



Guillermo Barron  
District Manager  
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# FAIR OAKS CEMETERY

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[www.fairoakscemetery.com](http://www.fairoakscemetery.com)

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, September 9, 2020 at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

Due to COVID-19 precautions this meeting will be 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
  - Ms. Young & Ms. O'Connor-Anderson joined us via Zoom and asked that the board waive the out of district fee for her mother to be buried with her parents as a district resident. She was moved to hospice prior to her passing, but otherwise was a Fair Oaks resident for many years.
  - Ms. Scoville joined us via phone and requested the district pay her the refund she is asking for.
5. Unfinished Business - Board Discussion & Possible Action Items
  - A. Update on Land Acquisition
    - Nothing to report
  - B. Back Wall of Shop
    - The footing for the back wall is dug out, the rebar has been set, and the concrete is scheduled to be poured within the next few weeks.
6. Finance Committee Report
  - Trustee Vogel reported the claims total as \$13,811.63
7. Consent Calendar
  - A. Approval of Board Minutes of August 12, 2020
  - B. Approval of Claims
    - Trustees asked to change a few grammatical errors
    - Motion to accept the Consent Calendar as corrected. Moved by Trustee Neufeld 2<sup>nd</sup> by Trustee Vogel. Approved: Unanimously
8. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - DF Vega reported on the monthly safety meeting about hard hat safety. New hard hats were purchased for outside staff.
    - ii. Any unusual activities
  - Nothing to report

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting September 9, 2020

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$47,920.38

ii. Internments

- District's 9 burials consisted of 5 cremations and 4 caskets

iii. Attendance

- District Employee's attendance is up to date

iv. Website Contacts

- Google Analytics showed 113 visits to our website in July

v. Correspondence

- Form from our website is checked every day.

- Correspondence includes sales inquiries, questions, and requests.

vi. Upcoming events, conferences, and trainings

- Next year around March. CAPC should be holding their annual conference. Our budget allows for one person to attend.

vii. Major Purchases or other Extraordinary Expenditures

- Maintenance on the F150

- Board advised DM Barron to accommodate as much in-house as we can.

viii. Incidents

- Headstone was damaged. Repairs will take 4-8 months. Cost \$2,680.00

1. Air Quality Check

- Employees requested that the air quality in the building be checked, as multiple health concerns have happened.

- GSRMA advised DM Barron to get the air checked as soon as possible.

- Air Checked on Saturday August 22, 2020 by certified Nor Cal Air Quality

- No molds were found, however dust particles were high, even though carpets had been cleaned recently.

- Advised to replace carpets.

2. Carpet Removal

- American River Flooring is to remove all carpets and replace with gripped flooring to allow for better cleaning and removal of dust particles. Cost \$12,805.00

3. Roof Repair

- Damaged roof tiles were found and repaired.

- Roof Doctors were the only company that would repair the tiles in a timely fashion Cost \$6070.00

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

- Motion to add O'Connor-Anderson /Young request to agenda. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Vogel. Approved: Unanimously

- Motion to waive the Out of District fee of 20% for Ms. O'Connor-Anderson. Moved by Trustee Neufeld 2<sup>nd</sup> by Trustee Schroeder. Approved: Unanimously

- Motion to add Scoville request to agenda. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Vogel. Approved: Unanimously

- District advised DM Barron to research and handle this request to the best of his ability.


10. Trustees Discussions, Questions, & Comments

- Next board meeting scheduled for October 14, 2020 at 9:15am

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:34am

Approved as read  corrected

  
Prepared by: Mysti Lingenfelter

Chairman  
Secretary

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