



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
Peter Schroeder

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, April 8, 2020 at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

Due to COVID-19 precautions this meeting was held online via Zoom.

1. Call to Order-9:15 a.m.
 - Chairman Clouse asked Trustee Flood to run the meeting – Trustee Flood called the meeting to order at 9:24 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, Peter Schroeder, and DM Guillermo Barron. Employee Mysti Lingenfelter and DF Gonzalo Vega was also present
4. Public Comment on any agenda items - Open or Closed
 - No Public present
5. Unfinished Business - Board Discussion & Possible Action Items
 - A. Fountains Development Project
 - Fountains Project is almost complete. Progress has slowed down a bit due to COVID-19 and weather.
 - B. Update on Land Acquisition
 - DM Barron & Trustee Schroeder to contact people regarding land and parcels available.
6. Investment Committee Report
 - Reviewed documents from both Wells Fargo and Stifel, transition looks to be complete.
 - Saw slight gains during the transfer.
7. Finance Committee Report
 - Trustee Vogel confirmed the verification of claims in the amount of \$26,610.47
8. Consent Calendar
 - A. Approval of Board Minutes of March 11, 2020
 - B. Approval of Claims
 - Motion to accept the consent calendar as written. Moved by Trustee Neufeld 2nd by Trustee Clouse. Approved: Unanimously
9. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - Monthly safety meeting was on social distancing – mask, gloves, & hand washing protocols.
 - ii. Any unusual activities
 - Nothing to report
 - B. DM's Monthly Reports:
 - i. Sales
 - District Sales reported as \$30,081.06
 - ii. Internments

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting April 8, 2020

- District's 15 burials consisted of 8 cremations and 7 caskets.
 - iii. Attendance
 - iv. Website Contacts
 - Google Analytics showed 114 visits to our website in March
 - v. Correspondence
 - Trustee Clouse complimented staff on the letter received and our handling of services during the COVID-19 pandemic.
 - 1. Central Valley Community Bank
 - Email received from Central Valley Community Bank investments. They would like to show us what they have to offer for investing.
 - Board advised staff that we are not interested at this time. There is concern the bank practices are no longer community based.
 - vi. Upcoming events, conferences, and trainings
 - 1. Target Solutions for Ethics & Harassment
 - Board members were invited to join the ethics training via zoom, or complete through Target Solutions.
 - vii. Major Purchases or other extraordinary expenditures
 - Money for Fountains Project has been transferred.
 - viii. Incidents
 - 1. Update on Gate
 - DM Barron is working with Fred Yancy from GSRMA to complete the fix
 - Work has been slowed due to COVID -19 pandemic
 - 2. Back Fence/Wall of Shop
 - Fence by shop was damaged due to rain. Plan is to replace with a brick wall for more support.
10. New Business - Board Discussion & Possible Action Items:
- A. Annual Audit Review - Scott German
 - Auditor Scott German presented his findings.
 - Mr. German shared that we have good checks and balances for having such small staff.
 - Motion to accept the audit as presented. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
 - B. COVID-19 Update
 - Trustees complimented DM Barron on a great job handling the situation and supports his decisions moving forward.
 - During COVID -19 office staff worked from home as much as possible.
 - Office staff has returned to work; however, office is open by appointment only
11. Trustees Discussions, Questions, & Comments
- Trustees suggested we cancel Memorial Day Event considering the COVID-19 pandemic.
 - Flags will still be present and invitations to drive through will go out
12. Adjournment
- Trustee Flood adjourned the meeting at 10:24am

Approved as read corrected

Opel Clouse
Prepared by: Mysti Lingenfelter

Chairman
Secretary

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