



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

# FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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

[www.fairoakscemetery.com](http://www.fairoakscemetery.com)

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, July 8, 2020 at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

Due to COVID-19 precautions this meeting will be held in person and 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
4. Public Comment on any agenda items - Open or Closed
  - No Public present
5. Unfinished Business - Board Discussion & Possible Action Items
  - A. Update on Land Acquisition
    - Trustee Schroeder presented on a land opportunity of a little over 2 acres.
    - Trustees asked Staff to research funding options and/or possible tax breaks for the land.
  - B. Update on QuickBooks
    - QuickBooks Program has been installed and is up and running.
    - CemSites is in the process of connecting for income.
    - Financials should be running smoothly by September.
6. Finance Committee Report
  - Trustee Vogel reported the claims total as \$22,011.59
  - Finance Committee proposed a new meeting time of 8:45am prior to each regular board meeting.
  - Motion to accept the proposal for new meeting time. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Neufeld. Approved: Unanimously
7. Consent Calendar
  - A. Approval of Board Minutes of June 10, 2020
  - B. Approval of Claims
    - Motion to accept the Consent Calendar as proposed. Moved by Trustee Flood 2<sup>nd</sup> by Trustee Vogel. Approved: Unanimously
8. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
      - DF Vega reported on the monthly safety meeting about proper eye protection. We provide what is needed for our employees, and our temp agency provides proper equipment to their employees.
      - We do have enough extra supply that no one should work unprotected.
    - ii. Any unusual activities

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting July 8, 2020

- Nothing to Report
- B. DM's Monthly Reports:
- i. Sales
    - District sales reported as \$60,429.81
  - ii. Internments
    - District's 6 burials consisted of 4 cremations and 2 caskets
  - iii. Attendance
    - District's attendance is up to date
  - iv. Website Contacts
    - Google Analytics showed 168 visits to our website in May (Memorial Day caused the increase)
  - v. Correspondence
    - Trustee Flood appreciated the letter from GSRMA showing their willingness to help financially during this pandemic.
  - vi. Upcoming events, conferences, and trainings
    - Due to COVID-19 all upcoming events have been postponed or cancelled
  - vii. Major Purchases or other Extraordinary Expenditures
    - DM Barron reported that next month we will need to investigate purchasing a mower or two.
  - viii. Incidents
    - 1. Update on Gate
      - Gate has been repaired and raised by approximately 3 feet.
      - Height signs have been ordered and should be in shortly.
      - The discrepancy between insurance companies is being dealt with by Fred Yancy on behalf of GSRMA and FOCD.
    - 2. Back Fence/Wall of Shop
      - Dirt is being donated and moved to create room for a re-build of the wall
      - Roseville Cemetery has been helpful in letting us use equipment, as rental companies are closed.
      - Wall footing will be starting shortly.
9. New Business - Board Discussion & Possible Action Items:
- A. LAFCo Report - Flood
    - Trustee Flood attended the meeting via ZOOM, there will be no meeting in July
    - Trustee Flood gave out papers regarding upcoming legislation regarding special districts and ask that the contact for questions be Lindsey@heraldfire.com
10. Trustees Discussions, Questions, & Comments
- Trustee Schroeder asked that district put out a press release for the new section.
  - Chairman Clouse announced the next regular board meeting will be August 12, 2020 @ 9:15am
11. Adjournment
- Chairman Clouse adjourned the meeting at 10:12am

Approved as Read corrected  
Bob Clouse  
Prepared by: Mysti Lingenfelter

Chairman  
Secretary

Votes: <u>5</u> Ayes
<u>0</u> Nays
<u>0</u> Abstain
<u>0</u> Absent