



FAIR OAKS CEMETERY DISTRICT

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

7780 Olive Street Fair Oaks, CA 95628
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www.fairoakscemetery.com
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."

Minutes

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

Wednesday, November 13, 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 9:00am.
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board

Present were trustees Pete Schroeder, Carolyn Flood, Don Neufeld, Pat Vogel, Bob Clouse, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction
 - No public Present
5. Information Items:
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on fire safety & flammable liquids.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$27,630.33
 - District total income including tax revenue and interest reported as \$28,330.12.
 - ii. Interments
 - The district's 12 burials consisted of 7 cremations and 5 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 98 visits to our website.
 - Chamber Catcher page had 17 direct views.
 - v. Major Purchases or other Extraordinary Purchases
 - Last payment on Grasshopper Mowers paid.
 - vi. Incidents
 - Cancelled Waste Management Contract due to service issues.
 - vii. Correspondence
 - Several thank you notes and a yearly donation letter.
 - viii.
 - ix. Upcoming events, conferences, and training.
 - Nothing to report.

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting November 13, 2024

C. Committee Reports:

i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Neufeld reported total claims were \$51,182.61.

ii. Investment Committee

- Investments are following industry trends.

iii. Other Committee Reports

1. Update on Land/Tax Issues

- Meetings with the county assessor's office and Supervisor Desmond are ongoing.
- Trustee Clouse met with Supervisor Frost and thanked her for her support over the years.

6. Unfinished Business - Board Discussion & Possible Action Items

A. Audit Update - Scott German

- Audits are on-going, the final date has not been set.

B. FOCD Policy Manual

- Manuals are split into three: By-Laws, Policies & Procedures, and Employee Handbook.
- Board to vote at next meeting for approval on what is complete.

C. Investment Accounts

- Staff met with finance officers at the County office to discuss movement of Endowment funds & PreNeed funds to Stifel.
- Next steps: staff will meet with Sandra Wheeler to discuss movement of money.

7. New Business - Board Discussion & Possible Action Items

A. Consent Calendar

i. Approval of Board Minutes of October 9, 2024

ii. Approval of Claims.

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

B. Review of Light up the Cemetery Event.

- The event was an overall success, and plans for next year will need to be reviewed.
- Trustee Vogel recommends improved communication for next year's event.
- Trustee Flood commented the flyer needs to say, "bring a flashlight" and possibly look into better lighting for walking.
- DM's goal was to create a calm, serene family environment.

8. Trustees Discussions, Questions, & Comments

- Trustee Schroeder & Trustee Flood attended a meeting at the county on Robert's Rules of Order & The Brown Act.
- Trustee Clouse will be stepping down at the end of his term; the District has two applicants.
- Trustees decided to have a Special Meeting to interview Board candidates.

9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:07am.
Approved as ___ read X corrected.
Prepared by: Mysti Lingenfelter Board Clerk.