



Guillermo Barron
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FAIR OAKS CEMETERY

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ESTABLISHED 1902

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

**"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, May 13, 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 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, Peter Schroeder, and DM Guillermo Barron. Employee Mysti Lingenfelter and DF Gonzalo Vega was also present. Sandra Wheeler from STIFEL was 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
 - DM Barron reported that progress on the project has been slow due to COVID-19 restrictions and rain. The goal is still to have the section ready by Memorial Day. Cubbies are almost fully complete.
 - B. Update on Land Acquisition
 - Trustee Schroeder gave an update on the slowing real estate market and not being able to have face to face conversations.
 - DM Barron advised we wait until restrictions are lifted to continue the pursuit for land.
6. Finance Committee Report
 - Trustee Schroeder and Trustee Vogel reviewed the claims. Trustee Vogel reported the claims total as \$30,125.93 with the top three spending as: sales tax, health care, and vaults.
7. Consent Calendar
 - A. Approval of Board Minutes of April 8, 2020
 - B. Approval of Claims
 - Motion to accept the consent calendar as written. Moved by Trustee Flood 2nd by Trustee Vogel. Approved: Unanimously
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - DF Vega reported the safety meeting this month was on proper lifting techniques as we have new seasonal staff.
 - ii. Any unusual activities
 - Nothing new to report
 - Mirror behind the shop has been repaired

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting May 13, 2020

- Bench Update: DM Barron shared with the family if they wanted a granite bench, they could purchase one, otherwise he will move forward with installing the benches as previously discussed.

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$49,005.64

ii. Internments

- District's 10 burials consisted of 5 cremations and 5 caskets

iii. Attendance

- District's attendance is up-to-date, DM Barron has hit his limit.

iv. Website Contacts

- Google Analytics showed 80 visits to our website in March, resulting in four sales.

v. Correspondence

- No new correspondence.

vi. Upcoming events, conferences, and trainings

- Due to COVID-19 restrictions all conferences, events, and/or trainings have been cancelled or moved online.

1. Target Solutions for Ethics & Harassment

- All board members have completed the training and certificates have been turned into the county.

vii. Major Purchases or other Extraordinary Expenditures

- No major purchases this month.

viii. Incidents

1. Update on Gate

- Metal Monger has removed the Arch and is working on the repairs. He only does Iron work.

- DM Barron will be reconstructing the cement bases in house, however, supplies and labor will be reported to GSRMA for reimbursement.

2. Back Fence/Wall of Shop

- Once the dirt pile is depleted in filling the new section, the staff will create a brick wall in-house.

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

A. COVID-19 Update

- Sandra Wheeler from STIFEL presented on our current investments and future projections for the next two years.

- Overall, our strategies have paid off and will continue to show gain, although potentially less than previous years

B. Finance Software Cost Analysis

- Staff presented 3 options regarding financial software. Sage, QuickBooks, and Stay the Same.

- Trustee Neufeld - most accounting software is becoming more digital; this needs to be done sooner rather than later.

- Board asked that this be brought back next meeting for more discussion.

C. Preliminary Budget

- Motion to accept the Preliminary budget as corrected. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously

10. Trustees Discussions, Questions, & Comments

- Memorial Day event has been cancelled in its normal form. Mark Rice will still perform a benediction and prayer.

- A parade of cars will be at 10am with music being played.

- Boy Scouts (following social distancing protocols) will help with crosses and flags.

11. Adjournment

- Chairman Clouse adjourned the meeting at 11:06am

Approved as read corrected

Bl Clouse
Prepared by: Mysti Lingenfelter

Chairman
Secretary

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