

Regular Board Meeting of  
Wednesday, February 13, 2019 at 9:15 am

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, Beverly Dodds, Carolyn Flood, Don Neufeld, and DM Guillermo Barron. Employees Teresa Day & Mysti Lingenfelter were also present. Visitors present: District's council Bob Hunt, neighbor Charles Kaplan, and neighbor Sue Roark.

Public Comment: Sue Rourke presented concerns regarding the fence she has witnessed kids jumping over headstones around 4pm in the afternoon and on the weekend. People playing the game Pokémon Go seem to be here often and possibly causing trouble. Ms. Rourke asked if we can call the company and get them to drop our locations from the game. DM Barron responded that we can call, but based on past inquires, believes they will not remove us as we are a public space.

Charles Kaplan informed the board that the cyclone fence was down again, and asked for an update on the retaining wall and fence that borders his property. Chairman Clouse responded and informed everyone that we should be done by the spring. Chairman Clouse is currently trying to get a new contractor in to build the walls, and DM Barron spoke to our current contractor being busy and not in a hurry to complete the project. Mr. Kaplan asked the board if we could fix the fence in the interim. DM Barron replied that we would look into it. Chairman Clouse directed staff to call the fence company FOCD rents from to see if they can come over and fix it.

Chairman Clouse updated the public on the five (5) acre development on New York has been halted due to not enough space for cars and parking. In addition, there was talk about widening New York Ave by Sacramento County. Bob Hunt stated that if this comes up again and directly affects the cemetery to let him know as the county is not allowed to move graves in order to build their road.

Mr. Kaplan asked that we inform him when the retaining wall is to be started so he can be home during that time.

DM Reports: DM Barron reported on January sales, burial, safety meeting, major purchases and attendance.

Major Purchases: None

DF Reports: DM Barron reported the safety meeting was on proper lifting techniques.

Website Hits: 307

Incident Report: Due to strong winds a tree fell in the West section, photos were taken, no damage done to headstones. A few headstones were moved by the root system of the tree, but will be set back in their place once the ground settles. There was a mistake in the office with the wrong vault being sold to Mr. Raymond Gonsalves. Several attempts have been made to contact him to resolve this issue and staff will continue to do so.

Correspondence: Per the attached. Scott German has completed the annual audit and given copies to the board members. Since there have been no inquires or changes, the report will be presented to the board next month for approval. Ms. Day reported that we have two upcoming conferences: PCA and GSRMA on March 7-9<sup>th</sup>.

Old Business: Chairman Clouse discussed the forming of a land purchase committee. Chairman Clouse has met with the assistant to Ted Gains and attempted to contact the assistant for Kevin Kiley. Both seem agreeable to have someone on our committee. Retired DM Perrin gave a folder of contacts to Chairman Clouse upon retiring; he will reach out to those listed contacts to form a committee. Mr. Hunt suggested we contact the Saccapolis Company to see if they can help with new land as they are currently developing the old Wilson Ranch area.

Finance Committee Report: Trustee Dodds reported that the committee met, reviewed the claims and recommends approval for \$23,465.13 under the Consent Calendar.

Oak Knoll Development: Already discussed under public comment.

Investment Committee Report: Trustee Flood reported that the market has dipped down for a while, but has come back up to the positive side by the end. Trustee Neufeld reported that everything looks like it is following trend. The committee is discussing rolling bonds into something more productive at a later date. Trustee Flood reported the Principal amounts are \$1,245,596.56 and the interest is \$71,148.96 as of the end of December, and that the investment accounts are separate from FOCD daily business accounts.

Loaning Out Cemetery Property: Chairman Clouse read into record Trustee Vogel's notes on the Indemnity Agreement. Trustee Vogel's suggestion was to indicate our hourly rate for labor and the material cost. Mr. Hunt suggested not putting this into the document as it limits what we can ask for to fix any items. He stated that a later paragraph states that all repairs will be paid by the borrower and this is sufficient to acquire all costs associated with repairs. Chairman Clouse agreed with this statement. Trustee Neufeld agrees and stated that by putting this in the contract it may negatively affect our relationships with these groups that are as important to us as we are to them. Trustee Clouse gave direction to DM Barron that when the final copies are ready the two of them should go together and hand deliver them to explain and keep the relationships positive.

Approval of Indemnity Agreement: Trustee Flood motioned to approve the agreement, and was seconded by Trustee Neufeld. The motion passed 4-0-1

LAFCO Steering Committee Report: Trustee Flood stated the last meeting was canceled. Mr. Hunt directed the board and staff to pull all agendas for LAFCO as they are starting to shape things in the community and we need to be present when these items may affect us.

Discussion of CemSites Proposal: Ms. Lingenfelter presented the proposal from CemSites computer tracking program. The two major items needed were to print cards from the system and to re-number the receipts to chronological order. The cost of these two items will be \$1,300.00.

Approval of CemSites Items: Trustee Neufeld motioned to approve the items selected in the CemSites proposal and was seconded by Trustee Dodd. The motion passed 4-0-1

Job Title & Duties for DF: DM Barron asked for advice on procedure to promote employees within FOCD. Chairman Clouse advised him to report to the board on why he would select the person for promotion and what he would propose to pay them. Mr. Hunt advised the board to review all job descriptions and duties performed. Trustee Flood asked that these be presented at the next board meeting.

Consent Calendar: Trustee Flood motioned to approve the Consent Calendar and was seconded by Trustee Neufeld. The motion passed 4-0-1

Discussion and Approval of Employee Handbook: Trustee Flood read changes in language to the board. Ms. Day read questions and changes in language from Trustee Vogel. Chairman Clouse direct office staff to make changes as stated and present updated copies to the board prior to next month's meeting. Mr. Hunt asked about our sexual harassment policy and our safety manual. DM Barron explained the sexual harassment procedure for employees and the training provided through GSRMA (Target Solutions). DM Barron will present the safety manual at the next meeting.

Trustees Questions & Comments: None

Chairman Clouse announced our next meeting as Wednesday, March 13, 2019.

Adjournment: With no further business, the meeting adjourned at 11:20 a.m.

Approved as \_\_\_\_\_ Read \_\_\_\_\_ Corrected

\_\_\_\_\_ Chairman

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

Votes: _____ Ayes
_____ Nays
_____ Abstain
_____ Absent