



FAIR OAKS CEMETERY DISTRICT

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

7780 Olive Street Fair Oaks, CA 95628

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

www.fairoaksceemetery.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, September 8, 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, and DM Guillermo Barron. Employee Gonzalo Vega and Mysti Lingenfelter were also present. Trustee Pete Schroeder and Pat Vogel were not in attendance.
4. Public Comment on any agenda items - Open or Closed.
 - Leo Brunner - Addressed board regarding ownership of his daughter's plot. Board gave direction for DM to contact Legal counsel for a solution.
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Policy & Procedure Review - General Provisions & Government
 - Motion to accept the General Provision & Government section with a few minor changes. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 3-0-2
 - B. Treasurer Position
 - Motion to accept the position of Treasurer provided the bonding fee is less than \$300.00 per year. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 3-0-2
6. Finance Committee Report
 - Finance committee met prior to the board meeting. Total claims were \$26,325.00
7. Consent Calendar
 - A. Approval of Board Minutes of August 11, 2021
 - B. Approval of Claims
 - Motion to accept the consent calendar as amended. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 3-0-2
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - August Safety meeting was held on proper lifting techniques to prevent back injuries
 - ii. Any unusual activities
 - Nothing to report
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$57,778.04 (Total Income \$58,540.38
 - ii. Internments

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting September 8, 2021

- District's 21 burials consisted of 10 cremations and 11 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 August.
 - v. Correspondence
 - 1. Email from Client
 - Marker was approved, pending proper following of procedures. Board gave direction to DM to convey the message to the client and the monument company.
 - vi. Upcoming events, conferences, and trainings
 - GSRMA – OCT 14-15 in Corning, CA
 - CAPC – Oct 8-9 San Luis Obispo, CA
 - Major Purchases or other Extraordinary Expenditure
 - 1. Price increases (SIA, ALP, etc.)
 - SIA Security 23.00 more a month
 - Scroll Plated for Niches, 10.00 increase per plate
 - ALP - \$2.00 per hour increase.
 - viii. Incidents
 - Nothing to report
9. New Business - Board Discussion & Possible Action Items:
A. Policy & Procedure Review - Indigent Burials
 - Direction given to DM to have Legal Counsel Review.
10. Trustees Discussions, Questions, & Comments
 - Next meeting will be October 13th at 9:15am
11. Adjournment
 - Chairman Clouse adjourned the meeting at 10:36am.

Approved as X 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