



FAIR OAKS CEMETERY DISTRICT

7780 Olive Street Fair Oaks, CA 95628

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

www.fairoakscemetery.com

ESTABLISHED 1902

Guillermo Barron
District Manager
Teresa Day
Admin Assist
Mysti Lingenfelter
Admin Assist

BOARD OF TRUSTEES
Robert Clouse-Chairman
Carolyn Flood-Vice Chairman
Beverly J. Dodds
Patricia Vogel
Albert D. Neufeld

**“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, June 12, 2019 at 9:15 am

1. Call to Order
 - Chairman Clouse called the meeting to order at 9:13 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. Legal Council Bob Hunt was present. Sandra Wheeler from Wells Fargo Advisors and Jimmy Pinochio were in attendance to present on agenda items.
4. Announcement of Closed Session Items
 - No items were announced or discussed
5. Public Comment on any agenda items - Open or Closed
 - A. Neighbor Charlie Kaplan presented his concerns about the new development and his need for privacy. He requested to be notified as construction moves forward, as he would like to be home. In the meantime, he is concerned with the weeds and pests in the area.
 - B. Mr. James Holmes spoke to the board regarding an issue with a grave he purchased back in 1993. He will be delivering a letter to the district regarding this matter.
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 May sales, burials, major purchases and attendance. No major purchases for the month of May. DM Barron reported they had created the new required cooling room for the employees to take their breaks in on extremely hot days.
 - B. District Foreman's Monthly Report
 - DF Vega reported the safety meeting for the month was on heat illness prevention, and ear / hearing safety. DF Vega reported that the employees need to wear the provided hearing protection while operating the machinery on the grounds. He will be creating a log for hot temperatures and the procedures we follow.
 - C. Web Site Hit
 - 621 Visitors to our website
 - D. Incident Report
 - DM Barron reported on the discovery of a plot that was sold in 1993 and transferred to another plot. The proper paperwork was not completed at that time, so we don't have records of the purchaser returning the rights of the space to FOCD. We have offered the client a refund of money paid (as per our policy) and choosing a new cremation plot.

E. Correspondence

- FOCD received correspondence regarding a request for a specifically designed headstone. DM Barron wanted to inform the board of what Mr. Dean Tormet is proposing.

F. Memorial Day Report

- DM Barron reported that the Memorial Day event was very well received by the public. Many people had commented that TAPS was beautiful this year, the speaker was very eloquent, and several people took time out of their day to stop by and compliment FOCD on a great event.

8. Old Business Items

A. Finance Committee Report

- Sandra Wheeler from Wells Fargo Investments presented on our Endowment investment accounts. Overall, our investments are very conservative and safe. The fees we pay Wells Fargo Investors are built into the reinvestment model, and last year FOCD paid \$783.00 in fees. Ms. Wheeler presented the idea of using funds per Gov. Code §53601 to help budget for the next fiscal year.
- Trustee Vogel presented on the monthly claims and budget and recommended the approval of the consent agenda.

B. Website Update

- Employee Lingenfelter presented on an updated timeline for our website redesign, new upcoming ADA compliance, and full project outline.

C. Oak Knoll Development

- Project Engineer Jimmy Pinocchio presented on the new development. He assured the board that the project would go out to bid July 1st with a deadline of July 25th. We should begin construction in August of 2019. Mr. Pinocchio will be conducting a site walk on July 11th for all interested bidders.

D. Land Purchase Committee

- Nothing to report

9. Discussion Items & Possible Action Items

A. New Fiscal Year Budget Proposal

- Special Board Meeting Scheduled for June 19, 2019 @ 1pm to discuss further.

10. Consent Calendar

A. Approval of Board Minutes of May 8, 2019

B. Approval of Claims

- Moved by Trustee Flood and 2nd by Trustee Neufeld.: Approved 4 Ayes, 1 Absent

11. Board Matters

12. Trustee Questions & Comments

13. Adjournment

- Chairman Clouse adjourned the meeting at 11:58 a.m

Approved as ___ read ___ corrected

Prepared by: Teresa Day

Chairman
Secretary

Votes: ___ Ayes
___ Nays
___ Abstain
___ Absent