



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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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, December 14, 2022, at 9:15 am
District Office
7780 Olive St.
Fair Oaks, CA 95628

This meeting will be held in person and online via Zoom.

1. Call to Order-9:15 a.m.
 - Vice-Chairman Flood 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 Pat Vogel, Pete Schroeder, and Carolyn Flood, Bob Clouse, Don Neufeld, Foreman Gonzalo Vega, DM Guillermo Barron, and Secretary 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
 - Email sent to the office of Supervisor Rich Desmond. His contact person, Vanessa will arrange a meeting with our committee sometime in January.
 - Direction given to staff to construct more complete timeline of events to this point.
 - B. Survey for interest in the FOCD board
 - Staff given direction to create a handout for basic information about the District.
6. Finance Committee Report
 - Finance committee met prior to the board meeting. Treasurer Vogel reported total claims were \$43,767.64
7. Consent Calendar
 - A. Approval of Board Minutes of November 16, 2022
 - B. Approval of Claims
 - Motion to accept the consent calendar as presented. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 5/0/0
8. Investment Committee Report
 - Investment Committee met prior to the board meeting. Trustee Neufeld reported we are following trends. Trustee Flood reported over the last two months we have seen some positive movement.
9. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on proper electrical safety.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$28,061.50 (Total Income \$74,500.48)
 - ii. Internments

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting December 14, 2022

- District's 11 burials consisted of 7 cremations and 4 caskets
 - iii. Attendance
- District Employee's attendance is up to date.
- DM will fill in for board clerk at next meeting.
 - iv. Website Contacts
- Google Analytics showed 107 visits to our website in July.
- Chamber Catcher page showed 42 visits.
 - v. Correspondence
 - 1. Retirement Letter
- Retirement for employer cost will be reduced.
- Employee paid retirement amount will remain the same.
 - 2. Letter from Neighbor
- Direction given to staff on response.
 - 3. Letter from Sandra Wheeler
- Trustee Neufeld will reach out to Ms. Wheeler and schedule a meeting date.
 - vi. Upcoming events, conferences, and trainings
- Nothing to report
 - vii. Major Purchases or other Extraordinary Expenditure
- International 4200 Truck repairs (previously board approved)
 - viii. Incidents
- A person came in demanding we give them gas for their car. Police were called.
- Staff advised to seek training on de-escalation.

Trustee Schroder left early 10:05 am

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

A. Public Records Request Document

- Motion to accept the document as presented. Moved by Trustee Flood 2nd by Trustee Vogel. Approved 5/0/1

11. Recess to Closed Session

- Motion to move Items 11 through 13 to December 28th @ 10:00am. Moved by Trustee Vogel 2nd by Trustee Schroeder. Approved 5/0/0

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

13. Salary/Wage for District Manager Position

Discussion and possible adjustment for DM salary.

14. Trustees Discussions, Questions, & Comments

- Nothing to report

15. Adjournment

- Chairman Clouse adjourned the meeting at 10:50 am
Approved as read X corrected.
Prepared by: Mysti Lingenfelter Board Secretary.

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