

MEETING OF THE BOARD OF TRUSTEES OF ESCALON CEMETERY DISTRICT
28320 E. River Road, Escalon, California 95320

REGULAR MEETING MINUTES

Wednesday, October 11, 2023
11:03 a.m.

I. CALL MEETING TO ORDER

The meeting was called to order at 11:03 a.m.

II. ROLL CALL

Trustee, Lynn Hogue - Present
Trustee, Terri Rocha - Present
Manager, Laura Alcantor - Present

III. APPROVAL OF AGENDA AS POSTED OR AMENDED

Trustee Hogue made a motion to approve the agenda as posted. Trustee Rocha seconded the motion. The motion passed unanimously.

IV. PUBLIC COMMENT

No public was present.

V. CONSENT CALENDAR

- A. Minutes:** Approval of the minutes from the Regular Board Meeting on September 13, 2023.

Trustee Rocha made a motion to approve the agenda as posted. Trustee Hogue seconded the motion. The motion passed unanimously.

- B. Financial Statements:**

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion of the financial reports for the previous month.

Attachments: September 2023 Financial County Reports

YTD 44001 Revenue \$31,725.11 Expenses of \$73,606.77. Fund balance with balance of (\$156,410.54).

YTD 44005 \$38,568.00 with a balance of \$204,436.00 – Pre-Need

YTD 44072 \$18,873.00 with a balance of \$953,004.66. - Endowment

YTD 44091 \$5,640.00 with a balance of \$377,158.96 - Capital Outlay

The amount reflects a \$3,675.00 refund to the Holly family due to selling burial rights back to the cemetery. Also, a \$607.28 health insurance premium refund from Blue Shield credited back into our health insurance account.

C. Warrants for Bills, Invoices and Required Payments:

Presented by: Laura Alcantor

Requested Action/Purpose: List of bills, invoices, and other payments the district is required to make and the source of the account from which the payment will be made.

Attachments: September 2023 Warrants Log

Warrants are prepared by either the District Manager or Board Trustee Rocha. The warrant request is reviewed and approved by the person who did not prepare the warrants and signed by both. Trustee Hogue reviewed the September warrants and found no discrepancies.

VI. GENERAL MANAGER'S REPORT

A. Burials:

The following is a list of the burials to date, with confirmation regarding whether the burials were of residents or non-resident and casket or cremation.

| | | | | | | | |
|---------------------|-----------|-----------------------|----------|-----------------------|----------|---------------------|-----------|
| Calendar YTD | 64 | September 2023 | 4 | September 2023 | 4 | Calendar YTD | 64 |
| Resident | 36 | Resident | 4 | Casket | 1 | Casket | 34 |
| Non-Resident | 28 | Non-Resident | 0 | Cremation | 3 | Cremation | 30 |

| | | | |
|-------------------|-----------|--------------|-----------|
| Fiscal YTD | 15 | Total | 15 |
| Resident | 11 | Casket | 2 |
| Non-Resident | 4 | Cremation | 13 |

B. Bank Accounts

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion of activity and balances of bank accounts at Oak Valley Community Bank.

Attachments: September 2023 bank statements.

Oak Valley Community Bank checking account ending in 2674 reflects a credit of \$1.59 due to interest. Oak Valley Community Bank checking account ending in 4782 reflects a credit of \$17.17 due to interest. A reconciliation of the accounts was completed by Trustee Rocha and reviewed by Trustee Hogue.

VII. NEW BUSINESS

A. New Office Hire

Presented by: Terri Rocha

Requested Action/Purpose: Discuss new office employee, their role, and estimated hours with the established budget in mind. Also, discuss District Manager, Laura Alcantor, and her role as a groundskeeper.

Attachments: None

The new office hire decided to turn down the job. Another applicant is scheduled for an interview. This will allow Laura to continue assisting as the second groundskeeper.

B. Vandalism

Presented by: Terri Rocha

Requested Action/Purpose: Discuss vandalism to the detached garage behind the cemetery office.

Attachments: None

Trustee Hogue recommends contacting insurance to file a claim and replace the window broken during vandalism. Don's Mobile Glass is the best source. Also contacted HomeTech Alarm Co. to update camera placement, replace failed monitoring equipment in the shop (quote on file), and update any other necessary equipment. The south side of the garage needs better camera view.

VIII. OLD BUSINESS

A. ZELE Voucher Program

Presented by: Terri Rocha

Requested Action/Purpose: Discuss Zero-Emission Landscaping Equipment Voucher Program

Attachments: Program details, pricing, eligibility information

Prior Discussion: Zele Program sounds like an excellent opportunity to replace equipment eligible and related to work scope of cemetery. Trustee Rocha is working with groundkeeper Richard to determine what's eligible and feasible for cemetery grounds.

No new updates.

IV. ITEMS TOO LATE FOR THE AGENDA

None

V. ANNOUNCEMENTS BY TRUSTEES

None

VI. ANNOUNCEMENT OF FUTURE BOARD MEETINGS

Regular Board meetings are held the second Wednesday of every month at 11:00 a.m. at the Cemetery Office located at 28320 E. River Road, Escalon, California. The next Regular Meeting of the Board of Trustees will be held on November 11, 2023, at 11:00 a.m.

VII. ADJOURN

The meeting was adjourned at 11:47 a.m.