



FAIR OAKS CEMETERY DISTRICT

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

7780 Olive Street Fair Oaks, CA 95628
Phone (916) 966-1613 Fax (916) 966-8921
www.fairoakscemetery.com
ESTABLISHED 1902

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

**"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, January 8, 2025, 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
 - vii. Correspondence
 - viii. Upcoming events, conferences, and training
 1. CAPC March - Mysti
 - C. Committee Reports:
 - i. Finance Committee
 - ii. Investment Committee
 - iii. Other Committee Reports

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting January 8, 2025

1. Update on Land/Tax Issues

District is discussing solutions to lack of resources .

6. Unfinished Business - Board Discussion & Possible Action Items

A. Audit Update - Scott German

Audit, Update 2023-2024.

B. FOCD Policy Manual

Update on progress.

C. Investment Accounts

Update on progress.

7. New Business - Board Discussion & Possible Action Items

A. Consent Calendar

i. Approval of Board Minutes of December 11, 2024

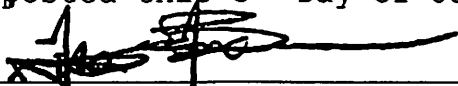
ii. Approval of Special Board Minutes of December 17, 2024

iii. Approval of Claims

8. Trustees Discussions, Questions, & Comments

9. Adjournment

This Agenda posted this 3rd Day of January 2025



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.

FAIR OAKS CEMETERY DISTRICT

Sales by Client Detail

December 2024

	Date	Num	Product/Service	Qty	Sales Price	Amount
1117913 WALTERS, Thomas Wayne						
	12/02/2024	665556701	Markers:Marker Setting - 12x24			400.00
	12/02/2024	665556701	Misc.:Convenience Fee			14.00
Total for 1117913 WALTERS, Thomas Wayne						\$ 414.00
1117945 WANGBERG, Don R. & Bonnie						
	12/03/2024	665556703	Markers:Marker Setting - 12x24			400.00
	12/03/2024	665556703	Misc.:Convenience Fee			50.00
Total for 1117945 WANGBERG, Don R. & Bonnie						\$ 450.00
1146998 Driver, Marilyn						
	12/02/2024	665556702	Opening & Closing:Cremation O&C - AtNeed			529.00
	12/02/2024	665556702	Vaults:Urn Vault - AtNeed			294.00
Total for 1146998 Driver, Marilyn						\$ 823.00
1156790 Palmer, Paul						
	12/03/2024	665556704	Misc.:Interment Rights			0.00
	12/03/2024	665556704	Opening & Closing:Cremation O&C - AtNeed			529.00
	12/03/2024	665556704	Vaults:Urn Vault - AtNeed			294.00
	12/03/2024	665556704	Endowment Fund:Endowment			588.00

	12/03/2024	665556704	Plot Fees Collected:Plot Fees			2,352.00
Total for 1156790 Palmer, Paul						\$ 3,763.00
1156867 Domich, Nicholas						
	12/23/2024	665556712	Plot Fees Collected:Infant Plot			353.00
	12/23/2024	665556712	Misc.:Interment Rights			0.00
	12/23/2024	665556712				-27.36
	12/23/2024	665556712	Opening & Closing:Infant O&C - AtNeed			529.00
	12/23/2024	665556712	Endowment Fund:Endowment			235.00
Total for 1156867 Domich, Nicholas						\$ 1,089.64
US Bank - Rebate						
	12/03/2024	665556706	Misc.:Reimburse/Rebate	1	804.90	804.90
	12/03/2024	665556705	Misc.:Reimburse/Rebate	1	5,836.78	5,836.78
Total for US Bank - Rebate						\$ 6,641.68
TOTAL						\$ 13,181.32
Thursday, Jan 02, 2025 07:50:05 AM GMT-8 - Accrual Basis						

