



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, March 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.
 - No public present.
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Update on Employee Handbook
 - Board reviewed revisions in Employee Handbook.
 - Motion to accept the Revision of the Employee Handbook. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved Unanimously
 - B. Update on Land/Tax Issues
 - Trustee Schroeder has been in communication with Rich Desmond's office regarding the tax issue.
 - Motion to contact Legal Counsel to develop a timeline of previous litigation and meetings. Moved by Trustee Schroeder 2nd by Trustee Vogel. Approved Unanimously
6. Finance Committee Report
 - Finance committee met prior to the board meeting. Treasurer Vogel reported total claims were \$35,744.76
7. Consent Calendar
 - A. Approval of Board Minutes of February 9, 2022
 - B. Approval of Claims
 - Motion to accept the consent calendar. Moved by Trustee Flood 2nd by Trustee Vogel. Approved Unanimously
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - February safety meeting was held on proper hearing protection.
 - ii. Any unusual activities
 - Nothing to report
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$56,434.58 (Total Income \$73,509.11)
 - ii. Internments

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

- District's 27 burials consisted of 9 cremations and 18 caskets
 - iii. Attendance
- District Employee's attendance is up to date
 - iv. Website Contacts
- Google Analytics showed 134 visits to our website in January.
- Chamber Catcher page showed 21-page views, and an Advertising offset of \$4.25 to 25.00
 - v. Correspondence
 - 1. FOCC - Membership Renewal
 - 2. Dept. of Finance
 - vi. Upcoming events, conferences, and trainings
 - 1. PCA Equipment Show March 16th
 - vii. Major Purchases or other Extraordinary Expenditure
- Baseline 3000X (our current sprinkler system) has a shorted mother board.
- Estimate was presented to replace mother board.
- Direction given to staff to research cost of moving control panel to prevent future damage.
- viii. Incidents
 - No major incidents to report.
 - Small complaints that staff has handled.

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

- Motion to approve proposal for new Baseline motherboard. Moved by Trustee Flood 2nd by Trustee Schroeder. Approved Unanimously

10. Trustees Discussions, Questions, & Comments

- Trustee Vogel reported meeting for FOCAP will be held at the Cemetery on May 25th @ 4-5pm.
- Next board meeting scheduled for April 13, 2022

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:20 am

Approved as ✓ read _____ corrected.

B. Clouse Chairman
Prepared by: Mysti Lingenfelter Secretary

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