



FAIR OAKS CEMETERY DISTRICT

07/03/2024

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

7780 Olive Street Fair Oaks, CA 95628
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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, June 12, 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 8:58am.
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board
 - Present were trustees Pete Schroeder, 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 preventing heat illnesses and what to do when emergency services are needed.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$76,757.93.
 - District total income including tax revenue and interest reported as \$217,847.66
 - ii. Interments
 - The district's 16 burials consisted of 10 cremations and 6 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 106 visits to our website.
 - Chamber Catcher page had 17 direct views.
 - v. Major Purchases or other Extraordinary Purchases
 - Staff directed to purchase new board chairs with a budget of \$2,500.00.
 - Dump Truck repaired but will need to be replaced, selling though Bar None will begin shortly.
 - vi. Incidents
 - Water issues in Oak Knoll - fixed by the following week of reported incident.
 1. Follow-up on Audit Letter
 - Staff will meet with the auditor this month to wrap up audits.
 - FTR report will be complete by July
 2. Summary from Special Meeting on 6-7-2024.

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- Legal Counsel advises the Finance Committee to meet regularly with the auditor.
 - vii. Correspondence
 - 1. Google Review
 - FOCD received a 5-star rating on Google.
 - 2. Email sent to CSDA requesting reduced rate for membership.
 - Staff working on application for SDRMA should be in by Friday.
 - Staff directed to email CSDA to ask for a 30-day extension for pricing.
 - viii. Upcoming events, conferences, and trainings
 - Nothing to report.
- C. Committee Reports:
- i. Finance Committee
 - The finance committee met prior to the board meeting. Trustee Neufeld reported total claims were \$59,454.12.
 - ii. Investment Committee
 - Investments are following industry trends.
 - iii. Other Committee Reports
 - 1. Update on Land/Tax Issues
 - Trustee Schroeder is working on a letter to the County Board of Supervisors requesting a hearing.
 - Trustee Schroeder will try to arrange another meeting with David Hatch.
 - 2. Memorial Day Committee Report
 - Overall, the event went very well with everyone in attendance.
 - Motion to award \$100 gift cards to staff. Moved by Trustee Schroeder 2nd by Trustee Clouse. Approved 5/0/0
6. Unfinished Business - Board Discussion & Possible Action Items
- A. FEMA Update
 - The amount awarded is \$74,225.67 for damages, awaiting CA approval.
 - Appeal for roof has been denied.
 - B. Audit Update - Scott German
 - Preliminary audit for 2022 received and will be reviewed.
 - C. FOCD Policy Manual
 - Manual has been sent to legal counsel for review
 - D. Preliminary Budget
 - Motion to accept the preliminary budget with corrections made. Moved by Trustee Neufeld 2nd by Trustee Clouse. Approved 5/0/0
 - E. PreNeed Accounts with County
 - Sacramento County decided to keep things as is for this fiscal year.
 - County will discuss solutions moving forward.
 - F. Plaque for Past Board Members
 - Motion to order plaque P2765. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 5/0/0
7. New Business - Board Discussion & Possible Action Items
- A. Consent Calendar
 - i. Approval of Board Minutes of April 10, 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
 - B. Resolution 2024-04 - Document Retention & Destruction Policy
 - Motion to accept Resolution 2024-04. Moved by Trustee Neufeld 2nd by Trustee Vogel. Approved 5/0/0
 - C. Resolution 2025-01 - Adopt Preliminary Budget.
 - Motion to accept resolution 2025-01, as corrected. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 5/0/0.
8. Trustees Discussions, Questions, & Comments
- The Chamber of commerce can hold classes if a staff member is present.

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9. Adjournment

- Chairman Schroeder adjourned the meeting at 11:10am.
Approved as X read _____ corrected.
Prepared by: Mysti Lingenfelter Board Clerk.

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