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, December 11, 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, Patricia Vogel, and DM Guillermo Barron & DF Gonzalo Vega. Employee Mysti Lingenfelter was also present. Trustee Beverly Dodds was not in attendance.
1. Public Comment on any agenda items - Open or Closed
* John Oldham was present – He wanted to introduce himself to the board as an applicant for the open board seat. He is retired with the Department of Justice, likes to volunteer, has a business background, and is on the Chamber executive board.
* Pete Schroeder was present – He wanted to introduce himself to the board as an applicant for the open board seat. He has been in Fair Oaks since 2011, belongs to the Fair Oaks Chamber and the Fair Oaks Rotary. He has owned his own business since 2002, conducted classes on communication and is one of the founders of the FOCAP group – focusing on community relationships.
1. Unfinished Business - Board Discussion & Possible Action Items
	1. Investment Committee
		1. Recommendation for investment company
* Trustee Flood and Trustee Neufeld have been in contact with both companies and their representatives. They are gathering more information and answers to their questions. They will make a recommendation at a future board meeting.
	1. LAFCo Voting – Run-off
* Trustees reviewed the resumes provided by the run-off candidates. The Districts vote will go to Michael Yearwood as the alternate commissioner. Moved by Trustee Neufeld and 2nd by Trustee Flood.: Approved: 4 yes, 1 absent
	1. Fountains Development Project
* Headstone strip forms installed, wall has been constructed, and fence installation will begin shortly.
1. Finance Committee Report
* Trustee Vogel confirmed the verification of claims in the amount of $84,521.39
* Trustee Vogel also noted a refund of $350.00 for the truck repairs.
1. Consent Calendar
	1. Approval of Board Minutes of November 13, 2019
	2. Approval of Claims
* Accept the consent calendar with a few grammatical corrections to the minutes. Moved by Trustee Flood and 2nd by Trustee Vogel.: Approved: 3 yes, Neufeld & Dodds absent
1. Information Items
	1. District Foreman’s Monthly Report
		1. Safety Report
* DF Vega reported we have new crew members through Labor Finders. Safety meeting was held on proper lifting techniques.
	+ 1. Any unusual activities
* No unusual activities to report
	1. DM’s Monthly Reports:
		1. Sales
* District Sales reported as $39,336.00
	+ 1. Internments
* District’s 19 Burials consisted of 4 casket burials & 15 cremation burials
	+ 1. Website Contacts
* No district contacts to report.
* Google Analytics showed 63 visits to our website, 113 directions given, and 27 phone calls for the month of October.
	+ 1. Correspondence
* New speed tables to be installed on New York
* Trustee Vogel received a thank you card from Fair Oaks Recreation & Park District for presenting on history of the cemetery.
* Trustee Clouse received a thank you letter from the Fair Oaks Village Enhancement Committee for the donation in the form of use of our chairs, tables, and tents.
* Board gave directive to change contact person with SIA Security.
	+ 1. Upcoming events, conferences, and trainings
* Annual Conference coming up in Oxnard, CA - DM will be in attendance, and speaking about how to utilize land more efficiently.
	+ 1. Major Purchases or other extraordinary expenditures
* Concrete work on the Fountains project, and fence installation as mentioned prior.
	+ 1. Incidents
			1. Update on Gate
* DM Barron reported he has turned the issue over to our liability insurance GSRMA, and they sent out a private detective to research the company causing the damage.
* District will look for someone who can repair the gate, and possible solutions to height clearance.
1. New Business - Board Discussion & Possible Action Items:
	1. NONE
2. Trustees Discussions, Questions, & Comments
* Trustee Neufeld asked for clarification on budget report.
1. Adjournment
* Chairman Clouse adjourned the meeting at 10:37 a.m

Votes: \_\_\_Ayes

 \_\_\_Nays

 \_\_\_Abstain

 \_\_\_Absent

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

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

 Prepared by: Mysti Lingenfelter Secretary