FAIR OAKS CEMETERY DISTRICT				
Profit and Loss by Class				
December 2024				
	202A	208A	209A	TOTAL
Income				
91040.0 Sec Delinquent	2,552.38			2,552.38
91050.0 Supplement Delinq	551.16			551.16
96910 Cemetery Services	-83,035.12			-83,035.12
96910.0 PreNeed Collections			4,191.00	4,191.00
96910.1 Endowment Collections		823.00		823.00
96910.2 CSVC- Plot Fees	2,705.00			2,705.00
96910.3 Preneed Transfer - to Gen	500.00			500.00
96910.4 CSVC- Vaults	588.00			588.00
96910.5 CSVC- Open & Close	1,587.00			1,587.00
96910.6 CSVC- Miscellaneous	6,641.68			6,641.68
96910.61 Convivence Fees Collected	64.00			64.00
96910.62 96910.62 Interment Rights	0.00			0.00
Total 96910.6 CSVC- Miscellaneous	\$ 6,705.68	\$ 0.00	\$ 0.00	\$ 6,705.68
96910.8 CSVC- markers	800.00			800.00
Total 96910 Cemetery Services	-\$ 70,149.44	\$ 823.00	\$ 4,191.00	-\$ 65,135.44
Total Income	-\$ 67,045.90	\$ 823.00	\$ 4,191.00	-\$ 62,031.90
Gross Profit	-\$ 67,045.90	\$ 823.00	\$ 4,191.00	-\$ 62,031.90
Expenses				
11100.0 Salary	16,176.00			16,176.00
11240.0 Board	1,000.00			1,000.00
11320.0 Overtime	450.00			450.00
12100.0 Retire	4,550.58			4,550.58
12200.0 OASDHI	1,348.39			1,348.39
12300.0 Group Ins	4,462.28			4,462.28
20290.0 Business Exp	2,271.72			2,271.72
20350.0 Education & Train	1,364.00			1,364.00
20380.0 Employee Recognition	702.48			702.48
20610.0 Membership	300.00			300.00
20810.0 Postage	101.07			101.07
21040.0 Agri / Horti SUP	230.46			230.46
21910.0 Electricity	255.17			255.17
21930.0 Refuse Collect	664.00			664.00
21970.0 Telephone	501.44			501.44
22060.0 Auto Maint SUP	33.90			33.90
22360.0 Fuel- Lube	785.01			785.01
25910.0 Other Prof SVC	1,314.62			1,314.62
28980.0 Other Oper SUP	3,078.38			3,078.38
28990.1 Temp Workers	14,903.60			14,903.60
28990.2 Gates	550.00			550.00
43030.0 Equipment	3,085.02			3,085.02

80400.0 Commodities	3,927.00			3,927.00
80400.1 Scroll Plates	614.97			614.97
Merchant deposit fees	11.10			11.10
Total Expenses	\$ 62,681.19	\$ 0.00	\$ 0.00	\$ 62,681.19
Net Operating Income	-\$ 129,727.09	\$ 823.00	\$ 4,191.00	-\$ 124,713.09
Other Expenses				
89999.0 Tranfer To Pre-need Liability			4,191.00	4,191.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 4,191.00	\$ 4,191.00
Net Other Income	\$ 0.00	\$ 0.00	-\$ 4,191.00	-\$ 4,191.00
Net Income	-\$ 129,727.09	\$ 823.00	\$ 0.00	-\$ 128,904.09

