



FAIR OAKS CEMETERY DISTRICT

Guillermo Barron
District Manager
Mysti Lingenfelter
Admin Assist
Gonzalo Vega
District Foreman

7780 Olive Street Fair Oaks, CA 95628

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www.fairoakscemetery.com

ESTABLISHED 1902

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

**"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, November 8, 2023, at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

1. Call to Order-9:15 a.m.
 - Chairman Clouse called the meeting to order at 9:18am
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance
3. Roll Call of Board
 - Present were trustees Bob Clouse, Pete Schroeder, and Carolyn Flood, Pat Vogel, Don Neufeld, DM Guillermo Barron, and Foreman Gonzalo Vega.
 - Absent - Secretary Mysti Lingenfelter
4. Public Comment on any agenda items - Open or Closed.
 - No Public Present.
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Update on Land/Tax Issues
 - Trustees Schroeder & Neufeld met with Sacramento County Tax Auditor and discussed current tax rate areas.
 - B. FEMA Update
 - DM reported on letter received from FEMA, awaiting approval of roof.
 - C. Audit Update - Scott German
 - Audit reports for 2019/2020 given to Board Members
 - D. 10-year plan in motion & review
 - No Action Taken
 - E. Blue Tractor
 - Tractor is up for public auction.
 - F. Job Descriptions - Review/Revise
 - No Action Taken, Staff asked to bring back at next meeting, as well as the policy & Procedures.
6. Finance Committee Report
 - The finance committee met prior to the board meeting. Trustee Schroeder reported total claims were \$62,881.47
 - Shop Equip bill moved to next month.
7. Consent Calendar
 - A. Approval of Board Minutes of October 11, 2023
 - B. Approval of Claims
 - Motion to accept the consent calendar, as presented. Moved by Trustee Schroeder 2nd by Trustee Vogel. Approved 5/0/0
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on hearing protection.
 - ii. Any unusual activities

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting November 8, 2023

- Nothing to report.
- B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$28,510.03.
 - ii. Interments
 - The district's 9 burials consisted of 5 cremations and 4 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 90 visits to our website in June.
 - Chamber Catcher page had 49 direct views.
 - v. Correspondence
 - 1. SMUD Letter
 - Prices increasing in January of 2024
 - 2. Cease & Desist Letter
 - Needs review by legal counsel.
 - 3. Non-Tax Payer letter
 - Presented to board.
 - vi. Upcoming events, conferences, and trainings
 - 1. Board Secretary Training
 - Secretary is at a board training in Monterey, CA
 - vii. Major Purchases or other Extraordinary Expenditure
 - 1. Concrete for Cubbies
 - 2. Grasshopper payment
 - viii. Incidents

- Nothing to report.

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

A. Policy Committee

- Board asked this item to be addressed next meeting.

10. Trustees Discussions, Questions, & Comments

- **Trustee Vogel reminded Dm of presentation to Rotary.**
- **Motion to approve purchase of Turkeys or Hams for Staff on Thanksgiving. Motion by Trustee Neufeld, 2nd by Trustee Vogel 5/0/0**

11. Adjournment

- Chairman Clouse adjourned the meeting at 11:15am.
Approved as ___ read X corrected.
Prepared by: Mysti Lingenfelter Board Secretary.

Votes: <u>5</u> Ayes
<u>0</u> Nays
<u>0</u> Abstain
<u>0</u> Absent