



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, August 11, 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 9:15am
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board
 - Present were trustees Robert Clouse, Carolyn Flood, Don Neufeld, Pat Vogel, and DM Guillermo Barron. Employee Gonzalo Vega was also present. Trustee Pete Schroeder was not in attendance
4. Public Comment on any agenda items - Open or Closed.
 - No Public Present
5. Unfinished Business - Board Discussion & Possible Action Items
6. Finance / Investment Committee Report
 - Finance committee met prior to the board meeting. Total claims were \$40,529.87
 - Investment committee met with Sandra Wheeler from STIFEL, our yields are low due to the restrictions we have on investments.
7. Consent Calendar
 - A. Approval of Board Minutes of July 14, 2021
 - B. Approval of Claims
 - Motion to accept the consent calendar. Moved by Trustee Flood 2nd by Trustee Vogel. Approved 4-0-1
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - July's Safety meeting was held on proper mask wearing. When to wear a mask is based on county regulations.
 - ii. Any unusual activities
 - Nothing to Report
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$81,420.54 (Total Income \$98,872.02).
 - ii. Internments
 - District's 18 burials consisted of 9 cremations and 9 caskets
 - iii. Attendance
 - District Employee's attendance is up to date. Employees have been rotating taking time off.
 - iv. Website Contacts
 - Google Analytics showed 110 visits to our website in July.

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting August 11, 2021

- Chamber Catcher page showed 535-page views
 - v. Correspondence
 - 1. Email from Client
 - This is against board policy, so the matter will have to be handled among the family.
 - 2. Treasury Oversight Committee Ballot
 - Board discussed candidates, and gave direction to the DM.
 - vi. Upcoming events, conferences, and trainings
 - Board ~~direct~~^{directed} DM to attend conference in October.
 - vii. Major Purchases or other Extraordinary Expenditure
 - Nothing to report
 - viii. Incidents
 - Parking break switch & cylinder ~~need replaced~~^{Needs replacement} on CASE.
9. New Business - Board Discussion & Possible Action Items:
- A. Policy & Procedure Review - General Provisions & Government
 - Grammatical changes suggested.
 - DM given directions, and agenda item will return next board meeting.
 - B. Resolution 2021-02 - Final Budget Adoption
 - District Discussed possible changes, review is set to happen in January.
 - Moved by Trustee Neufeld 2nd by Trustee Vogel. Approved 4-0-1.
 - C. Resolution 2021-03 - Reserve Increase
 - \$363,619.00 Net revenue from last year.
 - Moved by Trustee Neufeld 2nd by Trustee Vogel. Approved 4-0-1.
10. Trustees Discussions, Questions, & Comments
- Trustee Vogel reported on FOCAP, set to have a meeting here at the district office at 4pm in the near future.
 - Water District Meeting 6:30pm on August 18th to discuss parking.
 - Mac Millan Park to reopen summer of 2024.
11. Adjournment
- Chairman Clouse adjourned the meeting at 11:15am

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

Votes: <u>3</u> Ayes
<u>0</u> Nays
<u>0</u> Abstain
<u>2</u> Absent