



# FAIR OAKS CEMETERY DISTRICT

7780 Olive Street Fair Oaks, CA 95628

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

ESTABLISHED 1902

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

BOARD OF TRUSTEES  
Robert Clouse-Chairman  
Carolyn Flood-Vice Chairman  
Beverly J. Dodds  
Patricia Vogel  
Albert D. Neufeld

**"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, September 11, 2019 at 9:15 am

1. Call to Order-9:15 a.m.
  - Chairman Clouse called the meeting to order at 9:15 am
2. Pledge of Allegiance
  - Those assembled recited the Pledge of Allegiance
3. Roll Call of Board
4. Present were trustees Robert Clouse, Carolyn Flood, Albert Neufeld, Beverly Dodds, Patricia Vogel, and DM Guillermo Barron & DF Gonzalo Vega. Employee Mysti Lingenfelter was also present.
5. Public Comment on any agenda items - Open or Closed
  - Pete Schroder was present - No Public Comment
6. Consent Calendar
  - A. Approval of Special Board Minutes of August 21, 2019
  - B. Approval of Board Minutes of August 14, 2019
  - C. Approval of Claims
    - Trustee Vogel confirmed the verification of claims. Moved by Trustee Flood and 2<sup>nd</sup> by Trustee Neufeld.: Approved Unanimously
7. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - Safety meeting topic was on Emergency Preparedness. DM & DF walked all staff through where shut valves are and the main electrical box in case there is an emergency. Staff were informed where to meet and who to call in case of emergency event.
    - ii. Any unusual activities
      - Tree branches fell in the North West, so DF contacted Fallen Leaf tree company to have them evaluate and remove possible branches that may fall and cause injury. Chairmen Clouse express his approval in the company and their reputation.
  - B. DM's Monthly Reports:
    - i. Sales
      - District Sales reported as \$46,873.26
    - ii. Internments
      - District's 20 Burials consisted of 6 casket burials & 14 cremation burials
    - iii. Website Contacts
      - District received 6 contact forms vis website, of which, 2 contacts resulted in sales.
    - iv. Correspondence
      - Randy Foster from Napa Auto Parts was featured along with FOCD in an article in Outlook Magazine. Article is posted on our website
      - Mel's family appreciated our sympathy card and the fact we were in attendance for his funeral. 120-150 people were present.
    - v. Upcoming events, conferences, and trainings
      - GSRMA conference to be held on Oct. 23 & 24 in Colusa, CA. Chairman Clouse, DM Barron, and Teresa Day will be in attendance.
    - vi. Major Purchases or other extraordinary expenditures

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- No major purchases reported
- vii. Incidents
  - Large Diesel truck, 2006, had an issue with the EGR cooler and an internal leak. Expected cost to repair \$5,700.00

8. Board Discussion & Possible Action Items:

A. Discussion of and adoption of revised schedule of prices for all services

- Schedule of Prices were reviewed with a few minor changes.
- Board Proposed to adopt the schedule of prices with stated revisions to be effective Oct. 1, 2019
- Moved by Trustee Flood and 2<sup>nd</sup> by Trustee Vogel: Approved Unanimously

B. Update and possible action on (*Fountains*) Development Project

- District received two estimates for the new "Fountains" project.
- First estimate was for the fence only for 17,783.00 by Arrow fence.
- Board Proposed to go forward with Arrow fence, pending review of the contract by our legal council.
- Moved by Trustee Flood and 2<sup>nd</sup> by Trustee Dodds: Approved Unanimously
- Second estimate was for the concrete work and footing of fence for \$35,000 by Carvajal Concrete.
- Board Proposed to go forward with Carvajal Concrete, pending review of the contract by our legal council, and review of his company.
- Moved by Trustee Flood and 2<sup>nd</sup> by Trustee Vogel: Approved Unanimously
- Board reviewed funds transferred into the "Pre-need" account prior to 1999. Funds available \$406,704.53
- Board proposed to move \$53,000 from "Pre-need" account to General Funds for new "Fountains" project
- Moved by Trustee Neufeld and 2<sup>nd</sup> by Trustee Dodds: Approved Unanimously

9. Trustees Discussions, Questions, & Comments

- Trustee Vogel shared she would be in attendance for the Mayor Event this evening at Northridge Country Club. Chairman Clouse will be in attendance as well and doesn't remember the cemetery ever paying for his ticket in the past, so he volunteered to write a check back to reimburse the cemetery for the cost of his ticket.
- Trustee Vogel attended the FOVEC event at Mr. Aho's house this Saturday. The center pieces on the table list FOCD and donating \$165.00 when in fact FOCD donated the use of chairs and tables only.

10. Recess to Closed Session

- Chairman Clouse called closed session to order at 10:32am

A. Public Employee Performance Evaluation - pursuant to Gov. Code 54957

Title: Administrative Assistant

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

- Chairman Clouse called the meeting to order at 11:20am
- Chairman Clouse announced the Board proposed to remove probationary status from an employee.
- Moved by Trustee Flood and 2<sup>nd</sup> by Trustee Neufeld: Approved 4 Ayes, 1 Nay
- Pursuant to letter received by Teresa Day resigning as Board Secretary, Dept. Secretary Lingenfelter will fill in for the remainder of the term.

12. Adjournment

- Chairman Clouse adjourned the meeting at 11:24 a.m

Approved as  read  corrected

Prepared by: Mysti Lingenfelter

Chairman  
Secretary

Votes: <input type="checkbox"/> Ayes
<input type="checkbox"/> Nays
<input type="checkbox"/> Abstain
<input type="checkbox"/> Absent