



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, June 8, 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-9:16 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, Foreman Gonzalo Vega, and Employee Mysti Lingenfelter.
4. Public Comment on any agenda items - Open or Closed.
 - No public present.
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Update on Land/Tax Issues
 - Nothing to update, still working on some leads, still researching tax issues.
 - B. QuickBooks / CemSites
 - Online version of QuickBooks has been purchased.
 - CemSites is working on a Web connect solution
 - Integration should finish by end of fiscal year.
 - C. Final Budget for 2022/2023
 - Motion to accept the Final Budget proposal as Resolution 2023-2. Moved by Trustee Flood 2nd by Trustee Vogel. Approved unanimously
 - Money in Reserved Fund prior to 2019 - \$143,017.96
 - Money in Reserve Fund post 2019 - \$417,982.04
 - Total money now in Reserve Fund \$506,637 – Designated for Cemetery Expansion Projects
6. Finance Committee Report
 - Finance committee met prior to the board meeting. Treasurer Vogel reported total claims were \$25,158.80
7. Consent Calendar
 - A. Approval of Board Minutes of May 11, 2022
 - B. Approval of Claims
 - Motion to accept the consent calendar as written. Moved by Trustee Flood 2nd by Trustee Schroeder. Approved unanimously
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on staying hydrated.
 - ii. Any unusual activities

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting June 8, 2022

- Nothing to report
- B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$71,733.77 (Total Income \$77,807.42)
 - ii. Internments
 - District's 13 burials consisted of 5 cremations and 8 caskets
 - iii. Attendance
 - District Employee's attendance is up to date
 - iv. Website Contacts
 - Google Analytics showed 133 visits to our website in May.
 - v. Correspondence
 - Board & Staff expressed public opinion that this Memorial Day was one of the best felt by all.
 - DM plans to hold a committee meeting to follow up and invited the board to attend.
 - vi. Upcoming events, conferences, and trainings
 - Juneteenth is a new Federal Holiday
 - Motion to accept observation of Juneteenth as a paid holiday and reflect such in our Employee Handbook. Moved by Trustee Schroeder 2nd by Trustee Vogel. Approved unanimously.
 - vii. Major Purchases or other Extraordinary Expenditure
 - Takeuchi has only \$1.00 payment left. Board gave DM instruction to follow up on extending the warranty.
 - Small engines will have some sort of environmental fee moving forward.
 - Board gave direction to price out an electric weed eater and battery set-up to see if electric is financially responsible.
 - Cooler for shop is needed. Direction given to DM to purchase a swamp cooler for the shop.
 - viii. Incidents
 - Realtor called seeing if we had interest in purchasing the house in the cemetery for 1million dollars.
 - Discussion on how to be financially responsible in purchasing the property
 - A runaway teen has been visiting the cemetery, staff called Sheriff's department.

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

A. Memorial Day Update

- Staff was directed to do a better job recognizing dignitaries that attend our events.

10. Trustees Discussions, Questions, & Comments

- Trustee Schroeder presented on the Special District's Meeting - see attached notes.
- Trustee Clouse thanked Trustee Flood for speaking at Memorial Day.
- Trustees were invited to view the Memorial Day Video online.

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:27 am

Approved as X read _____ corrected.
 pb Clouse Chairman
 Prepared by: Mysti Lingenfelter Secretary

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