



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

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

**“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, December 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 9:16 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 were also present.
4. Public Comment on any agenda items - Open or Closed
 - No public present
5. Unfinished Business - Board Discussion & Possible Action Items
 - Nothing to report
6. Finance Committee Report
 - Trustee Vogel reported the claims total as \$30,637.78
7. Consent Calendar
 - A. Approval of Board Minutes of November 18, 2020
 - B. Approval of Claims
 - Motion to accept the Consent Calendar as corrected. Moved by Trustee Neufeld 2nd by Trustee Vogel. Approved: Unanimously
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was about proper footwear. Steel-toe shoes should be worn while working outside.
 - ii. Any unusual activities
 - Nothing to report
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$44,661.98
 - ii. Internments
 - District's 12 burials consisted of 7 cremations and 5 caskets
 - iii. Attendance
 - District Employee's attendance is up to date. DM is taking vacation in December.
 - iv. Website Contacts
 - Google Analytics showed 102 visits to our website in October

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

- Chamber Catcher page showed 58 page views.
 - v. Correspondence
- Notice from GSRMA regarding COVID-19 Protection Policy
 - vi. Upcoming events, conferences, and trainings
- PCA is offering a virtual Ethics training on January 21st.
- DM is assigning all employees to a COVID-19 training via Target Solutions.
 - vii. Major Purchases or other Extraordinary Expenditure
- Gator to be purchased by end of January
- 2 Grasshopper Mowers to start payments by end of December.
- Trustee Flood commended the Cemetery for having a reputation positive enough for a vendor to deliver equipment with payment pending.
 - viii. Incidents
- Kalman stone has been fixed and installed
- Arch Gate – GSRMA will be sending us a check

C. Investment Committee Report

- Nothing to report

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

A. Investing Pre-Need Money

- Board gave direction for DM to work with Trustee Neufeld to come up with a plan and present at next board meeting.

10. Recess to Closed Session

All members of the public, employees and other visitors will be asked to clear the meeting room so that the Board of Trustees, and those employees and consultants invited by the Board, may discuss and/or act on those items listed below.

A. Public Employee Performance Evaluation - pursuant to Gov. Code 54957

Title: District Manager

11. Reconvene to Open Session and Report any Action Taken During Closed Session

- Board gave direction to move item number 11 & 12 to a special board meeting January 6, 2021 at 10:00am.

12. Salary/Wage for District Manager Position

13. Trustees Discussions, Questions, & Comments

- Motion to have the COVID-19 Prevention Program added to the agenda. Moved by Trustee Flood 2nd by Trustee Vogel. Approved: Unanimously
 - Motion to adopt the model for COVID-19 Prevention Plan, knowing that Trustee Flood, Board Clerk, and our legal council will revise for better understanding. Moved by Trustee Flood 2nd by Trustee Vogel. Approved: Unanimously
- Trustee Clouse informed the board of Ms. Roper's willingness to donate a Christmas wreath in honor of our Veterans.
- Trustee Schroeder expressed his willingness to serve on the LAFCo board.

14. Adjournment

- Chairman Clouse adjourned the meeting at 10:31am

Approved as _____ read X corrected

Prepared by: Mysti Lingenfelter Chairman
Secretary

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