Thursday, Jan 02, 2025 07:56:24 AM GMT-8 - Accrual Basis

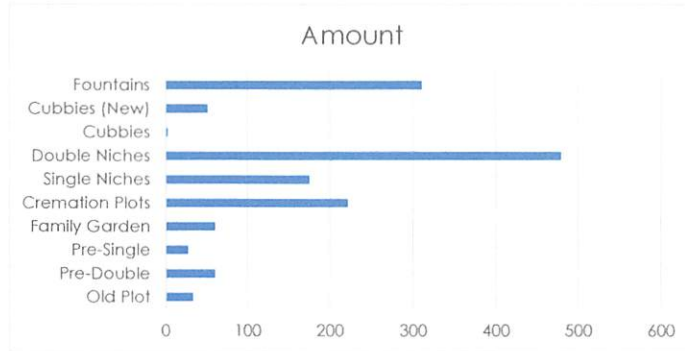
BURIALS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY 2024/2025	3	2	1	4	4	1							15
STANDARD	0	1	0	0	0	0							1
DELUXE	0	0	1	0	0	0							1
TITAN	0	0	1	0	0	0							1
DOUBLE	0	0	1	0	0	0							4
Pre-VAULTED	2	4	3	1	5	2							17
OTHER	1	1	3	2	0	1							7
BABY	1	0	0	0	0	1							2
ASHES-PLOT	5	6	7	2	8	5							33
ASHES-NICHE	2	2	2	3	0	3							12
24-25 TOTAL	13	16	18	12	20	13	0	0	0	0	0	0	92
23-24 TOTAL	16	18	9	9	14	15	13	10	18	13	16	0	151
22-23 TOTAL	32	19	12	17	11	13	13	18	29	17	15	26	222
VAULT SALES													
FY 2024/2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
STANDARD	1	5	3	2	3	0							14
DELUXE	0	1	0	0	0	0							1
TITAN	0	0	0	0	0	0							0
DOUBLE	0	2	2	0	1	0							5
PB DOUBLE	0	0	2	0	0	0							2
PB SINGLE	0	0	0	0	0	0							0
OTHER	1	0	0	0	0	0							1
URN	2	8	12	5	4	2							33
NICHE	1	0	0	0	0	0							1
24-25 TOTAL	5	16	19	7	8	2	0	0	0	0	0	0	57
23-24 TOTAL	11	6	7	8	8	9	4	3	14	21	11	0	102
22-23 TOTAL	13	19	9	5	12	6	11	6	6	12	7	13	119
VAULT INVENTORY FY 2024/2025													
	BAL		RCVD		USED		BAL						
STANDARD		4			1		3						
DELUXE							3						
TITAN							2						
DOUBLE							2						
OTHER							1						
URN							5						
NICHE							3						
INVENTORY			START		RTNS	SOLD		PYNTS		ON HOLD		BALANCE	
FULL PLOT			37		1	1		4				33	
CREMATION PLOT			223					2				221	
CUBBIES			54			1		0				53	
SINGLE NICHE			177					2				175	
MEDIUM NICHE			70					1				69	
OAK KNOLL			71					11				60	
OK MED NICHE			416					6				410	
ACORN			31					4				27	
FAMILY GARDEN			64					4				60	
FOUNTAINS			314					7				307	
FT TRIPLES			4					0				4	
PLOTS SOLD													
FY 2024/2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
TAX RES	2	4	2	2	4	1							15
NON TAX RES	1	4	9	2	2	1							19
OUT OF DIST	3	2	0	0	2	0							7
24-25 TOTAL	6	10	11	4	8	2	0	0	0	0	0	0	41
23-24 TOTAL	14	5	11	9	10	4	8	6	10	20	15	0	112
22-23 TOTAL	6	17	7	3	3	3	6	8	4	7	10	12	86

Fair Oaks Cemetery District

Plot / Niche
Inventory

1/2/2025

Plot Type	Amount
Old Plot	33
Pre-Double	60
Pre-Single	27
Family Garden	60
Cremation Plots	221
Single Niches	175
Double Niches	479
Cubbies	2
Cubbies (New)	51
Fountains	311



Cremations Available =	988
Casket Burial Available =	431
Average Cremation Sales Per Year =	121
Average Casket Sales Per Year =	81
Approx. Years for Cremations =	8.2
Approx. Years for Casket Burials =	5.3

Notes:

Got Fountains open with out spending a ton of money (in-house)
Increased number of burials and reputation

Prices raised to cover costs and budget

Money invested in pre-need

Created more spaces in Fountains with non-vaulted singles

Created over 200 cremation only spaces, allowed 4 cremations per plot to allow access to more burials without losina inventory

Built more cubbies in-house saving the cemetery money

Created 70 more family gardens by utilizing land between existing graves.

Created a new single casket area, with the flexibility to incorporate double if needed and save monbey by not pre-vaultina.

Finished East section to allow for more casket burials.



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Gonzalo Vega
District Foreman
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Office Manager

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FY 2025 ATTENDANCE

December 2024

VACATION	BALANCE FORWARD	MONTHLY ACCRUAL	TAKEN		YEAR TO DATE BALANCE
GUILLERMO	225.34	16.67	-36.00	\$9,888.48	206.01
GONZALO	240.00	10.00		\$7,680.00	240.00
MYSTI	33.42	10.00	-8.00	\$1,027.18	35.42
				\$18,595.66	

SICK	BALANCE FORWARD	MONTHLY ACCRUAL	TAKEN		YEAR TO DATE BALANCE
GUILLERMO	101.50	8.00	-8.00	\$4,872.00	101.50
GONZALO	217.00	8.00	-8.00	\$6,944.00	217.00
MYSTI	40.00	8.00		\$1,392.00	48.00
				\$13,208.00	

DENTAL / VISION	BEGINNING BALANCE		USED	YEAR TO DATE BALANCE
GUILLERMO	\$ 2,000.00		\$ (2,000.00)	\$ -
GONZALO	\$ 2,000.00		\$ -	\$ 2,000.00
MYSTI	\$ 2,000.00		\$ (2,000.00)	\$ -

info.focd@gmail.com

From: Google Business Profile <businessprofile-noreply@google.com>
Sent: Friday, December 6, 2024 1:40 PM
To: info.focd@gmail.com
Subject: Fair Oaks Cemetery District, your performance report for November 2024

Business Profile



Your Business Profile report with 331 interactions* last month

See how Fair Oaks Cemetery District at 7780 Olive Street, Fair Oaks, California 95628 performed in November 2024 compared to the previous month.

