



# FAIR OAKS CEMETERY DISTRICT

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

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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, October 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.

- Chairman Clouse called the meeting to order at 9:14am
- 1. Pledge of Allegiance
  - Those assembled recited the Pledge of Allegiance
- 2. Roll Call of Board
  - Present were trustees Bob Clouse, Pat Vogel, Pete Schroeder, Don Neufeld, and Carolyn Flood, Foreman Gonzalo Vega, DM Guillermo Barron, and Employee Mysti Lingenfelter. Trustee Clouse left early.
- 3. Public Comment on any agenda items - Open or Closed.
  - No Public Present
- 4. Unfinished Business - Board Discussion & Possible Action Items
  - A. Update on Land/Tax Issues
    - i. Meeting with Legal Council
      - Trustee Clouse, Trustee Schroeder met with legal counsel.
      - Direction given to staff to combine legal summary and letter to supervisor.
    - B. QuickBooks / CemSites
    - Sync is complete; working on a few bugs.
    - C. Security Solutions
      - i. SIA Contract
        - Motion to cancel the contract with SIA Security once cameras are installed and operational. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Neufeld. Approved 4/0/1
        - ii. Extra Cameras
          - Additional cameras were purchased for outside the shop.
          - Signs posted about video surveillance.
- 5. Finance Committee Report
  - Finance committee met prior to the board meeting. Trustee Schroeder reported total claims were \$37,252.32.
- 6. Consent Calendar
  - A. Approval of Board Minutes of September 14, 2022
  - B. Approval of Claims
    - Motion to accept the consent calendar as printed. Moved by Trustee Neufeld 2<sup>nd</sup> by Trustee Vogel. Approved 4/0/1
- 7. Investment Committee Report
  - Investment Committee met prior to the board meeting. Our accounts are in holding for 3 years. Consequently, our investments are following market trends
- 8. Information Items
  - A. District Foreman's Monthly Report

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

i. Safety Report

- This month's safety meeting was held on proper lifting techniques.
  - ii. Any unusual activities
- We have had several unwelcome visitors at 3:30am. Thefts, vehicles, and culprits have been caught on camera.

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$49,482.32 (Total Income \$51,303.35)

ii. Internments

- District's 12 burials consisted of 8 cremations and 4 caskets

iii. Attendance

- District Employee's attendance is up to date

iv. Website Contacts

- Google Analytics showed 132 visits to our website in July.

- Chamber Catcher page showed 39 visits.

v. Correspondence

- Board directed staff to write a letter of reply to the neighbor.

vi. Upcoming events, conferences, and trainings

- Trustee Schroeder and DM Barron will be attending GSRMA conference at the end of October.

- Clerk Lingenfelter and DM Barron will be attending the Board Secretaries conference in November. Scholarship for Lingenfelter was awarded through CSDA.

vii. Major Purchases or other Extraordinary Expenditure

- Nothing to report

viii. Incidents

- A family member wants to change the headstone in the family garden. Board directed staff to only speak with the property owner on the matter.

- International 4200-Dump has broken down, board directed staff to rent a truck to get rid of dirt while researching cost of a new truck.

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

A. Truck Purchase

- More details will be presented at the next meeting.

B. Auger Purchase

- More details will be presented at the next meeting.

C. Expansion Ideas for current land

- More details will be presented at the next meeting.

- Trustees asked for a tour of proposed expansion projects.

10. Trustees Discussions, Questions, & Comments

- Trustee Schroeder would like to discuss ideas of how to get more people involved in our board meetings.

11. Adjournment

- Vice Chairman Flood adjourned the meeting at 11:10 am

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

Prepared by: Mysti Lingenfelter Secretary

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