



# FAIR OAKS CEMETERY DISTRICT

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

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

**"It is our mission to partner with our community to  
preserve our past & memorialize our future."**

## NOTICE OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF FAIR OAKS CEMETERY DISTRICT

Wednesday, December 13, 2023, at 9:15 am  
District Office  
7780 Olive St.  
Fair Oaks, CA 95628

Finance Committee meets at 8:45am  
Investment Committee meets prior to board meeting.

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Board, subject to reasonable time limitations for each speaker. Members of the Public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the district after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

1. Call to Order-9:15 a.m.
2. Pledge of Allegiance
3. Roll Call of Board
4. Public Comment on any agenda items - Open or Closed.

The Board of Trustees of the Fair Oaks Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

### 5. Unfinished Business - Board Discussion & Possible Action Items

A. Update on Land/Tax Issues

*District is discussing solutions to lack of resources .*

B. FEMA Update

*District Staff will update the board on FEMA grant progress.*

C. Audit Update - Scott German

*Update on Audits 2021/2022/2023*

D. 10-year plan in motion & review

*District is discussing plans and accomplishments for the cemetery.*

E. Blue Tractor

*Blue Tractor, Bar-None Action*

F. Job Descriptions - Review/Revise

*Review and revise Job Descriptions.*

A. FOCD Policy Manual

*District's policies need review and reorganization.*

1

2-3

4

20-27

5-57

6. Investment Committee Report
7. Finance Committee Report

Fair Oaks Cemetery District Agenda for Board of Trustees Meeting December 13, 2023

- 8. Consent Calendar
  - A. Approval of Board Minutes of October 11, 2023 58-66
  - B. Approval of Claims
  
- 9. Information Items
  - A. District Foreman's Monthly Report
    - i. Safety Report
    - ii. Any unusual activities
  - B. DM's Monthly Reports:
    - i. Sales
    - ii. Internments 67-75
    - iii. Attendance
    - iv. Website Contacts
    - v. Correspondence
      - 1. Sandra Wheeler
    - vi. Upcoming events, conferences, and trainings
      - 1. Board Secretary Training
  - Report from attendee*
    - vii. Major Purchases or other Extraordinary Expenditure
    - viii. Incidents
  
- 10. New Business - Board Discussion & Possible Action Items:
  
- 11. Trustees Discussions, Questions, & Comments
  
- 12. Adjournment

This Agenda posted this 8<sup>th</sup> Day of December 2023



---

Guillermo Barron, District Manager

A complete agenda packet, including staff reports and supporting documents, is available for public inspection at the District Office during normal business hours.

In compliance with Americans with Disabilities Act the Fair Oaks Cemetery District will make available to members of the public any special assistance necessary to attend and participate in this meeting. In addition, if requested this agenda will be made available in appropriate alternative formats. All such requests should be made at least 72 hours prior to the meeting to the District Manager at 916-966-1613 or at the district's office as listed at the top of the agenda.