



# FAIR OAKS CEMETERY DISTRICT

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

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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, June 14, 2023, at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

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 Pat Vogel, Pete Schroeder, and Carolyn Flood, Bob Clouse, DM Guillermo Barron, Foreman Gonzalo Vega, and Secretary Mysti Lingenfelter. Trustee Don Neufeld was absent.
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
    - Trustee Schroeder is to meet with Mr. Hatch, Supervisor Desmond, Supervisor Frost, and Chairman Clouse late this month..
  - B. Update of Expansion Projects
    - 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.
    - Review stage has caused GSRMA to re-evaluate the roof coverage, we are waiting for an updated letter.
  - D. Audit Update
    - Audits are still in progress.
  - E. Credit Card Issue
    - Pictures shown and letter to credit card company completed.
- ~~6. Recess to Closed Session~~
  - Motion to move to agenda item 13/<sup>14</sup> Moved by Trustee Clouse 2<sup>nd</sup> by Trustee Flood. Approved 4/0/1
    - A. Liability Claims
 

Claimant: FOCD  
Agency Claimed Against: US Bank
7. Reconvene to Open Session and Report any Action Taken During Closed Session
8. Finance Committee Report
  - The finance committee met prior to the board meeting. Trustee Schroeder reported total claims were \$31,274.28.
9. Consent Calendar
  - A. Approval of Board Minutes of May 10, 2023

## Fair Oaks Cemetery District Minutes for Board of Trustees Meeting June 14, 2023

- Motion to accept the minutes of May 10, 2023, as presented. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Schroeder. Approved 4/0/1

### B. Approval of Minutes for Emergency Meeting of May 31, 2023

- Motion to accept the minutes of May 31, 2023, as corrected. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Schroeder. Approved 4/0/1

### C. Approval of Claims

- Motion to accept the claims as presented. Moved by Trustee Schroeder 2<sup>nd</sup> by Trustee Flood. Approved 4/0/1

## 10. Investment Committee Report

- Investment accounts are following industry trends.

## 11. Information Items

### A. District Foreman's Monthly Report

#### i. Safety Report

- This month's safety meeting was held on preventing back strains and sprains.
- ii. Any unusual activities
- Nothing to report.

### B. DM's Monthly Reports:

#### i. Sales

- District sales reported as \$55,169.00 (Total Income \$55,671.00 includes taxes and interest earned)
- ii. Internments

- The district's 15 burials consisted of 13 cremations and 2 caskets.
- iii. Attendance

- District Employee's attendance is up to date.
- iv. Website Contacts

- Google Analytics showed 202 visits to our website in May.

- Chamber Catcher page had 66 direct views.
- v. Correspondence

- It was nice to receive thank you cards for our memorial day event.

- Trustee Vogel suggested having a comments book at a table for people to write comments in on the day.
- vi. Upcoming events, conferences, and trainings

- Calendars were printed and are labeled with various activities.

#### vii. Major Purchases or other Extraordinary Expenditure

- The walkways and concrete around the niche will need replacing. An estimate of \$36,550.00 was presented by the company who did the concrete work in the new area.

- Motion to approve the fees and contract for the new walkways and headstone strips. Motioned by Trustee Schroeder, 2<sup>nd</sup> by Trustee Vogel. Approved 4/0/1

#### viii. Incidents

- Tents were loaned out to Fair Oaks Village Enhancement Committee and returned damaged.
- DM given direction to write a letter and send an invoice to FOVEC for replacement.

## 12. New Business - Board Discussion & Possible Action Items:

### A. LAFCo Nominations

- Information given to Trustees if anyone is interested in running.

### B. Local Policy for GOV Code 56133

- Information stating that if we lend equipment or services to another special district outside of our area of influence, this must be approved by LAFCo.

### C. GSRMA policy coverage and cost review

- Information given to Trustees.

- Direction given to include this in next year's final budget.

### D. COMPASS fee schedule

- Information given to Trustees; this fee is already considered in next year's budget.

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting June 14, 2023

13. Recess to Closed Session

A. Liability Claims

Claimant: FOCD

Agency Claimed Against: US Bank

- Recess to closed session 10:26am, items discussed.

14. Reconvene to Open Session and Report any Action Taken During Closed Session

- Open session reconvened at 10:45am
- Letter of Reprimand given to Employee Lingenfelter.

15. Trustees Discussions, Questions, & Comments

- Nothing to report.

16. Adjournment

- Chairman Clouse adjourned the meeting at 10:59am.  
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