FAIR OAKS CEMETERY DISTRICT

Guillermo Barron

District Manager

Teresa Day

Admin Assist

Mysti Lingenfelter

Admin Assist

Admin Assist

**7780 Olive Street Fair Oaks, CA 95628**

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

**www.fairoakscemetery.com**

**ESTABLISHED 1902**

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

Established 1902

**BOARD OF TRUSTEES**

Robert Clouse-Chairman

Carolyn Flood-Vice Chairman

Beverly J. Dodds

Patricia Vogel

Albert D. Neufeld

**Minutes**

**OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF**

**FAIR OAKS CEMETERY DISTRICT**

Wednesday, November 13, 2019 at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

1. Call to Order-
* Chairman Clouse called the meeting to order at 9:15 am
1. Pledge of Allegiance
* Those assembled recited the Pledge of Allegiance
1. Roll Call of Board
* Present were trustees Robert Clouse, Carolyn Flood, Albert Neufeld, Beverly Dodds, Patricia Vogel, and DM Guillermo Barron & DF Gonzalo Vega. Employee Mysti Lingenfelter was also present
1. Public Comment on any agenda items - Open or Closed
* Brandon Rose was present - He wanted to reiterate his qualifications and his aspiration to do a great job if elected LAFCo commissioner.
* Lindsey Liebig - She is running for LAFCo Special Districts commissioner and wanted to let the board know of her qualifications and aspiration to do a great job if elected. She stated that her focus is a strong representation of Special Districts on LAFCo are needed.
1. Unfinished Business - Board Discussion & Possible Action Items
	1. Investment Presentations
		1. Chris Corona– Wells Fargo Investments
* Jeff Oetman presented on behalf of Wells Fargo Investments and the Veritas Group. He presented a possible new strategy for investing.
	+ 1. Sandra Wheeler – STIFEL
* Sandra Wheeler presented on her new company STIFEL and what they can do for our investments. Ms. Wheeler explained her history in the profession and passion for serving special districts
* Our investment committee will research these options and bring a recommendation before the board.
	1. LAFCo Voting
* After listening to the two candidates and reading the other candidates’ biographical sheets. Trustee Flood motioned for the FOCD vote go to Lindsey Liebig for commissioner. Chairman Clouse modified the motion to include FOCD’s vote going to Lindsey as an alternate commissioner. Moved by Trustee Flood and 2nd by Trustee Neufeld.: Approved Unanimously
	1. Fountains Development Project
		1. Pictures
* DM Barron presented pictures of the work being done on the new development. First phase of the project is complete. The wall has been moved 12 inches onto our property to allow for the fence on the property line to remain. The distance between the concrete wall and the property line still belongs to the Fair Oaks Cemetery District.
	+ 1. Arborist Tree Evaluation
* Fallen Leaf Company sent out an arborist to look at the tree along the new concrete wall. He reported to DM Barron that the tree was in good health with 28inches of new growth. He stated that the root system was undisturbed by the construction of the wall.
1. Finance Committee Report
* Trustee Vogel confirmed the verification of claims in the amount of $28,588.46.
1. Consent Calendar
	1. Approval of Board Minutes of September 11, 2019
	2. Approval of Claims
* Accept the consent calendar. Moved by Trustee Flood and 2nd by Trustee Neufeld.: Approved Unanimously
1. Information Items
	1. District Foreman’s Monthly Report
		1. Safety Report
* DF Vega reported the safety meeting was on proper shoe wear for outdoors. The workers outside must wear steel toed work boots on the job. The FOCD offers $100 reimbursement for its employees per year.
	+ 1. Any unusual activities
* No unusual activities to report.
	1. DM’s Monthly Reports:
		1. Sales
* District Sales reported as $43785.19
	+ 1. Internments
* District’s 17 Burials consisted of 5 casket burials & 12 cremation burials
	+ 1. Website Contacts
* No district contacts to report.
* Google Analytics showed 68 visits to our website, 102 directions given, and 35 phone calls for the month of September.
	+ 1. Correspondence
* FOCD has been nominated for best Final Resting Place again this year. Voting ends Dec 15th.
* Alternative Sentencing Program (ASP) sent a thank you email for the excellence in upkeeping our records with them.
	+ 1. Upcoming events, conferences, and trainings
* Information on upcoming CAPC meeting in Oxnard, CA DM Barron will be the only one attending.
* Fair Oaks Chamber of Commerce has an upcoming luncheon on Nov. 21st. Chairman Clouse will be in attendance.
* Carmichael Chamber Luncheon will be Nov. 19th
	+ 1. Major Purchases or other extraordinary expenditures
			1. International 4200 Truck Repair
* Truck repair costs $8,652.15
	+ - 1. Partial Payment for Fountains project
* Payment made via check for beginning portion of concrete wall. Remainder to be paid by claim.
	+ - 1. Replacement of Projector
* SMUD denied claim for broken projector
* Replaced broken projector with Smart TV $1,201.06
	+ 1. Incidents
			1. Delivery Truck Hitting the Arch
* YRC delivery company hit the arch on the main gate while delivering a broken stone. GSRMA is helping with the claim.
	+ - 1. Damaged Marker
* As reported in the prior meeting the damaged stone has been repaired. $1,650.00
	1. SDAC Report – Trustee Flood
* Trustee Flood reported out on the SDAC meeting. The main focus was on ground water sustainability. By 2042 CA needs to be 100% water sustainable. Fair Oaks Water District is working on recharging and renewing Fair Oaks’ two wells.
1. New Business - Board Discussion & Possible Action Items:
	1. Fountains Project – Concrete Strips

**20-27**

* DM Barron presented the bid for Carvajal Concrete to pour the concrete strips and walk-way. Motion to approve the $73,000 bid. Moved by Trustee Flood and 2nd by Trustee Neufeld.: Approved Unanimously
	1. Fountains Project – Fencing
* DM Barron presented the bid for Arrow fence to construct Iron fence and chain link fencing throughout the cemetery. Motion to approve the $26,125.00 bid. Moved by Trustee Neufeld and 2nd by Trustee Vogel.: Approved Unanimously
	1. Financing Fountains Project
* Motion to create and approve a resolution to move $100,000 from Pre-need account to general Fund 4202. Moved by Trustee Flood and 2nd by Trustee Vogel.: Approved Unanimously
1. Trustees Discussions, Questions, & Comments
* Trustee Dodds has expressed her decision not to run for reelection to the FOCD board.
* Trustee Vogel presented an update on our projects to the Fair Oaks Recreation and Park District. She is very pleased with our outside staff and what they have accomplished.
* Trustee Vogel reported the FOCAP would like to possibly meet at the cemetery from 4-5pm one night soon.
* Trustee Vogel expressed the need to change our signage through out the cemetery to include service dogs must be on a leash.
* DM Barron reported on a bounced check and the recourse we will follow to receive payment.
1. Adjournment
* Chairman Clouse adjourned the meeting at 11:45 a.m

Votes: \_\_\_Ayes

 \_\_\_Nays

 \_\_\_Abstain

 \_\_\_Absent

 Approved as\_\_\_read\_\_\_\_corrected

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman

 Prepared by: Mysti Lingenfelter Secretary