

Saratoga Cemetery District

Board of Trustees

Minutes – June 25, 2014

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:00 p.m. by Chairperson Vicky Bosworth.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Judy Johnstone moved to approve the minutes of the last 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) A email from Mary-Lynne Bernald of the Saratoga Planning Department stating that city arborist Kate Bear would not necessarily require that the same genus/species of tree be planted to match a tree that is removed. The question arose concerning the decline and possible removal of Magnolia trees in Memorial Plaza.

b) Two redeemed/partial call notices from Wells Fargo Advisors for bonds held in the District's portfolio.

c) Three documents from Wells Fargo Advisors that require signatures acknowledging that Wells Fargo Advisors cannot advise the district regarding the issuing of bonds by the District.

d) A ballot from the CSDA for the election of new CSDA Board members. The District has one vote for three candidates. The Board concurred on voting for the incumbent.

e) The LAFCO budget for fiscal year 2014-15 along with a bill for the District's portion of the budget.

f) The agenda and registration form for the annual CAPC Education Seminar & Area Meeting October 10-11 at the Lake Tahoe Resort Hotel. Trustees planning on attending should notify the manager so he can register them for the event and make their lodging arrangements.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) Approximately 9:30 pm the evening of the last Board meeting the manager was notified that there was a broken water line in the cemetery and that the fire department was present. The broken water line turned out to be an old Sisters of Notre Dame line that broke where it entered the cemetery property. The manager informed the fire department that the shut off for the broken line is located on Lomita Ave.

b) An employee for the maintenance/interment contractor failed to properly secure the equipment trailer to the tow hitch on their truck. The trailer came loose, jumped the curb and crashed through the redwood fence of an adjacent residence. The contractor's employees boarded up the fence. The contractor's insurance will cover the repairs.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.89%, Endow. Principal 2.85%, Pre-Need 3.12%, Capital Improvements 3.05%.

9.2 Nothing to report at this time on the informational brochure. Continued to next meeting.

9.3 Only one bid has been received for fixing/replacing the defective well pump and installing two 5,000 gallon storage tanks with an auxiliary pump. Superior Pump has bid the project at \$34,517.20, Augie Guardino has yet to provide a bid. Vicky Bosworth has another source that she will provide the staff with.

10. NEW BUSINESS:

10.1 Staff presented the Board with the proposed budget for fiscal year 2014-15 beginning July 1, 2014. The budget proposal of \$576,399.00 represents an increase of 3.4%. Wayne McIntyre moved to approve the fiscal year 2014-15 budget as presented. Second by James Nunn. Unanimous.

10.2 Nothing to report at this time on labeling of the cemetery trees. Continued to next Board meeting.

10.3 Staff requested an addendum to the 457 Deferred Compensation program to allow for employees to take out a loan against their deferred comp retirement funds. The documents for making the change have not yet arrived from Nationwide Retirement Solutions but will require the signature of a Trustee. Judy Johnstone moved to approve the change to the program. 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 5:50 p.m.

Minutes by Gary T.S. Reed

Vicky Bosworth, Chairperson

Judy Johnstone, Vice-Chairman

Wayne McIntyre, Financial Officer

James Nunn, Trustee

Debra Cummins, Trustee