



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

# FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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[www.fairoakscemetery.com](http://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, July 14, 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 9:17am
2. Pledge of Allegiance
  - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board
  - Present were trustees Robert Clouse, Carolyn Flood, Peter Schroeder, Pat Vogel, and DM Guillermo Barron. Employee Mysti Lingenfelter was also present. Trustee Don Neufeld was not in attendance.
4. Public Comment on any agenda items - Open or Closed.
  - Bob Vogel - FO Historical Society - Nothing to report
5. Unfinished Business - Board Discussion & Possible Action Items
6. Finance Committee Report
  - Finance committee met prior to the board meeting. Total claims were \$26,514.61.
7. Consent Calendar
  - A. Approval of Board Minutes of June 9, 2021
  - B. Approval of Claims
    - Motion to accept the consent calendar. Moved by Trustee Schroeder 2<sup>nd</sup> by Trustee Vogel. Approved 3-0-2.
8. Investment Committee Report
  - Investment Committee met prior to the board meeting. Trustee Flood reported for the months of April, May, and June our Endowment Principal fund had a loss of \$4,088.73 and our Endowment Interest Fund gained \$18,116.63. Our new PreNeed Principal fund gained \$436.23 and the PreNeed Interest fund lost \$2,831.74. The board directed Trustee Flood to reach out to STIFEL and see what caused the gain and the loss.
9. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - June's Safety meeting was held on proper lifting techniques. If something looks heavy get someone to help or use the machines.
      - ii. Any unusual activities
    - Nothing to Report.
  - B. DM's Monthly Reports:
    - i. Sales
      - District sales reported as \$36,257.54 (Total Income \$39,438.41)
    - ii. Internments
      - District's 22 burials consisted of 19 cremations and 3 caskets

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting July 14, 2021

iii. Attendance

- District Employee’s attendance is up to date. Employees have been rotating taking time off.

iv. Website Contacts

- Google Analytics showed 65 visits to our website in June.
- Chamber Catcher page showed 55-page views.

v. Correspondence

1. CAPC Director Elections

- CAPC is having elections for their directors. Applications are due October 31, 2021.

2. Treasury Oversight Committee Information

vi. Upcoming events, conferences, and trainings

1. CAPC October 8, 2021 in San Luis Obispo

- CAPC will be having their annual conference in San Luis Obispo in October. Board directed DM to attend and evaluate cost of bringing other staff.

vii. Major Purchases or other Extraordinary Expenditure

- Nothing to report.

viii. Incidents

- Dismantled car left on property, called Sheriff and they came out to do a report.
- Finding a lot of old sprinklers and broken ones.
- DM Barron presented on the lot cards and their lack of usefulness.

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

A. Policy & Procedure Review – Document Retention

- Motion to accept the Document Retention Policy with the proposed updates. Moved by Trustee Schroeder 2<sup>nd</sup> by Trustee Vogel. Approved 4-0-1.

11. Trustees Discussions, Questions, & Comments

- Trustee Schroeder reported from the SDAC meeting 6/29/2021
  - Last minute power grab between Rancho Cordova City and Rancho Cordova Recreation & Park District.
- Trustee Vogel Reported – Someone called from out of state wanting her personal information, and was complimenting DM handling of the situation.
- Trustee Vogel Reported – A limb fell in the street over the weekend, and Trustee Vogel called DM Barron and he came out on the weekend to fix the issue.

12. Adjournment

- Chairman Clouse adjourned the meeting at 10:26am

Approved as \_\_\_\_\_ read X corrected.

Bob Clouse Chairman  
Prepared by: Mysti Lingenfelter Secretary

Votes: <input type="checkbox"/> Ayes
<input type="checkbox"/> Nays
<input type="checkbox"/> Abstain
<input type="checkbox"/> Absent