[See full report](#)

Your performance at a glance

 51

calls
+8%

 157

people asked for
directions
-10%

 123

website visits from
profile
No change

 990

profile views
-7%

 451

searches
-5%

**An interaction is when a customer calls, makes a booking, is sent to your website, or requests directions from your Business Profile.*

Top search terms

From: Fair Oaks Chamber of Commerce <GroupMessaging@chamberorganizer.com>
Sent: Thursday, January 2, 2025 8:06 AM
To: Guillermo Barron; gbarron.focd@gmail.com
Subject: 12/2024 - Monthly Statistics Information Report for Members

Dear Guillermo,

The Fair Oaks Chamber of Commerce is pleased to provide last months business intelligence report from our online promotion of Fair Oaks Cemetery.

The Chamber had a total of 51181 member exposures last month through the membership directory and you had a total of 243 of those exposures. In addition, you had 19 direct views of your Traffic Catcher Website System and a total of 0 views of your Google Map.

If you have very few views or none at all for any of these categories you may still need to optimize your online advertising system. The views above do not include views and search engine requests from the Community on Display Catalog Advertising System. For these results go to:
<http://admin.docu.team>

If you would like to login, please use the following link. If you cannot remember your user name and password please enter your email address in the lost password box and it will be emailed to you:
http://chamberorganizer.com/members/mlogin.php?org_id=FAIR

If you have any questions please use the following link for contact information:
http://chamberorganizer.com/members/contactus_page.php?org_id=FAIR

Most organizations offer full optimization services. Take a tour by clicking here:
<http://membertour.ectownusa.com>

You're halfway there! You're doing great!



GUILLERMO BARRON

Associate of Arts



[Back to Home](#)

Academic Plan

Associate of Arts

Selected program name

Program completion deadline: Mar 5, 2029 ⓘ

PROGRAM COURSES

[Full schedule & credits](#) →



Quantitative Reasoning I

MTH/215T

COURSE DATES:

11/05/24 to 12/09/24

CLASS ATTENDANCE



FINAL GRADE

Keep up the great work!



[View course details](#) →

ACADEMIC COUNSELOR

DANIKA MACLELLAN

[Email DANIKA](#)

[89099](#)

[602-557-3291](#)

[+ STATUS](#)

FEEDBACK

PROGRAM CREDITS ⓘ



Applied	30
Scheduled	30
Not Scheduled	0

[Share progress](#)

Your current GPA

3.63

[Estimate your future GPA](#) →



January 2025

January 2025							February 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 25	2	3	4
5	6	7 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	8 9:00am Monthly Board Meeting (Fair Oaks Cemetery District (7780 Olive St, Fair Oaks, CA 95628)) -	9 1:00pm Memorial Day Planning Meeting (Fair Oaks Cemetery District (7780 Olive St, Fair Oaks, CA	10	11
12	13	14 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	15	16 5:00pm Best of Fair Oaks 9th annual Awards Night Gala - 5:30pm Best of Fair Oaks Awards Gala	17	18
19	20	21 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks 9:00am Empowered Aging (O'Cafe Bakery	22 10:00am Compliance Webinar: The Brown Act - Overview & Changes (https://us02web.zoo	23	24	25
26	27	28 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	29	30	31	Feb 1

February 2025

February 2025							March 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1
2	3	4 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	5	6 6:00pm Carmichael's 2025 Annual Awards Dinner - 06:00 PM (Milagro Event Center by Bella Bru)	7 11:30am Sunrise Corridor - Power Lunch with 5 chambers - 11:30 AM	8
9	10	11 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	12 9:00am Monthly Board Meeting (Fair Oaks Cemetery District (7780 Olive St, Fair Oaks, CA 95628)) -	13 5:00pm After Hours Networking Mixer with Orangevale & Fair Oaks Chamber - 05:00 PM	14	15 5:30pm Mardi Gras Crab Feed - 05:30 PM (Citrus Heights Community Center)
16	17	18 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	19	20	21	22 5:00pm Bella Vista High School Marching Band Crab Feed - 05:00 PM (Citrus Heights Community
23	24	25 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	26	27	28	Mar 1



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Minutes

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

Wednesday, December 11, 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 8:58am.
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 slips, trips & falls with wet or icy conditions.
 - ii. Any unusual activities
 - More racoons than normal; they are tearing up the grass.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$65,436.01
 - District total income including tax revenue and interest reported as \$92,163.20.
 - ii. Interments
 - The district's 20 burials consisted of 8 cremations and 12 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 29 visits to our website.
 - Chamber Catcher page had 24 direct views.
 - v. Major Purchases or other Extraordinary Purchases
 - Storage Containers bought at half price to store flags/crosses and open more indoor space for vehicles.
 - Weed eaters to be purchased with Sate Vouchers.
 - vi. Incidents
 - Drive-in Gate wheels fell off. Gate is fixed
 - vii. Correspondence
 - Holiday card from Teresa Day.
 - viii.
 - ix. Upcoming events, conferences, and training.

