



FAIR OAKS CEMETERY DISTRICT

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

7780 Olive Street Fair Oaks, CA 95628
Phone (916) 966-1613 Fax (916) 966-8921
www.fairoakscemetery.com
ESTABLISHED 1902

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

**"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, March 13, at 9:00 am
District Office
7780 Olive St.
Fair Oaks, CA 95628

1. Call to Order-9:00 a.m.
 - Chairman Schroeder called the meeting to order at 9:00am
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance
3. Roll Call of Board
 - Present were trustees Pete Schroeder, and Carolyn Flood, Pat Vogel, Don Neufeld, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
 - Trustee Bob Clouse was absent.
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction
 - No Public Present
5. Information Items:
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on proper hearing protection.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$38,228.92.
 - District total income including tax revenue and interest reported as \$38,228.92.
 - ii. Interments
 - The district's 10 burials consisted of 5 cremations and 5 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 98 visits to our website.
 - Chamber Catcher page had 14 direct views.
 - v. Major Purchases or other Extraordinary Purchases
 - Rental on woodchipper upcoming.
 - Concrete disposal taken to landfill.
 - vi. Incidents
 - 4 large trees fell in storm, clean-up has begun.
 - vii. Correspondence
 1. Central Valley Community Bank

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting March 13, 2024

- Central Valley community Bank is changing its name and closing the Gold River Branch.
- Direction given to staff to research a new bank /credit union.
 2. Fair Oaks Chamber of Commerce
- Our annual membership has been renewed.

viii. Upcoming events, conferences, and trainings

C. Committee Reports:

i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Vogel reported total claims were \$26,031.73.
 - ii. Investment Committee

- District Investment Accounts are following industry trends.

iii. Other Committee Reports

1. Update on Land/Tax Issues

- Trustee Schroeder explained the difference between dependent and independent districts.
- FOCD is a Dependent District. Trustee Schroeder to follow up with LAFCo as they have us listed as an independent district.
- DM to contact back neighbor.
- Trustee Schroeder to contact FORPD&FOWD

6. Unfinished Business - Board Discussion & Possible Action Items

A. FEMA Update

- Waiting for the last step before completion.
- B. Audit Update - Scott German
- Audit should be prepared for the April Board Meeting.
- C. FOCD Policy Manual

i. Oath of Office

- According to a letter from the district council, oath of office is determined by the district by-laws.
- Motion to remove oath of office language from the by-laws. Moved by Trustee Flood 2nd by Trustee Clouse. Approved 5/0/0.

ii. Bondable or Bonded

- Bondable language is fine.
- Bond ability is not determined by the District, it is determined by the insurance company.

D. Carry Over Amounts

- Over the last 5 years our carryover amount is \$668,386.63.
- Direction given to staff to research how to protect this money for future land purchase.

E. Salary/ Wage for District Manager

- Moved to next meeting.

7. New Business - Board Discussion & Possible Action Items

A. Consent Calendar

- i. Approval of Board Minutes of January 10, 2024
- ii. Approval of Claims

- Motion to accept the consent calendar, as Corrected. Moved by Trustee Flood 2nd by Trustee louse. Approved 5/0/0

B. Strategic Planning

- Direction given to staff to create a basic strategic plan based off documents already created and include maps of district.

C. Document Retention & Destruction

- Documents to be destroyed were presented for inspection, staff directed to destroy documents not claimed by historical society.
- Staff Directed to call FO Historical Society to see if they want to claim any documents.

8. Trustees Discussions, Questions, & Comments

- Big Day of Service is May 4, 2024, and FOCC will be helping plant trees donated by Sac Tree Foundation,
- Trustee Schroeder requested information on doing a plaque for past Board Members.

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting March 13, 2024

9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:25am.
 Approved as ___ read X corrected.
 Prepared by: Mysti Lingenfelter Board Clerk.

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