



FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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

www.fairoakscemetery.com

ESTABLISHED 1902

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

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, January 13, 2020 at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

Due to COVID-19 precautions this meeting will be held in person and online via Zoom.

1. Call to Order-9:15 a.m.
 - Chairman Clouse called the meeting to order at 9:15am
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, Patricia Vogel, Peter Schroeder, and DM Guillermo Barron. Employee Mysti Lingenfelter and DF Gonzalo Vega were also present.
4. Public Comment on any agenda items - Open or Closed
 - Sue Keefer presented the board with a letter expressing her desire to move back to Fair Oaks. Her husband has passed. She asked for permission to bury him here because she currently does not qualify.
 - Motion to allow Sue Keefer to purchase a space at Out of District pricing unless she chose to wait until her residence resides in our boundaries. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Investing Pre-Need Money
 - Motion to reallocate funds from our Pre-Need (209A) account with the county, and to invest these funds with Stifel, according to the Health & Safety Guidelines. Moved by Trustee Schroeder 2nd by Trustee Vogel. Approved: Unanimously
 - Motion to transfer \$250,000 from Pre-Need Liabilities to Stifel account PreNeed Principal and to transfer \$200,000 from Pre-Need fund balance to Stifel Pre-Need Interest account in monthly installments of \$16,750. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved: Unanimously
 - B. COVID Policy Final
 - Board reviewed Weekly Inspections conducted by DM Barron for COVID-19 policy. Trustee Vogel motion for the Board to accept the revision of the COVID-19 Prevention Program. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
 - C. Salary Determination District Manager
 - Motion to increase DM Barron salary by 5% effective immediately. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
 - DM Barron told the board he has enrolled for this semester for a degree in management. Chairman Clouse directed DM Barron to contact Chairman Clouse prior to paying for school expenses to have them approved by the district.
6. Finance Committee Report
 - Trustee Vogel reported the claims total as \$11,959.24
7. Consent Calendar
 - A. Approval of Board Minutes of December 9, 2020
 - B. Approval of Special Meeting Minutes January 6, 2021
 - C. Approval of Claims

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New York, N.Y. 10038
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Fair Oaks Cemetery District Agenda for Board of Trustees Meeting January 13, 2020

- Motion to accept the Consent Calendar as corrected. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved: Unanimously

8. Information Items

A. District Foreman's Monthly Report

i. Safety Report

- This month's safety meeting was about proper lifting techniques. If the object is heavy, workers are to ask for help or use the machines.
- ii. Any unusual activities

- Nothing to report

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$47,433.48

ii. Internments

- District's 12 burials consisted of 6 cremations and 6 caskets

iii. Attendance

- District Employee's attendance is up to date

iv. Website Contacts

- Google Analytics showed 120 visits to our website in November

- Chamber Catcher page showed 87 page views

v. Correspondence

- We received a five-star rating on google by a client.

- Sandra Wheeler would like to meet with the investment committee to discuss last years investments and the upcoming changes.

vi. Upcoming events, conferences, and trainings

vii. Major Purchases or other Extraordinary Expenditure

- DM Barron informed the board of moving our credit card processing to QuickBooks for a reduced fee for our clients.

viii. Incidents

- Nothing to report

9. New Business - Board Discussion & Possible Action Items:

10. Trustees Discussions, Questions, & Comments

- Chairman Clouse announced the next board meeting will be held February 10, 2021 at 9:15am

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:51am

Approved as X read _____ corrected

Clouse

Chairman

Prepared by: Mysti Lingenfelter

Secretary

| |
|-----------------|
| Votes: ___ Ayes |
| ___ Nays |
| ___ Abstain |
| ___ Absent |