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting December 11, 2024

- Best of Fair Oaks January 16, 2024. Board to let DM know if they would like to attend.
- Special Board meeting Scheduled for December 17, 2024 – Trustee Clouse last meeting.

C. Committee Reports:

i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Neufeld reported total claims were \$46,765.29.

ii. Investment Committee

- Investments are following industry trends.

iii. Other Committee Reports

1. Update on Land/Tax Issues

- Meetings with the county will continue after the holidays.

6. Unfinished Business - Board Discussion & Possible Action Items

A. Audit Update - Scott German

- Audits for 2023& 2024 should be completed by the end of January..

B. FOCD Policy Manual

- By-laws are complete.

- Board to review next section in January.

i. Resolution - 2025-03

- Resolution 2025-03 adoption moved by Trustee Neufeld and 2nd by Trustee Vogel. Adopted 5/0/0.

C. Investment Accounts

- MOU sent by Sacramento County department of Finance and reviewed by legal counsel.

- Staff directed to sign the MOU.

i. Resolution - 2025-04

- Resolution 2025-04 adoption moved by Trustee Clouse and 2nd by Trustee Neufeld. Adopted 5/0/0

ii. Resolution 2025-05

- Resolution 2025-05 adoption moved by Trustee Neufeld and 2nd by Trustee Clouse. Adopted 5/0/0

D. Salary/Wage for District manager

- Board discussed salary increase for DM position and effects on budget.

- Motion to raise DM salary to \$48.00 per hour beginning January 1, 2025 Moved by Trustee Flood, 2nd by Trustee Vogel. Approved 5/0/0.

7. New Business - Board Discussion & Possible Action Items

A. Consent Calendar

i. Approval of Board Minutes of November 13, 2024

ii. Approval of Special Board Minutes of December 2, 2024

iii. Approval of Claims.

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

8. Trustees Discussions, Questions, & Comments

- Trustee Vogel thanks and compliments Trustee Flood on her attention to details regarding Board matters.

- Trustee Flood suggested we do something special for Trustee Clouse as his next meeting will be the last in an official capacity.

- Trustee Clouse has enjoyed his 20 years on the Board of Trustees and hopes the new Board will carry on all the projects not completed.

- Trustee Schroeder asked about composting on-site. DM assured him it was being done, but we still have excess leaves.

9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:28am.

Approved as ____ read ____ corrected.

Prepared by: Mysti Lingenfelter Board Clerk.



FAIR OAKS CEMETERY DISTRICT

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

7780 Olive Street Fair Oaks, CA 95628

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

www.fairoakscemetery.com

ESTABLISHED 1902

BOARD OF TRUSTEES
Peter Schroeder- Chairman
Carolyn Flood-Vice Chairman
Albert D. Neufeld-Treasurer
Patricia Vogel
Robert Clouse

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

Minutes

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

Monday, December 17, 2024, at 1:00 pm

District Office

7780 Olive St.

Fair Oaks, CA 95628

1. Call to Order-1:00 p.m.
 - Chairman Schroeder called the meeting to order at 1:03pm.
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, and Secretary Mysti Lingenfelter.
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction on any agenda items - Open or Closed.
 - No public Present
5. Recess to Closed Session
 - Trustee Schroeder adjourned to closed session at 1:05p.m.
A. Public Employee Appointment - pursuant to Gov. Code 549554.5
Title: Board Trustee
6. Reconvene to Open Session and Report any Action Taken During Closed Session
 - Trustee Schroeder reconvened to open session at 2:46 p.m.
 - Trustee Schroeder reported no action taken, he will contact Supervisor Desmond for further instructions and information.
7. Trustees Discussions, Questions, & Comments
 - Nothing to report.
8. Adjournment
 - Chairman Schroeder adjourned the meeting at 2:52 p.m.
Approved as ___ read ___ corrected.
Prepared by: Mysti Lingenfelter Board Clerk.

