



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
Evan Currie – 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, August 13, 2025, at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

1. Call to Order-9:15 a.m.
 - Chairman Schroeder called the meeting to order at 9:15am.
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board
 - Present were Trustees Pete Schroeder, Carolyn Flood, John Oldham, Evan Currie, DM Guillermo Barron, Secretary Mysti Lingenfelter, and Foreman Gonzalo Vega. Absent was Trustee Don Neufeld.
4. Public Comment on & Opportunity to Discuss Matter within District Jurisdiction
 - Laura Knopf - Laura Knott presented a public comment regarding her husband's burial. The board apologized for the distress caused and acknowledged the need for review.
 - Motion to move issue to Agenda. Moved by Trustee Flood, Second by Trustee Currie. Approved 4/0/1
 - Discussion with Staff, DM explained that when family members sign documents stating they have the right to authorize a burial, the cemetery assumes a good relationship exists and they are truthful, however the documents they sign do state they knowingly sign having the authorization to do so under penalty of perjury.
 - Staff were directed that a second page be added to the service arrangement document, detailing procedures of burials, for clients to keep.
 - Trustee Currie will reach out to Ms. Knopf to explain the new procedure.
5. Information Items:
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - This month's safety meeting was held on flammable liquids: handling and safety.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$63,373.16
 - District total income including tax revenue and interest reported as \$76,828.18
 - ii. Interments
 - The district's 16 burials consisted of 8 cremations and 8 caskets.
 - iii. Attendance
 - District Employee's attendance is up to date.
 - iv. Website Contacts
 - Google Analytics showed 129 visits to our website, and one 5-star review.
 - Chamber Catcher page had 18 direct views.
 - v. Major Purchases or other Extraordinary Purchases
 - Sold the CASE to offset cost for new excavator for a total of \$41,500.00.

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- Takeuchi contract is solved and moving forward.
 - vi. Incidents
- Previously discussed was the Knopf case.
 - vii. Correspondence
- GASB requirements should be starting this fiscal year. We are already recording the information requested, and no further changes are needed at this time.
- Our Bank interest rate should stay at 4.258% until the end of September.
 - viii. Upcoming events, conferences, and training
- GSRMA Annual Conference will be in Corning, CA. DF, Trustee Oldham, and Trustee Currie should be in attendance.

C. Committee Reports:

- i. Finance Committee
 - The finance committee met prior to the board meeting. Trustee Oldham reported total claims were \$95,293.67.
- ii. Investment Committee
 - Investments are following industry trends.
- iii. Other Committee Reports
 - 1. Update on Tax Issues
- LAFCo presentations went well.
 - 2. Update on Land Issues/Acquisition
- Updates were provided on land issues and acquisitions.

6. Unfinished Business - Board Discussion & Possible Action Items

A. Final Budget Review & Approval

- The final budget review and approval were conducted.
- B. Final Budget Adoption: Resolution 2026 - 5
 - Motion to move approve Final Budget, as corrected. Moved by Trustee Flood, Second by Trustee Oldham. Approved 4/0/1
- C. Price Sheets Increase Approval
 - Motion to move approve Price Sheet increases. Moved by Trustee Currie, Second by Trustee Oldham. Approved 4/0/1

7. New Business - Board Discussion & Possible Action Items

A. Consent Calendar

- i. Approval of Board Minutes of July 9, 2025
- ii. Approval of Special Board Minutes of July 29, 2025
- iii. Approval of Claims

Motion to approve the consent calendar, as presented. Moved by Trustee Flood, Second by Trustee Oldham. Approved 4/0/1

B. Resolutions 2026 - 02-04

- Moved to the next meeting, directions given to staff.
- C. Light Up the Cemetery
 - Plans for the "Light Up The Cemetery" event were discussed.
- D. PCA Conference Discussion

- No further discussion

8. Trustees Discussions, Questions, & Comments

- None

9. Adjournment

- Chairman Schroeder adjourned the meeting at 10:57am.
Approved as ____ read ____ corrected.
Prepared by: Mysti Lingenfelter Board Clerk.