



FAIR OAKS CEMETERY DISTRICT

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

7780 Olive Street Fair Oaks, CA 95628

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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, April 10, 2024, 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 9:11am.
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, Bob Clouse, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
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 eye injury prevention.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$50,897.83.
 - District total income including tax revenue and interest reported as \$50,897.83.
 - ii. Interments
 - The district's 18 burials consisted of 12 cremations and 6 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 108 visits to our website.
 - Chamber Catcher page had 13 direct views.
 - v. Major Purchases or other Extraordinary Purchases
 - Nothing to report.
 - vi. Incidents
 - Fuel Tank has been removed and disposed.
 - vii. Correspondence
 1. Thank you from Willey Family
 2. CSDA Membership Cost
 - Staff to request Mr. Meyer to attend the next meeting to answer questions about membership.
 - viii. Upcoming events, conferences, and trainings
 - Nothing to report.

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting April 10, 2024

C. Committee Reports:

i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Vogel reported total claims were \$34,316.30 with corrections.

ii. Investment Committee

- District Investment Accounts are following industry trends.

iii. Other Committee Reports

1. Update on Land/Tax Issues

- Trustee Schroeder will check with CSDA to see if they can offer support.

2. Memorial Day Committee Report

- Memorial Day Event Planning is moving along.

- BBQ for volunteers scheduled for May 23, 2024 @ 10:00am.

6. Unfinished Business - Board Discussion & Possible Action Items

A. FEMA Update

- The amount awarded is \$74,225.67 for damages.
- Staff instructed to proceed with appeal.

B. Audit Update - Scott German

- Audit postponed to next meeting.

C. FOCD Policy Manual

i. FOCD Strategic Plan

ii. Cyber Security & Cyber Incident Response Plan

iii. Business Continuity & Disaster Recovery Plan

iv. Board Member Onboarding?

v. Driving Record?

vi. Meal per diem?

- Changes to content discussed.
- Motion to approve the Policy & Procedure Manual with corrections. Moved by Trustee Clouse 2nd by Trustee Neufeld. Approved 5/0/0.

D. Bank Research

- Motion to stay with current bank and utilize on-line banking. Moved by Trustee Clouse 2nd by Trustee Vogel. Approved 5/0/0.

E. Salary/ Wage for District Manager

- Trustees discussed salary adjustments.
- Motion to increase the DM salary by 10%, effective April 1, 2024. Moved by Trustee Vogel 2nd by Trustee Clouse. Approved 5/0/0.

F. Document Retention & Destruction

- The Historical Society is pleased by the documents already received and would like more.
- Trustee Clouse asked again if all documents necessary are archived on file.

7. New Business - Board Discussion & Possible Action Items

A. Consent Calendar

i. Approval of Board Minutes of March 13, 2024

ii. Approval of Claims

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

8. Trustees Discussions, Questions, & Comments

- Trustee Neufeld reviewed items in the budget for the current fiscal year, pointing out we have a positive overall balance.
- Trustee Schroeder requested a list of former and current Board members.

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