

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

REGULAR MEETING MINUTES

**Wednesday, April 10, 2024
11:00 a.m.**

I. CALL MEETING TO ORDER @ 11:05 a.m.

II. ROLL CALL

Trustee, Lynn Hogue
Manager, Laura Alcantor

Trustee, Terri Rocha
Office Assistant, Jeff Hood

Linda Meyer (Guest)
Tim Meyer (Guest)

III. APPROVAL OF AGENDA AS POSTED OR AMENDED

Trustee Hogue moved to approve agenda as posted. Trustee Rocha seconded the motion.

IV. PUBLIC COMMENT

None were present.

V. CONSENT CALENDAR

A. Minutes:

Trustee Rocha moved to accept the minutes, as amended, from March 13, 2024, meeting. Trustee Hogue seconded.

B. Financial Statements:

Presented by: Laura Alcantor

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

Attachments: March 2024 Financial County Reports

Follow-up with County Auditor regarding posting of tractor purchased through Capital Outlay budget account will be completed.

YTD (March 2024)

44001 Revenue \$ 24,050.00 Expenses \$10,397.69 Fund Balance of (\$120,362.88).

44005 \$ 13,350.00. Fund Balance of \$253,462.00 - Pre-Need

44072 \$ 3,875.00. Fund Balance of \$993,571.66 – Endowment

44091 \$ 22,274.42. Fund Balance of \$368,205.54 - Capital Outlay

C. Warrants for Bills, Invoices and Required Payments:

Presented by: Jeff Hood

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: March 2024 Warrant Log

Warrants are prepared by the District Manager, Office Support and/or Trustee Rocha. The warrant requests were reviewed and approved by a person who did not prepare the warrants and signed by those involved in their preparation. A review of the warrants found no discrepancies.

VI. GENERAL MANAGER’S REPORT

A. Burials:

Calendar YTD	24	March 2024	6	March 2024	6	Calendar YTD	24
Resident	14	Resident	2	Casket	4	Casket	15
Non-Resident	10	Non-Resident	4	Cremation	2	Cremation	9

Fiscal YTD	52	Total	52
Resident	34	Casket	30
Non-Resident	18	Cremation	22

B. Bank Accounts:

Presented by: Jeff Hood

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

Attachments: March 2024 Statements

Oak Valley Community Bank checking account ending in #2674.

March activity - earned interest of \$2.52.

Balance of \$19,803.25.

Oak Valley Community Bank checking account ending in #4782.

March activity – Check #1002 in the amount of \$23,474.42 (YANMAR Tractor), Deposit of \$23,474.42 (reimbursement from SJ County – Capital Outlay) earned interest of \$31.93.

Balance of \$83,735.57.

VII. NEW BUSINESS

A. Equipment discussion – implement purchase/creation.

Presented by: Laura Alcantor

Requested Action/Purpose: YANMAR bucket enhancement to improve use.

Attachments: None

Discussed an improvement to the bucket on the YANMAR tractor. Improvements will be made using materials available during regular hours to complete this need.

B. Proposal to bid Cemetery Roadway & Parking lot painting and re-striping.

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion to move forward for bidding regarding cemetery traffic.

Attachments: None

Discussed need for parking lot painting. An inquiry was made about painting the cemetery driveways, improving directional signage, and making one driveway a one-way exit only, to reduce parking concerns and reduce visitors from driving on the lawns and over monuments. The discussion led to proposals for concrete repairs to the southeast driveway, creating a disable parking place at the office, and automating gates to limit after-hours access and better secure the cemetery.

C. Hours paid for observed Holiday Clarification – Mon 4 or 5 Hours, Tuesday – Friday 7 or 8 Hours?

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion related to updates in the employee handbook.

Attachments: None

Discussion identified that average Monday hours paid for observed holidays is a benefit and based upon usual work hours scheduled. Vacation accrual would also be based upon usual average daily work hours scheduled.

D. Décor Infractions Escalation and Display Boards

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion to on-going and egregious décor concerns and how best to manage these issues.

Attachments: None

Discussed that there are events and situations that family and friends are being disrespectful of the cemetery and other visitors. Cemetery rules are not being followed and some repeat offenders are being advised that they have exceeded exceptions and will no longer be able to leave any décor other than flowers in the provided vases. Review existing rules regarding décor and escalation before any decisions are shared with those responsible for the placement sites.

The meeting was adjourned for staff to attend to 1:00 p.m. service. “Old Business” was not discussed.

VIII. OLD BUSINESS

A. Employee Handbook

Presented by: Laura Alcantor

Requested Action/Purpose: Update process continues.

Attachments: None

B. Burial Contract Update

Presented by: Jeff Hood

Requested Action/Purpose: Updated contract has been created and utilized.

Attachments: None

C. Equipment Replacement and Repair

Presented by: Laura Alcantor

Requested Action/Purpose: Ongoing comments regarding tractor (Bobcat) replacement.

Attachments: Bobcat Document

D. Funeral Traffic Signage

Presented by: Laura Alcantor & Jeff Hood

Requested Action/Purpose: Discuss traffic safety due to recent increasing events.

Attachments: Signage completed

IX. ITEMS TOO LATE FOR THE AGENDA

Meyer Family requested Board approval for placement of recently deceased Oakdale resident Bob Meyer (Linda's Husband & Tim's Father) cremains due to proximity of their residence, time spent supporting the community, previous visits, missed opportunity to purchase, and family's initiative and support to open Burwood Elementary School District in the early 1900's. Trustee Hogue moved to provide exception. Trustee Rocha seconded.

X. ANNOUNCEMENTS BY TRUSTEES

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, CA 95320. The next Regular Meeting of the Board of Trustees is scheduled for May 8th, 2024.

XII. ADJOURN @ 12:18 p.m.