



FAIR OAKS CEMETERY DISTRICT

7780 Olive Street Fair Oaks, CA 95628

Phone (916) 966-1613 Fax (916) 966-8921

www.fairoakscemetery.com

ESTABLISHED 1902

Guillermo Barron
District Manager
Teresa Day
Admin Assist
Mysti Lingenfelter
Admin Assist

BOARD OF TRUSTEES
Robert Clouse-Chairman
Carolyn Flood-Vice Chairman
Beverly J. Dodds
Patricia Vogel
Albert D. Neufeld

**"It is our mission to partner with our community to
preserve our past & memorialize our future"**

Minutes

OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF FAIR OAKS CEMETERY DISTRICT

Wednesday, August 14, 2019 at 9:15 am

1. Call to Order
 - Chairman Clouse called the meeting to order at 9:16 am
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance
3. Roll Call of Board
 - Present were trustees Robert Clouse, Carolyn Flood, Albert Neufeld, Beverly Dodds, Patricia Vogel, and DM Guillermo Barron & DF Gonzalo Vega. Employees Teresa Day and Mysti Lingenfelter were also present. Legal Counsel Bob Hunt was in attendance to present on agenda items.
4. Public Comment on any agenda items - Open or Closed
 - No Public Comments
5. Consent Calendar
 - A. Approval of Special Board Minutes of June 19, 2019
 - B. Approval of Board Minutes of July 10, 2019
 - C. Approval of Claims
 - Trustee Vogel confirmed the verification of claims. Moved by Trustee Flood and 2nd by Trustee Neufeld.: Approved Unanimously.
6. Information Items
 - A. DM's Monthly Reports:
 - i. Sales
 - District Sales reported as \$55,706.09
 - ii. Internments
 - District's 18 Burials consisted of 9 casket burials & 9 cremation burials
 - iii. Safety Report
 - District Foreman held a meeting with outside crew about work gear being kept in specific place so they can find the items they need.
 - iv. Major Purchases or other extraordinary expenditures
 - No major purchases, a few of yearly contracts came due and are reflected in the claims.
 - v. Incidents
 1. Present estimate on fence for Meegan
 - Neighbor is fixing their fence on the property line, DM reported we will split the cost with them.
 2. Gate Locked on Saturday
 - Gates were locked early on Saturday. Those responsible for locking the gates did not check to see if the cemetery was clear before locking up. Fire/Police were called, and the situation has been remedied. Drive in gates will now remain open the same hours as walk-in gates.
 - B. District Foreman's Monthly Report
 - i. Safety Meetings Conducted
 - Safety meeting topic was on proper personal equipment, with a focus on gloves. Each new employee receives training on where to store their gear and how to make it last.
 - ii. Any unusual activities

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- DF reported some of the wrought iron fence slats had to be repaired.

C. Office Report

i. Website hits

- Currently looking into a solution for this analytic.

ii. Correspondence

- LAFCo is electing new board members.
- Article in Historical Society newsletter
- Copy of the ads for our bid proposal

iii. Upcoming events, conferences, and trainings

- Next LAFCo meeting will be held Oct. 29, 2019
- Fair Oaks Chamber luncheon on August 15, 2019
- Carmichael Chamber Luncheon on August 27, 2019 -Susan Peters to present

D. Investment Committee Report

- Nothing to Report

7. Board Discussion & Possible Action Items:

A. Discussion of and adoption of revised schedule of prices for all services

- Board advised District Staff to look at other cemeteries pricing sheet.
- Board Advised the creation of 1 page per district area qualification.
- This item to be brought back next regular board meeting

B. Necessary Action on Attendance & Sick Leave Payout per Handbook Policy

- Per Handbook policy, end of year payout for overages in sick leave and attendance, G. Barron to be paid out \$1106.00 for vacation and \$1873.35 for sick leave. Total \$2,979.35 (See Resolution 2019-03)
- Moved by Trustee Neufeld and 2nd by Trustee Dodds: Approved Unanimously

C. Update and necessary action on (*Fountains*) Development Project

i. DM - Propose solution for completing project

- No bids were received for new "Fountains" project.
- Board Proposed that G. Barron oversees the project and send out parts for estimates. What can't be done with contactors must be done in-house.
- Moved by Trustee Vogel and 2nd by Trustee Dodds: Approved Unanimously

D. Update and necessary action on Website

i. Lingenfelter - present update

- Board was taken on a "tour" of our new webpage. No suggestions for improvement.
- District has received 5 compliments from clients coming into the office on the website.

E. Update and necessary action on Land Purchase Project

i. DM - Propose solution for acquiring land for purchase.

- Board has advised the district to investigate grants for cemetery projects.
- If looking for appraisals the appraisers need to be MAI certified.

F. Discussion and adoption of Final Budget for FY 2019/2020

- Board adopted Final Budget as proposed. (See Resolution 2019-04)
- Moved by Trustee Flood and 2nd by Trustee Vogel: Approved Unanimously

8. Trustees Discussions, Questions, & Comments

- Trustee Flood reported on the LAFCo meeting last month.
 - Board positions are open
 - Not much activity within LAFCo
 - Homeless population is posing an issue for water districts, levees, and fire departments.
 - SMUD to open new Headquarters on August 19th
 - 25 acres of land around 49th street is to be re-purposed.

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9. Recess to Closed Session

A. Conference with Legal Counsel - Liability Claims, pursuant to Gov. Code 54956.95:

Claimant: James Holmes

Agency Claimed Against: Fair Oaks Cemetery District

B. Public Employee Performance Evaluation - pursuant to Gov. Code 54957

Title: District Manager

10. Reconvene to Open Session and Report any Action Taken During Closed Session

- Chairman announced the Board unanimously approved the settlement agreement with Mr. James Holmes and payment of the settlement amount of \$2,500.

11. Adjournment

- Chairman Clouse adjourned the meeting at 11:45 a.m

Approved as read corrected

B. Clouse
Prepared by: Mysti Lingenfelter

Chairman
Dpt. Secretary

Votes:	<u>5</u>	Ayes
	<u>0</u>	Nays
	<u>0</u>	Abstain
	<u>0</u>	Absent