



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, September 13, 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 9:16am
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 to meet with Supervisor Desmond and LAFCo Rep Jose Henriquez next week to discuss our tax issue.
 - Motion to give permission for Trustee Schroeder to ask Sacramento County for a one-time monetary donation of \$2,000,000, and to ask for bids on appraisers for Easton Property. Moved by Trustee Flood 2nd by Trustee Neufeld. Approved 4/0/1
 - B. FEMA Update
 - GSRMA has denied coverage, but in doing so also held up the FEMA claim, currently under review.
 - Direction given to staff to write a letter from Chairman to GSRMA asking for denial letter to be reviewed.
 - Current projects for FEMA are under EHP review and could take up to a month for review.
 - C. Audit Update - Scott German
 - Scott German - Auditor apologized and explained delays in audit.
 - German says we should be caught-up to 2023 by January.
 - Directions given to staff to mail audits when they arrive.
6. Finance Committee Report
 - The finance committee met prior to the board meeting. Trustee Schroeder reported total claims were \$45,211.46, with the largest being GSRMA Liability.
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.
8. Consent Calendar
 - A. Approval of Board Minutes of August 9, 2023
 - Trustee Flood made a few corrections to the minutes.
 - B. Approval of Claims

Fair Oaks Cemetery District Minutes for Board of Trustees Meeting September 13, 2023

- Motion to accept the consent calendar, as corrected. Moved by Trustee Neufeld 2nd by Trustee Schroeder. 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 slips, trips, and falls.
- ii. Any unusual activities
- Nothing to report.

B. DM's Monthly Reports:

i. Sales

- District sales reported as \$34,163.14.
- ii. Internments
- The district's 18 burials consisted of 9 cremations and 9 caskets.
- iii. Attendance
- District Employee's attendance is up to date.
- iv. Website Contacts

- Google Analytics showed 136 visits to our website in June.

- Chamber Catcher page had 41 direct views.

v. Correspondence

1. LAFCo Budget

2. GSRMA Letter

- Nothing to report.
- vi. Upcoming events, conferences, and trainings
- Hand out given to board for upcoming CAPC training in Sacramento in October.
- vii. Major Purchases or other Extraordinary Expenditure
- Nothing to report.
- viii. Incidents

- Visitors complained about a walkway being up-rooted, Staff fixed walkway within 48 hours.

C. SDAC Report - Pete Schroeder

- See attached Handout.

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

A. 10-year plan in motion & review

- Staff presented projections for the next 5 years, with solutions for various scenarios to extend our operating inventory.

B. Blue Tractor

- Motion to put the Blue Tractor up for auction with a min. bid of \$500.00. Moved by Trustee Schroeder 2nd by Trustee Flood. Approved 4/0/1

11. Recess to Closed Session

- Close session 11:05am

A. Public Employee Performance Evaluation - pursuant to Gov. Code 54957

Title: District Manager

12. Reconvene to Open Session and Report any Action Taken During Closed Session

- No Action taken during closed session, agenda item to be brought back next month.

13. Trustees Discussions, Questions, & Comments

14. Adjournment

- Chairman Clouse adjourned the meeting at 11:32am. 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