

Regular Board Meeting  
Of Wednesday, February 8, 2017

Call to Order: Chairman Clouse called the meeting to order at 9:15 a.m. and those assembled recited the Pledge of Allegiance.

Roll Call: Present were Trustees Robert Clouse, Thomas Askins, Beverly Dodds, Carolyn Flood, Patricia Vogel, and OM Terri Perrin. DM Young is currently out on medical leave. Visitors present: Jeff Voss. Terri Perrin reported that DM Young had a procedure on his heart last night, his artery was nicked but he was able to go home today. His follow-up appointment is scheduled for March 10, 2017.

Public Comment: None

DM Reports: OM Perrin reported on the January sales, burials, safety meeting, major purchases and attendance. OM Perrin asked if the PCA meeting could be held here on Wednesday February 15<sup>th</sup> at 10 a.m. The AT & T lines are sagging below the arch at the main gate. They will temporarily use a zip tie until they can repair it properly. This has been a problem since a tree in the West Section came down across Olive Street in November 2015.

Web Site Hits: 252

Incident Report: OM Perrin said we have lost one tree and some large limbs and both were taken care of by the Cemetery staff.

Correspondence: Per the attached.

Old Business: On hold until DM returns from medical leave.

Facilities Committee Report: Trustee Askins said we are up to speed and everything looks good.

Finance Committee Report: Trustee Dodds reported that the Committee met, reviewed the claims and recommends approval for \$86,033.44 under the Consent Calendar.

The Fair Oaks Community Partnership Action Committee Report: Trustee Vogel said the committee is working on a PBID. The County of Sacramento said the Founders monument needs \$30,000 more. The Chamber update has Fiesta Days coming up. It's my Park Day will be held on May 13<sup>th</sup>. Pete Schroeder doesn't live in the District any longer and had to give up his seat on the Water Board. There is an opening for the new seat.

Oak Knoll Development: Jeff Voss said we need to work out a percolation program for the drainage. We will need an 8" drain pipe from the hole and a 4" drain pipe around the drainage perimeter. Installation would cost approximately \$19-\$20,000 plus the cost of pipe. A submersible pump would cost approximately \$6-\$7,000. The cost for the drainage project would be about \$25,000. Mr. Voss was concerned about the height of the fence in the new project. The fence posts need to be 5-6' deep. We

would have to use rebar attached to the posts in order to make it strong and hold up against the winds. We would have to do bidding, as required, for the installation of the fence. The fence would need to be no higher than 7'. Jeff Voss told the Trustees that an Encroachment Permit will be needed, as per the County of Sacramento.

Memorial Day Committee Report: Trustee Askins said there had not been a meeting, yet. It was decided to hold the first meeting on Thursday, February 16<sup>th</sup> at 1 p.m. Trustee Dodds will make the necessary phone calls.

SDAC Report: Trustee Flood said that Ron Greenwood is the new Chairman. Trustee Flood said that SDAC is not going to dissolve. She was instructed to bring information back to the Board. She wanted to know if there is going to be a local chapter of CSDA. Most time has been spent on local districts. CSDA reports at the end of the meeting. May 30<sup>th</sup> is the next meeting. A full report will be given at the March meeting due to lack of time.

Consideration of Pay Increase for Terri Perrin as Interim DM: That item will be taken up as a Closed Session at the March meeting.

Alarm System: The alarm should be set to beep when doors are opened. The office staff needs a safe room. Also needed is a Panic Button that goes directly to the Sherriff's department. OM Perrin was asked to contact Liberty Bell Alarm for the sensors on all doors and a panic button. She is also to contact Fair Oaks Mobile Locksmith to change the locks on the back door, where one side you can open with a key and the other side will have a deadbolt. This will be considered the Safe Room when the office staff feels the need. Trustee Flood motioned to contact the alarm company and install the sensors on the doors and get a separate amount for the cost of the panic button. Trustee Vogel seconded and the motion passed 5-0.

Consent Calendar: Trustee Flood motioned to approve the Consent Calendar and was seconded by Trustee Vogel. The motion passed 5-0. Trustee Askins left at 11:17 a.m.

Review and Approve Audit: Scott German is out of town and will report at the March meeting. OM Perrin noted that one thing the audit found was that the Investment Committee does not meet every quarter as it is written in the Policy.

Approval of the Return to Work Policy: Trustee Flood motioned to accept the policy and was seconded by Trustee Vogel. The motion passed 4-0-1 absent (Askins).

Approval of Addition to DM Definition: Trustee Flood motioned to add that the District Manager is also the H.R. designee. Trustee Dodds seconded and the motion passed 4-0-1 absent (Askins).

Approval of Change Regarding CDL: Trustee Flood motioned to add that all employees must possess and maintain a current, unrestricted, valid California Driver's License. Trustee Dodds seconded and the motion passed 4-0-1 absent (Askins).

Approval of Workplace Violence Prevention Policy: Trustee Dodds motioned to approve the policy and was seconded by Trustee Vogel seconded and the motion passed 4-0-1 absent (Askins).

Approval of Workplace Violence Procedures Policy: Trustee Flood motioned to approve the policy and was seconded by Trustee Vogel. The motion passed 4-0-1 absent (Askins).

Approval of Defensive Driving Policy & Procedures: Holdover until the March meeting.

Questions & Comments: Chairman Clouse said he had spoken with Supervisor Sue Frost's aide, Matt, who said he will help with getting more property for the Cemetery. After writing two letters to David Hatch, he has not received any response.

Adjournment: With no further business, the meeting adjourned at 11:50 a.m.

Approved as \_\_\_\_\_ read \_\_\_\_\_ corrected

\_\_\_\_\_ Chairman

Prepared by \_\_\_\_\_ Secretary

Votes \_\_\_\_\_ Ayes  
\_\_\_\_\_ Nays  
\_\_\_\_\_ Abstain  
\_\_\_\_\_ Absent