

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

**REGULAR MEETING MINUTES**

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

**I. CALL MEETING TO ORDER**

The meeting was called to order at 11:00 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 Rocha made a motion to approve the agenda as posted. Trustee Hogue 2<sup>nd</sup>. Motion passed.

**IV. PUBLIC COMMENT**

No public present.

**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. The County Reports reflect Lot/Service refunds for the following: Michelle Rankin \$975.00 and Brenda Ross regarding the Holly Family \$850.00.

**JULY**

YTD 44001 Revenue \$21,267.00 Expenses of \$26,057.27. Fund balance with balance of (\$119,319.15).

YTD 44005 \$23,543.00 with balance of \$189,411.00 – Pre-Need

YTD 44072 \$14,998.00 with balance of \$949,129.66- Endowment

YTD 44091 \$4,790.00 with balance of \$376,308.96 – Capital Outlay

**AUGUST**

YTD 44001 Revenue \$29,025.11 Expenses of \$52,038.79. Fund balance with balance of (\$137,542.56).

YTD 44005 \$29,618.00 with balance of \$194,761.00 – Pre-Need

YTD 44072 \$16,548.00 with balance of \$950,679.66. - Endowment

YTD 44091 \$5,240.00 with balance of \$376,758.96 – Capital Outlay

**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

Warrants are prepared by either the District Manager or Board Trustee Rocha. The warrant request is reviewed and approved by the person who did not prepare the warrants and signed by both. Trustee Hogue reviewed the August 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.

<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.

Oak Valley Community Bank checking account #10704782 has a balance of \$83,566.35.

This shows a \$17.38 interest earned credit which is triple the usual interest. This is due to the increasing interest rate.

Oak Valley Community Bank checking account #10702674 has a balance of \$19,308.11.

This shows a withdrawal of \$29.00 which was a stop payment fee from a lost Insurance check.

A reconciliation was completed for both accounts and reviewed by Trustee Hogue.

**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, eligibility information.

Discussion: The San Joaquin Valley Air Pollution Board is offering the Zero-Emission Landscaping Equipment (ZELE) Voucher Program. The Voucher Program provides incentives for San Joaquin landscapers, public agencies, and businesses that perform their own landscaping maintenance, to replace their old gas-powered landscape equipment with new electric options.

An application will be submitted to the San Joaquin Valley Air Pollution Board to apply for equipment items the cemetery deems the need to be replaced.

**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.

Discussion: Refer to notes above. The weed eater replacement will be on hold until the ZELE Program application determination has been received.

**B. Hiring New Office Personnel**

Presented by: Laura Alcantor & Terri Rocha

Requested Action/Purpose: Discussion regarding current job description.

Attachments: Current job description and employment application.

Discussion: Laura will continue working her regular hours and divide her time between office duties and groundskeeper duties. Trustee Rocha will assist with office duties.

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

None

**X. ANNOUNCEMENTS BY TRUSTEES**

None

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

**XII. ADJOURN**

The meeting was adjourned at 12:00 p.m.