



# 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, November 10, 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, Pat Vogel, Pete Schroeder, Don Neufeld, and DM Guillermo Barron. Employee Gonzalo Vega and Mysti Lingenfelter were also present.
4. Public Comment on any agenda items - Open or Closed.
  - No Public Present
5. Unfinished Business - Board Discussion & Possible Action Items
  - A. Update on Website
    - Staff presented an overview of the website addressing Board concerns.
    - Used Lighthouse Application to show ADA compliance level on website.
    - Staff will contact CemSites to see if improvement can be made to phone application or web app.
  - B. Update on Procedures
    - Staff walked Board members through the data base and how to conduct a sale using the desk manual.
    - Board was impressed by the ease of the program and the details/ files that can be stored in the system.
6. Finance Committee Report
  - Finance committee met prior to the board meeting. Treasurer Vogel reported total claims were \$44,917.70
7. Consent Calendar
  - A. Approval of Board Minutes of October 13, 2021
    - Trustee Flood made one correction.
  - B. Approval of Claims
    - Motion to accept the consent calendar as corrected. Moved by Trustee Neufeld 2<sup>nd</sup> by Trustee Vogel. Approved 5-0-0
8. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - October safety meeting was held on hearing protection.
      - ii. Any unusual activities
        - No unusual activities to report.
        - DF reported three broken water mains in section 47, East, and 48. All have been repaired in-house.
  - B. DM's Monthly Reports:
    - i. Sales

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting November 10, 2021

- District sales reported as \$48,449.05 (Total Income \$64,036.90).
    - ii. Internments
  - District's 22 burials consisted of 12 cremations and 10 caskets
    - iii. Attendance
  - District Employee's attendance is up to date. Employees have been rotating taking time off, and one employee has been out on medical leave.
    - iv. Website Contacts
  - Google Analytics showed 118 visits to our website in October.
  - Chamber Catcher page showed 40-page views, and an Advertising profit of \$4.25 to 25.00
    - v. Correspondence
      - 1. Letter from Gay Jones
  - Letter received from candidate for LAFCO after board meeting.
    - vi. Upcoming events, conferences, and trainings
      - 1. PCA Conference in April
  - Board was asked to attend training if they were available.
    - vii. Major Purchases or other Extraordinary Expenditure
      - 1. Grasshopper Payment
      - 2. Takeuchi Payment
  - DM Barron reported a payment of \$9,690.89 to KS Bank for Grasshopper mowers.
  - DM Barron reported Takeuchi was paid last month.
  - DM Barron reported payment for Arrow fence of \$14,419.00 for neighboring privacy fence.
    - viii. Incidents
  - Halloween had no issues, although one guest reported the security guard did not stay all night.
9. New Business - Board Discussion & Possible Action Items:
- A. Discuss Employee Handbook - possible changes
    - Handbook committee will be meeting to review any additions or deletions and will bring potential changes to the next board meeting.
10. Trustees Discussions, Questions, & Comments
- Trustee Schroeder reported a future meeting with Rich Desmond - County Supervisor regarding taxation and land use.
  - Trustee Schroeder spoke with a representative of the Fair Oaks water district and Fair Oaks Recreation and Park District, the Park District owns its land, and pays a reduced rate property tax. The Water District does not own its land and doesn't pay property tax.
  - Next Board Meeting scheduled for December 8, 2021.
11. Adjournment
- Chairman Clouse adjourned the meeting at 11:03am

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

  
\_\_\_\_\_  
Prepared by: Mysti Lingenfelter      Chairman  
Secretary

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