



FAIR OAKS CEMETERY DISTRICT

7780 Olive Street Fair Oaks, CA 95628

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

www.fairoaksceemetery.com

ESTABLISHED 1902

BOARD OF TRUSTEES

Robert Clouse-Chairman

Carolyn Flood-Vice Chairman

Patricia Vogel

Albert D. Neufeld

Peter Schroeder

Guillermo Barron
District Manager
Mysti Lingenfelter
Office Manager
Gonzalo Vega
District Foreman

**“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 10, 2024, 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 9:15am
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, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
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
 - Schroeder updated the board on recent conversations with legal council and plans to meet with tax assessor and our supervisors again soon.
 - Schroeder to meet with LAFCo regarding TRA's
 - B. FEMA Update
 - Staff will move forward with the appeal for roof damage.
 - FEMA will pay out on other projects.
 - C. Audit Update - Scott German
 - Audit is in progress.
 - D. FOCD Policy Manual
 - Board presented corrections for staff on the policies.
 - More changes for the next meeting.
6. Investment Committee Report
 - District Investment Accounts are following industry trends.
7. Finance Committee Report
 - The finance committee met prior to the board meeting. Trustee Vogel reported total claims were \$20,361.81.
8. Consent Calendar
 - A. Approval of Board Minutes of December 13, 2023
 - B. Approval of Claims
 - Motion to accept the consent calendar, as presented. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 5/0/0
9. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on back safety.
 - ii. Any unusual activities

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting January 10, 2024

- Nothing to report.
- B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$37,093.41.
 - District total income including tax revenue and interest reported as \$40,038.20.
 - ii. Interments
 - The district's 15 burials consisted of 3 cremations and 12 caskets.
 - iii. Attendance
 - DM took a vacation.
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 77 visits to our website in June.
 - Chamber Catcher page had 13 direct views.
 - v. Correspondence
 - Nothing to report.
 - vi. Upcoming events, conferences, and trainings
 - vii. Major Purchases or other Extraordinary Expenditure
 - Nothing to report.
 - viii. Incidents
 - OM had a minor stroke but has been released with no restrictions.
 - DM attended the last Rotary meeting and answered questions.

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

A. Election of Officers

- Motion to add "election of Officers to the agenda. Moved by Trustee Flood 2nd by Trustee Vogel Approved 5/0/0
- Trustee Schroeder elected as Chairman.
- Trustee Flood elected as Vice-Chair
- Trustee Neufeld elected as Treasurer.

B. Mid-Year Budget review

- No changes presented.

C. Evaluation Form Update

- Board decided to keep original evaluation form.

11. Trustees Discussions, Questions, & Comments

- Trustee Flood updated us on an article from PCA on Health & Safety Code and Budget oversight.
- Trustee Vogel complimented staff on professionalism with someone she knew.

12. Adjournment

- Chairman Clouse adjourned the meeting at 11:08am.
Approved as ___ read ___ corrected.
Prepared by: Mysti Lingenfelter Board Secretary.

Votes: ___ Ayes
___ Nays
___ Abstain
___ Absent