Lunch for Employee Incentive	580.93	47.34	114.98	418.61					
Noah's Bagels	34.89								
O'Reilly Auto Parts	33.90								
Olive Garden	202.68								
Public Cemetery Alliance	300.00								
Raley's / Bel-Air	215.10	121.55	93.55						
SMUD	255.17	187.25	16.77	51.15					
Uline ship supplies	304.52	139.73	164.79						
United States Postal Service	101.07								
University of Phoenix	1,364.00								
Verizon	80.50								
White Cap	1,015.44								
TOTAL	\$ 34,682.84								
Thursday, Jan 02, 2025 07:57:25 AM GMT-8 - Accrual Bas									

	FY 2025		December			July-December			annual
	months for this report	annual	1/12	month	month to	ytd	ytd	ytd to	budget
	6	budget	0.0833%	actual	budget diff	budget	actual	budget diff	to actual
		A	B	C	D	E	F	G	H
			(1/12 of A)		(+B-C)	(B x #mon)		(+E-F)	(+A-F)
ORDINARY INCOME/EXPENSE									
INCOME									
2010.1	sales tax	-	-		-	-		-	-
91010.0	cur secured	\$ 150,685.00	\$ 12,557.08		\$ 12,557.08	\$ 75,342.50		\$ 75,342.50	\$ 150,685.00
91020.0	cur unsecured	\$ 9,859.00	\$ 821.58		\$ 821.58	\$ 4,929.50		\$ 4,929.50	\$ 9,859.00
91030.0	supplement cur	\$ 2,408.00	\$ 200.67		\$ 200.67	\$ 1,204.00		\$ 1,204.00	\$ 2,408.00
91040.0	sec delinquent	\$ 2,208.00	\$ 184.00	\$ 2,552.38	\$ (2,368.38)	\$ 1,104.00	\$ 2,552.38	\$ (1,448.38)	\$ (344.38)
91050.0	supplement deling	\$ 733.00	\$ 61.08	\$ 551.16	\$ (490.08)	\$ 366.50	\$ 551.16	\$ (184.66)	\$ 181.84
91060.0	unitary cur sec	\$ 2,055.00	\$ 171.25		\$ 171.25	\$ 1,027.50		\$ 1,027.50	\$ 2,055.00
91200.0	prop tax redemption	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
91300.0	prior unsecured	\$ 64.00	\$ 5.33		\$ 5.33	\$ 32.00		\$ 32.00	\$ 64.00
91400.0	prop tax penalties	\$ 24.00	\$ 2.00		\$ 2.00	\$ 12.00		\$ 12.00	\$ 24.00
94100.0	interest income	\$ 4,000.00	\$ 333.33		\$ 333.33	\$ 2,000.00	\$ 30,047.82	\$ (28,047.82)	\$ (26,047.82)
94100.8	interest income 208A	\$ -	\$ -		\$ -	\$ -	\$ 68,841.47	\$ (68,841.47)	\$ (68,841.47)
94100.9	interest income 209A	\$ -	\$ -		\$ -	\$ -	\$ 29,017.84	\$ (29,017.84)	\$ (29,017.84)
95220.0	prop tax relief	\$ 1,197.00	\$ 99.75		\$ 99.75	\$ 598.50		\$ 598.50	\$ 1,197.00
	***	***	***	***	***	***	***	***	***
96910.0	cemetery services	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
96910.0	preneed collections	\$ 58,326.00	\$ 4,860.50	\$ 4,191.00	\$ 669.50	\$ 29,163.00	\$ 114,325.33	\$ (85,162.33)	\$ (55,999.33)
96910.1	endowment collections	\$ 43,745.00	\$ 3,645.42	\$ 823.00	\$ 2,822.42	\$ 21,872.50	\$ 27,465.00	\$ (5,592.50)	\$ 16,280.00
96910.2	cvsc plot fees	\$ 301,466.00	\$ 25,122.17	\$ 2,705.00	\$ 22,417.17	\$ 150,733.00	\$ 147,396.00	\$ 3,337.00	\$ 154,070.00
96910.3	preneed trans to gen	\$ 28,964.00	\$ 2,413.67	\$ 500.00	\$ 1,913.67	\$ 14,482.00	\$ 25,247.00	\$ (10,765.00)	\$ 3,717.00
96910.4	csvc vaults	\$ 72,535.00	\$ 6,044.58	\$ 588.00	\$ 5,456.58	\$ 36,267.50	\$ 34,283.00	\$ 1,984.50	\$ 38,252.00
96910.5	csvc open & close	\$ 95,611.00	\$ 7,967.58	\$ 1,587.00	\$ 6,380.58	\$ 47,805.50	\$ 43,707.00	\$ 4,098.50	\$ 51,904.00
96910.6	csvc misc	\$ 13,305.00	\$ 1,108.75	\$ 6,705.68	\$ (5,596.93)	\$ 6,652.50	\$ 100,589.11	\$ (93,936.61)	\$ (87,284.11)
96910.8	csvc markers	\$ 27,428.00	\$ 2,285.67	\$ 800.00	\$ 1,485.67	\$ 13,714.00	\$ 7,322.00	\$ 6,392.00	\$ 20,106.00
96910.0	cemetery services other	\$ 6,711.00	\$ 559.25		\$ 559.25	\$ 3,355.50	\$ 5,492.00	\$ (2,136.50)	\$ 1,219.00
96910.0	***	***	***	***	***	***	***	***	***
96911.0	plot refund	\$ -	\$ -		\$ -	\$ -	\$ (16,859.42)	\$ 16,859.42	\$ 16,859.42
97300.0	donations		\$ -		\$ -	\$ -	\$ 300.00	\$ (300.00)	\$ (300.00)
97300.1	memorial day donation	\$ 300.00	\$ 25.00		\$ 25.00	\$ 150.00		\$ 150.00	\$ 300.00

