

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

August 26, 2015

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL: Judy Johnstone, Vicky Bosworth, Debra Cummins

PUBLIC COMMENT TIME

(This is the opportunity for individuals to make and/or submit written or oral comments to the Board on any item within the purview of the Board, which are NOT part of the Agenda. No action on the item may be taken, but the Board may request the matter be placed on a future agenda.)

CONSENT CALENDAR

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the President.)

- 1) Minutes from the July 22, 2015 Regular Meeting
- 2) Minutes from the August 3, 2015 Special Meeting
- 3) Manager's Report
- 4) Financial Report
- 5) Check Register
- 6) Wells Fargo Advisors:
 - a) Endowment Care Fund, 2-redeemed notices
 - b) Land Acquisition Fund, 2-bought notices
 - c) Endowment Care fixed income securities: 2.49%
 - d) Endowment Care Interest fixed income securities: 2.93%
 - e) Land Acq. Fixed income securities: 2.43%
 - f) Pre Need fixed income securities: 3.46%

Consent Calendar Continued:

- 7) a. Second reading of BP 305 revision
- b. Second reading of BP 312 revision

Vicky Bosworth Moved to approve all items on Consent Calendar. Second by Debra Cummins.

Unanimous.

REGULAR AGENDA ITEMS

1) Judy Johnstone provided a "Request for Qualification" to begin the Architect/designer search for the Manager's house. Three applicants are needed. Debra Cummins has two references. It was decided that all questions from applicants will be emailed to Steve Albright and in turn he would forward the questions to the Board members. The responses will then be forwarded to all three applicants. Debra Cummins moved to approve "Request for Qualification" procedure. Second by Vicky Bosworth. Unanimous.

2) The "General Manager Performance Evaluation" was discussed by the Board. Vicky Bosworth moved to approve the "General Manager Performance Evaluation." Second by Debra Cummins. Unanimous.

3) The Board discussed and set goals for the Board. They all agreed to the following goals.

- 1) 5 Board members
- 2) Discuss future water/irrigation needs
- 3) Support General Manager with his needs
- 4) Work on new brochure or rack card.
- 5) Provide labels for trees.
- 6) Provide a tree screen on south end of block 78.

4) September's Board Meeting is scheduled for September 16,2015.

5) Gary Reed's letter to the Board was read and discussed. It was decided that Gary and Deanna would be allowed to remain in the Managers house until the end of October if the following criteria is met.

- 1) The rent for September and October would be \$2000.00 per month.
- 2) Gary would need renter's insurance for September and October.
- 3) The Board and Staff would need access to house with 24 hour notice.

Kirsten Powell will prepare a contract before September 1, 2105. Vicky Bosworth moved to approve the extension. Second by Debra Cummins. Unanimous.

Regular Agenda Items Continued:

6) Manager's Report was given by Steve Albright.

1) Water usage has been reduced 30% to 40% from 2013 to current amounts.

2) Cox Family wants us to build a 40 niche columbarium for their family. They will be sending the Board a letter for more clarification.

3) Steve Albright is looking into removing two water meters that have not been used in many years. Steve will determine if the meters can easily be replaced if necessary before they are removed.

4) Steve Albright has applied for a company credit card with Capitol One Bank.

5) Maria would like to be able to change the format of the Agenda and Minutes to make it easier to transfer to our website.

6) Interment services were held for Ying Lee Wang on August 13, 2015. It was discovered the day before the service that there was a semi-large tree growing on 1/3 of the grave. After working with the family it was decided that we would convert the grave of Ying Lee Wang's husband to double depth and inter her with him. The work was completed before the service time and burial was completed as scheduled. The family has decided to leave the unused grave as is for now.

7) James Nunn has been removed as a signer for the Bank of the West account. Steve Albright has contacted the Santa Clara County Controllers Office to remove his signature card, but has not been completed yet.

8) Steve Albright will be purchasing 2 canopies and a table in an effort to provide more comfortable and professional interment services.

Agenda items for next Board meeting

1) Discuss ways to introduce new General Manager and Cemetery to the community.

2) Discuss revisions for BP 311 and BP 5's.

ADJOURNMENT 5:52 pm

- Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the business office located at 14766 Oak Street, Saratoga, California, during normal business hours.
- In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 867-3717.

Judy Johnstone, Chairperson

Vicky Bosworth, Vice-Chairman

Debra Cummins, Trustee