



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

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, August 12, 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 expressed the need for a pre-approval letter prior to entering a contract to purchase land.
 - Looking at the budget, we have some carryover for a possible down payment.
 - Any land purchased with a loan would have to be appraised prior to purchase.
 - Trustee Schroeder will work with office staff on looking at possible loan solutions.
6. Finance Committee Report
 - Trustee Vogel reported the claims total as \$51,112.18
7. Consent Calendar
 - A. Approval of Board Minutes of July 8, 2020
 - B. Approval of Claims
 - Motion to accept the Consent Calendar as proposed. Moved by Trustee Vogel 2nd by Trustee Neufeld. Approved: Unanimously
8. Investment Committee Report
 - Trustee Flood reported that our earnings look good
 - Our Endowment Principal earned \$25,530.91 between April and June of 2020
 - Our Endowment interest earned \$25,809.10 between April and June of 2020
 - This is a net gain of 51,340.01
9. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - DF Vega reported on the monthly safety meeting about heat illness prevention as the temperature is on the rise.
 - ii. Any unusual activities
 - Nothing to Report

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting August 12, 2020

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$45,207.38

ii. Internments

- District's 12 burials consisted of 6 cremations and 6 caskets

iii. Attendance

- District Employee's attendance is up to date

iv. Website Contacts

- Google Analytics showed 101 visits to our website in June

v. Correspondence

- Our advertisement was published in all the local newspapers

- DM Barron pointed out he was thankful for FO Chamber Member, Dot Boyd, who mentioned us in an article about her personal experience at FOCD.

vi. Upcoming events, conferences, and trainings

- DM Barron will forward all future training emails and offered the conference room for the board to use to join the trainings.

vii. Major Purchases or other Extraordinary Expenditures

- Quick Books integration with CemSites is complete and paid for.

viii. Incidents

- One of our temporary workers was injured, DM Barron took him to receive treatment. Costs are covered through Labor Finders.

1. Back Fence/Wall of Shop

- Materials finally arrived; wall should be under construction, and an update will be available by next board meeting.

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

A. Financing Options for Land

- Staff presented past breakdown of costs spent on projects in Oak Knoll and Fountains.
- Trustee Neufeld will work with staff on finding money for down payment and yearly payments for land purchase.

B. Final Budget Resolution & Discussion

- Staff presented the minor adjustments to the Final Budget
- Motion to Adopt Resolution 2020-02 with taking our fund reserve and applying it to the Land section was adopted as modified. Moved by Trustee Schroeder 2nd by Trustee Vogel. Approved: Unanimously

11. Trustees Discussions, Questions, & Comments

- Trustee Schroeder asked if we keep track of why clients return plots back to us.
- Staff does keep track and mostly it is because people move out of state.
- Chairman Clouse announced the next regular board meeting will be September 9, 2020 @ 9:15am

12. Adjournment

- Chairman Clouse adjourned the meeting at 10:07am

Approved as read X corrected

De Clouse
Prepared by: Mysti Lingenfelter

Chairman
Secretary

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