

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

Wednesday, April 10, 2019 at 9:15 am

1. Call to Order-9:15 a.m.
 - Chairman Clouse called the meeting to order at 9:15 a.m.
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance.
3. Roll Call of Board
 - Present were trustees Robert Clouse, Carolyn Flood, Albert Neufeld, Patricia Vogel, and DM Guillermo Barron & DF Gonzalo Vega. Employees Teresa Day and Mysti Lingenfelter were also present. Trustee Beverly Dodds was absent. Visitors present: Sherry Wood.
4. Announcement of Closed Session Items
 - No items were announced or discussed.
5. Public Comment on any agenda items - Open or Closed
 - Sherry Wood brought a letter to the board asking for the FOCD to send a letter to the owners of the graves adjacent to her family and see if they were willing to trade. Ms. Wood indicated she would cover the costs of the transfers if the other family was willing. Chairman Clouse recommended the staff to draft a letter for him to review and sign.
6. Recess to Closed Session
 - No action taken.
7. Information Items
 - A. DM's Monthly Reports: Sales, Burials, Safety Meeting, Attendance & Major Purchases
 - DM Barron reported on March sales, burials, major purchases and attendance. No major purchases for the month of March.
 - B. District Foreman's Monthly Report
 - DF Vega reported the safety meeting for the month was on workplace violence and how to handle stressful situations and/or to prevent the situations from happening in the first place. This topic was also addressed at the CAPC Conference attended last month. DF Vega stated the team is working on safety and beautification for Memorial Day.
 - C. Web Site Hit
 - 281 visitors to our web-site
 - D. Incident Report
 - DM Barron reported no incidents last month
 - E. Correspondence
 - FOCD was invited to the 26th Annual "A Taste of Fair Oaks" event on June 7th
 - FOCD was invited to join the PCA Annual Conference & Celebration on August 15th -18th
 - FOCD was invited to participate in CAPC Partners Special District Legislative Days May 21st -22nd
 - FOCD was informed that the modifications they paid for in CemSites were operational.

- FOCD was invited to join FORPD “It’s My Park Day & Big Day of Service”
- FOCD was invited to attend the FOCC Luncheon April 11th. Chairman Clouse will be in attendance.
- FOCD was invited to attend the FOCC Mixer at Salon Jolie April 10th.
- FOCD was given an award from PCA to signify FOCD is a member in good standing.

F. Discussion of Budget Code 1124

- Board was advised of the need to reduce spending in this category. The investment committee needed to move to directly before the board meetings. If the conferences are not directed at board members or new information, then FOCD does not need to spend money on their attendance.

G. Memorial Day Committee Report

- Theme of this years Memorial Service will be determined on the next meeting, this Friday. This year we are being more conscience of food allergies and cross contamination of utensils. Chairman Clouse reported we will need blue ribbon to signify 10-12 seats in the front row for handicap seating. Guest Speaker for the event will be determined. Members of the Memorial Day Committee include but are not limited to: Bob Clouse, Beverly Dodds, Elizabeth R. on behalf of the Boy Scouts, Bill Hollmann Pete DePalma, John Paul Jones, Terri Perin, Barbara Roper, and Lois Fraizer.

8. Old Business Items

A. Job Descriptions and Duties

- Chairman Clouse & Trustee Flood suggested changes to the document. Trustee Flood moved to accept the job descriptions and duties based on the changes proposed; the motion was seconded by Trustee Vogal.: Approved
 - Chairman Clouse - Aye
 - Trustee Neufeld - Aye
 - Trustee Dodds - Absent
 - Trustee Vogel - Aye
 - Trustee Flood. - Aye

B. Safety Program

- Board has reviewed and will make no changes. No Action taken.

C. Evaluation Forms

- Board has reviewed and will make no changes. No Action taken

D. Financials Pre-Need vs. At-Need

- DM Barron reported to have spoken to our Financial Auditor in this matter. He reported the advice was given not to change the way we are budgeting our Pre-Need. Board has reviewed and will make no changes. No Action taken

9. Discussion Items & Possible Action Items

A. Finance Committee Report

- Trustee Vogal and Employee Day met and reviewed the claims. Trustee Vogal recommended the approval of the Claims with a total expenditure of \$13,861.67. Chairman Clouse complimented the Staff on the low expenditure trend he has seen over the last couple of months.

B. Oak Knoll Development

- Chairman Clouse reported on a meeting that was held on April 6th with DM Barron, Chairman Clouse, Legal Council Mr. Hunt, and Jimmy Pinocchio. The contract was discussed and modified giving Mr. Pinocchio direction to finish the fence and wall on west side of property, without extra supervision from his own team. Mr. Hunt will be overseeing the project.

C. Land Purchase Committee

- Chairman Clouse reported he would like to have a local real estate expert on the committee with a representative from Susan Peters office. He is still forming the committee but will be checking into land around the Aerojet property.

D. Website Services

- FOCD was presented with four proposals for website re-design. This item is asked to return at the next board agenda for further discussion and possible action.

10. Consent Calendar

A. Approval of Board Minutes of March 13, 2019

B. Approval of Claims

- Moved by Trustee Flood and 2nd by Trustee Neufeld.: Approved
 - Chairman Clouse - Aye
 - Trustee Neufeld - Aye
 - Trustee Dodds - Absent
 - Trustee Vogel - Aye
 - Trustee Flood. - Aye

11. Board Matters

- Trustee Neufeld & Chairman Clouse delivered the Indemnity Agreement to the FOCC & FORPD and will visit the Rotary soon.
- LAFCO will be attended in April by Chairman Clouse & Trustee Neufeld.
- Trustee Neufeld will come into the FOCD office and advise on the budget formatting.

12. Trustee Questions & Comments

- Investment Committee met and looked over the reports. Trustee Flood will look into the fees from the September statements for what we pay Wells Fargo to invest our endowment funds.

13. Adjournment

- Chairman Clouse adjourned the meeting at 11:20 a.m

Approved as ___ read ___ corrected

Prepared by: Teresa Day

Chairman
Secretary

Votes: ___Ayes ___Nays ___Abstain ___Absent
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