



Guillermo Barron
District Manager
Teresa Day
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FAIR OAKS CEMETERY

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ESTABLISHED 1902

BOARD OF TRUSTEES
Robert Clouse-Chairman
Carolyn Flood-Vice Chairman
Patricia Vogel
Albert D. Neufeld
Peter Schroeder

**"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, March 11, 2020 at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

1. Call to Order-9:15 a.m.
 - Chairman Clouse called the meeting to order at 9:12 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, Patricia Vogel, Peter Schroeder, and DM Guillermo Barron. Employee Mysti Lingenfelter and DF Gonzalo Vega was also present
4. Welcome New Board Member
 - Chairman Clouse offered a formal thank you to Peter Schroeder for filling our vacant seat.
 - Motion was made by Trustee Flood and 2nd by Trustee Vogel to open nominations for board offices. Approved Unanimously
 - Trustee Bob Clouse was nominated to serve as Chairman. Moved by Trustee Flood 2nd by Trustee Schroeder. Approved: Unanimously
 - Trustee Flood was nominated to serve as Vice-chair. Moved by Trustee Vogel 2nd by Trustee Schroeder. Approved: Unanimously
5. Public Comment on any agenda items - Open or Closed
 - No Public present
6. Unfinished Business - Board Discussion & Possible Action Items
 - A. Fountains Development Project
 - Slide show of updated pictures was shown
 - Gained 41 graves for burial by eliminating the driveway and just installing a walkway.
 - Plan is to eventually put in a solar powered fountain along the fence line.
 - Next step is to fill with dirt, add grass seed, cover with topsoil and water the grass.
 - B. West Hill Bench Solution
 - Several families have expressed concern over the new benches in Westhill Niche area.
 - Two solutions are proposed. We can add two metal benches facing the opposite direction of the three currently there or if the families would like to purchase granite benches, we will make space for them to do so.
 - C. Update on Land Acquisition
 - Map was discussed
 - Trustee Schroeder and DM Barron will be putting together a list of people to go visit and discuss land acquisition opportunities with surrounding cities within our district.
 - Trustee Neufeld expressed his belief that it is time for us to get creative and be willing to take on debt to purchase land.
7. Finance Committee Report
 - Trustee Vogel confirmed the verification of claims in the amount of \$74,514.69
8. Consent Calendar

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting March 11, 2020

A. Approval of Board Minutes of February 19, 2020

B. Approval of Claims

- Motion to accept the consent calendar as written. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved: Unanimously

9. Information Items

A. District Foreman's Monthly Report

i. Safety Report

- Monthly safety meeting was on hand protection. Employees are given one pair of gloves and we replace them when worn out or no longer protective.
- ii. Any unusual activities
- Corner mirror behind shop needs to be replaced.

B. DM's Monthly Reports:

i. Sales

- District Sales reported as \$38,866.95

ii. Internments

- District's 17 Burials consisted of 9 casket burials & 8 cremation burials

1. Available Plot Counts

iii. Website Contacts

- Two district contacts led to sales

- Google Analytics showed 74 visits to our website in February

iv. Correspondence

v. Upcoming events, conferences, and trainings

1. FOCAP (Fair Oaks Community Action Partnership) meeting to be held March 25, 2020 at 4pm at FO Cemetery.

- Tour will be given to visitors prior to meeting

2. Equipment Show

- We are co-hosting the Equipment show on March 26th at McMillan center. Show begins at 10am.

3. Report from CAPC Training

- DM Barron reported on his recent trip to the CAPC conference in Oxnard, CA.

- DM Barron reported he received many inquiries on what we are doing to solve the issue of land shortage.

vi. Major Purchases or other extraordinary expenditures

- Concrete for Fountains project is finished.

vii. Incidents

1. Update on Gate

- DM Barron was given instructions to get the gate fixed and let the insurance companies handle the rest.

10. New Business - Board Discussion & Possible Action Items:

A. Review Investment Policy

- Trustees reviewed our investment policy and moved to approve it as read. Moved by Trustee Flood 2nd by Trustee Vogel. Approved: Unanimously

B. Final Financing of Fountains Project

- Resolution 2019-08 was presented to the board. Board agreed to accept the resolution as written. Moved by Trustee Neufeld 2nd by Trustee Schroeder. Approved: Unanimously

- Resolution 2019-09 was presented to the board. Board agreed to accept the resolution as written. Moved by Trustee Vogel 2nd by Trustee Flood. Approved: Unanimously

C. Annual Audit Review (Preliminary)

- Board will review the audit and ask questions of our auditor next board meeting.

- A few minor errors were presented.

11. Trustees Discussions, Questions, & Comments

- DM Barron thanked his entire staff for all of the time, effort, and energy they have put into finishing this project that started in 2011.

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting March 11, 2020

- Chairman Clouse announced the BBQ for volunteers will be held on 21st at 9:30am.

12. Adjournment

- Chairman Clouse adjourned the meeting at 10:41 a.m

Votes: <input type="checkbox"/> Ayes
<input type="checkbox"/> Nays
<input type="checkbox"/> Abstain
<input type="checkbox"/> Absent

Approved as read corrected
Carolyn Flood Vice Chairman
Prepared by: Mysti Lingenfelter Secretary