

REGULAR BOARD MEETING

Of Wednesday, March 13, 2019 at 9:15 am

1. Call to Order-9:15 a.m.
 - Chairman Clouse called the meeting to order at 9:15 a.m.
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board
 - Present were trustees Robert Clouse, Beverly Dodds, Carolyn Flood, Albert Neufeld, Patricia Vogel, and DM Guillermo Barron. Employees Teresa Day and Mysti Lingenfelter were also present. Visitors present: District Council Bob Hunt.
4. Public Comment on any agenda items - Open or Closed
 - None
5. Information Items
 - A. DM's Monthly Reports: Sales, Burials, Safety Meeting, Attendance & Major Purchases
 - DM Barron reported on February sales, burials, major purchases and attendance. All employees have completed the required sexual harassment training. Certificates will be put in their personnel files.
 - B. District Foreman's Monthly Report
 - DM Barron reported safety meeting's topic was proper hearing protection. Next month they will meet about eye safety. DM Barron also stated that he would meet daily with the outdoor team to get them set-up for their day. Sacramento County came out for an inspection and we passed.
 - C. Web Site Hits
 - 231 visitors to our web-site
 - D. Incident Report
 - DM Barron reported no incidents last month
 - E. Correspondence
 - FOCD received a letter from Pajaro Valley Public Cemetery – no follow-up needed.
 - FOCD was invited to join the PCA's Equipment Show on Wednesday March 20th.
 - FOCD was invited to attend the Fair Oaks Chamber Luncheon on March 21st.
 - FOCD was invited to attend the Carmichael Luncheon on March 26th.
 - F. Job Descriptions and Duties Presented
 - Copies of the adopted Job descriptions and duties were handed out to the board. These descriptions were found in the Policy Manual for Fair Oaks Cemetery District and board adopted on 06/13/2012. Board was asked to review them for discussion next meeting
 - G. Safety Program Presented.
 - Copies of the adopted Safety Manual were handed out to the board. This manual was found in the Policy Manual for Fair Oaks Cemetery District and board adopted on 06/13/2012. Board was asked to review them for discussion next meeting

H. Evaluation Forms Presented

- Copies of the adopted Evaluation forms were handed out to the board. These forms were found in the Policy Manual for Fair Oaks Cemetery District and board adopted on 06/13/2012. Board was asked to review them for discussion next meeting

6. Discussion Items & Possible Action Items

A. Finance Committee Report

- Trustee Dodds presented the financial report and recommended its approval. Trustee Neufeld asked that future reports be designated with negative values in brackets. No Action Taken

B. Oak Knoll Development

- DM Barron, Chairman Clouse and Office Staff met with our contractor regarding Oak Knoll development. Mr. Pinocchio is writing our proposal and should have it ready to bid by May 1st. The project will be split into 2 phases and should begin work in late May or early June. DM Barron explained the change in plan from having a driveway to a walkway, and the reasons behind the decision. No Action Taken.

C. Job Title & Duties for Gonzalo Vega

- DM Barron expressed his confidence in Gonzalo Vega to take over roll of District Foreman. Trustees advised DM Barron to move forward with the promotion. No Action Taken

D. Approval of Signatures for Sacramento County

- Document for signatures were passed around and signed. Moved by Trustee Clouse and 2nd by Trustee Dodds: Approved Unanimous Vote

E. SDAC Meeting Report

- Trustee Flood reported no meeting was scheduled. Next meeting is in April. No Action Taken.

7. Consent Calendar - Trustee Flood asked to have item B discussed separately. All items A-C discussed separately.

A. Approval of Board Minutes of February 13, 2019

- Moved by Trustee Neufeld and 2nd by Trustee Dodds: Approved
 - Chairman Clouse - Aye
 - Trustee Neufeld - Aye
 - Trustee Dodds - Aye
 - Trustee Vogel - Abstain
 - Trustee Flood. - Aye

B. Approval of Special Meeting Minutes February 27, 2019

- Moved by Trustee Flood and 2nd by Trustee Vogel: Approved Unanimous Vote

C. Approval of Claims

- Moved by Trustee Flood and 2nd by Trustee Neufeld: Approved Unanimous Vote

8. Board Matters

A. Discussion and Approval of Employee Handbook

- Moved by Trustee Clouse and 2nd by Trustee Vogel: Approved Unanimous Vote

B. Approval of Final Audit

- Moved by Trustee Neufeld and 2nd by Trustee Vogel: Approved Unanimous Vote

9. Trustee Questions & Comments

- Trustee Flood noticed that old business was left off of the agenda. Trustees asked that staff make sure the job descriptions were put on the agenda for next month for further discussion.

- Chairman Clouse asked about the recent California Association of Public Cemeteries (CAPC) conference. DM Barron and Ms. Day were in attendance. Both expressed their gratitude towards our board being active and involved.
- Chairman Clouse reported about the meeting regarding our website. There have been issues in the past. Staff was instructed to look for new website possibilities as our current contract will expire June 30th.
- Chairman Clouse handed out communication received on 3/12/2019 for information purposes only to the board members.
- Chairman Flood asked if there has been any progress made on a land purchase committee. Chairman Clouse asked that it be put on the agenda for next meeting; no committee to announce at the moment.

10. Adjournment

- Chairman Clouse adjourned the meeting at 11:20 a.m.

Approved as ___ read ___ corrected

_____ Chairman
 Prepared by _____ Secretary

Votes: ___Ayes ___Nays ___Abstain ___Absent
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