

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes – March 25, 2015  
District Offices  
14766 Oak Street, Saratoga, CA 95070

**1. CALL TO ORDER:**

1.1 Meeting called to order at 5:24 p.m. by Chairperson Judy Johnstone.

**2. ROLL CALL:**

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

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

3.1 No vote to approve the minutes of the previous Board meeting.

**4. PUBLIC PARTICIPATION:**

4.1 None.

**5. AGENDA CHANGES:**

5.1 None.

**6. COMMUNICATIONS:**

6.1 Written: Staff presented:

a) One redeemed and one buy notice from Wells Fargo Advisors for bonds held in the District's portfolio.

b) Notice of rate increase from San Jose Water Company.

c) Notice of rate increase from Santa Clara Valley Water District.

6.2 Oral: None.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 District Legal Counsel Kirsten Powell

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 Staff reported that:

a) Staff is still working on locating and repairing leaks in the water system.

b) Staff spoke with Harry Babika of Westfall Engineering concerning the survey of the cemetery grounds that he was contracted to complete. Harry said he had delayed our project due to his heavy schedule but he will do the survey this week.

**9. CONTINUING BUSINESS:**

9.1 Staff reported annual returns on the District’s four investment accounts: Endow. Interest 2.66%, Endow. Principal 2.65%, Pre-Need 2.83%, Capital Improvements 2.63%.

9.2 Judy Johnstone reported that the ad hoc committee for the manager search had met once. The District has received 7 resumes from the ads posted on the CSDA web site and Monster.com. Assistant Manager Steve Albright will also be submitting his resume for the position. The ad hoc committee will meet again on a date to be determined to further advance the search.

9.3 District legal counsel Kirsten Powell reported that she had responded to the letter from the Cox family. Kirsten will draft a consent form for the family to sign that will relieve the District staff from any liability for how they choose to use the remaining burial rights.

**10. NEW BUSINESS:**

10.1 The Board conducted a reading of revised Administrative Regulation 106. Vicky Bosworth moved to approve the revised A.R. 106 as read. Second by Debra Cummins. Unanimous.

10.2 The Board conducted a first reading of revised Board Policy 113. Vicky Bosworth moved to approve the revised B.P. 113 as read. Seconded by Debra Cummins. Unanimous. Second reading of B.P 113 at April Board meeting.

10.3 Staff presented the Board with a list of repairs, upgrades, and remodels for the manager residence. Vicky Bosworth moved to give the manager authority to hire a home inspector to inspect the residence and provide the Board with their recommendations. Second by Debra Cummins. Unanimous.

10.4 The Board discussed revisions to Section 2 of the Board Policies and Administrative Regulations. Chairwoman Judy Johnstone will work with the manager on reorganizing the B.P.s and A.R.s in Section 2.

10.5 Staff presented three bids for remodeling the southwest wall of the maintenance building.

Jerry Hamilton	\$31,324.00
Tucker Construction	\$33,988.00
Parden Construction	\$43,600.00

Vicky Bosworth moved to approve the bid by Jerry Hamilton. Second by Debra Cummins. 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 6:30 p.m.

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**Judy Johnstone, Chairperson**

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**Vicky Bosworth, Vice-Chairman**

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**James Nunn, Financial Officer**

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**Debra Cummins, Trustee**

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