



# FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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www.fairoakscemetery.com

ESTABLISHED 1902

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

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

**"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 19, 2020 at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

1. Call to Order-9:15 a.m.
  - Chairman Clouse called the meeting to order at 9:15 am
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. Employee Mysti Lingenfelter was also present.
4. Public Comment on any agenda items - Open or Closed
  - Present were Stacey Smith, Virginia Smith, and Kenneth Smith. They addressed our board about the benches in West Hill. There used to be a flat concrete bench, now there is an iron bench with a back. The issue is the back is facing the niches, rather than the plots behind. The board directed DM to look into possible solutions and report back at the next meeting.
5. Unfinished Business - Board Discussion & Possible Action Items
  - A. Fountains Development Project
    - Update was given for total direct costs and indirect costs associated with the project.
    - Project is under projected budget.
6. Finance Committee Report
  - Trustee Vogel confirmed the verification of claims in the amount of \$35,472.11
7. Consent Calendar
  - A. Approval of Board Minutes of January 8, 2020
  - B. Approval of Special Board Minutes of February 6, 2020
  - C. Approval of Claims
    - Motion to accept the consent calendar as corrected. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Vogel. Approved: Unanimously
    - Motion to alter Agenda for Closed Session. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Vogel. Approved: Unanimously
    - Chairman Clouse Recessed into Closed Session 9:46 am
    - Chairman Clouse Reconvened to Open session 10:17am Trustee Neufeld left early
    - Motion to increase DM pay. Moved by Trustee Flood and 2<sup>nd</sup> by Trustee Vogel. Approved: Unanimously
8. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - DM reported the safety meeting was on use and care of hard hats. Ours are good for at least 4 more years provided the workers take care of them.
      - Hard hats are to be worn when working heavy equipment
        - ii. Any unusual activities
      - Electric Gate malfunctions - DM & Crew repaired.

## Fair Oaks Cemetery District Agenda for Board of Trustees Meeting February 19, 2020

### B. DM's Monthly Reports:

#### i. Sales

- District Sales reported as \$21,353.77

#### ii. Internments

- District's 12 Burials consisted of 4 casket burials & 8 cremation burials

##### 1. Available Plot Counts

- Data sheet provided will be used at various meetings to discuss acquiring land.
- Board asked to have this updated each month.

#### iii. Website Contacts

- No district contacts to report.
- Google Analytics showed 74 visits to our website in December and 74 visits to our website in January.

#### iv. Correspondence

##### 1. Update on transferring to STIFEL

- Investment Committee and DM had a conference call with Sandra Wheeler from STIFEL. She explained how things work on her end. She was advised to invest according to our board policy and as she has done for us in the past.
- Wells Fargo has sent documents closing out the accounts
- STIFEL has sent documents opening accounts.
- The end of the budget sheet was changed to reflect new investments each month.

##### 2. Update on Folsom/Rancho Land

- Mr. Rose has not gotten back to us.
- Chairman Clouse met with a representative from Folsom and would like them to take part in our district.
- Board advised DM to have meetings with Rancho Cordova, Folsom, and Mr. Rose moving forward.

#### v. Upcoming events, conferences, and trainings

- DM will be attending Conference for GSRMA in Oxnard, CA Feb. 20, 2020.
- April 23<sup>rd</sup> is one of the dates for the managers, and board members ethics training.
  - 1. FOCAP (Fair Oaks Community Action Partnership) meeting to be held March 25, 2020 at 4pm at FO Cemetery.

- Trustee Vogel wanted to make sure DM would be in attendance. She will provide cookies and asked the district provide coffee and the little water bottles.
- Chairman Clouse stated he would be in attendance that night as well.

##### 2. Equipment Show

- March 26<sup>th</sup> is the equipment show.
- DM said he would check at the conference with PCA to see if we needed to provide support in any way.

#### vi. Major Purchases or other extraordinary expenditures

- District purchased new computers to make our safety protocols compliant.

#### vii. Incidents

##### 1. Update on Gate

- DM will schedule the service for the gate repair
- GSRMA is handling payment
- Board requested that we cap the cement pillars with iron and make sure to have a height restriction posted upon completion of the gate.

### 9. New Business - Board Discussion & Possible Action Items:

#### A. SDAC - Nominations

- No recommendations for nominations.

#### B. Investment Policy Review for Sacramento County

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting February 19, 2020

- Read & Reviewed Sacramento County Investment policy.
- Trustee Flood noted that their policy allows for B rates companies to invest in as we only invest in A rated companies.

10. Trustees Discussions, Questions, & Comments

- DM complimented his staff on a job well done.

11. Adjournment

- Chairman Clouse adjourned the meeting at 11:02 a.m

Votes: <input type="checkbox"/> Ayes
<input type="checkbox"/> Nays
<input type="checkbox"/> Abstain
<input type="checkbox"/> Absent

Approved as  read  corrected

*Bob Clouse*  
Prepared by: Mysti Lingenfelter

Chairman  
Secretary