

# *Saratoga Cemetery District*

## **Board of Trustees**

**Minutes – August 27, 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, James Nunn, and Debra Cummins. Trustees absent: Judy Johnstone and Wayne McIntyre. Staff present: Gary Reed.

### **3. APPROVAL OF MINUTES OF LAST MEETING:**

3.1 James Nunn 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 None.

### **6. COMMUNICATIONS:**

6.1 Written: Staff presented:

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

b) A letter from the SDRMA acknowledging that the District had no paid claims on its property and liability insurance during the program year 2013-14

c) A letter and "President's Special Acknowledgement Award from the SDRMA for no paid Worker's Compensation claims during the prior five consecutive program years.

6.2 Oral: None.

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

7.1 Financial Advisor Sandra Wheeler of Wells Fargo Advisors

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

8.1 Staff reported that:

a) The District received a records request from Transparent California for a compensation report for the previous two years. Staff fulfilled the request.

b) The backhoe was serviced and after an interment the following day it would not start. Mobile Diesel Medic returned the next day and determined the starter and

battery were bad and replaced them. The backhoe works fine now.

c) Staff met with Jason of Superior Pump and discussed the repair and upgrades to the well. They will begin by pulling the non-working pump within the next week or so.

**9. CONTINUING BUSINESS:**

9.1 Sandra Wheeler of Wells Fargo Advisors presented the Board with a comprehensive overview of the District's investment portfolio and the current financial climate.

9.2 No new information on the District's informational brochure. Continued to next meeting.

9.3 No new bids received for survey of cemetery grounds. Continued to next meeting.

9.4 The Board conducted a first reading of the Reserve Fund Policy. Debra Cummins moved to approve the policy as presented. Second by James Nunn. Unanimous. A second reading of the policy will be conducted at the September board meeting.

**10. NEW BUSINESS:**

10.1 The Board briefly discussed the search for new legal counsel. Continued to next meeting.

10.2 The Board discussed the process and requirements for finding a replacement for the manager when he retires. Continued to next meeting.

10.3 None of the bids solicited for new roof, doors, and door frames for the maintenance building have been received. Continued to next meeting.

**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 6:35 p.m.

Minutes by Gary T.S. 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**