



# FAIR OAKS CEMETERY DISTRICT

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, October 9, 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 9:01am.
2. Pledge of Allegiance
  - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board
  - Present were trustees Pete Schroeder, Carolyn Flood, Don Neufeld, Pat Vogel, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
  - Absent Trustee Bob Clouse
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction
  - Gordon & Barbara Hamilton – asked permission to purchase plot at Fair Oaks Cemetery. Long-time residents of 40+ years, and Gordon was a past Board Member. Motion to allow purchase. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Vogel. Approved 4/0/1
5. Information Items:
  - A. District Foreman’s Monthly Report
    - i. Safety Report
      - This month’s safety meeting was held on extension cord safety & procedures.
      - ii. Any unusual activities
    - Nothing to report.
  - B. DM’s Monthly Reports:
    - i. Sales
      - District sales reported as \$88,950.14.
      - District total income including tax revenue and interest reported as \$94,518.14
      - 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 83 visits to our website.
            - Chamber Catcher page had 17 direct views.
            - v. Major Purchases or other Extraordinary Purchases
              - This upcoming month to purchase a new golf cart.
              - Purchase of new weed eaters and blowers with rebate from the County of Sacramento
              - vi. Incidents
                - Nothing to report
                - vii. Correspondence
                  - Nothing to report

## Fair Oaks Cemetery District Agenda for Board of Trustees Meeting October 9, 2024

### viii. Upcoming events, conferences, and training

1. CAPC Oct. 11-13 - Vega
2. GSRMA Oct. 24-25 - Lingenfelter
3. Light the Cemetery - Nov. 6, 2024, 5-7pm
4. Senior Fair - April 23, 2025, 10-1pm

### C. Committee Reports:

#### i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Neufeld reported total claims were \$65,884.82 with corrections.

#### ii. Investment Committee

- Investments are following industry trends.

#### iii. Other Committee Reports

1. Update on Land/Tax Issues

- Trustee Schroeder in discussions with Rich Desmond and his assistant Vanessa. Looking into TRA's and their creation.
- Vanessa to meet with Tax Assessor.

### 6. Unfinished Business - Board Discussion & Possible Action Items

#### A. Audit Update - Scott German

- Bills paid for Audits from 2021 to present.
- Work to be done on October 8 & 11.

#### B. FOCD Policy Manual

- Sorting of sections has been completed, given to the committee for review.

#### C. Plaque for Past Board members

- Board of Directors is please with the outcome of the Board plaque.

#### D. Investment Accounts

- Staff is in communication with Department of Finance to see requirements and process to move money to STIFEL.

### 7. New Business - Board Discussion & Possible Action Items

#### A. Consent Calendar

- i. Approval of Board Minutes of September 11, 2024
- ii. Approval of Claims.

### 8. Motion to accept the consent calendar, as Presented. Moved by Trustee Neufeld 2<sup>nd</sup> by Trustee Flood. Approved 4/0/1

#### B. Indigent Burials / Abandoned Cremains

### 9. Staff is speaking with the County Coroner's Office to see what contracts can be done.

### 10. Trustees Discussions, Questions, & Comments

- Trustees reviewed overall Budget vs. Actuals report.

### 11. Adjournment

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