

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

REGULAR MEETING AGENDA

**Wednesday, April 10, 2024
11:00 a.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**: Approval of minutes from the Regular Board Meeting on March 13, 2024.

B. Financial Statements:

Presented by: Laura Alcantor

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

Attachments: March 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: March 2024 Warrant Log

VI. GENERAL MANAGER'S REPORT

A. Burials:

| | | | | | | | |
|---------------------|-----------|-------------------|----------|-------------------|----------|---------------------|-----------|
| Calendar YTD | 24 | March 2024 | 6 | March 2024 | 6 | Calendar YTD | 24 |
| Resident | 14 | Resident | 2 | Casket | 4 | Casket | 15 |
| Non-Resident | 10 | Non-Resident | 4 | Cremation | 2 | Cremation | 9 |

| | | | |
|-------------------|-----------|--------------|-----------|
| Fiscal YTD | 52 | Total | 52 |
| Resident | 34 | Casket | 30 |
| Non-Resident | 18 | Cremation | 22 |

B. Bank Accounts:

Presented by: Jeff Hood

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

Attachments: March 2024 Statements

VII. NEW BUSINESS

A. Equipment discussion – implement purchase/creation.

Presented by: Laura Alcantor

Requested Action/Purpose: YANMAR bucket enhancement to improve use. Use skid steer \$.

Attachments: None

B. Proposal to bid Cemetery Roadway & Parking lot painting.

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion to move forward for RFP's regarding Cemetery traffic.

Attachments: None

C. Holiday Hours Clarification- Mon 4 or 5 hours, Tues – Fri 7 or 8 hours

Presented by: Laura Alcantor

Requested Action/Purpose: With 2024 FTE 30+ hours update clarify and include in handbook.

Attachments: None

D. Décor Infraction Escalation and Display Boards

Presented by: Laura Alcantor

Requested Action/Purpose: Repeated violations and increasing inappropriate material.

Attachments: None

VIII. OLD BUSINESS

A. Employee Handbook

Presented by: Laura Alcantor

Requested Action/Purpose: Update process continues.

Attachments: None

B. Equipment Replacement and Repair

Presented by: Laura Alcantor

Requested Action/Purpose: Ongoing comments regarding tractor (Bobcat) replacement.

Attachments: Bobcat Document

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 May 8th, 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: April 5th, 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.