



# 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](http://www.fairoakscemetery.com)

ESTABLISHED 1902

BOARD OF TRUSTEES  
Pete Schroeder-Chairman  
Carolyn Flood-Vice Chairman  
Albert D. Neufeld – Treasurer  
John Oldham – Board Member

**"It is our mission to partner with our community to  
preserve our past & memorialize our future."**

## NOTICE

### OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF FAIR OAKS CEMETERY DISTRICT

Wednesday, April 9, 2025, at 9:00 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

Finance Committee meets at 8:45am

Investment Committee meets prior to Board meeting.

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Board, subject to reasonable time limitations for each speaker. Members of the Public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the district after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

1. Call to Order-9:00 a.m.
2. Pledge of Allegiance
3. Roll Call of Board
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction

The Board of Trustees of the Fair Oaks Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

#### 5. Information Items:

##### A. District Foreman's Monthly Report

- i. Safety Report
- ii. Any unusual activities

##### B. DM's Monthly Reports:

- i. Sales
- ii. Interments
- iii. Attendance
- iv. Website Contacts
- v. Major Purchases or other Extraordinary Expenditure
- vi. Incidents
- vii. Correspondence

1. GSRMA - Letter

2. GSRMA - Statement of Coverage

3. Five Star Bank Proposal

4. Community West bank

viii. Upcoming events, conferences, and training

##### C. Committee Reports:

## Fair Oaks Cemetery District Agenda for Board of Trustees Meeting March 12, 2025

- i. Finance Committee
- ii. Investment Committee
- iii. Other Committee Reports
  - 1. Update on Land/Tax Issues

*District is discussing solutions to lack of resources .*

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

#### A. Audit Update - Scott German

*Auditor to present completion, possible Board Approval.*

#### B. Investment Policy

*Review and approve Investment Policy Revisions.*

#### C. Rosenberg's Rules of Order - Change Bylaws

*Review Rosenberg's Rules of Order and possibly change bylaws on recommendation by legal counsel.*

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

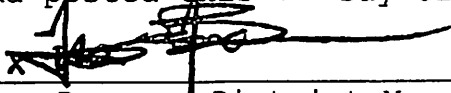
#### A. Consent Calendar

- i. Approval of Board Minutes of February 12, 2025
- ii. Approval of Board Minutes of March 12, 2025
- iii. Approval of Claims

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

### 9. Adjournment

This Agenda posted this 7<sup>th</sup> Day of March 2025



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Guillermo Barron, District Manager

A complete agenda packet, including staff reports and supporting documents, is available for public inspection at the District Office during normal business hours.

In compliance with Americans with Disabilities Act the Fair Oaks Cemetery District will make available to members of the public any special assistance necessary to attend and participate in this meeting. In addition, if requested this agenda will be made available in appropriate alternative formats. All such requests should be made at least 72 hours prior to the meeting to the District Manager at 916-966-1613 or at the district's office as listed at the top of the agenda.

Sales by Client Detail			
FAIR OAKS CEMETERY DISTRICT			
March 2025			
	Num	Product/Service full name	Amount
1143147 Miller, Harold & Nona			
	665557182	Misc.:Add Urn in Urn Vault	302.00
	665557182	Opening & Closing:Cremation O&C - AtNeed	529.00
	665557182	Vaults:Urn Vault - AtNeed	294.00
	665557182	Misc.:Convenience Fee	40.00
<b>Total for 1143147 Miller, Harold &amp; Nona</b>			<b>\$1,165.00</b>
1146706 Keill, Gary			
	665557264	PreNeed:Urn Vault - PreNeed	294.00
	665557264	PreNeed:Urn Vault - PreNeed	294.00
	665557264	PreNeed:Cremation O&C - PreNeed	529.00
	665557264	PreNeed:Cremation O&C - PreNeed	529.00
	665557264	Tax Collected:Tax Reconciliation	0.01
<b>Total for 1146706 Keill, Gary</b>			<b>\$1,646.01</b>
1147901 Hile, Janice Lewis			

	665557259	PreNeed:Urn Vault - PreNeed	294.00
	665557259	PreNeed:Cremation O&C - PreNeed	529.00
<b>Total for 1147901 Hile, Janice Lewis</b>			<b>\$823.00</b>
1147991 LeVant, William S.			
	665557263	Markers:Marker Setting - 12x24	200.00
	665557263	Misc.:Convenience Fee	7.00
<b>Total for 1147991 LeVant, William S.</b>			<b>\$207.00</b>
1148504 Field, Margaret			
	665557181	Opening & Closing:Casket O&C - AtNeed	1,294.00
	665557181	Vaults:Standard Vault - AtNeed	941.00
	665557181	Misc.:Out of District Fee	461.59
<b>Total for 1148504 Field, Margaret</b>			<b>\$2,696.59</b>
1158290 Kingsley, Susan & Erwin			
	665557177	PreNeed:Urn Vault - PreNeed	294.00
	665557177	PreNeed:Urn Vault - PreNeed	294.00
	665557177	Misc.:Interment Rights	0.00
	665557177	Endowment Fund:Endowment	845.00
	665557177	Plot Fees Collected:Plot Fees	1,631.00
	665557177	PreNeed:Cremation O&C - PreNeed	529.00



	665557177	PreNeed:Cremation O&C - PreNeed	529.00
	665557177	Misc.:Service Contract Charge	60.00
	665557177	Misc.:Service Contract Charge	60.00
	665557177	Tax Collected:Tax Reconciliation	0.01
<b>Total for 1158290 Kingsley, Susan &amp; Erwin</b>			<b>\$4,242.01</b>
1158295 Williams, Diane			
	665557178	Misc.:Interment Rights	0.00
	665557178	Endowment Fund:Endowment	823.00
	665557178	Plot Fees Collected:Plot Fees	4,292.00
	665557178	Opening & Closing:Casket O&C - AtNeed	1,294.00
	665557178	Vaults:DD Vault - AtNeed	1,764.00
	665557178	Misc.:Convenience Fee	290.00
<b>Total for 1158295 Williams, Diane</b>			<b>\$8,463.00</b>
1158302 Lovell, Byron & Cynthia			
	665557179	Vaults:TD Vault - AtNeed	2,470.00
	665557179	Misc.:Interment Rights	0.00
	665557179	Endowment Fund:Endowment	588.00

	665557179	Plot Fees Collected:Plot Fees	3,704.00
	665557179	PreNeed:Casket O&C - PreNeed	1,294.00
	665557179	PreNeed:Casket O&C - PreNeed	1,294.00
	665557179	PreNeed:Casket O&C - PreNeed	1,294.00
<b>Total for 1158302 Lovell, Byron &amp; Cynthia</b>			<b>\$10,644.00</b>
1158314 Schemel, William (Bill)			
	665557180	Vaults:DD Vault - AtNeed	1,764.00
	665557180	Endowment Fund:Endowment	823.00
	665557180	Plot Fees Collected:Plot Fees	4,292.00
	665557180	PreNeed:Casket O&C - PreNeed	1,294.00
	665557180	PreNeed:Casket O&C - PreNeed	1,294.00
	665557180	Misc.:Interment Rights	0.00
<b>Total for 1158314 Schemel, William (Bill)</b>			<b>\$9,467.00</b>
1158566 Helmlinger, Benita			
	665557260	Vaults:DD Vault - AtNeed	1,764.00
	665557260	Misc.:Interment Rights	0.00
	665557260	PreNeed:Casket O&C - PreNeed	1,294.00

	665557260	PreNeed:Casket O&C - PreNeed	1,294.00
	665557260	Endowment Fund:Endowment	588.00
	665557260	Plot Fees Collected:Plot Fees	3,704.00
<b>Total for 1158566 Helmlinger, Benita</b>			<b>\$8,644.00</b>
1158570 Hamilton, Gordon & Barbara			
	665557261	Opening & Closing:Niche O&C	353.00
	665557261	Opening & Closing:Niche O&C	353.00
	665557261	Markers:Niche Scroll Plate	412.00
	665557261	Markers:Niche Scroll Plate	412.00
	665557261	Endowment Fund:Endowment	588.00
	665557261	Plot Fees Collected:Plot Fees	3,881.00
<b>Total for 1158570 Hamilton, Gordon &amp; Barbara</b>			<b>\$5,999.00</b>
1158581 Bussey, Mark			
	665557262	Misc.:Interment Rights	0.00
	665557262	Endowment Fund:Endowment	588.00
	665557262	Plot Fees Collected:Plot Fees	800.00
	665557262	Markers:FG Brass Plaque	412.00

