



# FAIR OAKS CEMETERY DISTRICT

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

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  
Albert D. Neufeld - Treasurer  
Patricia Vogel  
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, December 11, 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, Don Neufeld, Pat Vogel, Bob Clouse, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
4. Public Comment & 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 slips, trips & falls with wet or icy conditions.
      - ii. Any unusual activities
      - More racoons than normal; they are tearing up the grass.
  - B. DM's Monthly Reports:
    - i. Sales
      - District sales reported as \$65,436.01
      - District total income including tax revenue and interest reported as \$92,163.20.
      - ii. Interments
      - The district's 20 burials consisted of 8 cremations and 12 caskets.
      - iii. Attendance
      - District Employee's attendance is up to date.
      - iv. Website Contacts
      - Google Analytics showed 29 visits to our website.
      - Chamber Catcher page had 24 direct views.
      - v. Major Purchases or other Extraordinary Purchases
        - Storage Containers bought at half price to store flags/crosses and open more indoor space for vehicles.
        - Weed eaters to be purchased with Site Vouchers.
        - vi. Incidents
          - Staff directed to use "LAST" technique for de-escalation of behavior.
        - Drive-in Gate wheels fell off. Gate is fixed.
        - vii. Correspondence
        - Holiday card from Teresa Day.
        - viii.
        - ix. Upcoming events, conferences, and training.

## Fair Oaks Cemetery District Agenda for Board of Trustees Meeting December 11, 2024

- Best of Fair Oaks January 16, 2024. Board to let DM know if they would like to attend.
- Special Board meeting Scheduled for December 17, 2024 – Trustee Clouse last meeting.

### C. Committee Reports:

#### i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Neufeld reported total claims were \$46,765.29.

#### ii. Investment Committee

- Investments are following industry trends.

#### iii. Other Committee Reports

##### 1. Update on Land/Tax Issues

- Meetings with the county will continue after the holidays.

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

#### A. Audit Update - Scott German

- Audits for 2023& 2024 should be completed by the end of January.

#### B. FOCD Policy Manual

- By-laws are complete.

- Board to review next section in January.

##### i. Resolution - 2025-03

- Resolution 2025-03 adoption moved by Trustee Neufeld and 2<sup>nd</sup> by Trustee Vogel. Adopted 5/0/0.

#### C. Investment Accounts

- MOU sent by Sacramento County department of Finance and reviewed by legal counsel.

- Staff directed to sign the MOU.

##### i. Resolution - 2025-04

- Resolution 2025-04 adoption moved by Trustee Clouse and 2<sup>nd</sup> by Trustee Neufeld. Adopted 5/0/0

##### ii. Resolution 2025-05

- Resolution 2025-05 adoption moved by Trustee Neufeld and 2<sup>nd</sup> by Trustee Clouse. Adopted 5/0/0

#### D. Salary/Wage for District manager

- Board discussed salary increase for DM position and effects on budget

- Motion to raise DM salary to \$48.00 per hour beginning January 1, 2025 Moved by Trustee Flood, 2<sup>nd</sup> by Trustee Vogel. Approved 5/0/0.

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

#### A. Consent Calendar

##### i. Approval of Board Minutes of November 13, 2024

##### ii. Approval of Special Board Minutes of December 2, 2024

##### iii. Approval of Claims.

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

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

- Trustee Vogel thanks and compliments Trustee Flood on her attention to details regarding Board matters.

- Trustee Flood suggested we do something special for Trustee Clouse as his next meeting will be the last in an official capacity.

- Trustee Clouse has enjoyed his 20 years on the Board of Trustees and hopes the new Board will carry on all the projects not completed.

- Trustee Schroeder asked about composting on-site. DM assured him it was being done, but we still have excess leaves.

### 9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:28am. *Trustee Neufeld to work with Office Manager to observe process for money transfers to STIFEL*  
Approved as \_\_\_ read X corrected.  
Prepared by: Mysti Lingenfelter Board Clerk.