



FAIR OAKS CEMETERY

7780 Olive Street Fair Oaks, CA 95628

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

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, November 18, 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 9:16 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. Back Wall of Shop
 - Back wall is finished. Security gate is installed.
 - Carpet/Flooring
 - Trustees commented on the new flooring looking wonderful.
 - Safe is in new location and allows for better access and less obstruction to the walkway.
 - New HEPA filters have arrived and operate with minimal noise. They clean 2,500 square feet every ½ hour.
6. Finance Committee Report
 - Trustee Vogel reported the claims total as \$23,855.27
7. Consent Calendar
 - A. Approval of Board Minutes of September 9, 2020
 - B. Approval of Claims
 - Motion to accept the Consent Calendar as corrected. Moved by Trustee Vogel 2nd by Trustee Flood. Approved: Unanimously
8. Information Items
 - A. District Foreman's Monthly Report
 - i. Safety Report
 - Safety meeting was on Inside / Outside housekeeping. All staff are responsible for keeping the walkways clear, wiping down surfaces often, and general cleanliness.
 - ii. Any unusual activities
 - Nothing to report.
 - B. DM's Monthly Reports:
 - i. Sales
 - District sales reported as \$52,228.63
 - ii. Internments

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting November 18, 2020

- District's 20 burials consisted of 11 cremations and 9 caskets
 - iii. Attendance
- District Employee's attendance is up to date.
 - iv. Website Contacts
- Google Analytics showed 109 visits to our website in September
 - v. Correspondence
- Fair Oaks Cemetery received a thank you card from Shirley Willey for the wonderful job we did for Veteran's Day.
 - vi. Upcoming events, conferences, and trainings
- Conference in San Diego has been canceled.
 - vii. Major Purchases or other Extraordinary Expenditures
- Nothing to report.
 - viii. Incidents
- Last week a lady was throwing vases and flowers, DM called sheriffs department, she left without incident
- Niche plates on the single round niches break easily when scroll plates are added, and FOCD cannot purchase more.
- DM Barron found a suitable solution for the long term.

C. Investment Committee Report

- Investment committee met and we have shown a small growth in our funds.
- Principal Account has earned \$3839.95 and Interest account has earned \$4,604.39
- Board asked staff to present information regarding investing pre-need funds.

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

A. Purchase of New Mowers

- Trustee Flood moved for DM Barron to purchase two new mowers and one new gator utility vehicle, suspending the policy of three estimates as we are purchasing directly from the manufacturer. Moved by Trustee Flood 2nd by Trustee Vogel. Approved: Unanimously

B. LAFCo Nominations

- Trustee Flood motioned to nominate Trustee Schroeder to the LAFCo board seat for office B for the term of January 2021 to December of 2022. Moved by Trustee Flood 2nd by Trustee Vogel. Approved: Unanimously

10. Trustees Discussions, Questions, & Comments

- Chairman Clouse thanked Trustee Flood for her many years of service on the board of LAFCo.
- Trustees gave direction to DM Barron to purchase hams or turkeys for each of the employees for Thanksgiving. All board members agreed.
- Trustee Schroeder met with Executive Director of the Fair Oaks Chamber, and employee Mysti Lingenfelter to discuss our web page, and corresponding catcher page on the chamber site. Trustee Schroeder express that our catcher page is comprehensive and well written, with 790 views it helps our web page to be listed as the top three results on google search engines.
- Chairman Clouse expressed he was pleased to see more flowers on the graves this time of year. This is thought to be of COVID and people having more time to visit loved ones. DM Stated the cemetery has had more visitors lately.

11. Adjournment

- Chairman Clouse adjourned the meeting at 10:31am

Approved as ✓ read _____ corrected

Clouse
Prepared by: Mysti Lingenfelter

Chairman
Secretary

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