	665557262	Opening & Closing:FG O&C - AtNeed	353.00
	665557262	Opening & Closing:FG O&C - AtNeed	353.00
	665557262	Markers:FG Brass Plaque	412.00
	665557262	Misc.:Pet Cremated Remains	158.00
<b>Total for 1158581 Bussey, Mark</b>			<b>\$3,076.00</b>
US Bank - Rebate			
	1142808	Misc.:Reimburse/Rebate	539.75
<b>Total for US Bank - Rebate</b>			<b>\$539.75</b>
			<b>\$57,612.36</b>
Accrual Basis Tuesday, April 01, 2025 04:14 PM GMTZ			

<b>Profit and Loss by Class</b>				
<b>FAIR OAKS CEMETERY DISTRICT</b>				
<b>March 2025</b>				
<b>Distribution account</b>	<b>202A</b>	<b>208A</b>	<b>209A</b>	<b>Total</b>
<b>Income</b>				
91010.0 Cur Secured	-1.84			-1.84
91400.0 Prop Tax Penalties	-8.51			-8.51
95220.0 Prop Tax Relief	-22.93			-22.93
96910 Cemetery Services				0.00
96910.0 PreNeed Collections			12,683.29	12,683.29
96910.1 Endowment Collections		4,843.00		4,843.00
96910.2 CSVC- Plot Fees	22,304.00			22,304.00
96910.4 CSVC- Vaults	8,997.00			8,997.00
96910.5 CSVC- Open & Close	4,529.00			4,529.00
96910.6 CSVC- Miscellaneous	1,581.34			1,581.34
96910.61 Convivence Fees Collected	337.02			337.02
96910.62 96910.62 Interment Rights				
<b>Total for 96910.6 CSVC- Miscellaneous</b>	<b>1,918.36</b>	<b>0.00</b>	<b>0.00</b>	<b>\$1,918.36</b>
96910.8 CSVC- markers	1,848.00			1,848.00
<b>Total for 96910 Cemetery Services</b>	<b>39,596.36</b>	<b>4,843.00</b>	<b>12,683.29</b>	<b>\$57,122.65</b>
<b>Total for Income</b>	<b>39,563.08</b>	<b>4,843.00</b>	<b>12,683.29</b>	<b>\$57,089.37</b>
<b>Cost of Goods Sold</b>				
<b>Gross Profit</b>	<b>39,563.08</b>	<b>4,843.00</b>	<b>12,683.29</b>	<b>\$57,089.37</b>
<b>Expenses</b>				
11100.0 Salary	17,208.00			17,208.00
11240.0 Board	600.00			600.00
11320.0 Overtime	924.00			924.00
12100.0 Retire	3,496.02			3,496.02
12200.0 OASDHI	1,433.02			1,433.02

12300.0 Group Ins	6,921.98			6,921.98
20290.0 Business Exp	778.40			778.40
20350.0 Education & Train	1,364.00			1,364.00
20380.0 Employee Recognition	402.51			402.51
20610.0 Membership	118.53			118.53
20760.0 Office Sup	111.76			111.76
20810.0 Postage	99.13			99.13
21910.0 Electricity	623.41			623.41
21930.0 Refuse Collect	402.60			402.60
21970.0 Telephone	493.39			493.39
21980.0 Water	1,556.24			1,556.24
22060.0 Auto Maint SUP	8.47			8.47
22260.0 Expend Tools	1,054.55			1,054.55
22360.0 Fuel- Lube	528.20			528.20
22820.0 Shop Equip SUP	1,155.81			1,155.81
22920.0 Other Equip SUP	638.47			638.47
23130.0 Uniforms	560.22			560.22
25050.0 Account SVC	18,000.00			18,000.00
25910.0 Other Prof SVC	510.91			510.91
28520.0 Memorial Day	374.00			374.00
28980.0 Other Oper SUP	2,407.56			2,407.56
28990.1 Temp Workers	15,958.10			15,958.10
28990.2 Gates	550.00			550.00
80400.1 Scroll Plates	1,960.00			1,960.00
Merchant deposit fees	271.86			271.86
<b>Total for Expenses</b>	<b>80,511.14</b>	<b>0.00</b>	<b>0.00</b>	<b>\$80,511.14</b>
<b>Net Operating Income</b>	<b>-40,948.06</b>	<b>4,843.00</b>	<b>12,683.29</b>	<b>-\$23,421.77</b>
Other Income				
Other Expenses				
89999.0 Tranfer To Pre-need Liability			12,683.29	12,683.29
<b>Total for Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>12,683.29</b>	<b>\$12,683.29</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-12,683.29</b>	<b>-\$12,683.29</b>
<b>Net Income</b>	<b>-40,948.06</b>	<b>4,843.00</b>	<b>0.00</b>	<b>-\$36,105.06</b>

BURIALS													
FY 2024/2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
STANDARD	3	2	1	4	4	1	2	5	2				24
DELUXE	0	1	0	0	0	0	0	0	0				1
TITAN	0	0	1	0	0	0	0	0	0				1
DOUBLE	0	0	1	0	0	0	0	0	0				6
Pre-VAULTED	2	4	3	1	5	2	5	3	5				30
OTHER		1	3	2	0	1	1	1	0				9
BABY	1	0	0	0	0	1	0	1	0				3
ASHES-PLOT	5	6	7	2	8	5	5	6	6				50
ASHES-NICHE	2	2	2	3	0	3	3	4	3				22
24-25 TOTAL	13	16	18	12	20	13	18	20	16	0	0	0	146
23-24 TOTAL	16	18	9	9	14	15	13	10	18	13	16	0	151
22-23 TOTAL	32	19	12	17	11	13	13	18	29	17	15	26	222
VAULT SALES													
FY 2024/2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
STANDARD	1	5	3	2	3	0	2	2	0				18
DELUXE	0	1	0	0	0	0	0	0	0				1
TITAN	0	0	0	0	0	0	0	0	0				0
DOUBLE	0	2	2	0	1	0	2	2	0				9
PB DOUBLE	0	0	2	0	0	0	0	0	0	3			5
PB SINGLE	0	0	0	0	0	0	0	0	0	1			1
OTHER	1	0	0	0	0	0	0	2	1				4
URN	2	8	12	5	4	2	7	4	6				50
NICHE	1	0	0	0	0	0	0	2	0				3
24-25 TOTAL	5	16	19	7	8	2	11	12	11	0	0	0	91
23-24 TOTAL	11	6	7	8	8	9	4	3	14	21	11	0	102
22-23 TOTAL	13	19	9	5	12	6	11	6	6	12	7	13	119
VAULT INVENTORY FY 2024/2025													
	BAL		RCVD		USED		BAL						
STANDARD	11				2		9						
DELUXE	3						3						
TITAN	2						2						
DOUBLE	3						3						
OTHER	1						1						
URN	59				6		53						
NICHE	18					3		15					
INVENTORY													
		START		RTNS		SOLD		PYMTS		ON HOLD		BALANCE	
FULL PLOT		36						1				35	
CREMATION PLOT		220				1						217	
CUBBIES		53						0				53	
SINGLE NICHE		177						1				176	
MEDIUM NICHE		68						1				67	
OAK KNOLL		68				1		10				57	
OK MED NICHE		409						5				404	
ACORN		31				1		2				28	
FAMILY GARDEN		63				1		4				58	
FOUNTAINS		314				1		5			1	307	
FT TRIPLES		3				1			0		1	1	
PLOTS SOLD													
FY 2024/2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
TAX RES	2	4	2	2	4	1	2	3	2				22
NON TAX RES	1	4	9	2	2	1	5	1	2				27
OUT OF DIST	3	2	0	0	2	0	1	1	2				11
24-25 TOTAL	6	10	11	4	8	2	8	5	6	0	0	0	60
23-24 TOTAL	14	5	11	9	10	4	8	6	10	20	15	0	112
22-23 TOTAL	6	17	7	3	3	3	6	8	4	7	10	12	86



Guillermo Barron  
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# FAIR OAKS CEMETERY

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BOARD OF TRUSTEES  
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Pat Vogel

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## FY 2025 ATTENDANCE

### March 2025

VACATION	BALANCE FORWARD	MONTHLY ACCRUAL	TAKEN	YEAR TO DATE BALANCE
GUILLERMO	239.35	16.67		\$11,520.00 240.00
GONZALO	240.00	10.00		\$7,680.00 240.00
MYSTI	47.42	10.00	-8.00	\$1,433.18 49.42
				\$20,633.18

SICK	BALANCE FORWARD	MONTHLY ACCRUAL	TAKEN	YEAR TO DATE BALANCE
GUILLERMO	109.50	8.00	-8.00	\$5,256.00 109.50
GONZALO	233.00	8.00	-16.00	\$7,200.00 225.00
MYSTI	48.00	8.00	-8.00	\$1,392.00 48.00
				\$13,848.00

