



# FAIR OAKS CEMETERY DISTRICT

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

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, January 12, 2022, 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. DM Guillermo Barron, Employee Mysti Lingenfelter were also present.
4. Public Comment on any agenda items - Open or Closed.
  - Mr. Altieri presented an issue with his scroll plate for his wife's niche. Board gave direction for DM to resolve the issue.
5. Unfinished Business - Board Discussion & Possible Action Items
  - A. Update on Employee Handbook
    - Chairman Clouse asked the board and staff to bring possible corrections and/or suggestions to the next board meeting for discussion.
  - B. Update on meeting with Supervisor
    - Trustee Schroeder reported he has been talking with Rich Desmond and his Assistant, Vanessa, about tax issues.
    - Trustee Schroeder plans to address the land issue with him as well.
  - C. Salary/Wage for District Manager Position
    - Trustees discussed budget and increase in living wages. DM salary has been increased by 9%.
6. Finance Committee Report
  - Finance committee met prior to the board meeting. Treasurer Vogel reported total claims were \$26,253.76
7. Consent Calendar
  - A. Approval of Board Minutes of December 8, 2021
    - Minor grammatical errors corrected.
  - B. Approval of Board Minutes of January 5, 2022, Special Meeting
  - C. Approval of Claims
    - Motion to accept the consent calendar as revised. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Neufeld. Approved 3-0-2
8. Investment Committee Report - Oct-Dec.
  - Investment Committee reviewed our investment accounts for October - December, the market was volatile.
  - Endowment Principal went down by \$17,378.48
  - Endowment Interest went up by \$2,309.15
  - PreNeed Principal went down by \$715.32

## Fair Oaks Cemetery District Agenda for Board of Trustees Meeting January 12, 2022

- PreNeed Interest went down by \$3,229.87

### 9. Information Items

#### A. District Foreman's Monthly Report

##### i. Safety Report

- December safety meeting was held on hard hats, when to replace, and when to wear.
- ii. Any unusual activities
- No unusual activities to report

#### B. DM's Monthly Reports:

##### i. Sales

- District sales reported as \$61,881.25 (Total Income \$52,311.25).

##### ii. Internments

- District's 17 burials consisted of 8 cremations and 9 caskets.

##### iii. Attendance

- District Employee's attendance is up to date.
- One district employee is home on paternal leave.

##### iv. Website Contacts

- Google Analytics showed 108 visits to our website in December.
- Chamber Catcher page showed 24-page views, and an Advertising offset of \$4.25 to 25.00
- v. Correspondence

##### 1. ADA Compliance Proposal

- DM presented CemSites proposal for ADA compliance.
- Board gave direction to DM to move forward on the certification.

##### 2. SMUD Commercial Rate Re-Structure

- DM presented SMUD Restructuring plan, the new plan may result in reduced rates.

##### vi. Upcoming events, conferences, and trainings

- PCA – Cottonwood on Feb 16<sup>th</sup> may be cancelled with new COVID restrictions.
- DM reported on the upcoming Equipment Show organized by Roseville Cemetery and our District.
- Date for Equipment Show should be late March/Early April.

##### vii. Major Purchases or other Extraordinary Expenditure

- Nothing to report

##### viii. Incidents

##### 1. Turkey issues

- DM contacted Fish & Wildlife and reported their solution to the board.

### 10. New Business - Board Discussion & Possible Action Items:

#### A. Mid-Term Budget Revision

- DM presented a mid-year update to our budget. No action needs to be done at this time.
- Motion to accept the budget revision as presented. Moved by Trustee Neufeld 2<sup>nd</sup> by Trustee Schroeder. Approved Unanimously.

### 11. Recess to Closed Session

- Motion to add closed session item to the agenda. Motioned by Trustee Flood 2<sup>nd</sup> by Trustee Neufeld. Approved Unanimously.

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

Title: District Manager

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

- See item 5C above.

### 13. Trustees Discussions, Questions, & Comments

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting January 12, 2022

14. Adjournment

- Chairman Clouse adjourned the meeting at 11:40am

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

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

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