

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, January 13, 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 9:15am
- 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 were also present.
- 4. Public Comment on any agenda items Open or Closed
 - Sue Keefer presented the board with a letter expressing her desire to move back to Fair Oaks. Her husband has passed. She asked for permission to bury him here because she currently does not qualify.
 - Motion to allow Sue Keefer to purchase a space at Out of District pricing unless she chose to wait until her residence resides in our boundaries. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
- 5. Unfinished Business Board Discussion & Possible Action Items
 - A. Investing Pre-Need Money
 - Motion to reallocate funds from our Pre-Need (209A) account with the county, and to invest these funds with Stifel, according to the Health & Safety Guidelines. Moved by Trustee Schroeder 2nd by Trustee Vogel. Approved: Unanimously
 - Motion to transfer \$250,000 from Pre-Need Liabilities to Stifel account PreNeed Principal and to transfer \$200,000 from Pre-Need fund balance to Stifel Pre-Need Interest account in monthly installments of \$16,750. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved: Unanimously
 - B. COVID Policy Final
 - Board reviewed Weekly Inspections conducted by DM Barron for COVID-19 policy. Trustee Vogel motion for the Board to accept the revision of the COVID-19 Prevention Program. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
 - C. Salary Determination District Manager
 - Motion to increase DM Barron salary by 5% effective immediately. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
 - DM Barron told the board he has enrolled for this semester for a degree in management. Chairman Clouse directed DM Barron to contact Chairman Clouse prior to paying for school expenses to have them approved by the district.
- 6. Finance Committee Report
 - Trustee Vogel reported the claims total as \$11,959.24
- 7. Consent Calendar
 - A. Approval of Board Minutes of December 9, 2020
 - B. Approval of Special Meeting Minutes January 6, 2021
 - C. Approval of Claims



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- Motion to accept the Consent Calendar as corrected. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved: Unanimously
- 8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was about proper lifting techniques. If the object is heavy, workers are to ask for help or use the machines.
 - ii. Any unusual activities
 - Nothing to report
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$47,433.48
 - ii. Internments
 - District's 12 burials consisted of 6 cremations and 6 caskets
 - iii. Attendance
 - District Employee's attendance is up to date
 - iv. Website Contacts
 - Google Analytics showed 120 visits to our website in November
 - Chamber Catcher page showed 87 page views
 - v. Correspondence
 - We received a five-star rating on google by a client.
 - Sandra Wheeler would like to meet with the investment committee to discuss last years investments and the upcoming changes.
 - vi. Upcoming events, conferences, and trainings
 - vii. Major Purchases or other Extraordinary Expenditure
 - DM Barron informed the board of moving our credit card processing to QuickBooks for a reduced fee for our clients.
 Viii. Incidents
 - Nothing to report
- 9. New Business Board Discussion & Possible Action Items:
- 10. Trustees Discussions, Questions, & Comments
 - Chairman Clouse announced the next board meeting will be help February 10, 2021 at 9:15am
- 11. Adjournment
 - Chairman Clouse adjourned the meeting at 10:51am

		Votes:Ayes
150 1 00		Nays
Approved as X read corrected		Abstain
Bolause	Chairman	Absent
Prepared by: Mysti Lingenfelter	Secretary	