DENTAL / VISION	BEGINNING BALANCE	USED	YEAR TO DATE BALANCE
GUILLERMO	\$ 2,000.00	\$ (2,000.00)	\$ -
GONZALO	\$ 2,000.00	\$ (391.50)	\$ 1,608.50
MYSTI	\$ 2,000.00	\$ (2,000.00)	\$ -



**From:** Google Business Profile <businessprofile-noreply@google.com>  
**Sent:** Thursday, March 6, 2025 10:43 AM  
**To:** info.focd@gmail.com  
**Subject:** Fair Oaks Cemetery District, your performance report for February 2025

Business Profile

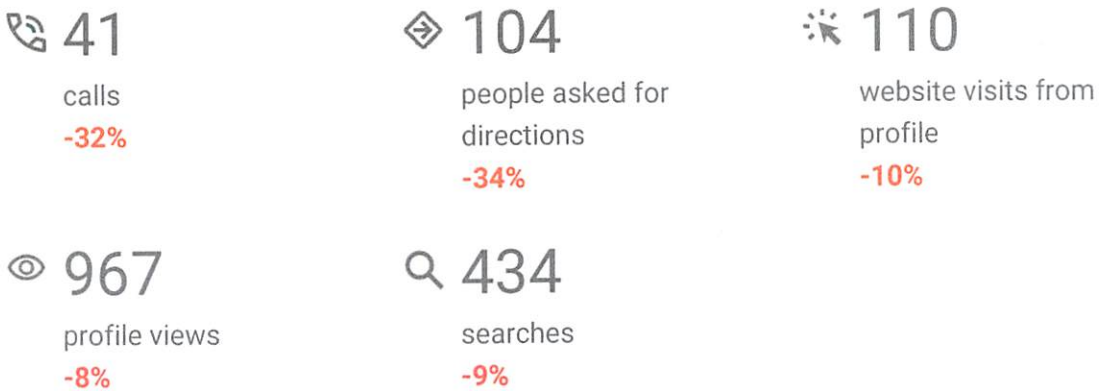


# Your Business Profile report with 255 interactions\* last month

See how Fair Oaks Cemetery District at 7780 Olive Street, Fair Oaks, California 95628 performed in February 2025 compared to the previous month.

See full report

Your performance at a glance



\*An interaction is when a customer calls, makes a booking, is sent to your website, or requests directions from your Business Profile.

Top search terms

**From:** Fair Oaks Chamber of Commerce <GroupMessaging@chamberorganizer.com>  
**Sent:** Wednesday, April 2, 2025 8:06 AM  
**To:** Guillermo Barron; gbarron.focd@gmail.com  
**Subject:** 03/2025 - Monthly Statistics Information Report for Members

Dear Guillermo,

The Fair Oaks Chamber of Commerce is pleased to provide last months business intelligence report from our online promotion of Fair Oaks Cemetery.

The Chamber had a total of 40725 member exposures last month through the membership directory and you had a total of 182 of those exposures. In addition, you had 0 direct views of your Traffic Catcher Website System and a total of 0 views of your Google Map.

If you have very few views or none at all for any of these categories you may still need to optimize your online advertising system. The views above do not include views and search engine requests from the Community on Display Catalog Advertising System. For these results go to:  
<http://admin.docu.team>

If you would like to login, please use the following link. If you cannot remember your user name and password please enter your email address in the lost password box and it will be emailed to you:  
[http://chamberorganizer.com/members/mlogin.php?org\\_id=FAIR](http://chamberorganizer.com/members/mlogin.php?org_id=FAIR)

If you have any questions please use the following link for contact information:  
[http://chamberorganizer.com/members/contactus\\_page.php?org\\_id=FAIR](http://chamberorganizer.com/members/contactus_page.php?org_id=FAIR)

Most organizations offer full optimization services. Take a tour by clicking here:  
<http://membertour.ectownusa.com>

## Mysti Lingenfelter

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**From:** notifications@origamirisk.com on behalf of Dave Glende  
<notifications@origamirisk.com>  
**Sent:** Monday, March 31, 2025 5:58 PM  
**To:** mysti.focd@gmail.com  
**Subject:** GSRMA 2025-26 Contribution Indication and Payroll Estimate (due May 9, 2025)

Dear GSRMA Member,

Below you will find information on both the **State of the Insurance Market and our 2025-26 Rates** and your Agency's **2025-26 Contribution Indication**.

Please read these sections carefully, review your 2025-26 Contribution Indication and respond as needed using the Annual Financials Update questionnaire to update the 2025-26 annual budget and payroll amounts we have for your Agency. These amounts should be updated to be in line with the 2025-26 budget your Agency has in process.

Note that our payment installment and late payment fee policy has changed. We have eliminated finance charges. However, if your contribution is paid in full by July 31, you may take a 2.5% discount. If you are on a payment plan and do not pay in full by July 31, you will not be able to take this discount. Also, payments not received by their due date will be subject to a 3% late fee.

In order to finalize this coming year's contributions, we are requesting that you complete your review, including any payroll updates, by **Friday, May 9, 2025**.

As always, thank you for being a member of GSRMA. Be assured our entire team is dedicated to helping our members navigate these on-going challenging times.

Sincerely,  
The GSRMA Team

### **The State of the Insurance Market and our 2025-26 Rates**

Insurance costs have continued to accelerate in California at an alarming rate. The impact of these changes on GSRMA member contributions for 2025-26 as well as the steps the pool has taken is explained in article: [Combating Rising Insurance Costs for Public Entities](#).

Click [here](#) to access the article.

### **2025-26 Contribution Indication and Annual Financials Update Questionnaire**

Your Contribution Indication for 2025-26 is now available for your review on the GSRMA Member Portal. To view the Indication, please use the following steps:

- Using your web browser, navigate to the GSRMA Member Portal page [using this link](#).
- Locate the Sign In button near the bottom of the page and click it.
- Supply the **User Name** and **Password** for the GSRMA Member Portal
- If prompted, use "Ardee" as the **Account Name**.
- Once logged in, locate the panel with the title of "**Upcoming Year Proposals**" at the top of the right column of the home page.
- To download and view your indication, click on the blue arrow for the 2025-26 Contribution Indication document.

Your Contribution Indication includes an Estimated Payroll amount for 2025-26 on page 3. If this is in line with your Agency's 2025-26 budgeted payroll, you do not need to take any further steps.

### **Updating Your 2025-26 Estimated Payroll**

If you need to update the Estimated Payroll for 2025-26 to match your 2025-26 budget, you can do so by completing the Annual Financials Update questionnaire using the following link:

<https://live.origamirisk.com/Origami/ValuesIntake/Direct?token=5T9NhuXkFDAF0fqKiF3Vhzbz9rN%2baFWV9HGPW8zDW25DheGxb5zF6PCjVIHr0E8KC9IEhq9upoOIphxxnD0C%2b4gEc1N9nbWrSmNtk%2fBHzGmgzcA6WiD6nt0Nss8ThaKrZnUB0VcUcE960J0M9rgn0wOodVfSIzs2r2GQqMJRnjjeuf4PTOWV6JvvmeyZrP%2b6uaTq9QS6TQU25kNYbQVZEvCWw61Cdkk38ya1reYGSxAE%3d>

If a questionnaire is submitted, GSRMA staff will review your changes and provide a revised Contribution Indication shortly thereafter.

The **due date** for payroll updates is **May 9, 2025**.

### **Forgot My Member Portal Account Information?**

If you have forgotten your username, by default it is your email address (i.e. the email address that received this email). If you have forgotten your password, use the "[Forgot your password?](#)" link displayed in the login dialog. Simply complete the requested information and a password reset will be emailed to you.

**Multi-Agency Contacts:** If you are a contact/user for more than one GSRMA member, then you will be given a username for each member agency. Please contact your Risk Control Advisor or Data Collection to receive this account information.

If you have any questions or issues regarding the Member Portal or the Data Collection process please feel free to contact us via e-mail at [datacollection@gsrma.org](mailto:datacollection@gsrma.org) or [\(530\) 934-5633](tel:5309345633).

### **Need an Account for the GSRMA Member Portal?**

Last spring, GSRMA launched a new member portal. The user names and passwords from the prior member portal were ***not*** migrated over to the new system.

An initial set of accounts were created and emailed to those users. If you need an account and have not received credentials for the new portal, please contact your Risk Control Advisor or use the following link to request a new account from the **Member Services** department:

[Request My Account](#)

Please include your Title and the name of your Agency in the body of your request.





