

Saratoga Cemetery District

Board of Trustees

Minutes – June 24, 2015

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:04 p.m. by Vice-Chairman Vicky Bosworth

2. ROLL CALL:

2.1 Trustees present: Vicky Bosworth, James Nunn and Debra Cummins.

Trustee absent: Judy Johnstone. Staff present: Gary Reed and Steve Albright.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Debra Cummins moved to approve the minutes of the May 27, 2015 as mailed.

Second

by James Nunn. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 Norman Koepernik.

5. AGENDA CHANGES:

5.1 Vicky Bosworth proposed considering some agenda out of order to accommodate Debra Cummins who has to leave at 5:45. No objections.

6. COMMUNICATIONS:

6.1 Written: Staff presented: None

6.2 Oral: Staff Presented

a) Gary Reed presented the idea of transferring funds from LAIF to a new broker due to lack of performance. Sandra Wheeler can help with references.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 Legal Counsel Kristen Powell

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 None

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 2.55%, Endow. Principal 2.63 %, Pre-Need 2.81%, Capital Improvements 2.63%.

9.2 Steve Albright reported on the Assistant Manager search. He reported that he had about 15 applicants. However, most had few qualifications. He felt that he had a few applicants that he could work with. He will continue to search.

10. NEW BUSINESS:

10.1 Gary Reed presented the proposed budget FY 2015-2016. The proposed budget provides for an 1.9% increase over the 2014-2015 budget. Debra Cummins moved to approve the 2015-2016 budget. Second by James Nunn. Unanimous. 2015-2016 adopted.

10.2 Gary Reed explained the need and proposed to transfer \$400,000.00 of M & O funds to Land Acq & Cap Improv in county funds. Debra Cummins moved to approve the transfer \$400,00.00 in county funds. Second by James Nunn. Unanimous.

10.3 Vicky Bosworth recommends the Board vote for Robert Swan, Ed Gray, Sandy Seifert-Raffelson in the Special District Risk Management Authority Board of Directors election. Debra Cummins moved to approve the resolution. Second by James Nunn. Unanimous.

10.4 Legal counsel Kristen Powell will be adding Gary Reed's contract to July's Board meeting.

10.5 The Board conducted the second reading of BP 204 revision. Debra Cummins moved to approve BP 204 revision. Second by James Nunn. Unanimous. BP 204 revision adopted.

10.6 The Board conducted the second reading of BP 303 revision. James Nunn moved to approve BP 303 revision. Second by Debra Cummins. Unanimous. BP 303 revision adopted.

10.7 The Board conducted the second reading of BP 309 revision. James Nunn moved to approve BP 309 revision. Second by Debra Cummins. Unanimous. BP 309 revision adopted.

10.8 The Board conducted a reading of AR 303-2 revision. James Nunn moved to approve AR 303-2 revision. Second by Debra Cummins. Unanimous. AR 303-2 revision adopted.

10.9 The Board conducted a reading of AR 303-3 revision. James Nunn moved to approve AR 303-3 revision. Second by Debra Cummins. Unanimous. AR 303-3 revision adopted.

10.10 The Board conducted a reading of AR 303-4 revision. Debra Cummins moved to approve AR 303-4 revision. Second by James Nunn. Unanimous. AR 303-4 adopted.

10.11 The Board conducted the first reading of BP 402 revision. Debra Cummins moved to approve BP 402 revision. Second by James Nunn. Unanimous. Second reading of BP 402 at the July Board meeting.

10.12 The Board conducted the first reading of BP 403 revision. Debra Cummins moved to approve BP 403 revision. Second by James Nunn. Unanimous. Second reading of BP 403 at the July Board Meeting.

10.13 No revision to be made on BP 406

10.14 The Board conducted the first reading of BP 412 revision. Debra Cummins moved to approve BP 412 revision. Second by James Nunn. Unanimous. Second reading of BP 412 at the July Board Meeting.

10.15 The Board voted to delete BP 412-1. Debra Cummins moved to approve the deletion of BP 412-1. Second by James Nunn. Unanimous. BP 412-1 will be deleted.

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 5:47 p.m.

Minutes by Steve Albright

Judy Johnstone, Chairperson

Vicky Bosworth, Vice-Chairman

James Nunn, Financial Officer

Debra Cummins, Trustee

, Trustee