



FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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www.fairoakscemetery.com

ESTABLISHED 1902

Guillermo Barron
District Manager
Mysti Lingenfelter
Admin Assist
Gonzalo Vega
District Foreman

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, April 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 9:16am.
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, Patricia Vogel, and DM Guillermo Barron. Employee Mysti Lingenfelter and DF Gonzalo Vega, and Bob Hunt - Inhouse Council, were also present.
4. Public Comment on any agenda items - Open or Closed.
 - No public present
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Audit Report - Final
 - Final Annual Financial Report was presented to the board.
 - B. Investing Pre-Need Money
 - Current Investment Policy was reviewed by legal counsel and does not need revision.
 - No Action Taken
 - C. Cancel Bank of America Credit Card
 - Motion to accept the Resolution 2021-06. Moved by Trustee Vogel 2nd by Trustee Schroeder. Approved Unanimously
 - D. Endowment Resolution
 - Motion to accept the Resolution 2021-05. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved Unanimously
6. Finance Committee Report
 - Trustee Schroeder reported the claims total as \$52,320.20.
7. Consent Calendar
 - A. Approval of Board Minutes of March 10, 2021
 - B. Approval of Claims
 - Motion to accept the Consent Calendar as read. Moved by Trustee Neufeld 2nd by Trustee Schroeder. Approved Unanimously
8. Investment Committee Report
 - Trustee Flood reported an overall gain in our investment accounts.
 - Endowment Principal had a gain of \$6,580.77 for Jan.-Mar. 2021
 - Endowment Interest had a gain of \$8,288.30 for Jan.-Mar. 2021
9. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report

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

- This month's safety meeting was on Heat Illness Prevention & the importance of staying hydrated.
 - ii. Any unusual activities
- Nothing to Report.

B. DM's Monthly Reports:

- i. Sales
 - District sales reported as \$44,950.33 (Total Income \$37,446.38)
 - Discrepancy was due to returned check; issue was resolved.
 - ii. Internments
 - District's 18 burials consisted of 8 cremations and 10 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 124 visits to our website in February.
 - Chamber Catcher page showed 68 page views.
 - v. Correspondence
 - Letter from Ms. Harris about gates was presented.
 - Board advised staff to bring this item back for consideration in the next fiscal budget.
 - 1. Property Line Letter
 - FOCD received a letter from Mr. Davis regarding the property line in the back.
 - DM cleared anything along the fence line, measured, recorded, and documented the property line.
 - Board advised DM to follow up with a letter to the neighbor.
 - vi. Upcoming events, conferences, and trainings
 - DM registered for a management workshop in May through ICCFC.
 - DM also registered for workshop through GSRMA on customer service.
 - 1. Date & Agenda for Board Workshop
 - Board set a date for Monday April 26, 2021 at 10am for a workshop.
 - vii. Major Purchases or other Extraordinary Expenditure
 - Gator has been paid off.
 - viii. Incidents
 - 1. Tree Neighbor
 - Neighbor to the South, came and spoke to DM about a branch hanging over their house.
 - DM contacted Fallen Leaf to do the removal of the branch.

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

A. LAFCo Report - Schroeder

- Trustee Schroeder attended his first LAFCo meeting.
- Trustee Schroeder reported on COVID-19 Impacts and about recovering COVID related costs.
- Board advised DM to invoice Sacramento County with COVID related expenses.

11. Trustees Discussions, Questions, & Comments

- Trustee Vogel asked for an update on Memorial Day.
- Memorial Day will happen virtually, the same as last year.

12. Adjournment

- Chairman Clouse adjourned the meeting at 10:55am

Approved as ✓ read _____ corrected.

Bob Clouse Chairman
Prepared by: Mysti Lingenfelter Secretary

Votes: <u>4</u> Ayes
<u>0</u> Nays
<u>0</u> Abstain
<u>1</u> Absent