## Contribution Indication

**Policy Period:** 2025-26

**Coverage Dates:** 7/1/2025-7/1/2026

**Account No:** FAIROAK

### Customer Service

For Information on Your Account Visit:

<https://gsrma.org/member-portal/>

GSRMA  
PO Box 706  
Willows, CA 95988

Phone: 530-934-5633  
Fax: 530-934-8133

## Fair Oaks Cemetery District

COVERAGES			CONTRIBUTION
Workers' Compensation	Estimated Payroll	\$270,691	\$12,240
General Liability	Estimated Payroll	\$270,691	\$17,455
Property	Total Insured Value	\$1,403,647	\$4,780
Auto Physical Damage	Total Insured Value	\$80,000	\$581
Mobile Equipment	Total Insured Value	\$85,000	\$442
Cyber Liability	Total Insured Value	\$1,403,647	\$450
Crime Bond	Exposure	8	\$147
<b>TOTAL ESTIMATED ANNUAL CONTRIBUTION*</b>			<b>\$36,095</b>

\*Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound.  
Finance charges apply when paying in installments.

NOT AN INVOICE. INDICATION DATED 3/31/2025 DOES NOT BIND COVERAGE.

CONTRIBUTION INDICATION VALID FOR 60 DAYS FROM INDICATION DATE.

## Contribution Comparison

**Policy Period:** 2025-26  
**Coverage Dates:** 7/1/2025-7/1/2026  
**Account No:** FAIROAK

Customer Service	
For Information on Your Account Visit:	
<a href="https://gsrma.org/member-portal/">https://gsrma.org/member-portal/</a>	
GSRMA PO Box 706 Willows, CA 95988 Phone: 530-934-5633 Fax: 530-934-8133	

## Fair Oaks Cemetery District

COVERAGE	CURRENT YEAR	PRIOR YEAR	DIFFERENCE	% CHANGE
<b>Workers' Compensation</b>	<b>\$12,240</b>	<b>\$12,264</b>	<b>\$(24)</b>	<b>(0.2)%</b>
<i>Estimated Payroll</i>	\$270,691	\$265,223	\$5,468	2.1%
<i>Effective Rate*</i>	\$4.52	4.62	\$(0.1)	(2.2)%
<i>Experience Ratio</i>	0.695	0.72	(0.021)	
<b>General Liability</b>	<b>\$17,455</b>	<b>\$18,704</b>	<b>\$(1,249)</b>	<b>(6.7)%</b>
<i>Estimated Payroll</i>	\$270,691	\$265,223	\$5,468	2.1%
<i>Effective Rate*</i>	\$6.45	7.05	\$(0.6)	(8.5)%
<i>Experience Ratio</i>	0.624	0.82	(0.193)	
<b>Property</b>	<b>\$4,780</b>	<b>\$4,582</b>	<b>\$ 198</b>	<b>4.3%</b>
<i>Total Insured Value</i>	\$1,403,647	\$1,376,124	\$27,523	2%
<b>Auto Physical Damage</b>	<b>\$ 581</b>	<b>\$ 338</b>	<b>\$ 243</b>	<b>71.9%</b>
<i>Total Insured Value</i>	\$80,000	\$44,500	\$35,500	79.8%
<b>Mobile Equipment</b>	<b>\$ 442</b>	<b>\$ 993</b>	<b>\$(551)</b>	<b>(55.5)%</b>
<i>Total Insured Value</i>	\$85,000	\$183,546	\$(98,546)	(53.7)%
<b>Cyber Liability</b>	<b>\$ 450</b>	<b>\$ 548</b>	<b>\$(98)</b>	<b>(17.9)%</b>
<i>Total Insured Value</i>	\$1,403,647	\$1,376,124	\$27,523	2%
<b>Crime Bond</b>	<b>\$ 147</b>	<b>\$ 141</b>	<b>\$ 6</b>	<b>4.3%</b>
<i># of Employees</i>	8	8	0	0%
<b>TOTAL CONTRIBUTION **</b>	<b>\$36,095</b>	<b>\$37,570</b>	<b>-\$1,475</b>	<b>-3.9%</b>

\*Amounts are shown rounded to the nearest cents. Actual Effective Rate = Contribution / Payroll \* 100

\*\*Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound.

Indication dated 3/31/2025

## Estimated Payroll

**Policy Period:** 2025-26  
**Coverage Dates:** 7/1/2025-7/1/2026  
**Account No:** FAIROAK

Customer Service
For Information on Your Account Visit:
<a href="https://gsrma.org/member-portal/">https://gsrma.org/member-portal/</a>
GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

## Fair Oaks Cemetery District

### Estimated Payroll for 2025-26

CLASS CODE	DESCRIPTION	# FULL TIME EMPLOYEES	# PART TIME EMPLOYEES	ANNUAL REGULAR PAYROLL	ANNUAL OVERTIME PAYROLL
7520	Waterworks	0	0	\$0	\$0
8810(1)	Clerical Office Employees	1	0	\$107,120	\$269
9220(1)	Cemetery Operations - all employees	2	0	\$154,703	\$2,682
9420	Municipal, State, or Public Agency Emp - other	0	0	\$0	\$0
Other	Other	5	0	\$6,901	\$0
<b>TOTAL</b>		<b>8</b>	<b>0</b>	<b>\$268,724</b>	<b>\$2,951</b>
Total Regular and Overtime Payroll (OT included at 2/3)					\$270,691
Imputed Payroll* for Volunteer Firefighters (\$5,000 per volunteer)					\$0
<b>TOTAL ESTIMATED PAYROLL</b>					<b>\$270,692</b>

### Firefighter Guidance

**Imputed Payroll\*:** GSRMA primarily uses payroll to allocate costs for the risk pool across membership. For members with Fire, the number of calls is used to some extent as well. To calculate the contribution amount for Volunteer Firefighters, a payroll amount of \$5,000 per Volunteer is used.

**Volunteer # Employees:** If your Agency has volunteer firefighters (7707), report the number of "active" volunteers (i.e. individuals that attend trainings, regularly respond to calls, etc.). This amount should be a simple **estimated average number of volunteers** during the reporting period.

**Volunteer Payroll:** Additional pay to volunteers (7707) such as stipends for local activities, etc. **should not be** reported.

**Strike Team Pay:** Strike team pay **should be** reported for all non-volunteer fighters (7706) and volunteer firefighters (7707).

**Trainees/Cadets:** Trainees and cadets that may attend training and respond to incidents **should be** identified as volunteer firefighters (7707).



## Disclosures/Disclaimers

**Policy Period:** 2025-2026  
**Coverage Dates:** 7/1/2025-7/1/2026  
**Account No:** FAIROAK

Customer Service
For Information on Your Account Visit:
<a href="https://gsrma.org/member-portal/">https://gsrma.org/member-portal/</a>
GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

This proposal for coverage is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, vehicle schedules, financial data and loss experience, is based on facts and representations supplied to Golden State Risk Management Authority by your agency. This proposal does not reflect any independent study or investigation by Golden State Risk Management Authority or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed coverage (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, GSRMA may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of coverage and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance your agency may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your coverage, please refer to the policy itself. Golden State Risk Management Authority will not be liable for any claims arising from or related to information included in or omitted from this proposal for coverage.

This proposal is valid for 60 days from the date of the Indication.





March 20, 2025

Mrs. Mysti Lingenfelter, Office Manager  
Fair Oaks Cemetery District  
7780 Olive Street  
Fair Oaks, CA 95628

Dear Mrs. Lingenfelter,

I hope this finds you well! Thank you for the opportunity to present this proposal to the Fair Oaks Cemetery District.

We are very excited about the opportunity to partner with the Fair Oaks Cemetery District. We believe you deserve nothing less than exceptional customer service, reliability, competitive pricing, efficient means of managing your accounts electronically, and direct access to a team of qualified banking professionals who are keenly knowledgeable with public funds and public entities.

Given our staff experience working with special districts, cities, and counties, we believe Five Star Bank is the perfect partner for the Fair Oaks Cemetery District. That is why Five Star Bank is offering:

- **A public checking account to handle all day-to-day banking transactions for the District.** – A \$25,000 average daily balance is needed to waive the \$15 monthly service charge for the account.
- **A public money market account that matches the most recently published monthly rate at LAIF currently paying 4.333%.<sup>1</sup>** – The rate is reset each month to match the most recently published monthly LAIF rate. Interest is compounded daily and posted at the end of the month. A \$25,000 average daily balance is needed to waive the \$15 monthly service charge for the account.
- **Five Star Bank will provide your initial order of checks, deposit slips, and endorsement stamps at no charge to the District. Subsequent check orders will be charged to the District.**
- **We are committed to having all key bank staff available during planning and implementation, as well as during ongoing support throughout this relationship.**

We will provide the Fair Oaks Cemetery District with all the necessary checking and savings accounts, and electronic functionality such as online banking, wire transfers, ACH, mobile deposit, merchant services, and mobile banking.

