



# FAIR OAKS CEMETERY DISTRICT

7780 Olive Street Fair Oaks, CA 95628

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

ESTABLISHED 1902

## BOARD OF TRUSTEES

Robert Clouse-Chairman

Carolyn Flood-Vice Chairman

Beverly J. Dodds

Patricia Vogel

Albert D. Neufeld

Guillermo Barron  
District Manager  
Teresa Day  
Admin Assist  
Mysti Lingenfelter  
Admin Assist

**“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, July 10, 2019 at 9:15 am

1. Call to Order
  - Chairman Clouse called the meeting to order at 9:16 am
2. Pledge of Allegiance
  - Those assembled recited the Pledge of Allegiance
3. Roll Call of Board
  - Present were trustees Robert Clouse, Carolyn Flood, Albert Neufeld, Beverly Dodds, and DM Guillermo Barron & DF Gonzalo Vega. Employees Teresa Day and Mysti Lingenfelter were also present. Trustee Patricia Vogel was absent. Legal Counsel Bob Hunt and Engineer Jimmy Pinocchio were in attendance to present on agenda items.
4. Public Comment on any agenda items - Open or Closed
  - No Public Comments
5. Consent Calendar
  - A. Approval of Board Minutes of June 12, 2019
  - B. Approval of Claims
    - Moved by Trustee Flood and 2<sup>nd</sup> by Trustee Neufeld.: Approved 4 Ayes, 1 Absent
6. Information Items
  - A. DM's Monthly Reports:
    - i. Sales
      - District Sales reported as \$48,658.86
    - ii. Internments
    - District's 19 Burials consisted of 6 casket burials & 13 cremation burials
    - iii. Safety Report
    - District received a certification from GSRMA and a check for \$1,906.00 for completion.
    - iv. Major Purchases or other extraordinary expenditures
    - No major purchases
    - v. Incidents
    - No incidents reported
  - B. District Foreman's Monthly Report
    - i. Safety Meetings Conducted
      - Safety meeting topic was on proper lifting techniques. Each new temporary employee receives training on basic safety precautions.
    - ii. Any unusual activities
    - Dead birds have been more frequent. Next one will be sent for West Nile testing
  - C. Office Report
    - i. Website hits
      - None to report
    - ii. Correspondence
    - Email sent June 26, regarding Gonsalves

## Fair Oaks Cemetery District Agenda for Board of Trustees Meeting July 10, 2019

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

- CAPC in October the 10<sup>th</sup> -12<sup>th</sup>
- Fair Oaks Luncheon may be full
- Fair Oaks Mixer, free, held July 10<sup>th</sup>
- Carmichael Chamber lunch July 23<sup>rd</sup>
- Several people attending PCA in August

### D. Investment Committee Report

- During the second quarter (Apr. to Jun.) the district saw an increase in our investments.

## 7. Board Discussion & Possible Action Items:

### A. Finance Committee Report

#### i. Receive, review, discuss and possible adoption of revised proposed budget for FY 2019-2020

- New revised budget presented and discussed
- Motion to adopt revised budget as presented
- Moved by Trustee Dodds and 2<sup>nd</sup> by Trustee Neufeld.: Approved 4 Ayes, 1 Absent

### B. Discussion of and adoption of revised schedule of prices for all services

- District was given directions by the board and legal council and this item will return next month for review and possible action.

### C. Update and necessary action on (*Fountains*) Development Project

#### i. James Pinocchio - Engineer - Present update

- Site walk scheduled for tomorrow at 10am
- Bids due July 25<sup>th</sup>
- Proposal presented for Construction Administration Board Motioned to accept Mr. Pinocchio's contract as our Construction Administrator.
- Moved by Trustee Flood and 2<sup>nd</sup> by Trustee Dodds : Approved 4 Ayes, 1 Absent
- Bill For updated plans for the bidding process. Board motioned to pay the invoice.
- Moved by Trustee Neufeld and 2<sup>nd</sup> by Trustee Dodds.: Approved 4 Ayes, 1 Absent

### D. Update and necessary action on Website

#### i. Lingenfelter - present updated timeline & rough outline of website.

- Handouts for Website color design and basic layout were shared
- CemSites will have the website outline ready to go live by the end of this week, or the beginning of next week.

### E. Update and necessary action on Land Purchase Project

#### i. DM - Propose solution for acquiring land for purchase.

- District met with Scott German (District's auditor) and was given suggestions for how to purchase new land.
- DM Barron met with Dave Wiant and will tour the property we are interested in to judge feasibility.
- Board recommended the district does some research and comes to the board with a proposal for solution.

## 8. Trustees Discussions, Questions, & Comments

- Nothing to report

## 9. Recess to Closed Session - 11:04am

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting July 10, 2019

A. Conference with Legal Counsel - Liability Claims, pursuant to Gov. Code 54956.95:

Claimant: James Holmes

Agency Claimed Against: Fair Oaks Cemetery District

10. Reconvene to Open Session and Report any Action Taken During Closed Session

- No Action Taken

11. Adjournment

- Chairman Clouse adjourned the meeting at 11:06 a.m

Approved as \_\_\_ read \_\_\_ corrected

\_\_\_\_\_  
Prepared by: Teresa Day

Chairman  
Secretary

Votes: ___ Ayes
___ Nays
___ Abstain
___ Absent