



FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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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
Mysti Lingenfelter
Admin Assist
Gonzalo Vega
District Foreman

**"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, May 12, 2021 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, and DM Guillermo Barron. Employee Mysti Lingenfelter and DF Gonzalo Vega were also present. Trustee Patricia Vogel was not present.
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
 - Staff reported the investment for the Pre-Need accounts have been completed, and FOCD will be getting monthly statements for the investments.
6. Finance Committee Report
 - Trustee Schroeder reported the claims total as \$29,457.14.
7. Consent Calendar
 - A. Approval of Board Minutes of April 14, 2021
 - B. Approval of Special Board Minutes of April 26, 2021
 - C. Approval of Claims
 - Trustee Flood proposed a change in minutes of April 26, 2021
 - Motion to accept the Consent Calendar as corrected. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 4 Yes, 1 Absent
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was on preventing sprains & strains, proper lifting techniques. Evaluate the size of the item and ask for help if needed.
 - ii. Any unusual activities
 - Nothing to Report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$78,654.02 (Total Income \$169,477.27)
 - ii. Internments

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting May 12, 2021

- District's 17 burials consisted of 10 cremations and 7 caskets.
 - iii. Attendance
- District Employee's attendance is up to date.
 - iv. Website Contacts
- Google Analytics showed 147 visits to our website in April.
- Chamber Catcher page showed 68 page views
 - v. Correspondence
- DM from Roseville brought his secretary over for a meeting.
 - vi. Upcoming events, conferences, and trainings
 - 1. Report on Customer Service
- Staff attended a training held by GSRMA on customer service.
- The content further solidified how we already treat our customers.
 - 2. Heat Illness Prevention
- Staff attended a training held by GSRMA on heat illness prevention.
 - 3. ICFFA - Training
- Staff will be attending the ICFFA training via zoom next week.
- Topics will include management strategies, and solution for using what you have.
- vii. Major Purchases or other Extraordinary Expenditure
- Nothing to report.
- viii. Incidents
- Lowering device is lowering too fast, needs to be replaced.
- Faucet was hit by a car on Sunday, water shut off, pipe fixed.

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

A. Fence - 7720 Olive Street

- DM Barron proposed an expansion for Oak Knoll project by the Olive trees.
- Motion to accept the project proposal and Arrow Fence estimate as presented. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 4 Yes, 1 Absent

B. Budget for 2021-2022

- Staff explained items and logic on budget proposal, Trustees made a few corrections.
- Motion to accept the Preliminary Budget as corrected. Moved by Trustee Schroeder 2nd by Trustee Neufeld. Approved 4 Yes, 1 Absent

C. New Pricing Sheets

- Staff explained proposed changes to pricing sheets.
- Motion to accept the Pricing Sheets as presented. Moved by Trustee Flood 2nd by Trustee Schroeder. Approved 4 Yes, 1 Absent

10. Trustees Discussions, Questions, & Comments

- Trustee Clouse complemented our Foreman on a job well done with a service he attended.
- Trustee Clouse said DF Vega was extremely patient and composed.
- Trustee Flood commended the staff on all of the technological advances we have made and the efficiency it is providing.
- DM Barron proposed to place an existing granite bench in honor of Beverly Dodds, in front of the old single niches.

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:54am

Approved as X read _____ corrected.
D. Clouse Chairman
Prepared by: Mysti Lingenfelter Secretary

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