



# 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](http://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, February 9, 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 9:13am
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, Foreman Gonzalo Vega, and Employee Mysti Lingenfelter were also present
4. Public Comment on any agenda items - Open or Closed.
  - Ms. Angelia Jovanovic requested our staff to work on a holiday to bury her husband.
5. Unfinished Business - Board Discussion & Possible Action Items
  - A. Update on Employee Handbook
    - Staff and board reviewed Employee Handbook and made several changes to reflect current practices.
    - Final draft will be brought back at next meeting for adoption.
  - B. Update on Land/Tax Issues
    - Trustee Schroeder reported he has been talking with Rich Desmond and his Assistant, Vanessa, about tax issues.
6. Finance Committee Report
  - Finance committee met prior to the board meeting. Trustee Schroeder reported total claims were \$19,930.87
7. Consent Calendar
  - A. Approval of Board Minutes of January 12, 2022
  - B. Approval of Claims
    - Motion to accept the consent calendar. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Schroeder. Approved Unanimously.
8. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - January safety meeting was held on proper eye wear.
      - ii. Any unusual activities
    - Nothing to report
  - B. DM's Monthly Reports:
    - i. Sales
      - District sales reported as \$52,391.29 (Total Income \$199,379.10)
      - ii. Internments
    - District's 18 burials consisted of 8 cremations and 10 caskets.

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting February 9, 2022

iii. Attendance

- District Employee's attendance is up to date

iv. Website Contacts

- Google Analytics showed 98 visits to our website in December.
- Chamber Catcher page showed 19-page views, and an Advertising offset of \$4.25 to 25.00

v. Correspondence

vi. Upcoming events, conferences, and trainings

1. PCA Equipment Show March 16<sup>th</sup>

vii. Major Purchases or other Extraordinary Expenditure

- Camera were purchased and installed around the office and shop to discourage break-ins or vandalism.

viii. Incidents

- Neighbor to our South side has concerns about the pine trees lining the property are being under watered.
- DM spoke with neighbor and stated FOCD would increase watering, with the understanding the neighbor understands it may go into his pool.
- DM also spoke with an arborist and disease and/or invasive species do not seem to be a factor at this time.

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

- Ms. Angelia Jovanovic requested our staff to work on a holiday to bury her husband.
- Board approved overtime on the holiday to accommodate Ms. Jovanovic, provided she pays the Saturday service fee.
- Moved by Trustee Flood, 2<sup>nd</sup> by Trustee Neufeld. Approved Unanimously.

10. Trustees Discussions, Questions, & Comments

- Trustee Schroeder reported that the county has received funds to help with homelessness, health & safety, and economic recovery. To receive these funds through the ARPA grant we would need to write a letter to our county supervisors and detail what we would use the money for.

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:37am

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

Clouse Chairman  
Prepared by: Mysti Lingenfelter Secretary

Votes: <u>5</u> Ayes
<u>0</u> Nays
<u>0</u> Abstain
<u>0</u> Absent