



FAIR OAKS CEMETERY DISTRICT

Guillermo Barron
District Manager
Mysti Lingenfelter
Admin Assist
Gonzalo Vega
District Foreman

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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, October 11, 2023, at 9:15 am

District Office

7780 Olive St.

Fair Oaks, CA 95628

1. Call to Order-9:15 a.m.
 - Chairman Clouse called the meeting to order at 9:15am
2. Pledge of Allegiance
 - Those assembled recited the Pledge of Allegiance
3. Roll Call of Board
 - Present were trustees Bob Clouse, Pete Schroeder, and Carolyn Flood, Don Neufeld, DM Guillermo Barron, Foreman Gonzalo Vega, Auditor Scott German, and Secretary Mysti Lingenfelter.
 - Absent Pat Vogel - Trustee
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/Tax Issues
 - Trustee Schroeder is still in discussions with Sacramento County Representatives.
 - Trustee Schroeder will contact the County Assessor and arrange a meeting with our Board.
 - Appraisal is still pending.
 - B. FEMA Update
 - GSRMA has denied coverage, but in doing so also held up the FEMA claim, currently under review.
 - Chairman Clouse will reach out to Fred Yancy from GSRMA to better understand the issues.
 - Current projects for FEMA are under EHP review and could take up to a month for review.
 - C. Audit Update - Scott German
 - Scott German - Presentation of findings from 2021.
 - Motion to accept the audit draft as presented. Moved by Trustee Neufeld 2nd by Trustee Flood. Approved 4/0/1
 - Motion to combine audits for Fiscal Years 2022 & 2023 for one audit only. Moved by Trustee Neufeld 2nd by Trustee Schroeder. Approved 4/0/1
 - D. 10-year plan in motion & review
 - Staff presented projections for the next 5 years, with solutions for various scenarios to extend our operating inventory.
 - Board Directed Staff to bring this to the next meeting.
 - E. Blue Tractor
 - Tractor will be picked up on October 12, 2023, for auction at the end of October. Staff will send the link to purchase to Board members.
6. Finance Committee Report
 - The finance committee met prior to the board meeting. Trustee Schroeder reported total claims were \$28,174.60.
7. Investment Committee Report
 - The investment committee met prior to the board meeting. Trustee Neufeld & Trustee Flood reported our investment accounts are following industry trends.

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting October 11, 2023

8. Consent Calendar

- A. Approval of Board Minutes of September 13, 2023
- B. Approval of Claims

- Motion to accept the consent calendar, as presented. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 4/0/1

9. Information Items

A. District Foreman's Monthly Report

i. Safety Report

- This month's safety meeting was held on preventing back injuries.
- ii. Any unusual activities
- Nothing to report.

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$93,244.03.
- ii. Internments
- The district's 9 burials consisted of 4 cremations and 5 caskets.
- iii. Attendance
- District Employee's attendance is up to date.
- iv. Website Contacts

- Google Analytics showed 110 visits to our website in June.

- Chamber Catcher page had 11 direct views.

v. Correspondence

- GSRMA - RMAP Meeting with Steve Wood.

vi. Upcoming events, conferences, and trainings

- GSRMA - October 19-20.

vii. Major Purchases or other Extraordinary Expenditure

- Replacement for Tracks on Takeuchi.
- Concrete for new Cubbies and Retaining wall.

viii. Incidents

- Visitor has been telling people with dogs that the dogs are not allowed in cemetery. DM asked her to stop.
- Staff were given directions to draft a cease-and-desist letter.

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

11. Recess to Closed Session

- Close session 10:40am
- A. Public Employee Discipline/Dismissal/Release
- Discussion held.
- No Action taken during closed session.

12. Trustees Discussions, Questions, & Comments

- Trustee Flood requested to have Employee Job Descriptions brought back to the next meeting.

13. Adjournment

- Chairman Clouse adjourned the meeting at 11:35am.
Approved as X read _____ corrected.
Prepared by: Mysti Lingenfelter Board Secretary.

Votes: <u>4</u> Ayes
<u>0</u> Nays
<u>0</u> Abstain
<u>1</u> Absent