

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

**ECD Board Minutes**

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**Wednesday, December 14th, 2022  
11:00 a.m.**

**I. CALL MEETING TO ORDER**

Meeting called to order 11:15 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**

**Motion** to approve Agenda as written by Trustee Rocha, 2<sup>nd</sup> Trustee Hogue. Motion passed.

**IV. PUBLIC COMMENT**

No public present

**V. CONSENT CALENDAR**

**A. Minutes:** Approval of the minutes from the Regular Board Meeting on November 9<sup>th</sup>, 2022. **Motion** to approve minutes by Trustee Hogue, 2<sup>nd</sup> by Trustee Rocha. Motion passed.

**B. Financial Statements:**

Presented by: Laura Alcantor

Requested Action / Purpose: Discussion of the financial reports.

Attachments: November 2022 financial statements provided at the meeting.

YTD 44001 Revenue \$119,329.91 Expenses YTD \$103,231.70. New gain of \$16,098.21. Fund balance of (\$211,778.39).

YTD 44005 \$59,549.00 with balance of \$124,022.00

YTD 44072 \$27,612.92 with balance of \$895,072.66

YTD 44091 \$8,275.00 with a balance of \$356,381.96

**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: Warrants and batch log

Warrant requests are prepared by Trustee Rocha and reviewed/approved by District Manager, Laura Alcantor each month.

**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.

<b>Calendar YTD</b>	<b>102</b>	<b>November 2022</b>	<b>6</b>	<b>November 2022</b>	<b>6</b>	<b>Calendar YTD</b>	<b>102</b>
Resident	69	Resident	3	Casket	4	Casket	58
Non-Resident	33	Non-Resident	3	Cremation	2	Cremation	44

<b>Fiscal YTD</b>	<b>48</b>	<b>Total</b>	<b>48</b>
Resident	32	Casket	27
Non-Resident	16	Cremation	21

**B. Bank Accounts**

Presented by: Laura Alcantor

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

Attachments: Most recent bank statements

Checking account #1 Balance \$

Checking account #2 Balance \$

Checking account statements are currently with accountants for preparation of annual audit.

**VII. NEW BUSINESS**

**A. Christmas**

Presented by: Terri Rocha

Requested Action/Purpose: Discussion and possible action regarding Christmas bonus for the employees.

Attachments: None

**Motion** made regarding providing a Christmas bonus to employees who are not on attendance and/or performance plan by Trustee Rocha, Trustee Hogue, 2<sup>nd</sup>. Motion passed.

**B. Annual Audit**

Presented by: Terri Rocha

Requested Action/Purpose: Discussion and possible action regarding mandatory annual audit required by the County.

Attachments: Bids

**Motion** made by Trustee Rocha to hire Schwartz, Giannini, Lantsberger, & Adamson for the mandatory annual audit required by the County. Their bid was the lowest amount of the two bids received. Trustee Hogue 2<sup>nd</sup>. Motion passed. Called Rob at Schwartz, Giannini, Lantsberger, & Adamson and scheduled audit to begin next week.

**C. Employee Job Performance Reviews**

Presented by: Terri Rocha and Laura Alcantor

Requested Action/Purpose: Employee Job Performance.

Attachments: None

Discussion held and **motion** made by Trustee Rocha to postpone employee job performance reviews at this time. One groundskeeper is off for medical reasons, one groundskeeper hired on a temporary basis while groundskeeper off for medical reasons and other groundskeeper is currently on an attendance improvement plan. Trustee Hogue 2<sup>nd</sup> and the motion passed.

**VIII. OLD BUSINESS**

**A. Traffic on River Rd**

Presented by: Laura Alcantor

Requested Action/Purpose: Update regarding the traffic on River Rd, especially on the day of a service.

Attachments: Signage example

Discussion held regarding speeding traffic, cars/trucks passing traffic on double yellow lines and need for public safety. **Motion** made by Trustee Hogue to order tall orange cones with sign to caution traffic to service in progress to place in front of the cemetery in both directions approaching the cemetery on service days. Also order Road Closed signs to place towards the back of the cemetery for Gardens that are currently not in use. Amount not to exceed \$1200.00, Trustee Rocha 2<sup>nd</sup>. Motion passed.

**IX. ITEMS TOO LATE FOR THE AGENDA**

**A. Diesel Tank Storage**

Presented by: Laura Alcantor

Requested Action/Purpose: After review of current diesel supply and date of previous order, it was discovered 18 months had passed since the last 240 gallons delivery. Temporary groundskeeper Pereira evaluated diesel system and suggested ordering less, adding filter to the pump and obtaining a bid from an alternative source since our current vendor, Valley Pacific, has a minimum order of 200 gallons or more. We will review other bids and possibly change vendors.

**B. Financial Transactions Report**

Presented by: Terri Rocha

Requested Action/Purpose: A request was received from the County to complete the yearly Financial Transactions Report (FTR). After speaking with accounting office of Schwartz, Giannini, Lantsberger, & Adamson to schedule the audit, we were informed completion of the told FTR would be included within price of the audit.

**X. ANNOUNCEMENTS BY TRUSTEES**

None

**XI. 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 January 11<sup>th</sup>, 2023, at 11:00 a.m.

**XII. ADJOURN**

**Motion** by Trustee Hogue to adjourn at 12:18 p.m., Trustee Rocha 2<sup>nd</sup>. Motion passed meeting adjourned.