



# FAIR OAKS CEMETERY DISTRICT

7780 Olive Street Fair Oaks, CA 95628

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[www.fairoakscemetery.com](http://www.fairoakscemetery.com)

ESTABLISHED 1902

District Manager  
Guillermo Barron  
Office Manager  
Mysti Lingenfelter  
District Foreman  
Gonzalo Vega

BOARD OF TRUSTEES  
Pete Schroeder-Chairman  
Carolyn Flood-Vice Chairman  
Patricia Vogel  
Albert D. Neufeld  
Bob Clouse

**"It is our mission to partner with our community to preserve our past & memorialize our future."**

## NOTICE

### OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF FAIR OAKS CEMETERY DISTRICT

Wednesday, June 12, 2024, at 9:00 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

Finance Committee meets at 8:45am

Investment Committee meets prior to board meeting.

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Board, subject to reasonable time limitations for each speaker. Members of the Public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the district after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

1. Call to Order-9:00 a.m.
2. Pledge of Allegiance
3. Roll Call of Board
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction

The Board of Trustees of the Fair Oaks Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

#### 5. Information Items:

##### A. District Foreman's Monthly Report

- i. Safety Report
- ii. Any unusual activities

##### B. DM's Monthly Reports:

- i. Sales
- ii. Interments
- iii. Attendance
- iv. Website Contacts
- v. Major Purchases or other Extraordinary Expenditure
- vi. Incidents

1. Follow-up on Audit Letter
2. Summary from Special Meeting 6-7-2024

##### vii. Correspondence

1. Google review
2. Email sent to CSDA requesting reduced rate for membership.

##### viii. Upcoming events, conferences, and trainings

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting June 12, 2024

C. Committee Reports:

- i. Finance Committee
- ii. Investment Committee
- iii. Other Committee Reports
  - 1. Update on Land/Tax Issues 27-31

*District is discussing solutions to lack of resources .*

- 2. Memorial Day Committee Report

*District is discussing Memorial Day event.*

6. Unfinished Business - Board Discussion & Possible Action Items

- A. FEMA Update - Denied Appeal 32-35

*District Staff will update the board on FEMA grant progress.*

- B. Audit Update - Scott German

*Audits to be presented.*

- C. FOCD Policy Manual

*New Sections regarding policy manual.*

- D. Preliminary Budget 36-40

*Discussion about Preliminary budget for 2024-2025.*

- E. PreNeed Accounts with County

*Discussion about PreNeed issues with county and how to solve them.*

- F. Plaque for Past Board members 41-46

*Discussion about getting a plaque for past Board Members in honor of their service.*

7. New Business - Board Discussion & Possible Action Items

- A. Consent Calendar 47-54

- i. Approval of Board Minutes of May 8, 2024
  - ii. Approval of Claims

- B. Resolution 2024-04 - Document Retention & Destruction Policy

- C. Resolution 2025-01 - Adopt Preliminary Budget.

8. Trustees Discussions, Questions, & Comments

9. Adjournment

This Agenda posted this 7<sup>th</sup> Day of May 2024



Guillermo Barron, District Manager

A complete agenda packet, including staff reports and supporting documents, is available for public inspection at the District Office during normal business hours.

In compliance with Americans with Disabilities Act the Fair Oaks Cemetery District will make available to members of the public any special assistance necessary to attend and participate in this meeting. In addition, if requested this agenda will be made available in appropriate alternative formats. All such requests should be made at least 72 hours prior to the meeting to the District Manager at 916-966-1613 or at the district's office as listed at the top of the agenda.