



FAIR OAKS CEMETERY DISTRICT

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

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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.”**

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

Wednesday, May 14, 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, John Oldham, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega.
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction
 - Potential Board Member Evan Currie was present to observe.
 - Mark Velasquez was present to speak on item 7B.
5. Information Items:
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on heat illness prevention.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$40,624.00
 - District total income including tax revenue and interest reported as \$48,862.98
 - ii. Interments
 - The district's 16 burials consisted of 12 cremations and 4 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 112 visits to our website.
 - Chamber Catcher page had 0 direct views.
 - v. Major Purchases or other Extraordinary Purchases
 - None to report.
 - vi. Incidents
 - Boulders belonging to clients were placed as temporary markers. Boulders have been tested and need to be removed, as they do not comply with our rules & Regulations. Staff directed to draft a letter giving a timeline for removal.
 - vii. Correspondence
 - viii. Upcoming events, conferences, and training
 - PCA Training in June – Lingenfelter to attend.

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

C. Committee Reports:

i. Finance Committee

- The finance committee met prior to the board meeting. Trustee Schroeder reported total claims were \$74,437.17 with no corrections.

ii. Investment Committee

- Investments are following industry trends.

iii. Other Committee Reports

1. Update on Tax Issues

- Following up on several items.

2. Update on Land Issues/Acquisition

- Small area of land found.
- Staff directed to investigate who owns property.
- Staff directed to research into the possibility of green burials at a new site.
- Staff directed to research open space parks and cemeteries.

6. Unfinished Business - Board Discussion & Possible Action Items

A. Preliminary Budget Approval

- Motion to approve the preliminary budget, as Presented. Moved by Trustee Neufeld 2nd by Trustee Flood Approved 4/0/0.

B. Pirce Sheets Increase Approval

- Moved to the next meeting.

C. All-Paid Proposal

- Motion to move credit card processing to All Paid. Moved by Trustee Oldham 2nd by Trustee Neufeld Approved 4/0/0.

D. Five-Star Bank Proposal

- Motion to move our holding account to 5-star bank. Moved by Trustee Flood 2nd by Trustee Neufeld Approved 4/0/0.

7. New Business - Board Discussion & Possible Action Items

A. Consent Calendar

i. Approval of Board Minutes of April 9, 2025

ii. Approval of Claims

- Motion to accept the Consent Calendar, as Presented. Moved by Trustee Neufeld 2nd by Trustee Oldham Approved 4/0/0.

B. Upcoming Municipal Service Review.

- Mark Velasquez presented the need for a public cemetery district in Sacramento County, mainly Sacramento City Area.
- Requested the Board to consider a letter of support for the new Cemetery District.

8. Trustees Discussions, Questions, & Comments

- Trustee Schroeder commented that Trustee Flood & Secretary Lingenfelter did a great job on the Policy & Procedure Manual.
- Trustee Flood inquired as to whether staff had secured a date for Ethics training. Staff are still working on this with GSRMA.
- DF reminded the Board about Memorial Day events.
- Motion to move next meeting to 9:15am. Moved by Trustee Schroeder 2nd by Trustee Flood Approved 4/0/0

9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:28am.
Approved as ____ read ____ corrected.
Prepared by: Mysti Lingenfelter Board Clerk.