session was held before Item 10.3, the Board meeting reconvened into open session at the end of the closed session.

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 6:20 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