

Saratoga Cemetery District

Board of Trustees

Minutes – April 22, 2015

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:03 p.m. by Chairperson Judy Johnstone.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 James Nunn moved to approve the minutes of the March 3, 2015 Special Meeting as mailed. Second by Judy Johnstone. Unanimous. Debra Cummins moved to approve the minutes of the March 25 Regular Meeting as mailed. Second Judy Johnstone. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 Norman Koepernik and Steve Albright.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) Two emails from auditor Sheldon Chavan recommending one accountant, or one accounting firm, for assisting staff with monthly reconciliations and audit prep.

6.2 Oral: Judy Johnstone reported a call from Jill Hunter that a group will be visiting the cemetery at 9:00 a.m. on May 5th for national recognition of Saratoga as a garden city.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 District legal counsel Kirsten Powell.

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) Jason from Superior Pump reset the well pump and it is operational again.

b) Staff is still working on locating and repairing minor leaks in the main water line.

c) Staff has removed the trees along the west side of the maintenance building and had the stumps ground in preparation for renovation of the west side of the building.

d) Construction of the new wall on the west side of the maintenance building has begun. The forms for the stem wall are being set and pouring of the wall is scheduled after an inspection.

e) The position of the architectural feature on the new wall construction is in question. The Board agreed it should be placed similarly to the existing room extension at the opposite end of the wall (that is at the end of the wall rather than centered on the wall).

f) Westfall Engineering has requested title reports for the land purchases that make up the cemetery so they can complete the cemetery survey. Staff will provide the reports.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.57%, Endow. Principal 2.64%, Pre-Need 2.81%, Capital Improvements 2.62%.

9.2 Judy Johnstone reported that she and Vicky Bosworth had reviewed eight resume's for the General Manager position. The position had been advertised on the CSDA website and Monster.com. Several of the candidates were out of the area. Assistant Manager Steve Albright was determined to be the best qualified candidate and was offered the position.

9.3 Staff reported that Carl Henley of HomeVue Inspections was hired to inspect the manager's residence. The inspection is scheduled for Thursday April 30.

10. NEW BUSINESS:

10.1 The Board conducted a second reading of revised Board Policy 113. James Nunn moved to approve the revised B.P. 113 as presented. Second by Debra Cummins. Unanimous. Board Policy 113 has been adopted as amended.

10.2 Judy Johnstone stated that from last month's review of Section 2 of the B.P.s and A.R.s only B.P. 204 and A.R. 205 needed to be amended to reflect that the Agenda is also posted on the District's website, and the Board packet is available at the office.

It was decided that the review of Section 3 of the B.P.s and A.R.s be continued to the next meeting. Counsel Kirsten Powell will review the new modified Liability and Loss Control Program provided to the District by the CSDA. Judy Johnstone requested the General Manager job description be reorganized and a new job description created for Office Manager.

11. BOARD SIGNATURES:

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

12. CLOSED SESSION:

12.1 The Board adjourned out of open session and into closed session at 6:04.

13. ADJOURNMENT:

13.1 The Board adjourned out of closed session and into open session (nothing to report) and adjourned the meeting at 6:30 p.m.

Judy Johnstone, Chairperson

Vicky Bosworth, Vice-Chairman

James Nunn, Financial Officer

Debra Cummins, Trustee

, Trustee