

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

REGULAR MEETING AGENDA

**Wednesday, March 13, 2024
12:00 p.m.**

I. CALL MEETING TO ORDER

II. ROLL CALL

Trustee, Lynn Hogue
Manager, Laura Alcantor

Trustee, Terri Rocha
Office Assistant, Jeff Hood

III. APPROVAL OF AGENDA AS POSTED OR AMENDED

IV. PUBLIC COMMENT

V. CONSENT CALENDAR

A. Minutes:

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

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

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

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

VII. NEW BUSINESS

A. Employee Handbook

Presented by: Terri Rocha, Laura Alcantor & Jeff Hood

Requested Action/Purpose: Discuss update to meet Henderson/Hatfield 2024 Employment Law Course.

Attachments:

B. Burial Contract Update

Presented by: Jeff Hood

Requested Action/Purpose: Discuss contract review - reduction of filing redundant forms.

Attachments: Checklist Example

C. Equipment Replacement and Repair

Presented by: Laura Alcantor

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

Attachments: None

D. Funeral Traffic Signage

Presented by: Laura Alcantor & Jeff Hood

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

Attachments: Proposed signage

VIII. OLD BUSINESS

A. Continued Landscaping Support

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion of additional landscaping assistance.

Attachments: None

B: Over Sized and Infant Liners and Pricing

Presented by: Laura Alcantor

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

Attachments: Proposed oversized burial cost.

IX. ITEMS TOO LATE FOR THE AGENDA

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 April 10th, 2024.

XII. 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: March 13, 2024.

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 by a legislative body. If, however, the public records are not distributed until the Meeting at which the agenda 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 Road, 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