Five Star Bank is very active within the special district community and serves the banking needs of public entities all throughout the state of California. In fact, we have over \$800 million in public funds on deposit as of March 17<sup>th</sup>, 2025. Two of the notable associations we partner with are the

California Association of Public Cemeteries and California Special Districts Association. We help sponsor their Annual Conferences. Furthermore, we have sponsored scholarships to the CSDA GM Summit since 2018. These scholarships provide funding for those who may not have had the resources to attend the GM Summit otherwise and receive training on policies, procedures, and best practices. We believe that being a good community bank means supporting your community.

This opportunity to expand our partnership with the Fair Oaks Cemetery District is very important to our Bank and, as always, we will take every measure possible to ensure your success. I can assure you that I will personally oversee the entire transition to Five Star Bank. Please let us know if you have any questions or need clarification on anything in this proposal. Five Star Bank is offering to provide these banking services to the Fair Oaks Cemetery District at a very competitive price with unparalleled customer service and support. We can discuss the opportunity in greater detail and plan the next steps to move forward. Thank you once again for this opportunity. We are committed to providing the Fair Oaks Cemetery District with the absolute best customer service experience and look forward to building a long and sustainable relationship together.

Sincerely,



**Reagan Ballo, CTP**  
**SVP/Managing Director of**  
**Government Banking**

**t:** [916-660-5752](tel:916-660-5752) | **m:** [1-805-305-1882](tel:1-805-305-1882)

**e:** [rballo@fivestarbanc.com](mailto:rballo@fivestarbanc.com)

**a:** 3100 Zinfandel Drive, Suite 650  
Rancho Cordova, CA 95670



<sup>1</sup> Variable deposit rates are subject to change at any time based on market and other conditions.



# Community West Bank

7100 N. Financial Dr. STE 101  
Fresno, CA 93720

## Account Analysis Statement Ending 02/28/2025

Page 1 of 2

>000104 8527674 0001 93634 10Z

FAIR OAKS CEMETERY DISTRICT  
7780 OLIVE ST  
FAIR OAKS CA 95628-5807

### Managing Your Accounts



Customer Service (800) 298-1775



Mailing Address

7100 N. Financial Drive,  
Ste. 101  
Fresno, CA 93720



Website

www.communitywestbank.com



## Protect Your Financial Information From Scams During Tax Season

For more tips on safeguarding your identity, visit [communitywestbank.com](http://communitywestbank.com)



## COMBINED ANALYSIS STATEMENT

FOR THE PERIOD 02/01/25 THROUGH 02/28/25

### Accounts included in the Family: Relationship Account Summary

Account Number	Average Ledger Balance	Average Available Balance	Earned Credit	Activity Charge	Analysis Position
3200243	\$ 80,934.19	\$ 80,934.19	\$ 27.94	\$ 109.23	(\$81.29)

### BALANCE INFORMATION

Average Daily Ledger Balance	\$80,934.19
Less Average Daily Float	\$0.00
Average Daily Collected Balance	\$80,934.19
Less DDA Balance Reserve Requirement ( 10.00 %)	\$8,093.42
Balance to Support Services	\$72,840.77

### SETTLEMENT SUMMARY

#### ACCOUNT POSITION FOR THE PERIOD

	FEE BASIS	BALANCE BASIS
Earnings Credit	\$27.94	\$72,840.77
Current Period Analyzed Charges	\$109.23	\$284,778.20
Analyzed Charges Due after Credit	\$81.29	



**SETTLEMENT SUMMARY (continued)**

ACCOUNT POSITION FOR THE PERIOD	FEE BASIS	BALANCE BASIS
Discount (100.0000%)	(\$81.29)	
Charge To Be Assessed	\$0.00	

**SERVICE DETAIL**

SERVICES RENDERED IN PERIOD	VOLUME	UNIT PRICE	SERVICE CHARGE	BALANCE REQUIRED
<b>Deposit Account Services</b>				
Account Maintenance	1	\$20.0000	\$20.00	\$52,143
In Branch Deposits	1	\$1.4000	\$1.40	\$3,650
Cash Transaction	5,000	\$0.0013	\$6.50	\$16,946
Checks Deposited -Transit	34	\$0.1100	\$3.74	\$9,751
Checks Cash/Negotiated	1	\$0.1400	\$0.14	\$365
ACH Credits Received	4	\$0.2000	\$0.80	\$2,086
ACH Debits Received	6	\$0.2000	\$1.20	\$3,129
<b>Subtotal Deposit Acct Services</b>			<b>\$33.78</b>	<b>\$88,069</b>
<b>Cash Management Services</b>				
Cash Management Monthly Fee	1	\$25.0000	\$25.00	\$65,179
RDC Deposit Monthly Fee	1	\$50.0000	\$50.00*	\$130,357
RDC Deposits	3	\$0.1500	\$0.45	\$1,173
<b>Subtotal Cash Services</b>			<b>\$75.45</b>	<b>\$196,709</b>

**SERVICE SUMMARY**

Total Activity Charges	\$109.23	\$284,778
Analyzed Charge Subtotal	\$109.23	\$284,778
Total Exception Savings (Code *)	\$25.00	

# Business Communications

COM/295T 3 credits Completed

## Program requirement

Required Course of Study: Communications

### FINAL GRADE

Keep up the  
great work!



### Your Attendance

Week 1

Week 2

Week 3

Week 4



1 more absence allowed

[View official grade report](#)

### Details

Objectives

Course Description

From: 01/28/25 to 03/03/25

Start Day: Tuesday

### INSTRUCTOR:

**STEPHEN FANT**



[johnelway@email.phoenix.edu](mailto:johnelway@email.phoenix.edu)

## Business Communications

COM/295T 3 credits Completed

### Program requirement

Required Course of Study: Communications

#### FINAL GRADE

Keep up the great work!



#### Your Attendance

Week 1	Week 2	Week 3	Week 4	Week 5
1 more absence allowed				

[View official grade report](#)

**Details** Objectives Course Description

From: 01/28/25 to 03/03/25  
Start Day: Tuesday

#### INSTRUCTOR:

**STEPHEN FANT**



[johnelway@email.phoenix.edu](mailto:johnelway@email.phoenix.edu)

**Note:** This information is an estimate and is subject to change. Please refer to your Schedule and credits for a detailed view of your degree progress, and to the course syllabus for official course requirements and assignments.



Keep going strong! We're proud of  
you!



**GUILLERMO BARRON**

Associate of Arts



# April 2025

April 2025							May 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	15	16	17	18	19	18	19	20	21	22	23	24
27	28	22	23	24	25	26	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	2	3	4	5
6	7	8 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	9 9:00am Monthly Board Meeting (Fair Oaks 9:00am Save the Date: 3:00pm Taste of Fair 5:00pm Skinned &	10	11	12
13	14	15 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	16	17	18 4/7	19
20	21	22 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	23	24	25	26
27	28	29 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	30	May 1	2	3



# May 2025

May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 27	28	29	30	May 1	2	3
4	5	6 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	7	8	9	10
11	12	13 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	14 9:00am Monthly Board Meeting (Fair Oaks Cemetery District (7780 Olive St, Fair Oaks, CA 95628)) -	15	16	17
18	19	20 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	21	22	23	24
25	26	27 Farmer's Market Tuesdays (Fair Oaks Park (11549 Fair Oaks Blvd, Fair Oaks, CA 95628))	28	29	30	31

# Investment Policy

## 1. Purpose

The purpose of this Investment Policy is to establish guidelines for the prudent investment of the District's funds in compliance with California law and to ensure the safety, liquidity, and return of public funds.

## 2. Scope

This policy applies to all financial assets of the Fair Oaks Cemetery District, including but not limited to the PreNeed Fund, Endowment Care Fund, and any special reserves.

## 3. Objectives

The primary objectives, in priority order, are:

- a. **Safety** – Preservation of capital and protection of investment principal.
- b. **Liquidity** – Ensuring sufficient cash flow to meet current and future obligations.
- c. **Return on Investment (Yield)** – Achieving a market rate of return within the constraints of safety and liquidity.

