



FAIR OAKS CEMETERY DISTRICT

7780 Olive Street Fair Oaks, CA 95628

Phone (916) 966-1613 Fax (916) 966-8921

www.fairoakscemetery.com

ESTABLISHED 1902

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

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, May 10, 2023, at 9:15 am

District Office

7780 Olive Street

Fair Oaks, CA 95628

1. Call to Order-9:15 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 Pat Vogel, Pete Schroeder, and Carolyn Flood, Bob Clouse, Don Neufeld, DM Guillermo Barron, and Secretary Mysti Lingenfelter. Foreman Gonzalo Vega was absent.
4. Public Comment on any agenda items - Open or Closed.
 - John Oldham was present to witness the board meeting.
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Update on Land/Tax Issues
 - Trustee Schroeder was given direction to get an appraisal for the land the District is interested in.
 - B. Tour of Expansions
 - DM Showed the board several pictures on the expansion project progress.
 - C. FEMA Update
 - All projects have been submitted and are currently in the review stage.
 - D. Audit Update
 - Audits are still in progress.
 - E. 2023/2024 - Budget Review
 - The board reviewed budget projections and asked questions.
 - Motion to give DM power to purchase a truck with a max budget of \$15,000. Moved by Trustee Neufeld 2nd by Trustee Vogel. Approved 5/0/0
 - Motion to accept the Preliminary Budget as presented. Moved by Trustee Flood 2nd by Trustee Schroeder. Approved 5/0/0
6. Finance Committee Report
 - The finance committee met prior to the board meeting. Trustee Vogel reported total claims were \$67,644.59 with a .06 correction.
7. Consent Calendar
 - A. Approval of Board Minutes of April 12, 2023
 - 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
 - Accounts are following trends.
 - It was nice to see some positive growth.
9. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting May 10, 2023

- This month's safety meeting was held on proper hydration.
 - ii. Any unusual activities
- Unhoused are walking through cemetery looking for things on the graves.
- Clients have been asked to dump alcohol onto the graves, and do not leave valuables or keepsakes at the gravesites.
- Service dogs and support animals are allowed on cemetery grounds.

B. DM's Monthly Reports:

- i. Sales
 - District sales reported as \$58,707.34 (Total Income \$194,236.51 includes taxes and interest earned)
 - ii. Internments
- The district's 17 burials consisted of 8 cremations and 9 caskets.
- iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 60 visits to our website in January.
 - Chamber Catcher page had 57 direct views.
 - v. Correspondence
- Nothing to report.
- vi. Upcoming events, conferences, and trainings
- Calendars were printed and are labeled with various activities.
- vii. Major Purchases or other Extraordinary Expenditure
- Cremation Expansion Area.
- viii. Incidents
- Nothing to report.

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

A. Price Sheet Changes

- Motion to accept the 5% increase as presented. Moved by Trustee Neufeld 2nd by Trustee Schroeder. Approved 5/0/0

B. Employee Recognition Policy

- Motion to add the item to the agenda. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 5/0/0
- Motion to adopt the Employee Recognition Policy as presented. Moved by Trustee Flood 2nd by Trustee Vogel. Approved 5/0/0

11. Trustees Discussions, Questions, & Comments

- Trustee Schroeder thanked John Oldham for attending the meeting and showing interest in the Board.

12. Adjournment

- Chairman Clouse adjourned the meeting at 10:55am

Approved as read corrected.

Prepared by: Mysti Lingenfelter Board Secretary

Votes: <u> 4 </u> Ayes
<u> 0 </u> Nays
<u> 0 </u> Abstain
<u> 1 </u> Absent