

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

REGULAR MEETING AGENDA

**Wednesday, May 10, 2023
11:00 a.m.**

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 April 12th, 2023.

B. Financial Statements:

Presented by: Laura Alcantor

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

Attachments: April 2023 County financial statements.

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 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.

Calendar YTD	33	April 2023	8	April 2023	8	Calendar YTD	33
Resident	14	Resident	3	Casket	6	Casket	23
Non-Resident	19	Non-Resident	5	Cremation	2	Cremation	10

Fiscal YTD	89	Total	89
Resident	50	Casket	55
Non-Resident	39	Cremation	34

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. Benefits for New Groundskeeper

Presented by: Laura Alcantor

Requested Action/Purpose: Discuss medical, dental and vision coverage. Employee requesting to retain his existing providers.

B. Audits for Prior Fiscal Years

Presented by: Terri Rocha

Requested Action/Purpose: Discuss fiscal year audits not completed for years of 2015 through 2021. The County is requesting these audits be completed.

Attachments: None

C. Scanner/Copier/Scanning Company

Presented by: Laura Alcantor

Requested Action/Purpose: Discuss preservation of paper records electronically utilizing a scanning company and subsequent office equipment needed, if approved. Also discuss upgrade for current copier/scanner for current files and copying needs.

Attachments: Quote from various sources.

D. Site Issues/Schedule/Overtime

Presented by: Laura Alcantor

Requested Action /Purpose: Discuss problem site areas in various gardens. Due to long wet winter, continued rain, multiple interments, and numerous headstone installations, discuss permissible overtime for sprinkler upkeep, gopher issues, etc., on an at need basis.

Attachment: None

E. Refund Request

Presented by: Laura Alcantor

Requested Action/Purpose: Discuss refund request of \$400.00 from family who paid for a cremation vault. Due to the size of the interment, none of our vaults were feasible. Additional work was necessary for the second attempt of interment by extending the size of the opening and depth of the grave, with the use of heavy equipment.

F. Budget Planning for 2023/2024 Fiscal Yea

Presented by: Laura Alcantor

Requested Action/Purpose: Discuss new items for budget review and possible increase due to necessary projects in the new fiscal year.

VIII. OLD BUSINESS

A. Alarm Company

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion regarding a possible change in existing alarm company.

Attachments: Alarm Company Estimates

IV. ITEMS TOO LATE FOR THE AGENDA

V. ANNOUNCEMENTS BY TRUSTEES

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 June 14, 2023, at 11:00 a.m.

VII. 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: May 5, 2023

By: 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 accommodation, including auxiliary aids or services, should contact the District Manager at least 24 hours 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.