	FY 2025		December			July-December			annual
	months for this report 6	annual budget	1/12 0.0833%	month actual	month to budget diff	ytd budget	ytd actual	ytd to budget diff	budget to actual
	A	B	C	D	E	F	G	H	
		(1/12 of A)		(+B-C)	(B x #mon)		(+E-F)	(+A-F)	
97300.0	donations other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97300.0	***	***	***	***	***	***	***	***	***
97310.0	returned check chgs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Convenience Fees			\$ 64.00			\$ 608.89		
	Fund Balance Reserve	\$ 747,098.00	\$ 62,258.17		\$ 62,258.17	\$ 373,549.00		\$ 373,549.00	\$ 747,098.00
TOTAL INCOME		\$ 821,624.00	\$ 68,468.67	\$ 21,003.22	\$ 47,465.45	\$ 410,812.00	\$ 620,277.69	\$ (209,465.69)	\$ 201,346.31

	FY 2025		December			July-December			annual
	months for this report	annual	1/12	month	month to	ytd	ytd	ytd to	budget
	6	budget	0.0833%	actual	budget diff	budget	actual	budget diff	to actual
		A	B	C	D	E	F	G	H
			(1/12 of A)		(+B-C)	(B x #mon)		(+E-F)	(+A-F)
22820.0	shop equip supplies	\$ 6,000.00	\$ 500.00	\$ -	\$ 500.00	\$ 3,000.00	\$ 453.79	\$ 2,546.21	\$ 5,546.21
22910.0	other equip services	\$ 600.00	\$ 50.00		\$ 50.00	\$ 300.00		\$ 300.00	\$ 600.00
22920.0	other equip supplies	\$ 1,500.00	\$ 125.00	\$ -	\$ 125.00	\$ 750.00	\$ 2,554.51	\$ (1,804.51)	\$ (1,054.51)
23130.0	uniforms	\$ 1,000.00	\$ 83.33	\$ -	\$ 83.33	\$ 500.00	\$ 193.00	\$ 307.00	\$ 807.00
23210.0	custodial services	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
25050.0	accounting	\$ 11,000.00	\$ 916.67	\$ -	\$ 916.67	\$ 5,500.00	\$ 17,235.00	\$ (11,735.00)	\$ (6,235.00)
25070.0	assess coll services	\$ 12,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 6,000.00	\$ 4,751.28	\$ 1,248.72	\$ 7,248.72
25310.0	general counsel	\$ 2,000.00	\$ 166.67	\$ -	\$ 166.67	\$ 1,000.00	\$ 1,775.00	\$ (775.00)	\$ 225.00
25910.0	other prof services	\$ 19,000.00	\$ 1,583.33	\$ 1,314.62	\$ 268.71	\$ 9,500.00	\$ 7,725.29	\$ 1,774.71	\$ 11,274.71
28520.0	memorial day	\$ 17,000.00	\$ 1,416.67		\$ 1,416.67	\$ 8,500.00	\$ 720.79	\$ 7,779.21	\$ 16,279.21
28520.1	memorial temp workers	\$ 17,000.00	\$ 1,416.67		\$ 1,416.67	\$ 8,500.00		\$ 8,500.00	\$ 17,000.00
28980.0	other operating supplies	\$ 25,000.00	\$ 2,083.33	\$ 3,078.38	\$ (995.05)	\$ 12,500.00	\$ 15,410.46	\$ (2,910.46)	\$ 9,589.54
28990.0	other operating services	\$ 54,206.00	\$ 4,517.17	\$ -	\$ 4,517.17	\$ 27,103.00	\$ 2,457.62	\$ 24,645.38	\$ 51,748.38
28990.1	temp workers	\$ 139,194.00	\$ 11,599.50	\$ 14,903.60	\$ (3,304.10)	\$ 69,597.00	\$ 101,478.10	\$ (31,881.10)	\$ 37,715.90
28990.2	gates	\$ 6,600.00	\$ 550.00	\$ 550.00	\$ -	\$ 3,300.00	\$ 3,300.00	\$ -	\$ 3,300.00
