

Saratoga Cemetery District

Board of Trustees

Minutes – July 22, 2015

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:02 p.m. by Chairperson Judy Johnstone.

2. ROLL CALL:

2.1 Trustees present: Judy Johnstone, Vicky Bosworth, Debra Cummins and James Nunn.
Staff present: Steve Albright.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Vicky Bosworth moved to approve the minutes of the June 24 meeting as mailed.
Second by James Nunn. Unanimous.

4. CONTRACTORS AND PURVEYORS ATTENDING:

4.1 Legal counsel Kirsten Powell
4.2 District consultant Gary Reed

5. CLOSED SESSION:

5.1 The Board adjourned out of open session and into closed session at 5:07 p.m.

6. RECONVENE INTO OPEN SESSION:

6.1 The Board adjourned out of closed session and reconvened into open session at 5:24 p.m. Judy Johnstone reported that the Board approved a pay increase of 2% for Maria Terry.

7. PUBLIC PARTICIPATION:

7.1 Norman Koepernik

8. AGENDA CHANGES:

8.1 None

9. COMMUNICATIONS:

9.1 Written: Staff presented:

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

b) District received notice from the San Jose Water Company as to a mandatory 30% water usage reduction from our 2013 water totals.

9.2 Oral:

- a) Gary Reed reported on his projected Endowment Care growth over 40 years.
- b) Gary Reed reported on the progress of the tree audit and presented an example of the mapping and identification system he will be using.
- c) Steve Albright presented the fiscal year end Sales statistics, Burial statistics and Available Grave Inventory report.
- d) Steve Albright reported that he has hired Ron Davey as his Assistant Manager.

10. GROUNDSKEEPING AND MAINTENANCE REPORT:

10.1 Staff reported that:

- a) The well operation has been inconsistent. The well has been turning off during the nightly watering cycle. To help correct this problem Steve has reprogrammed the schedule with breaks in it to allow the storage tanks to refill. This has seemed to help correct the problem.
- b) Steve will measure the total water usage for one week and compare it to the measurement he took last summer. He will then conduct a water audit to make any necessary adjustments
- c) Steve is working to repair leaks and faulty valves in the irrigation system.
- d) Steve reported that the San Jose Water Company tested our five water meter backflow prevention systems. Two of the five failed the test and need to be repaired. It may be beneficial to remove two meters that are not being used.

11. CONTINUING BUSINESS:

11.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.56%, Endow. Principal 2.65%, Pre-Need 2.81%, Capital Improvements 2.64%.

12. NEW BUSINESS:

12.1 The Board conducted the second reading of BP 402 revision. Vicky Bosworth moved to approve BP 402 revision. Second by Debra Cummins. Unanimous. BP 402 revision adopted.

12.2 The Board conducted the second reading of BP 403 revision. Vicky Bosworth moved to approve BP 403 revision. Second by James Nunn. Unanimous. BP 403 revision adopted.

12.3 The Board conducted the second reading of BP 406 revision. Debra Cummins moved to approve BP 406 revision. Second by Vicky Bosworth. Unanimous. BP 406 revision adopted.

12.4 The Board conducted the second reading of BP 412 revision. James Nunn moved to approve BP 412 revision. Second by Debra Cummins. Unanimous. BP 412 revision adopted.

12.5 The Board conducted a first reading of BP 305 revision. Debra Cummins moved to approve BP 305 revision. Second by Vicky Bosworth. Unanimous. A second reading of BP 305 revision will be at the August Board meeting.

12.6 The Board conducted a first reading of BP 312 revision. Vicky Bosworth moved to approve BP 312 revision. Second by James Nunn. Unanimous. A second reading of BP 312 will be at the August Board meeting.

12.7 Judy Johnstone asked the board to prepare a list of possible Board goals for the August Board meeting.

12.8 The Board set three goals for General Manager Steve Albright to accomplish within 90 days of his starting date.

They are:

- 1) Become competent with the Districts financial procedures and reports.
- 2) Train staff to be on track according to the responsibilities in the AR job descriptions.
- 3) Reduce water usage by 30% of the 2013 totals.

12.9 The Board decided to hold a Special Meeting to conduct a walk through of the Manager's house to create a check list of items to be repaired or remodeled. The Special meeting will be held on July 31, August 3 or August 4. Time and date to be determined. The board will also review the "Request for Qualification" procedure at the August Board meeting. Second by Vicky Bosworth. Unanimous.

12.10 The Board has determined that Gary Reed has been a long time asset to the District by managing the Madronia Cemetery in a way that provides dignified interments to the residents of the Saratoga Cemetery District. Vicky Boswoth moved to allocate \$1000.00 to provide a retirement party for Gary Reed on August 22, 2015. Second by James Nunn. Unanimous.

12.11 Judy Johnstone has moved to reschedule the October Board meeting to October 21, 2015. Second by Vicky Bosworth. Unanimous.

13. BOARD SIGNATURES:

13.1 Board signed Minutes of Last Meeting, Certificates of Ownership of Burial Rights and checks.

14. ADJOURNMENT:

14.1 Meeting adjourned at 6:34 p.m.

Judy Johnstone, Chairperson

Vicky Bosworth, Vice-Chairman

Debra Cummins, Trustee