## 4. Legal Authority

Investments shall be made in accordance with:

- **California Government Code Sections 53600-53686** (Investment of Public Funds)
- **California Health & Safety Code Section 9068** (Investment of Cemetery District Funds)
- **Local agency investment policies and applicable Board of Trustees' resolutions.**

## 5. Authorized Investments

The District's funds may be invested in the following instruments as permitted by law:

- **Local Agency Investment Fund (LAIF)** – Managed by the California State Treasurer.
- **County Investment Pool** – Managed by the county treasurer.
- **U.S. Treasury Obligations** – Bills, notes, and bonds backed by the U.S. government.
- **Certificates of Deposit (CDs)** – FDIC-insured or collateralized per state law.
- **Money Market Funds** – SEC-regulated funds investing in U.S. government securities.
- **Endowment Care Fund Investments** – In compliance with Health & Safety Code Section 9068, which may include fixed income securities and other legally authorized investments to generate long-term income.

## 6. Diversification and Risk Management

To minimize risk:

- No more than **80%** of the District's funds may be invested in any single institution (except for U.S. government securities, LAIF, or the County Investment Pool).
- The portfolio will be structured to ensure adequate liquidity for short-term obligations.
- Endowment Care Funds and PreNeed Funds shall be invested with a long-term strategy to preserve principal while generating income for perpetual care.

**7. Delegation of Authority**

The **Board of Trustees** is responsible for the overall investment policy. The **General Manager, Board Secretary, or Treasurer** may execute investments within the guidelines of this policy and must report on investment activity to the Board monthly. Money collected for each month will be sent to investment accounts for Endowment and PreNeed. The remainder collected will be sent to the County for General Fund usage. Prior to usage of any investment funds, the District will transfer Investment Interest funds to the General Fund held with Sacramento County.

**8. Reporting and Review**

A monthly investment report shall be reported to the Board. This report shall include Endowment money collected and transferred, PreNeed Money collected and Transferred. When budgeting is done for the next fiscal year, the District will transfer money out of investment accounts for any excess funds needed for the following fiscal year.

This policy shall be reviewed annually by the Board of Trustees and updated as needed to comply with legal and economic changes.

# *Rosenberg's Rules of Order:* Simple Parliamentary Procedures for the 21st Century



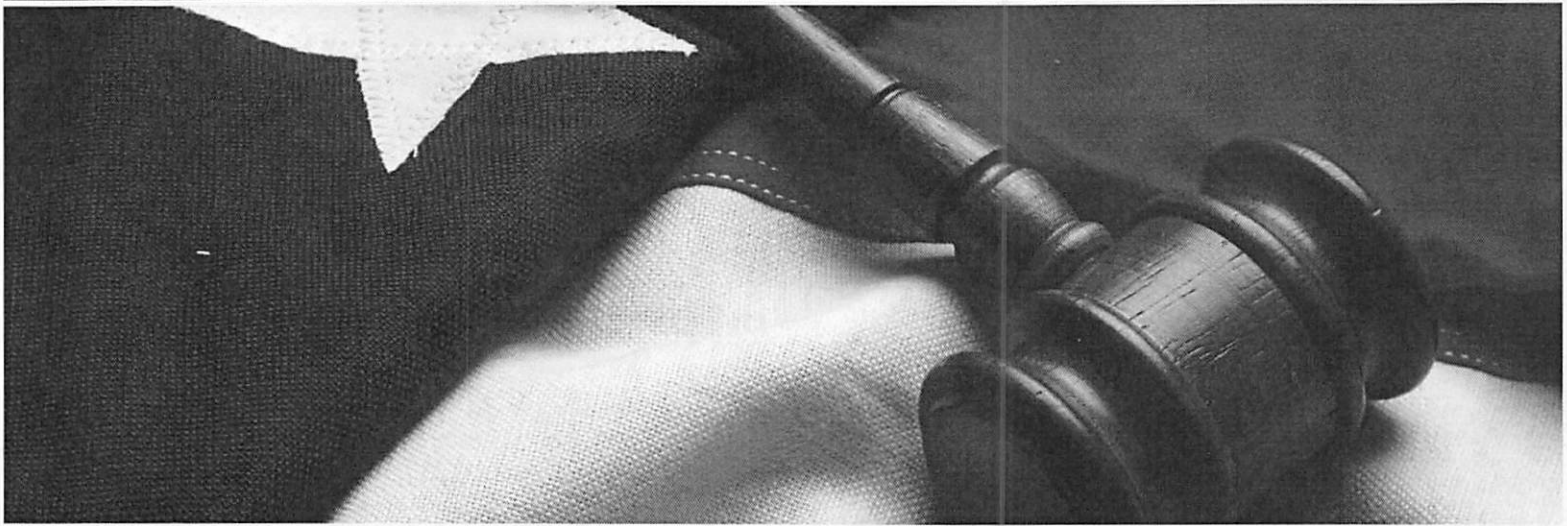


## MISSION:

*To restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.*

## VISION:

*To be recognized and respected as the leading advocate for the common interests of California cities.*



### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts educational conferences and research, and publishes *Western City* magazine.

### About *Western City* Magazine

*Western City* is the League of California Cities' monthly magazine. *Western City* provides lively, interdisciplinary analyses of issues affecting local governance. Its goal is to offer immediately practical ideas, information and bigger-picture policy issues and trends. For more information, visit [www.westerncity.com](http://www.westerncity.com).

"Rosenberg's Rules of Order" first appeared in *Western City* magazine in August and September 2003.

### About the Author

Dave Rosenberg is an elected county supervisor representing the 4th District in Yolo County. He also serves as director of community and intergovernmental relations, director of operations, and senior advisor to the governor of California. He has served as a member and chair of numerous state and local boards, both appointed and elected, and also served on the Davis City Council for 12 years, including two terms as mayor. He has taught classes on parliamentary procedure and has served as parliamentarian for large and small governing bodies. In the fall of 2003, Gov. Davis appointed Rosenberg as a judge of the Yolo County Superior Court.

# Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

**T**he rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

## The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

## The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

**First**, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

**Second**, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

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There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

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a staff person, or a committee chair charged with providing information about the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

**Fourth**, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

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Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

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**Ninth**, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

### Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move ..." A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."
2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

### The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. **The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

### When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

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The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

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Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**A motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

**A motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

**A motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

**A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to



be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**A motion to limit debate.** The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

**Motion to limit debate.** Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

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If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

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motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

### Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

### **Courtesy and Decorum**

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

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It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

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lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

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Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

---

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

### **Special Notes About Public Input**

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

SKU 1533

\$5.00

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taken by the Board during such closed session to the extent such action does not breach any person's right to privacy.

### Quorums

A quorum is established as a majority of the total membership of the District Board. The District Board, which has a total membership of five (5) members, requires three (3) members to conduct a meeting and requires three (3) votes in agreement to pass a motion, resolution, or ordinance.

### Meeting Attendance

Each member shall be in his or her respective seat, or present by virtual attendance or phone conference, at the hour set for each regular meeting and at the time set for any adjourned or special meeting. Any member not present when the board is called to order shall be designated in the minutes as absent. If a member arrives after a meeting commences, the recording clerk shall note his or her arrival in the minutes.

### Meeting Procedures

The Chairperson, when present, shall preside at all meetings of the Board, shall take the chair at the hour appointed for every board meeting and immediately call the members to order and proceed with the business of the Board. The proceedings of the Board shall be conducted in accordance with the provisions of law applicable thereto and generally accepted rules of order and parliamentary procedure, except as otherwise expressly established from time to time by a majority of the total membership of the Board. Except as they conflict with the California Government Code, Robert's Rules of Order (Newly Revised) shall govern all questions of procedures. Rosenberg's Rules of Order

### Required Staff Attendance

The District Manager, or a representative designated by the District Manager, shall attend all regular and special meetings of the Board unless otherwise specified by the Board. Only those staff members specifically instructed to attend by the District Manager shall be deemed to be "required to attend" within the meaning of this section.

### Agenda Contents

The agenda shall include those matters designated by the Chairperson or any Trustee, complete with all appropriate papers and reports relating to each matter addressed to the Board for action. The agenda shall list the items for the Board's consideration by number





# 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

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ESTABLISHED 1902

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

**"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.



# FAIR OAKS CEMETERY DISTRICT

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**"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, March 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.
  - Potential Board Member Evan Currie was present to observe.
5. Information Items:
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - This month's safety meeting was held on portable power, operating tools & equipment.
      - ii. Any unusual activities
    - Nothing to report.
  - B. DM's Monthly Reports:
    - i. Sales
      - District sales reported as \$55,381.65
      - District total income including tax revenue and interest reported as \$59,348.98
      - ii. Interments
        - The district's 20 burials consisted of 10 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
        - Future planning to purchase new excavator to replace Case.
      - vi. Incidents
        - Nothing to report.
  - C. Correspondence
    1. Education Update
      - District Manager received Honor Roll for his college classes.
    2. Bank Statement

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

- New/ Renewed signers on Community West Bank Account.
  3. Treasury Oversight Committee Letter
- Letter received, Board Members will review and see if they would like to serve on this committee.
  - ii. Upcoming events, conferences, and training
- Mysti to attend training in March for CAPC.

