

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

REGULAR MEETING MINUTES

**Wednesday, March 13, 2024
11:00 a.m.**

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

II. ROLL CALL

Trustee, Lynn Hogue Trustee, Terri Rocha
Manager, Laura Alcantor Office Assistant, Jeff Hood

All of the above were present.

III. APPROVAL OF AGENDA AS POSTED OR AMENDED

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

IV. PUBLIC COMMENT

None was presented.

V. CONSENT CALENDAR

A. Minutes:

Trustee Rocha moved to accept the minutes from January 10th, 2024, meeting. The February 2024 meeting was cancelled and therefore no minutes would have been taken. Trustee Hogue seconded the motion.

B. Financial Statements:

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion of the financial reports for the previous 2 months.

Attachments: January and February 2024 Financial County Reports

YTD (January 2024)

44001 Revenue \$ 30,188.93 Expenses \$19,832.62. Fund Balance of (\$110,174.77).

44005 \$ 10,437.00. Fund Balance of \$240,112.00 - Pre-Need

44072 \$ 13,993.00. Fund Balance of \$987,371.66 - Endowment

44091 \$ 5,802.00. Fund Balance of \$389,279.96 - Capital Outlay

YTD (February 2024)

44001 Revenue \$ 18,425.00 Expenses \$18,215.42 Fund Balance of (\$109,965.19).

44005 \$ 0.00. Fund Balance of \$240,112.00 - Pre-Need

44072 \$ 2,325.00. Fund Balance of \$989,696.66 - Endowment

44091 \$ 1,200.00. Fund Balance of \$390,479.96 - Capital Outlay

Receipts for February were decreased by \$5,000.00 due to a refund to a customer whose specific needs could not be met.

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: January and February 2024 Warrant Logs

The Warrants were prepared by 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	18	February 2024	7	February 2024	7	Calendar YTD	18
Resident	12	Resident	4	Casket	5	Casket	11
Non-Resident	6	Non-Resident	3	Cremation	2	Cremation	7

Fiscal YTD	46	Total	46
Resident	32	Casket	26
Non-Resident	14	Cremation	20

It was noted that our current activity to annual projection would require an additional 65+ burials this fiscal year.

B. Bank Accounts:

Presented by: Jeff Hood

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

Attachments: January and February 2024 Statements

Oak Valley Community Bank checking account (#2674)

January activity - deposit of \$210.76 (EDD Reimbursement) and earned interest of \$2.45.

February activity - earned interest of \$2.35.

Oak Valley Community Bank checking account (#4782)

January activity - earned interest of \$34.28.

February activity - earned interest of \$33.15.

VII. NEW BUSINESS

A. Employee Handbook

Presented by: Terri Rocha, Laura Alcantor & Jeff Hood

Requested Action/Purpose: Update to meet Henderson/Hatfield 2024 Employment Law Update.

Attachments: None

Trustee Hogue offered a current employee handbook template that may simplify our review process.

B. Burial Contract Update

Presented by: Jeff Hood

Requested Action/Purpose: Reduce need for filing redundant forms.

Attachments: Checklist Example

Discussed removing pages of the existing contract, which include headstone rules, decoration rules, and optional documents to reduce redundant forms to be filed. The checklist will be initialed to confirm receipt and final signature page of the contract. Trustee Rocha motioned to approve the addition of a checklist, with suggested edits (“Acknowledgement of Materials Received” and additional text) and Trustee Hogue seconded the motion.

C. Equipment Replacement and Repair

Presented by: Laura Alcantor

Requested Action/Purpose: Tractor (Bobcat) replacement, Tamper repair (fuel leak)

Attachments: One-page equipment specifications document

Repair to the tamper unit had been completed. Discussion regarding replacement of existing Bobcat unit for replacement was presented. The recommendation for a Yanmar SA-425 with bucket and forks through Red Barn Equipment of Salida. The consignment sale of the existing Bobcat is included as part of the purchase through Red Barn Equipment. Trustee Rocha motioned to approve for an amount not to exceed \$24,000.00 and Trustee Hogue seconded the motion.

D. Funeral Traffic Signage

Presented by: Laura Alcantor & Jeff Hood

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

Attachments: Proposed signage

Provided sample was accepted. Additional consideration was recommended to research local banner providers to block driveways using preset PVC posts and clips for easy application and removal during service needs.

VIII. OLD BUSINESS

A. Continued Landscaping Support

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion on-going additional landscaping assistance.

Attachments: None

Laura presented the discussion with Swift Landscaping. Swift can provide an additional 3-hours weekly to support groundskeeping needs currently. This is in consideration for future extended vacation support of ECD staff.

B: Oversized and Infant Liners and Pricing

Presented by: Laura Alcantor & Jeff Hood

Requested Action/Purpose: Discuss updated ECD Price list including oversized burial cost.

Attachments: Proposed oversized burial cost.

An updated ECD Burial Price List was presented that includes the proposed cost for oversized traditional casket burials. Trustee Hogue inquired about the Infant pricing that we have not received details from our vault provider, Pettigrew & Sons. This will be completed for presentation at the next Board meeting.

IX. ITEMS TOO LATE FOR THE AGENDA

None were presented.

X. ANNOUNCEMENTS BY TRUSTEES

None were presented.

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 April 10th, 2024.

XII. ADJOURN @ 12:54 p.m.