



FAIR OAKS CEMETERY DISTRICT

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

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ESTABLISHED 1902

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, August 14, 2024, at 9:00 am
District Office
7780 Olive St.
Fair Oaks, CA 95628

1. Call to Order-9:00 a.m.
 - Chairman Schroeder called the meeting to order at 9:01am.
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board
 - Present were trustees Pete Schroeder, Carolyn Flood, Pat Vogel, Don Neufeld, Bob Clouse, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction
 - Rory Castle – Student from University of Arts through UC San Francisco .
5. Information Items:
 - A. District Foreman’s Monthly Report
 - i. Safety Report
 - This month’s safety meeting was held on proper eye protection.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM’s Monthly Reports:
 - i. Sales
 - District sales reported as \$110,716.06.
 - District total income including tax revenue and interest reported as \$155,688.72
 - ii. Interments
 - The district’s 13 burials consisted of 7 cremations and 6 caskets.
 - iii. Attendance
 - District Employee’s attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 138 visits to our website.
 - Chamber Catcher page had 14 direct views.
 - v. Major Purchases or other Extraordinary Purchases
 1. Cubbies
 - 58 new cubbies constructed. Costs occurred for foundation concrete work and masonry tiles.
 - 2. Fountian Repair
 - Fountian had a failing plastic tub; repairs were made while pouring concrete for cubbies.
 - 3. Floor Repair
 - Floor in office will need to be repaired and new flooring to be done in the restrooms.
 - vi. Incidents
 - Check written to concrete company was denied by authorizer, later rectified.

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vii. Correspondence

- Nothing to report.

viii. Upcoming events, conferences, and trainings

- CAPC training will be held in San Luis Obispo, DF Vega to attend.

C. Committee Reports:

i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Neufeld reported total claims were \$210,212.80 with one adjustment.

ii. Investment Committee

- Investments are following industry trends.

iii. Other Committee Reports

1. Update on Land/Tax Issues

- Trustee Schroeder attended a LAFCo meeting in which Cemetery District Boundaries were discussed.
- Trustee Schroeder will inform the Board when LAFCo arranges a workshop for this issue so we can attend.
- Trustee Schroeder will try to arrange a meeting with the County Council.
- DM Spoke with neighbor about possible purchase of his land.

6. Unfinished Business - Board Discussion & Possible Action Items

A. Audit Update - Scott German

- Motion to approve preliminary audit. Moved by Trustee Clouse 2nd by Trustee Neufeld. Approved 5/0/0

B. FOCD Policy Manual

- Staff directed to meet with Policy committee to reorganize and add needed policies.

C. Plaque for Past Board members

- Staff directed to follow -up on the order and email an estimate time of completion.

D. PCA Training Review

- OM reported on the PCA training in Grass Valley, CA.
- We follow current Fire Safety regulations
- We need to add a few policies, and these will be addressed when the Policy Committee meets.

E. CSDA Membership

- Board decided not to join CSDA as it will not be cost effective or beneficial.

7. New Business - Board Discussion & Possible Action Items

A. Consent Calendar

i. Approval of Board Minutes of July 10, 2024

ii. Approval of Claims

- Motion to accept the consent calendar, as Corrected. Moved by Trustee Flood 2nd by Trustee Vogel. Approved 5/0/0

B. School Project - Rory

- Student Rory Castle presented his work for school utilizing our cemetery.
- Board welcomes him for any future projects he may need.

C. Investment Accounts

- Discussion about moving all Endowment and PreNeed funds to STIFEL
- Staff directed to get a letter of permission from Legal Council.

D. Out of District Policy Change

- Motion to allow only cremation plot purchases for Out of District clients due to lack of future space. Moved by Trustee Flood 2nd by Trustee Vogel. Approved 5/0/0

E. Unclaimed Remains Policy Change

- Motion to seek a contract with Sacramento County for unclaimed cremains. Moved by Trustee Flood 2nd by Trustee Neufeld Approved 5/0/0

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F. Final Budget 2024-2025 (Resolution 2025-02)

- Motion accept Final Budget. Moved by Trustee Clouse 2nd by Trustee Vogel. Approved 5/0/0

8. Trustees Discussions, Questions, & Comments

- Nothing to report

9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:31am.
Approved as ____ read ____ corrected.
Prepared by: Mysti Lingenfelter Board Clerk.