29340.0	public works	\$ 500.00	\$ 41.67		\$ 41.67	\$ 250.00		\$ 250.00	\$ 500.00
2000.0	2000's Totals	\$ 456,900.00	\$ 38,075.00	\$ 27,055.85	\$ 11,019.15	\$ 228,450.00	\$ 239,001.50	\$ (10,551.50)	\$ 217,898.50
32100.0	lease interest	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
32300.0	lease payment	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
3000.0	3000's Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41010.0	land purchase	\$ 747,098.00	\$ 62,258.17		\$ 62,258.17	\$ 373,549.00		\$ 373,549.00	\$ 747,098.00
42020.0	structure / impr	\$ 25,000.00	\$ 2,083.33		\$ 2,083.33	\$ 12,500.00	\$ 55,740.57	\$ (43,240.57)	\$ (30,740.57)
43030.0	equipment	\$ 150,000.00	\$ 12,500.00	\$ 3,085.02	\$ 9,414.98	\$ 75,000.00	\$ 122,995.93	\$ (47,995.93)	\$ 27,004.07
44030.0	computer software	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
4000.0	4000's Totals	\$ 175,000.00	\$ 76,841.50	\$ 3,085.02	\$ 73,756.48	\$ 461,049.00	\$ 178,736.50	\$ 282,312.50	\$ 743,361.50
66900.0	reconciliation differences	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
80400.0	commodities	\$ 32,000.00	\$ 32,000.00	\$ 3,927.00	\$ 28,073.00	\$ 192,000.00	\$ 11,000.90	\$ 180,999.10	\$ 20,999.10
80400.1	scroll plates	\$ -	\$ -	\$ 614.97	\$ (614.97)	\$ -	\$ 3,049.97	\$ (3,049.97)	\$ (3,049.97)
80400.2	urn vaults	\$ -	\$ -		\$ -	\$ -	\$ 717.50	\$ (717.50)	\$ (717.50)
80410.0	bank serv chgs	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
8000.0	8000's Totals	\$ 32,000.00	\$ 32,000.00	\$ 4,541.97	\$ 27,458.03	\$ 192,000.00	\$ 14,768.37	\$ 177,231.63	\$ 17,231.63

FY 2025		December				July-December			annual
months for this report	annual budget	1/12	month actual	month to budget diff	ytd budget	ytd actual	ytd to budget diff	budget to actual	
6	A	B	C	D	E	F	G	H	
		(1/12 of A)		(+B-C)	(B x #mon)		(+E-F)	(+A-F)	
TOTAL EXPENSE	\$ 1,063,900.00	\$ 180,249.83	\$ 62,681.19	\$ 117,568.64	\$ 1,081,499.00	\$ 625,492.23	\$ 456,006.77	\$ 1,185,505.77	
NET ORDINARY INCOME		\$ -		\$ -	\$ -		\$ -	\$ -	
OTHER INCOME/EXPENSE		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
OTHER EXPENSE		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
89999.0 transfer to pre-need liab	\$ -	\$ -	\$ 4,191.00	\$ (4,191.00)	\$ -	\$ 55,085.33	\$ (55,085.33)	\$ (55,085.33)	
TOTAL OTHER EXPENSE	\$ -	\$ -	\$ 4,191.00	\$ (4,191.00)	\$ -	\$ 55,085.33	\$ (55,085.33)	\$ (55,085.33)	
NET OTHER INCOME/EXPENSE	\$ -	\$ -	\$ 4,191.00	\$ (4,191.00)	\$ -	\$ 55,085.33	\$ (55,085.33)	\$ (55,085.33)	
		\$ -		\$ -	\$ -		\$ -	\$ -	
NET INCOME	\$ (242,276.00)	\$ (111,781.17)	\$ (45,868.97)	\$ (65,912.20)	\$ (670,687.00)	\$ (60,299.87)	\$ (610,387.13)	\$ (929,074.13)	