



FAIR OAKS CEMETERY DISTRICT

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

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

**"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, December 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, Pat Vogel, & Pete Schroeder. Don Neufeld and Carolyn Flood were not in attendance. 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 Employee Handbook
 - Committee met and would like staff to write a draft of changes they would like to see.
 - This report to come back at next meeting.
 - B. Update on Meeting with County Supervisors
 - Committee met with Supervision Rich Desmond and his assistant Vanessa. Committee felt it was overall a positive meeting with possible solutions to move forward with.
6. Finance Committee Report
 - Finance committee met prior to the board meeting. Treasurer Vogel reported total claims were \$24,176.50
7. Consent Calendar
 - A. Approval of Board Minutes of November 10, 2021
 - B. Approval of Claims
 - Motion to accept the consent calendar as presented. Moved by Trustee Schroeder 2nd by Trustee Vogel. Approved 3-0-2
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - November safety meeting was held on proper lifting techniques.
 - ii. Any unusual activities
 - No unusual activities to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$50,447.50 (Total Income \$59,536.23).
 - ii. Internments
 - District's 19 burials consisted of 11 cremations and 8 caskets.

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

iii. Attendance

- District Employee's attendance is up to date.

iv. Website Contacts

- Google Analytics showed 111 visits to our website in November.
- Chamber Catcher page showed 30-page views, and an Advertising profit of \$4.25 to 25.00

v. Correspondence

- Nothing to report.
- vi. Upcoming events, conferences, and trainings
- February 16th, 2022 – PCA conference in Cottonwood, CA – Board members to attend if possible.
- March 10th-12th, 2022 – CAPC conference in Monterey, CA

vii. Major Purchases or other Extraordinary Expenditure

- Fixing pipe main roadway has an estimate of \$24,000.00 – will fix in-house.
- Computer to replace laptop

viii. Incidents

1. Turkey issues

- Guest complain about turkeys becoming a nuisance. Called Fish and Wildlife for a solution.

9. New Business - Board Discussion & Possible Action Items:

- Nothing to report

10. Recess to Closed Session

- Moved to a later meeting

A. Public Employee Performance Evaluation - pursuant to Gov. Code 54957

Title: District Manager

11. Reconvene to Open Session and Report any Action Taken During Closed Session

12. Salary/Wage for District Manager Position

- Moved to a later meeting

13. Trustees Discussions, Questions, & Comments

- Trustee Schroeder reported on the SDAC meeting he attended. See notes attached to packet.
- New director for SDAC is now Jose Enriquez

14. Adjournment

- Chairman Clouse adjourned the meeting at 10:13am

Approved as X read _____ corrected.

Bob Clouse Chairman
Prepared by: Mysti Lingenfelter Secretary

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