

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

REGULAR MEETING MINUTES

Wednesday, August 9, 2023
11:00 a.m.

I. CALL MEETING TO ORDER

The meeting was called to order at 11:10 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

Trustee Hogue made a motion to approve the agenda as posted. Trustee Rocha 2nd. Motion passed.

IV. PUBLIC COMMENT

No public present.

V. CONSENT CALENDAR

A. Minutes: Approval of the minutes from the Regular Board Meeting on July 12, 2023.

Trustee Hogue made a motion to approve the minutes from the regular board meeting on July 12, 2023. Trustee Rocha 2nd. Motion passed.

B. Financial Statements:

Presented by: Laura Alcantor

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

Attachments: Due to the July County Reports not being available at meeting time, the July ECD Deposit/Transfer Log was reviewed. July and August County Financial Statements will be reviewed at the September meeting.

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: July 2023 Warrants Log

Warrants are prepared by either the District Manger or Board Trustee Rocha. The warrant request is reviewed and approved by the person who did not prepare the warrants, either the District Manager or a Board Trustee and signed by both. Trustee Hogue reviewed the July warrants and found no discrepancies.

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.

Calendar YTD	55	July 2023	6	July 2023	6	Calendar YTD	55
Resident	29	Resident	4	Casket	1	Casket	33
Non-Resident	26	Non-Resident	2	Cremation	5	Cremation	22

Fiscal YTD	6	Total	6
Resident	4	Casket	1
Non-Resident	2	Cremation	5

B. Bank Accounts

Presented by: Laura Alcantor

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

Attachments: July 2023 bank statements.

Oak Valley Community Bank checking account #10704782 has a balance of \$83,548.97.
Oak Valley Community Bank checking account #10702674 has a balance of \$19,335.00.
A reconciliation was completed for both accounts and reviewed by Trustee Hogue.

Trustee Rocha discussed communication with US Bank regarding the 4.95% CD. She made contact with multiple bank employees as well as communicating with Oak Valley asking for a comparable offer. The CD may not be feasible, but a Money Market Account will earn close to the same interest and the money will still be accessible. Trustee Hogue recommended setting up an appointment to start the process of the Money Market Account.

VII. NEW BUSINESS

A. Weed Eater Replacement

Presented by: Laura Alcantor

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

Attachments: Quotes for Stihl Weed eater through Ace Hardware in Escalon.

The estimate to replace 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. Trustee Rocha made a 2nd. Motion approved.

VIII. OLD BUSINESS

A. Irrigation Evaluation

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion, recommendations of companies, and scope of work.

Attachments: None

District Manager Laura discussed reaching out to a couple of irrigation companies for an on-site visit and review of the current inadequate system. There have been some recent repairs by the groundskeepers that have helped. They are still evaluating other problem areas, so the issue will be revisited before contacting a landscaping company. When discussing the issues with San Joaquin Valley Irrigation, they said a landscaping company would be best. Most irrigation companies in the area only specialize in crop irrigation.

B. Hiring New Office Personnel

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion regarding current job description.

Attachments: Current job description and employment application.

District Manager Laura stated she had a candidate interested in the office position. She will contact them to discuss details and set up an appointment to complete the application.

IV. ITEMS TOO LATE FOR THE AGENDA

None

V. ANNOUNCEMENTS BY TRUSTEES

None

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

VII. ADJOURN

The meeting was adjourned at 11:55 a.m.