

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

Minutes

**Wednesday, February 8, 2023
11:00 a.m.**

I. CALL MEETING TO ORDER

The meeting was called to order at 11:04 a.m. by Trustee Rocha.

II. ROLL CALL

Trustee, Lynn Hogue - Present
Trustee, Terri Rocha - Present
Manager, Laura Alcantor - Present

III. APPROVAL OF AGENDA AS POSTED OR AMENDED

A motion was made by Trustee Rocha to approve the minutes and Trustee Hogue 2nd the motion.

IV. PUBLIC COMMENT

No public present.

V. CONSENT CALENDAR

A. Minutes: Approval of the minutes from the Regular Board Meeting on January 11, 2023.

A motion was made by Trustee Rocha to approve the minutes and Trustee Hogue 2nd the motion.

B. Financial Statements:

Presented by: Laura Alcantor

Requested Action / Purpose: Discussion of the financial reports.

Attachments: January 2023 County financial statements provided at the meeting.

Note: Deposit to fund #44001 for January was \$29,000.00. However, report reflects \$28,000.00.

Difference was due to \$1,000.00 non-resident refund paid to George Cardoza.

YTD 44001 Revenue \$204,535.27 Expenses YTD \$139,951.34. Net gain of \$64,583.93.

Fund balance of (\$163,292.67).

YTD 44005 \$55,836.00 with balance of \$129,884.00 – Pre-Need

YTD 44072 \$38,789.92 with balance of \$906,249.66 - Endowment

YTD 44091 \$12,784.00 with balance of \$360,890.96 – Capital Outlay

Discussion: Need to compare County Reports received with our records to verify they coincide. If any discrepancies, clarify.

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

Warrants are prepared by either the District Manager or a Board Trustee. The warrant request is reviewed/approved by a different person, either the District Manager or a Board Trustee and signed by both.

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	9	January 2023	9	January 2023	9	Calendar YTD	9
Resident	5	Resident	5	Casket	7	Casket	7
Non-Resident	4	Non-Resident	4	Cremation	2	Cremation	2

Fiscal YTD	65	Total	65
Resident	41	Casket	39
Non-Resident	24	Cremation	26

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

Checking account #10704782 balance is \$83,511.68 as of January 31, 2023

Checking account #10702674 balance is \$19,422.88 as of January 31, 2023

VII. NEW BUSINESS

None

VIII. OLD BUSINESS

A. County Website

Presented by: Laura Alcantor

Requested Action/Purpose: Update regarding bids from three vendors.

Attachments: Bid Information

On January 25th, 2023, a Zoom presentation by website company, Streamline, was attended by District Manager Alcantor and Trustee Rocha. Streamline specializes in establishing websites for California Cemetery Districts and ensuring sites are California compliant. The company supplied the name of four California Cemetery Districts they established and manage. Estimate provided by Streamline is \$63.00 per month for subscription service. This amount is based on our annual revenue not exceeding \$250,000.00 per year. The monthly subscription fee would be \$84.00 per month for annual revenue of \$250,001.00 to \$500,000.00. The District would have control of additions/subtractions to the website and technical support from Streamline. The other two bids were GoDaddy and Wix. GoDaddy quoted \$3300 1st year set-up, \$1000 each year after costs, with limitations, no California compliance uploads, and no one who specializes with cemetery website knowledge. Wix had three options with price ranging from \$27.00 a month to \$45.00 a month. Even the most expensive plan offered video training, limited data, and no CA cemetery compliance. A motion was made by Trustee Rocha to choose Streamline as Website Company, Trustee Hogue 2nd.

B. Annual Audit

Presented by: Terri Rocha

Requested Action/Purpose: Update regarding the progress of the annual audit.

Attachments: None

Correspondence received by the accounting firm of Schwartz, Giannini, Lantsberger & Adamson. They expect to have the audit completed by February 15th. Discussed auditing costs to come from Endowment fund. This is a legitimate payment method as per Trustee Hogue.

IX. ITEMS TOO LATE FOR THE AGENDA

A. Cemetery Lot Décor

Presented by: Terri Rocha and Laura Alcantor

Requested Action/Purpose: Revise Décor and Adornment policies and enforce them.

Attachments: Revised Adornment Rules and Regulations Page

Trustee Rocha went over revised adornment handout and discussed what changes were made, as well as some notable ways to incorporate into contract and notify parties of infractions. Laura discussed challenges of notification process and possibility of notice boards for public restroom outside wall as well as area at fountain. The revised page is displayed on window of office and will be incorporated into updated contract. If no other means of contact, may put notes on gravesite.

B. Internet Issues

Presented by: Laura Alcantor

Requested Action/Purpose: Contacting Internet provider to check speed and issues.

Attachments: None

Laura discussed challenges with internet uploads, email issues and slow response. Probable reason for problem is severe wind and weather that may have misaligned satellite dish. Requesting phone call and possible visit for repairs. Request ok'd by Trustee Hogue.

C. Burial Devices

Presented by: Laura Alcantor

Requested Action/Purpose: Burial Devices Inventory

Attachments: None

Laura discussed need for more burial devices due to low inventory and forecast of need. The casket liner order will be over \$6000. and the budget is just over \$4500. Remaining. A **motion** was made by Trustee Hogue to approve an additional \$12,000. allocation for burial devices. This should cover the need for the remainder of the fiscal year. Trustee Rocha 2nd the motion.

X. ANNOUNCEMENTS BY TRUSTEES

None

XI. ANNOUNCEMENT OF FUTURE BOARD MEETING

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 March 8, 2023, at 11:00 a.m.

XII. ADJOURN

12:49 p.m. A motion was made by Trustee Rocha to adjourn the meeting and 2nd by Trustee Hogue.