



Guillermo Barron
District Manager
Teresa Day
Admin Assist
Mysti Lingenfelter
Admin Assist

FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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

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, October 14, 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 9:14 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. Back Wall of Shop
 - Project is advancing along. Footing & Bricks are in place. Still need concrete filler, fence post and chain link. Supplies have been delayed due to construction in the area.
 - B. Carpet/Flooring
 - The office has been cleared in preparation of new flooring. Material has been delayed due to COVID-19. Air filters were ordered and lost in delivery, refund was issued to Cemetery, and filters were re-ordered through a different company. Install is scheduled for 10/22/2020
6. Finance Committee Report
 - Trustee Vogel reported the claims total as \$49,589.96
7. Consent Calendar
 - A. Approval of Board Minutes of September 9, 2020
 - B. Approval of Claims
 - Motion to accept the Consent Calendar as written. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - Safety meeting was on addressing the public during COVID-19 restrictions. Wearing a mask around the public and staying 6 feet apart when doing services. Board directed staff to create a sign stating we have masks available.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$96,108.55

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting October 14, 2020

ii. Internments

- District's 16 burials consisted of 6 cremations and 10 caskets

iii. Attendance

- District Employee's attendance is up to date. Teresa is taking vacation this month

iv. Website Contacts

- Google Analytics showed 107 visits to our website in August

v. Correspondence

1. Letter from the Fair Oaks Chamber of Commerce

- Fair Oaks Chamber of Commerce has closed the office and is now operating online. Board directed staff to offer our conference room for use to the Chamber when needed.
- Trustee Schroeder volunteered to work with staff on utilizing the Chamber's catcher page to direct traffic to our webpage.

vi. Upcoming events, conferences, and trainings

- PCA is looking to do mini conferences in the different areas and possibly online.

vii. Major Purchases or other Extraordinary Expenditures

1. Upcoming Equipment Purchase

- DM Barron is looking into purchasing two mowers and a new mini dump truck that was allotted in our budget.
- Board advised DM Barron that payment plan would be better in the long run.
- DM Barron will present options at the next board meeting.

viii. Incidents

- Homeless population in the area is increasing. Sheriff's Department has been patrolling
- Teenagers have been harassing some of our families. Sheriff's department has been called.
- Cars are being parked overnight in the new section. Board advised Staff to post a sign for no overnight parking.

C. LAFCo Report - Carolyn Flood

- Trustee Flood attending the LAFCo meeting on September 29, 2020
- Trustee Flood's seat will expire next month, Trustee Schroeder will discuss duties and possibly take them over.

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

A. Board Meeting for November on Veteran's Day

- Motion to move next board meeting to November 18, 2020 at 9:15am due to Veteran's Day being a holiday. Moved by Trustee Flood 2nd by Trustee Schroeder. Approved: Unanimously

10. Trustees Discussions, Questions, & Comments

- DM Barron thanked the board for their continued support and patience during these tough times.
- Chairman Clouse congratulated staff on being flexible and easy to deal with every day.

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:02am

Approved as read ✓ corrected

J. Clouse

Prepared by: Mysti Lingenfelter

Chairman

Secretary

Votes:	<u> </u> Ayes
	<u> </u> Nays
	<u> </u> Abstain
	<u> </u> Absent