



Guillermo Barron
District Manager
Teresa Day
Admin Assist
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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, June 10, 2020 at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

Due to COVID-19 precautions this meeting was held in person and online via Zoom

1. Call to Order-9:15 a.m.
 - Chairman Clouse called the meeting to order at 9:15 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. Public Comment on any agenda items - Open or Closed
 - No Public present
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Fountains Development Project
 - DM Barron shared a video of the final progress on the new Fountains Development. New section is ready for sales.
 - B. Update on Land Acquisition
 - District received a letter of surplus land. Unfortunately, the land was not in our district.
 - Board directed DM to come back with ideal acreage of land and financing options.
 - C. Finance Software Cost Analysis
 - Motion to accept the proposal for Quickbooks and integration with CemSites. Moved by Trustee Flood 2nd by Trustee Schroeder. Approved: Unanimously
 - D. Final Budget Review
 - Motion to accept the Final Budget as presented. Moved by Trustee Neufeld 2nd by Trustee Vogel. Approved: Unanimously
6. Finance Committee Report
 - Trustee Vogel reported the claims total as \$30,762.32
7. Consent Calendar
 - A. Approval of Board Minutes of May 13, 2020
 - B. Approval of Claims
 - Motion to accept the consent calendar as corrected for the date of May 13, 2020. Moved by Trustee Neufeld 2nd by Trustee Schroeder. Approved: Unanimously
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - DF Vega reported the safety meeting was on Heat Illness prevention, instructing the crew to keep water on hand, move to the shade when needed and communicate with him and each other.
 - ii. Any unusual activities

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting June 10, 2020

- Nothing to report.
- B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$62,469.34
 - ii. Internment
 - District's 8 burials consisted of 2 cremations and 6 caskets
 - iii. Attendance
 - District's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 86 visits to our website in April
 - v. Correspondence
 - DM Barron share the letter we got from Ms. Willey thanking us for the work we did at Memorial Day
 - Letter from CalPers for insurance
 - vi. Upcoming events, conferences, and trainings
 - Due to COVID-19 all upcoming events have been postponed or cancelled.
 - vii. Major Purchases or other Extraordinary Expenditures
 - Nothing new to report
 - viii. Incidents
 - 1. Update on Gate
 - Arch Gate should be delivered tomorrow or Friday
 - DM Barron reported they would fix the masonry work in house, then attach the new arch with a height warning bar.
 - 2. Back Fence/Wall of Shop
 - District gave DM Barron the go ahead to fix this wall in house.
- 9. New Business - Board Discussion & Possible Action Items:
 - A. Memorial Day Wrap-up
 - DM Barron reported talking with several people thanking us for having a service, even if people could not attend.
 - Most people felt this years' service was better than years past and hope we will keep it to one main speaker only.
 - Video of the service was posted on our webpage and Facebook.
- 10. Trustees Discussions, Questions, & Comments
 - Trustee Flood reported the LAFCo meeting is scheduled for the end of the month.
 - Trustee Schroeder gave recommendation that we reach out to our clients who have written notes and ask if we can quote their testimonials on our websites.
 - DM Barron congratulated his staff on a great fiscal year.
- 11. Adjournment
 - Chairman Clouse adjourned the meeting at 10:19am

Approved as X read _____ corrected _____

pd Clouse
Prepared by: Mysti Lingenfelter

Chairman
Secretary

Votes: ___ Ayes
___ Nays
___ Abstain
___ Absent