### D. Committee Reports:

#### i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Neufeld reported total claims were \$54,610.82 with no corrections.
- ii. Investment Committee

- Investments are following industry trends.

#### iii. Other Committee Reports

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

- Trustee Schroeder met with Sacramento County representatives, including Matt Rinde. Trustee Schroeder was provided a list of consultants and will meet preliminary with some to see if they can help.

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

### A. Audit Update - Scott German

- Audits for 2023& 2024 presented by Scott German for review. Mr. German will return at the next Board meeting to finalize and approve.

### B. FOCD Policy Manual

- Motion to accept the Employee Handbook, 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.
- Monthly deposits will be made to STIFEL in PreNeed Savings. Each Year these will be reviewed and moved to investment or to Count for spending.
- Investment policy needs to be created to reflect how we move money into and out of PreNeed trust accounts.

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

### A. Consent Calendar

- i. Approval of Board Minutes of February 12, 2024
- ii. Approval of Claims

- Motion to accept the claims, as Presented. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Schroeder Approved 3/0/0
- Approval of minutes moved to the next meeting.

## 8. Trustees Discussions, Questions, & Comments

- Rotary is sponsoring a project for Big Day of Service on May 17 to plant a tree in honor of Pat Vogel.
- DM to meet with Bob Vogel and Ralph Carhart to discuss tree choices.
- Cemetery District to provide plaque for trees.

## 9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:15am.  
Approved as \_\_\_\_\_ read \_\_\_\_\_ corrected.  
Prepared by: Mysti Lingenfelter Board Clerk.



Expenses by Vendor Summary								
FAIR OAKS CEMETERY DISTRICT								
March 2025								
Vendor	Total							
Payroll Total & PreNeed Liabilty	42,874.81							
Ace Hardware	394.00	31.24	41.33	321.43				
Adobe Inc.	29.99							
Alhambra/Primo	78.22	12.35	65.87					
ALP, Inc. 71810	15,958.10	4,218.00	3,585.30	4,218.00	3,936.80			
Amazon.com	111.76	33.16	12.81	42.16	23.63			
AutoZone	21.54							
Batteries Plus	594.47	638.47	(44.00)					
Best Buy	269.34							
Bronzecraft - 76943	1,960.00	392.00	202.00	582.00	784.00			
CENIOM	141.47	91.47	50.00					
Citrus Heights Saw & Mower	474.01							
Comcast Business	421.19							
Diane Sue Roark 76879	550.00							
Dickies	560.22							
Embassy Suites	60.00							
Fair Oaks Chamber	55.00							
Fechter & Company	18,000.00	7,000.00	11,000.00					
FO Water District	1,602.15							
Fuel	528.20	137.46	105.82	156.94	127.98			
Future Ford of Sacramento	8.47							
Global Industries	812.84							
Gold Country Copier / Smile	64.35							
Harbor Freight Tools	358.79	121.69	237.10					

iCloud / Apple	0.99							
Kiefer Landfill Facility	402.60	357.10	45.50					
Liberty Bell Smart Home	49.99							
Lowe's	2,331.40	2,140.89	190.51					
Lunch for Employee Incentive	411.05	45.09	96.84	64.00	49.02	42.26	74.16	39.65
Microsoft Purchase	99.99							
Mysti Lingenfelter - 931533	395.20							
National Society of Leadership & Success	179.65							
Noah's Bagels	39.53							
QuickBooks Payments	271.86							
Ruhkala Monument Co.	374.00							
Sam's Club	118.53							
Smart & Final	40.48							
SMUD	623.41	19.08	304.48	249.24	50.61			
United States Postal Service	99.13							
University of Phoenix	1,364.00							
Verizon	72.20							
Vision / Dental	391.50							
<b>TOTAL</b>	<b>\$93,194.43</b>							
GMTZ								



FAIR OAKS CEMETERY DISTRICT								
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L								
July 2024 - June 2025								
	Mar 2025				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
91010.0 Cur Secured	-1.84	12,557.08	-12,558.92	-0.01%	155,882.75	150,685.00	5,197.75	103.45%
91020.0 Cur Unsecured		821.58	-821.58	0.00%	10,553.19	9,859.00	694.19	107.04%
91030.0 Supplement Cur		200.67	-200.67	0.00%	3,322.35	2,408.00	914.35	137.97%
91040.0 Sec Delinquent		184.00	-184.00	0.00%	2,552.38	2,208.00	344.38	115.60%
91050.0 Supplement Delinq		61.08	-61.08	0.00%	551.16	733.00	-181.84	75.19%
91060.0 Unitary Cur Sec		171.25	-171.25	0.00%	2,091.31	2,055.00	36.31	101.77%
91300.0 Prior Unsecured		5.33	-5.33	0.00%	113.28	64.00	49.28	177.00%
91400.0 Prop Tax Penalties	-8.51	2.00	-10.51	-425.50%	1,227.75	24.00	1,203.75	5115.63%
94100.0 Interest income		333.33	-333.33	0.00%	36,898.82	4,000.00	32,898.82	922.47%
94100.8 Interest Income 208A		0.00	0.00		99,403.88	0.00	99,403.88	
94100.9 Interest Income 209A		0.00	0.00		35,889.68	0.00	35,889.68	
95220.0 Prop Tax Relief	-22.93	99.75	-122.68	-22.99%	-22.93	1,197.00	-1,219.93	-1.92%
96910 Cemetery Services		0.00	0.00		-5,910.57	0.00	-5,910.57	
96910.0 PreNeed Collections	12,683.29	4,860.50	7,822.79	260.95%	67,768.62	58,326.00	9,442.62	116.19%
96910.1 Endowment Collections	4,843.00	3,645.42	1,197.58	132.85%	32,308.00	43,745.00	-11,437.00	73.86%
96910.2 CSVC- Plot Fees	22,304.00	25,122.17	-2,818.17	88.78%	222,506.00	301,466.00	-78,960.00	73.81%
96910.3 Preneed Transfer - to Gen		2,413.67	-2,413.67	0.00%	25,247.00	28,964.00	-3,717.00	87.17%
96910.4 CSVC- Vaults	8,997.00	6,044.58	2,952.42	148.84%	70,095.00	72,535.00	-2,440.00	96.64%
96910.5 CSVC- Open & Close	4,529.00	7,967.58	-3,438.58	56.84%	80,377.00	95,611.00	-15,234.00	84.07%
96910.6 CSVC- Miscellaneous	1,581.34	1,108.75	472.59	142.62%	108,891.23	13,305.00	95,586.23	818.42%
96910.61 Convivence Fees Collected	337.02	0.00	337.02		1,911.39	0.00	1,911.39	
96910.62 96910.62 Interment Rights	0.00	0.00	0.00		0.00	0.00	0.00	
Total 96910.6 CSVC- Miscellaneous	\$ 1,918.36	\$ 1,108.75	\$ 809.61	173.02%	\$ 110,802.62	\$ 13,305.00	\$ 97,497.62	832.79%
96910.8 CSVC- markers	1,848.00	2,285.67	-437.67	80.85%	15,762.00	27,428.00	-11,666.00	57.47%



