

**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, November 8, 2023  
11:07 a.m.**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

Trustee, Lynn Hogue - Present                      Trustee, Terri Rocha – Present  
Manager, Laura Alcantor – Excused              Asst. Manager, Jeff Hood – Present

**III. APPROVAL OF AGENDA AS POSTED OR AMENDED**

Trustee Hogue made a motion to approve the agenda as posted. Trustee Rocha seconded the motion. The motion passed unanimously.

**IV. PUBLIC COMMENT**

No public was present.

**V. CONSENT CALENDAR**

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

Trustee Hogue made a motion to approve the agenda as posted. Trustee Rocha seconded the motion. The motion passed unanimously.

**B. Financial Statements:**

Presented by: Terri Rocha

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

Attachments: October 2023 Financial County Reports

YTD 44001 Revenue \$33,661.11 Expenses of \$33,995.66. Fund balance with balance of (\$170,380.26).

YTD 44005 \$44,307.00 with a balance of \$209,450.00 – Pre-Need

YTD 44072 \$28,397.00 with a balance of \$962,528.66. - Endowment

YTD 44091 \$9,509.00 with a balance of \$381,027.96 - Capital Outlay

Trustee Hogue commented that revenue needs to be at \$7,000 monthly to make up the deficit. To be reviewed again in 3 months. Trustee Rocha made a motion to approve financial reporting. Trustee Hogue seconded the motion. The motion passed unanimously.

C. **Warrants for Bills, Invoices and Required Payments:**

Presented by: Terri Rocha

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: October 2023 Warrants Log

Warrants are prepared by the District Manager, Assistant Manager, or Board Trustee Rocha. The warrant request is reviewed and approved by a person who did not prepare the warrants and signed by both. Trustee Hogue reviewed the September 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>65</b>	<b>October 2023</b>	<b>1</b>	<b>October 2023</b>	<b>1</b>	<b>Calendar YTD</b>	<b>65</b>
Resident	36	Resident	0	Casket	1	Casket	35
Non-Resident	29	Non-Resident	1	Cremation	0	Cremation	30

<b>Fiscal YTD</b>	<b>16</b>	<b>Total</b>	<b>16</b>
Resident	11	Casket	3
Non-Resident	5	Cremation	13

Historical data includes 15 Pre-Needs with the 65 YTD At-Need account for 80, of 100, fiscally. A suggestion was made to track inquiries versus purchases.

B. **Bank Accounts**

Presented by: Terri Rocha

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

Attachments: October 2023 bank statements.

Oak Valley Community Bank checking account ending in 2674 reflects a credit of \$1.63 due to interest with a closing balance of \$19,311.33. Oak Valley Community Bank checking account ending in 4782 reflects a credit of \$17.75 due to interest and a closing balance of \$83,601.27 A reconciliation of the accounts was completed by Trustee Rocha and reviewed by Trustee Hogue.

VII. **NEW BUSINESS**

A. **Refrigerator In Shop**

Presented by: Terri Rocha

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

Attachments: None

Replacement was discussed. The decision is to wait till Spring 2024.

**B. December 2023 Board Meeting**

Presented by: Terri Rocha

Requested Action/Purpose: Discussion of conflict with another event same day.

Attachments: None

There is a scheduling conflict for December's Board meeting. Other dates were discussed. The decision was made not to hold a December Board meeting.

**VIII. OLD 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

Prior Discussion: Zele Program sounds like an excellent opportunity to replace equipment eligible and related to work scope of cemetery. Trustee Rocha will work with groundkeeper Richard to determine what's eligible and feasible for cemetery grounds.

**B. Vandalism**

Presented by: Terri Rocha

Requested Action/Purpose: Discuss update and improvement taken since vandalism occurred.

Attachments: None

Replacement glass to the garage was \$247.00. Insurance deductible is \$1,000.00, no claim was filed.

**C. New Office Hire**

Presented by: Terri Rocha

Requested Action/Purpose: Discuss new office employee, their role, and estimated hours with the established budget in mind. Also, discuss District Manager, Laura Alcantor, and her role as a groundskeeper.

Attachments: None

Part-Time Assistant District Manager was hired on October 23, 2023.

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

None

**V. ANNOUNCEMENTS BY TRUSTEES**

None

**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 Wednesday, January 10<sup>th</sup>, 2024.

**VII. ADJOURN**

The meeting was adjourned at 11:46 a.m.