

Saratoga Cemetery District
Board of Trustees
Minutes – January 28, 2015
District Offices
14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:10 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 Judy Johnstone moved to approve the minutes of the November 19 Regular Meeting and the December 10 Special Meeting as mailed. Second Wayne McIntyre. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

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

b) A request from the SDRMA for nominations for the Board of Directors election. None of the Trustees present was interested in serving on the SDRMA Board.

c) A letter from Frank A. Cox family requesting that the Board confirm the family's intent to utilize the plot. The Board will have the District's legal counsel respond.

6.2 Oral:

a) Staff presented semi-annual burial and sales statistics and grave inventory.

b) Vicky Bosworth reported on her conversation with personnel in Supervisor Joseph Simitian's office concerning Board appointments.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) The main residence had a leak in the roof during a rain storm – staff bought roof tar and sealed the leak.

b) The two 5000 gallon water tanks are installed and linked together. Also, the auxiliary pump for pumping out of the tanks is also installed. Jason of Superior Pump said that everything should be hooked up and operational by next week.

c) The main gate keypad failed and required replacement.

d) During a recent wind storm a tree on the Teeter's property came down. It came through the fence into the cemetery residence property and took down the power, phone and cable lines. Everything but the fence has been repaired.

e) General contractor Jerry Hamilton submitted a bid for the remodel of the side of the maintenance building facing the cemetery grounds. Staffs attempt to secure other bids has been unsuccessful without plans for the project. Since Jerry Hamilton's bid contained a line item for architectural plans staff retained the architect to draw the plans for the project.

f) The vault carrier developed some problems – staff is in the process of replacing and repairing the failed components.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.69%, Endow. Principal 2.71%, Pre-Need 2.87%, Capital Improvements 2.71%.

9.2 Informational brochure continued to next meeting.

9.3 The Board reprioritized items on the long term project schedule.

9.4 The Board discussed the process for the manager search to replace the retiring General Manager

10. NEW BUSINESS:

10.1 Chair Vicky Bosworth nominated the following slate of Board officers:

Judy Johnstone – Chairwoman
Vicky Bosworth – Vice Chair
James Nunn – Treasurer

Second by Wayne McIntyre. Unanimous.

10.2 Staff reported the results of the December Special Board Meeting. The District can only purchase property for use as a cemetery. Hence, properties from the list of tax delinquent properties received from the County Tax Assessor cannot be purchased for investment.

Additionally, zoning and CC&R's for the property on Congress Springs Road that the Board was interested in purchasing for a cemetery prohibits using the land for that purpose.

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.

Vicky Bosworth, Chairperson

Judy Johnstone, Vice-Chairman

Wayne McIntyre, Financial Officer

James Nunn, Trustee

Debra Cummins, Trustee