96910.9 CSVC- Saturday Services		559.25	-559.25	0.00%	8,647.00	6,711.00	1,936.00	128.85%
Total 96910 Cemetery Services	\$ 57,122.65	\$ 54,007.59	\$ 3,115.06	105.77%	\$ 627,602.67	\$ 648,091.00	-\$ 20,488.33	96.84%
96911.0 Plot Refund		0.00	0.00		-19,299.42	0.00	-19,299.42	
97300.0 Donations		0.00	0.00		300.00	0.00	300.00	
97300.1 Memorial Day Don.		25.00	-25.00	0.00%	0.00	300.00	-300.00	0.00%
Total 97300.0 Donations	\$ 0.00	\$ 25.00	-\$ 25.00	0.00%	\$ 300.00	\$ 300.00	\$ 0.00	100.00%
Total Income	\$ 57,089.37	\$ 68,468.66	-\$ 11,379.29	83.38%	\$ 957,066.87	\$ 821,624.00	\$ 135,442.87	116.48%
Gross Profit	\$ 57,089.37	\$ 68,468.66	-\$ 11,379.29	83.38%	\$ 957,066.87	\$ 821,624.00	\$ 135,442.87	116.48%
Expenses								
11100.0 Salary	17,208.00	20,833.33	-3,625.33	82.60%	155,218.00	250,000.00	-94,782.00	62.09%
11240.0 Board	600.00	666.67	-66.67	90.00%	4,400.00	8,000.00	-3,600.00	55.00%
11320.0 Overtime	924.00	333.33	590.67	277.20%	5,122.50	4,000.00	1,122.50	128.06%
12100.0 Retire	3,496.02	5,000.00	-1,503.98	69.92%	40,548.51	60,000.00	-19,451.49	67.58%
12200.0 OASDHI	1,433.02	1,500.00	-66.98	95.53%	12,602.68	18,000.00	-5,397.32	70.01%
12300.0 Group Ins	6,921.98	3,916.67	3,005.31	176.73%	47,521.70	47,000.00	521.70	101.11%
12400.0 Comp Ins		1,041.67	-1,041.67	0.00%	12,264.00	12,500.00	-236.00	98.11%
12500.0 SUI		41.67	-41.67	0.00%	336.00	500.00	-164.00	67.20%
1000's TOTAL	30,583.02	33,333.34	-2,750.32	91.75%	278,013.39	400,000.00	-121,986.61	69.50%
20050.0 Advertising			0.00		20.00	0.00	20.00	
20290.0 Business Exp	778.40	1,000.00	-221.60	77.84%	6,314.58	12,000.00	-5,685.42	52.62%
20350.0 Education & Train	1,364.00	1,550.00	-186.00	88.00%	11,243.40	18,600.00	-7,356.60	60.45%
20380.0 Employee Recognition	402.51	83.33	319.18	483.03%	3,525.45	1,000.00	2,525.45	352.55%
20510.0 Liability Ins		0.00	0.00		24,821.00	25,000.00	-179.00	99.28%
20610.0 Membership	118.53	158.33	-39.80	74.86%	1,557.94	1,900.00	-342.06	82.00%
20760.0 Office Sup	111.76	250.00	-138.24	44.70%	1,206.85	3,000.00	-1,793.15	40.23%
20810.0 Postage	99.13	83.33	15.80	118.96%	518.73	1,000.00	-481.27	51.87%
21030.0 Agri/Horti SVC		500.00	-500.00	0.00%	905.00	6,000.00	-5,095.00	15.08%
21040.0 Agri / Horti SUP		750.00	-750.00	0.00%	3,816.02	9,000.00	-5,183.98	42.40%
21910.0 Electricity	623.41	708.33	-84.92	88.01%	5,402.45	8,500.00	-3,097.55	63.56%
21930.0 Refuse Collect	402.60	500.00	-97.40	80.52%	10,656.15	6,000.00	4,656.15	177.60%
21950.0 Stormwater		41.67	-41.67	0.00%	756.95	500.00	256.95	151.39%
21970.0 Telephone	493.39	525.00	-31.61	93.98%	4,396.24	6,300.00	-1,903.76	69.78%
21980.0 Water	1,556.24	1,208.33	347.91	128.79%	12,956.54	14,500.00	-1,543.46	89.36%
22050.0 Auto Maint SVC		416.67	-416.67	0.00%	0.00	5,000.00	-5,000.00	0.00%
22060.0 Auto Maint SUP	8.47	416.67	-408.20	2.03%	851.87	5,000.00	-4,148.13	17.04%
22260.0 Expend Tools	1,054.55	500.00	554.55	210.91%	1,493.09	6,000.00	-4,506.91	24.88%
22360.0 Fuel- Lube	528.20	833.33	-305.13	63.38%	5,560.31	10,000.00	-4,439.69	55.60%
22750.0 Rent Equip		333.33	-333.33	0.00%	0.00	4,000.00	-4,000.00	0.00%
22810.0 Shop Equip SVC		83.33	-83.33	0.00%	1,077.50	1,000.00	77.50	107.75%



22820.0 Shop Equip SUP	1,155.81	500.00	655.81	231.16%	2,157.81	6,000.00	-3,842.19	35.96%
22910.0 Other Equip SVC		50.00	-50.00	0.00%	0.00	600.00	-600.00	0.00%
22920.0 Other Equip SUP	638.47	125.00	513.47	510.78%	3,192.98	1,500.00	1,692.98	212.87%
23130.0 Uniforms	560.22	83.33	476.89	672.29%	913.12	1,000.00	-86.88	91.31%
25050.0 Account SVC	18,000.00	916.67	17,083.33	1963.63%	36,735.00	11,000.00	25,735.00	333.95%
25070.0 Assess Coll SVC		1,000.00	-1,000.00	0.00%	6,138.71	12,000.00	-5,861.29	51.16%
25310.0 General Counsel		166.67	-166.67	0.00%	1,775.00	2,000.00	-225.00	88.75%
25910.0 Other Prof SVC	510.91	1,583.33	-1,072.42	32.27%	9,830.85	19,000.00	-9,169.15	51.74%
28520.0 Memorial Day	374.00	0.00	374.00		1,094.79	17,000.00	-15,905.21	6.44%
28520.1 MD Temp Workers		0.00	0.00		0.00	17,000.00	-17,000.00	0.00%
28980.0 Other Oper SUP	2,407.56	2,083.33	324.23	115.56%	19,195.84	25,000.00	-5,804.16	76.78%
28990.0 Other Oper SVC		4,517.17	-4,517.17	0.00%	2,457.62	54,206.00	-51,748.38	4.53%
28990.1 Temp Workers	15,958.10	11,599.50	4,358.60	137.58%	149,000.90	139,194.00	9,806.90	107.05%
28990.2 Gates	550.00	550.00	0.00	100.00%	4,950.00	6,600.00	-1,650.00	75.00%
29340.0 Public Works		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
2000's TOTAL	47,696.26	33,158.32	14,537.94	143.84%	334,522.69	456,900.00	-122,377.31	73.22%
32100.0 Lease Interest		0.00	0.00		0.00	0.00	0.00	
32300.0 Lease Payment		0.00	0.00		0.00	0.00	0.00	
3000's TOTAL	0.00	0.00	0.00		0.00	0.00	0.00	
41010.0 Land Purchase		62,258.17	-62,258.17	0.00%	0.00	747,098.00	-747,098.00	0.00%
42020.0 Structure / Improv		2,083.33	-2,083.33	0.00%	55,740.57	25,000.00	30,740.57	222.96%
43030.0 Equipment		0.00	0.00		122,995.93	150,000.00	-27,004.07	82.00%
44030.0 Computer Software		0.00	0.00		0.00	0.00	0.00	
4000's TOTAL	0.00	64,341.50	-64,341.50	0.00%	178,736.50	922,098.00	-743,361.50	19.38%
80400.0 Commodities		888.92	-888.92	0.00%	16,187.90	10,667.00	5,520.90	151.76%
80400.1 Scroll Plates	1,960.00	888.92	1,071.08	220.49%	5,603.97	10,667.00	-5,063.03	52.54%
80400.2 Urn Vaults		888.92	-888.92	0.00%	717.50	10,667.00	-9,949.50	6.73%
8000's TOTAL	1,960.00	2,666.76	-706.76	73.50%	22,509.37	32,001.00	-9,491.63	70.34%
Merchant deposit fees	271.86	125.00	146.86	217.49%	1,356.69	1,500.00	-143.31	90.45%
Total Expenses	\$ 80,511.14	\$ 133,624.92	-\$ 53,113.78	60.25%	\$ 815,138.64	\$ 1,812,499.00	-\$ 997,360.36	44.97%
Net Operating Income	-\$ 23,421.77	-\$ 65,156.26	\$ 41,734.49	35.95%	\$ 141,928.23	-\$ 990,875.00	\$ 1,132,803.23	-14.32%
Other Expenses								
89999.0 Tranfer To Pre-need Liability	12,683.29	4,807.40	7,875.89	263.83%	67,768.62	45,816.65	21,951.97	147.91%
Reconciliation Discrepancies-1		0.00	0.00		97.84	-1,601.53	1,699.37	-6.11%
Total Other Expenses	\$ 12,683.29	\$ 4,807.40	\$ 7,875.89	263.83%	\$ 67,866.46	\$ 44,215.12	\$ 23,651.34	153.49%
Net Other Income	-\$ 12,683.29	-\$ 4,807.40	-\$ 7,875.89	263.83%	-\$ 67,866.46	-\$ 44,215.12	-\$ 23,651.34	153.49%
Net Income	-\$ 36,105.06	-\$ 69,963.66	\$ 33,858.60	51.61%	\$ 74,061.77	-\$ 1,035,090.12	\$ 1,109,151.89	-7.16%