



# 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

**“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, January 8, 2025, 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, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega. Absent: Trustee Don Neufeld
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction
  - Vivian Farmsworth requested permission to purchase plot as out of district resident. Her husband lived in Fair Oaks for over 25 years but had to move out of district for medical reasons.
  - Motion to allow Ms. Farmsworth to purchase plot. Moved by Trustee Flood, 2<sup>nd</sup> By Trustee Vogel Approved 3/0/1
5. Information Items:
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - This month's safety meeting was held on reporting injuries.
      - 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 \$13,181.52
      - District total income including tax revenue and interest reported as \$62,031.90
      - ii. Interments
      - The district's 13 burials consisted of 8 cremations and 5 caskets.
      - iii. Attendance
      - District Employee's attendance is up to date.
      - iv. Website Contacts
      - Google Analytics showed 123 visits to our website.
      - Chamber Catcher page had 19 direct views.
      - v. Major Purchases or other Extraordinary Purchases
      - Refrigerator needs replacing.
      - vi. Incidents
      - Nothing to report.
      - vii. Correspondence
      - Investment policy for County received.
      - viii. Upcoming events, conferences, and training

## Fair Oaks Cemetery District Minutes for Board of Trustees Meeting January 8, 2025

### 1. CAPC March - Mysti

- Mysti to attend CAPC conference in March.
- Best of Fair Oaks is coming up on January 17<sup>th</sup> – Guillermo to attend.

### C. Committee Reports:

#### i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Vogel reported total claims were \$34,682.84.

#### ii. Investment Committee

- Investments are following industry trends.

#### iii. Other Committee Reports

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

- Meeting set with the Associate Deputy Executive for Sacramento County on January 21<sup>st</sup>.

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

#### A. Audit Update - Scott German

- Audits for 2023& 2024 should be completed by the end of February.
- Board requested the Auditors presence at the March meeting.

#### B. FOCD Policy Manual

- Safety manual is in progress and should be ready for Board approval by the next board meeting.

#### C. Investments Progress

- Transfer of funds will be completed by the end of the month.

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

#### A. Consent Calendar

##### i. Approval of Board Minutes of December 11, 2024

##### ii. Approval of Special Board Minutes of December 17, 2024

##### iii. Approval of Claims

- Motion to accept the consent calendar, as Corrected. Moved by Trustee Vogel 2<sup>nd</sup> by Trustee Schroeder Approved 3/0/1

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

- Nothing to report.

### 9. Adjournment

- Chairman Schroeder adjourned the meeting at 9:47am.  
Approved as X read \_\_\_\_\_ corrected.  
Prepared by: Mysti Lingenfelter Board Clerk.