



# FAIR OAKS CEMETERY DISTRICT

7780 Olive Street Fair Oaks, CA 95628

Phone (916) 966-1613 Fax (916) 966-8921

[www.fairoaksceemetery.com](http://www.fairoaksceemetery.com)

ESTABLISHED 1902

BOARD OF TRUSTEES

Pete Schroeder-Chairman  
Carolyn Flood-Vice Chairman  
Albert D. Neufeld - Treasurer

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

**“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, February 12, 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 9:00am.
2. Pledge of Allegiance
  - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board

Present were Trustees Pete Schroeder, Carolyn Flood, Trustee Don Neufeld, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction
  - Board Member Elect John Oldham was present to observe.
  - Jim Cralle was present to observe.
  - A moment of silence was observed in honor of Pat Vogel. She will be missed.
5. Information Items:
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - This month's safety meeting was held inhalation exposures & prevention.
      - ii. Any unusual activities
    - Nothing to report.
  - B. DM's Monthly Reports:
    - i. Sales
      - District sales reported as \$64,546.31
      - District total income including tax revenue and interest reported as \$249,915.15
      - ii. Interments
        - The district's 18 burials consisted of 8 cremations and 10 caskets.
        - iii. Attendance
          - District Employee's attendance is up to date.
          - iv. Website Contacts
            - Google Analytics showed 84 visits to our website.
            - Chamber Catcher page had 15 direct views.
            - v. Major Purchases or other Extraordinary Purchases
          - Nothing to report.
          - vi. Incidents
            - Shop Breakroom caved in over weekend, no one injured.
            - Shop Breakroom tore out and cleaned space.
            - Issue with random scattering of ashes, staff prevented and offered solution.
          - vii. Correspondence

## Fair Oaks Cemetery District Minutes for Board of Trustees Meeting February 12, 2025

### 1. Education Update

- District Manager received Honor Roll for his college classes.

### 2. Bank Statement

- New/ Renewed signers on Community West Bank Account

- Board approved signers to be: Carolyn Flood, Pete Schroeder, Albert “Don” Neufeld, Mysti Lingenfelter, and Guillermo Barron.

### 3. FEMA Letter

- Letter of notice was evaluated by Legal Council and no action to be taken by the Board of Trustees.

viii. Upcoming events, conferences, and training

- Mysti to attend training in March for CAPC

### C. Committee Reports:

#### i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Neufeld reported total claims were \$28,739.20.

#### ii. Investment Committee

- Investments are following industry trends.

#### iii. Other Committee Reports

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

- Trustee Schroeder met with County officials.
- Letter from Chad Rinda gave ideas for moving forward.
- Trustee Schroeder to reach out to Legal Council for input on next moves.

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

#### A. Audit Update - Scott German

- Audits for 2023& 2024 will be presented by Scott German at the March board meeting..

#### B. FOCD Policy Manual

- Motion to accept the Safety Manual, as presented. Moved by Trustee Neufeld 2<sup>nd</sup> by Trustee Schroeder Approved 3/0/0

#### C. Investments Progress

- All funds for Endowment and PreNeed have been transferred to STIFEL.
- Total amount transferred is \$1,393,024.78
- Endowment Principle: \$592,013.68
- Endowment Interest: \$60,589.54
- PreNeed Principle: \$661,313.56
- PreNeed Interest: \$9,108.00
- PreNeed Savings/Holding set up account: \$70,000.00

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

#### A. Consent Calendar

##### i. Approval of Board Minutes of January 8, 2024

##### ii. Approval of Claims

- Motion to accept the consent calendar, as Presented. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Neufeld Approved 3/0/0

#### B. 10-year plan presentation and discussion

- Staff presented the various plans for the next 10 years.

#### C. Mid-Year Budget Review

- Board reviewed mid-year spending and did not make changes to the budget at this time.

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

- Dates for possible training courses will be emailed to staff to select training date for GSRMA.

### 9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:26am.

Approved as  X  read   corrected.

Prepared by: Mysti Lingenfelter Board Clerk.