

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

REGULAR MEETING MINUTES

**Wednesday, June 12, 2024
11:00 a.m.**

I. CALL MEETING TO ORDER

The meeting was called to order at 11:05 a.m.

II. ROLL CALL

Trustee, Lynn Hogue	Trustee, Terri Rocha
Manager, Laura Alcantor	Office Assistant, Jeff Hood

All the above were present

III. APPROVAL OF AGENDA AS POSTED OR AMENDED

Trustee Rocha moved to approve the agenda and Trustee Hogue seconded the motion.

IV. PUBLIC COMMENT

None were received.

V. CONSENT CALENDAR

- A. **Minutes:** Approval of minutes from the Regular Board Meeting on May 8, 2024.

Trustee Rocha moved to approve the agenda and Trustee Hogue seconded the motion.

- B. **Financial Statements:**

Presented by: Laura Alcantor

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

Attachments: May 2024 Financial County Reports

YTD (May 2024)

44001 Revenue \$ 18,600.69 Expenses \$ 16,514.72 - Fund Balance of (\$97,713.47).

44005 \$ 10,925.00. Fund Balance of \$ 293,334.00 - Pre-Need

44072 \$ 7,750.00. Fund Balance of \$1,014,285.66 - Endowment

44091 \$ 10,865.69. Fund Balance of \$ 384,257.23 - Capital Outlay

Noting - 3 Family Refunds of \$8,950.00. All posted transactions are accurate.

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: May 2024 Warrant Log

Warrants are prepared by the District Manager, Office Support and/or Trustee Rocha. The warrant requests were reviewed and approved by a person who did not prepare the warrants and signed by those involved in their preparation. A review of the warrants found no discrepancies.

VI. GENERAL MANAGER'S REPORT

A. Burials:

Calendar YTD	41	May 2024	10	May 2024	10	Calendar YTD	41
Resident	23	Resident	5	Casket	4	Casket	20
Non-Resident	18	Non-Resident	5	Cremation	6	Cremation	21

Fiscal YTD	69	Total	69
Resident	43	Casket	35
Non-Resident	26	Cremation	34

B. Bank Accounts:

Presented by: Jeff Hood

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

Attachments: May 2024 Statements

Oak Valley Community Bank checking account ending in #2674.

April activity – earned interest of \$2.52.

Balance of \$19,808.19.

Oak Valley Community Bank checking account ending in #4782.

April activity – earned interest of \$35.48.

Balance of \$83,805.37.

VII. NEW BUSINESS

A. Break-In & Theft discussion – Equipment taken, Damage replacement – Loss/Recovery Designation

Presented by: Laura Alcantor

Requested Action/Purpose: 2 Roll up doors replaced. Equipment to be replaced.

Attachments: None

The ECD Shop was burglarized twice early morning of Saturday 06/01/2024 and again about midnight, Sunday 06/02/2024. Discussed equipment stolen and replaced trimmer (blower, and a

cordless reciprocating saw), property damaged and repaired (two rear roll up doors and camera bases), and security considerations (additional perimeter security and interior motion/cameras) to advance possible future unauthorized entry, and the insurance claim. Infrared beam quote from HT Systems and ARLO, WISE, or RING products are being considered.

B. Vacation Coverage - Laura in July

Presented by: Laura Alcantor

Requested Action/Purpose: SWIFT Landscaping is aware.

Attachments: None

Laura plans to be away 07/15 to 08/04, returning 08/05. Extending SWIFT Landscaping to cover for these dates. Possibility to use alternate landscaper, test to determine if potential future hire -or-out-source as vendor. Recommended to complete hire -vs-out source comparison before making an offer.

C. Replacement Fridge in Shop

Presented by: Terri Rocha

Requested Action/Purpose: Discuss replacement of failing old refrigerator. Need to replace and discard old.

Attachments: None

Discussed whether an actual refrigerator or water dispenser would be best. A refrigerator was agreed. Jeff to investigate options with local retailers. Trustee Rocha motioned expense not to exceed \$300.00. Trustee Hogue seconded.

VIII. OLD BUSINESS

A. 2024/2025 Budget Preparation –

Presented by: Laura Alcantor & Jeff Hood

Requested Action/Purpose: Subsequent e-mail, Board input and inquiries for June Board meeting.

Attachments: None

Review of 2024/2025 Budget draft. Initial edits were suggested and implemented. The discussion regarding some seasonal expense adjustments. Board approved adjusted draft and final to be submitted to San Joaquin County.

B. Employee Handbook Revision

Presented by: Laura Alcantor

Requested Action/Purpose: Update process continues.

Attachments: None

In process. Delayed due to recent developments.

IX. ITEMS TOO LATE FOR THE AGENDA

Repairs to 2 mowers – West Turf Services has been contacted to pick up both the recently deficient and non-operational mowers for diagnostics.

Irrigation concerns – wiring to control valves requiring manual watering to some areas. Unexpected galvanized lines have been located in sold lots. Other galvanized lines have

sprinklers tied directly to galvanized piping. Degradation of these types of irrigation have created sprinkler replacement and additional demand on grounds crew. Christy boxes protecting valves need replacement, attention due to internal soil collecting or animals burrowing, and solenoids controlling valves need to be tested for replacement.

X. ANNOUNCEMENTS BY TRUSTEES

No announcements were made.

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 July 10, 2024.

XII. ADJOURN

The meeting adjourned at 1:00 p.m.