

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

REGULAR MEETING AGENDA

Wednesday, September 13, 2023  
11:00 a.m.

I. CALL MEETING TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA AS POSTED OR AMENDED

IV. PUBLIC COMMENT

V. CONSENT CALENDAR

A. **Minutes:** Approval of the minutes from the Regular Board Meeting on August 9, 2023.

B. **Financial Statements:**

Presented by: Laura Alcantor

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

Attachments: July and August 2023 County prepared financial statements.

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: August 2023 Warrants Log

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>60</b>	<b>August 2023</b>	<b>5</b>	<b>August 2023</b>	<b>5</b>	<b>Calendar YTD</b>	<b>60</b>
Resident	32	Resident	3	Casket	0	Casket	33
Non-Resident	28	Non-Resident	2	Cremation	5	Cremation	27

<b>Fiscal YTD</b>	<b>11</b>	<b>Total</b>	<b>11</b>
Resident	7	Casket	1
Non-Resident	4	Cremation	10

**B. Bank Accounts**

Presented by: Laura Alcantor

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

Attachments: August 2023 bank statements.

**VII. NEW BUSINESS**

**A. ZELE Voucher Program**

Presented by: Terri Rocha

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

Attachments: Program details, pricing, and eligibility information.

**VIII. OLD BUSINESS**

**A. Weed Eater Replacement**

Presented by: Laura Alcantor

Requested Action/Purpose: Discuss replacement of existing Weed Eater due to a frozen head.

Attachments: Style, Brand Pricing of Stihl Weed Eater.

Prior Discussion: The estimate to repair it is \$149.00, plus shipping and taxes. This would be a special order since this model is old and parts are not kept in stock. Estimate for a new heavy duty Weed Eater, such as Stihl, is \$375.00-\$500.00. Due to the clean air regulations in California, ordering a comparable weed eater is not an option. Trustee Hogue made a motion to approve the purchase of the heavy-duty Stihl Weed eater in September. Trustee Rocha made a 2<sup>nd</sup>. Motion approved.

**B. Hiring New Office Personnel**

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion regarding current job description.

Attachments: Current job description and employment application.

Prior Discussion: Laura may have a person interested in the position. He will be coming in to pick up an application. He has 30+ years in the banking industry, clerical and customer service experience.

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

**V. ANNOUNCEMENTS BY TRUSTEES**

**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 October 11, 2023, at 11:00 a.m.

## **VII. ADJOURN**

### **CERTIFICATION**

I, Terri Rocha, Board Trustee for the Escalon Cemetery District, do hereby certify that a copy of the foregoing agenda was posted at the Cemetery Office, 28320 E. River Road, Escalon, California at least 72 hours prior to the time of this Meeting.

Date: September 8, 2023

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Terri Rocha, Board Trustee

**AVAILABILITY OF PUBLIC RECORDS:** All public records relating to open session items on this Agenda which are not exempt from disclosure pursuant to the California Public Records Act, and which are distributed in connection with the open session items are available for public inspection at the Cemetery Office, 28320 E. River Road, Escalon, California while the public records are distributed or made available to the legislative body. If, however, the public records are not distributed until the Meeting at which the agenda item is considered, then the public records will be made available to the public at the location of the Meeting as listed on the Agenda at the Cemetery Office, 28320 E. River Rd, Escalon, California. Persons who require-disability-related accommodation, including auxiliary aids or services, should contact the District Manager at least seven days prior to the meeting for which accommodation is required. The District Manager can be contacted by telephone at (209) 838-2924, in person or by mail at 28320 E. River Road, Escalon, California