

Saratoga Cemetery District

Board of Trustees

Minutes – Special Meeting - March 3, 2015

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 4:05 p.m. by Chairperson Judy Johnstone.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Vicky Bosworth moved to approve the minutes of the January 28 meeting as mailed. Second by James Nunn. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

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

b) Two letters from SDRMA advising the District that there will be no rate increase for the District's Worker's Compensation or Property and Liability Insurance programs for the 2015-16 fiscal year.

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) Two hose bibs were run over by members of the public since the last Board meeting. Both were repaired by staff.

b) The well is operational and the sole source of water for irrigation at this time. Staff is working to locate and repair leaks in the main lines supplying the irrigation.

c) Architectural plans for the remodel of the maintenance building west wall have been completed. Bids for the remodel are being solicited.

d) A SDRMA safety contractor spent six plus hours with management reviewing safety policies and inspecting the facilities. A report will be issued with recommendations for updating policies to be fully compliant with OSHA regulations and current state law.

e) There was a flash/bang incident with the water heater at the manager residence that will have to be addressed when the residence is vacated and remodeled.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.66%, Endow. Principal 2.68%, Pre-Need 2.83%, Capital Improvements 2.61%.

9.2 The Board discussed with District counsel Kirsten Powell the process for hiring a new General manager to replace the current manager when he retires. Judy Johnstone and Vicky Bosworth were appointed to an ad hoc committee for the manager search. The committee was given the authority to set qualifications, salary and benefits for the General Manager position.

10. NEW BUSINESS:

10.1 The Board reviewed Section One "Board Trustees" of the District's Board Policy and Administrative Regulation Handbook. Some of the policies were revised and updated.

10.2 The letter received from the Cox family regarding the use of inherited interment rights was given to District legal counsel Kirsten Powell for response.

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 5:12 p.m.

Minutes by Gary T.S. Reed

Judy Johnstone, Chairperson

Vicky Bosworth, Vice-Chairman

James Nunn, Financial Officer

Debra Cummins, Trustee

, Trustee