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

**REGULAR MEETING AGENDA**

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**Wednesday, December 14, 2022  
11:00 a.m.**

**\*NOTICE TO ALL WHO ATTEND BOARD MEETINGS IN PERSON\***

The Cemetery Office is open to the public. As a result of the ongoing COVID-19 pandemic, all attendees must abide by the current CDC and State of California protocols, guidance and recommendations regarding social distancing and wearing masks. Occupancy in the Cemetery Office will be limited to the number of people who are able to maintain the minimum required social distance. Members of the public who want to participate in Open Session but are not permitted to enter the Cemetery Office due to the social distancing requirements may participate via telephone by calling the District at (209) 838-2924 a minimum of 24 hours prior to the meeting so telephonic appearance arrangements can be made.

**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 November 9, 2022.

**B. Financial Statements:**

Presented by: Laura Alcantor

Requested Action / Purpose: Discussion of the financial reports.

Attachments: November 2022 financial statements provided at the 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: Warrants and batch 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>102</b>	<b>November 2022</b>	<b>6</b>	<b>November 2022</b>	<b>6</b>	<b>Calendar YTD</b>	<b>102</b>
Resident	69	Resident	3	Casket	4	Casket	58
Non-Resident	33	Non-Resident	3	Cremation	2	Cremation	44

<b>Fiscal YTD</b>	<b>48</b>	<b>Total</b>	<b>48</b>
Resident	32	Casket	27
Non-Resident	16	Cremation	21

**B. Bank Accounts**

Presented by: Laura Alcantor

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

Attachments: Most recent bank statements

**VII. NEW BUSINESS**

**A. Christmas**

Presented by: Terri Rocha

Requested Action/Purpose: Discussion and possible action regarding Christmas bonus for the employees.

Attachments: None

**B. Annual Audit**

Presented by: Terri Rocha

Requested Action/Purpose: Discussion and possible action regarding mandatory annual audit required by the County.

Attachments: Bids

**C. Employee Job Performance Reviews**

Presented by: Terri Rocha and Laura Alcantor

Requested Action/Purpose: Review Groundskeepers schedule, job duties and performance.

Attachments: None

**VIII. OLD BUSINESS**

**A. Traffic on River Rd**

Presented by: Laura Alcantor

Requested Action/Purpose: Update regarding the traffic on River Rd, especially on the day of a service.

Attachments: None

**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, California. The next Regular Meeting of the Board of Trustees will be held on January 11, 2023, at 11:00 a.m.

**XII. ADJOURN**

**CERTIFICATION**

I, Terri Rocha, 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: December 9, 2022

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Terri Rocha, 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 Road, Escalon, California. Persons who require-disability-related accommodations, including auxiliary aids or services, should contact the District Manager at least 24 hours prior to the meeting for which the 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.