



FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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

www.fairoakscemetery.com

ESTABLISHED 1902

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

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, March 10, 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, Peter Schroeder, and DM Guillermo Barron. Employee Mysti Lingenfelter and DF Gonzalo Vega, Bob Hunt - Inhouse Council, and Scott German – Auditor were also present. Patricia Vogel was absent.
4. Public Comment on any agenda items - Open or Closed.
 - No public present
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Investing Pre-Need Money
 - Sacramento County Department of Finance approved our movement of funds from the county to STIFEL for investing.
 - Mr. Hunt advised us to write a policy outlining our use and obligation to fund the preneed services.
 - B. Endowment Resolution Investments
 - Mr. Hunt advised the board to re-write the Investment Policy for Endowment Fund and to update this policy with Sacramento County Office of Finance.
6. Finance Committee Report
 - Trustee Schroeder reported the claims total as \$30,864.70.
7. Consent Calendar
 - A. Approval of Board Minutes of February 10, 2021
 - B. Approval of Claims
 - Motion to accept the Consent Calendar as read. Moved by Trustee Neufeld 2nd by Trustee Schroeder. Approved: Ayes – Schroeder, Neufeld, Clouse; Absent – Vogel, Flood
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - DF Vega had to attend to a service, report was given by Employee Lingenfelter.
 - This month's safety meeting was on picking up the shop and indoor area. Keeping floors free of trip hazards.
 - ii. Any unusual activities
 - Nothing to report.

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

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$96,714.13 (Total Income \$100,109.13)

ii. Internments

- District's 17 burials consisted of 7 cremations and 10 caskets.

iii. Attendance

- District Employee's attendance is up to date.

iv. Website Contacts

- Google Analytics showed 110 visits to our website in January.

- Chamber Catcher page showed 55 page views.

v. Correspondence

1. SMUD Trees

- Sacramento Tree Foundation donated 22 trees to the cemetery.

- Aerial views were used to determine proper placement of trees.

2. Department of Industrial Relations-COVID

- Letter sent from Department of Industrial Relation regarding COVID-19.

- Our Policy covers items included in the letter.

vi. Upcoming events, conferences, and trainings

- Board Members need to enroll in their own trainings using their own email addresses.

vii. Major Purchases or other Extraordinary Expenditure

- Gator has been paid, will appear on next month's claims.

viii. Incidents

- Neighbor to the South has an Oak Tree Branch hanging over their house; Fallen Leaf has been contacted.

- Neighbor to the West would like to know if new fence is on the property line; District is investigating.

- Bank of America Card still active with old account; Mr. Hunt advised a letter of dispute to be sent to Bank of America.

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

A. Audit Report - Scott German

- Mr. German advised the DM to include our tax base issue, green space, and limited time in the MP&A section of future audits.

- Mr. German presented his finding in the audit presentation.

- Mr. German expressed the use of QuickBooks program will help with a realistic budget each year.

10. Trustees Discussions, Questions, & Comments

- Nothing to report.

11. Adjournment

- Chairman Clouse adjourned the meeting at 11:14am

Approved as X read _____ corrected.

Bob Clouse Chairman
Prepared by: Mysti Lingenfelter Secretary

Votes:	<u>5</u> Ayes
	<u>0</u> Nays
	<u>0</u> Abstain
	<u>0</u> Absent