



# 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.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, October 13, 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, Pat Vogel, Pete Schroeder, and DM Guillermo Barron. Employee Gonzalo Vega was also present. Trustee Don Neufeld and employee Mysti Lingenfelter not in attendance.
4. Public Comment on any agenda items - Open or Closed.
  - Ted Costa - Addressed board regarding vote for LAFCo Board position
5. Unfinished Business - Board Discussion & Possible Action Items
  - A. Update on Brunner Letter
    - Family will solve this internally; we are awaiting a response from the grandmother.
  - B. Update Policy & Procedure Review - Indigent Burials
    - This is not an option for us to coordinate through our funeral homes, as they must be assigned "indigent" by the county.
  - C. Policy & Procedure Review - General Provisions & Government
    - Pat Vogel has been appointed Treasurer for Fair Oaks Cemetery District.
    - Moved by Trustee Clouse 2<sup>nd</sup> by Trustee Flood. Approved 4-0-1
6. Finance Committee Report
  - Finance committee met prior to the board meeting. Total claims were \$55,405.47
7. Consent Calendar
  - A. Approval of Board Minutes of September 8, 2021
  - B. Approval of Claims
    - Motion to accept the consent calendar. Moved by Trustee Vogel 2<sup>nd</sup> by Trustee Schroeder. Approved 4-0-1
8. Investment Committee Report
  - Trustee Flood reported out that our yields are low, due to the items we are allowed to invest in.
9. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - September safety meeting was held on barricades, safety tape, and roping off any emergency hazards.
      - ii. Any unusual activities
    - Nothing to Report
  - B. DM's Monthly Reports:
    - i. Sales

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting October 13, 2021

- District sales reported as \$67,214.18 (Total Income \$69,847.47).
  - ii. Internments
- District's 14 burials consisted of 10 cremations and 4 caskets
  - iii. Attendance
- District Employee's attendance is up to date. Employees have been rotating taking time off.
  - iv. Website Contacts
- Google Analytics showed 130 visits to our website in September.
- Chamber Catcher page showed 532-page views
  - v. Correspondence
    - 1. Letter from Neighbor
- Consulted with legal counsel – Letter will be sent in response.
  - 2. Treasury Oversight Committee Results
- Laura Lavelle from Fulton-El Camino Recreation & Park District was appointed.
  - vi. Upcoming events, conferences, and trainings
- Ethics Training – here via Zoom October 21, 2021
- Harassment Training – here via Zoom October 29, 2021
- vii. Major Purchases or other Extraordinary Expenditure
  - 1. Fix Broken Main
- Water main broke under tree out front of office.
- Fixed in house, saving district approximately \$12,000
- Construction not completed but should be by December, weather permitting.
  - 2. Fence Construction Completed
- Arrow Fence has completed the back fence on our property line.
  - 3. Property Taxes Reassessed
- FOCD was re-assessed for property taxes.
- Bill of \$43.39 was paid.
- viii. Incidents
  - 1. Fallen Tree Branches

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

A. LAFCO Voting

- Ted Costa expressed his qualifications for the position
- Board voted for Ted Costa for LAFCo Commissioner
- Moved by Trustee Flood 2<sup>nd</sup> by Trustee Schroeder. Approved 3-0-1-1.
- Board voted for Michael Hanson for LAFCo Alternate Commissioner
- Moved by Trustee Schroeder 2<sup>nd</sup> by Trustee Clouse. Approved 3-0-1-1.

11. Trustees Discussions, Questions, & Comments

- What is meant by long-term care?
- Bring Employee Handbook on the next agenda

12. Adjournment

- Chairman Clouse adjourned the meeting at 11:35am

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

*D. Clouse* Chairman  
Prepared by: Mysti Lingenfelter Secretary

Votes: ___	Ayes
___	Nays
___	Abstain
___	Absent