

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

Minutes

**Wednesday, January 11, 2023
11:00 a.m.**

I. CALL MEETING TO ORDER 11:18 a.m.

II. ROLL CALL

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

APPROVAL OF AGENDA AS POSTED OR AMENDED

Motion to approve the agenda, Trustee Hogue, 2nd Trustee Rocha.

III. PUBLIC COMMENT

No public present

IV. CONSENT CALENDAR

A. Minutes: Approval of the minutes from the Regular Board Meeting on December 14, 2022.

Motion to approve the minutes, Trustee Hogue, 2nd Trustee Rocha.

B. Financial Statements:

Presented by: Laura Alcantor

Requested Action / Purpose: Discussion of the financial reports.

Attachments: December 2022 financial statements provided at the meeting.

YTD 44001 Revenue \$177,607.27 Expenses YTD \$124,435.34. Net gain of \$53,171.93.

Fund balance of (\$211,778.39). – Operating Fund

YTD 44005 \$67,849.00 with balance of \$128,022.00 – Pre-Need

YTD 44072 \$32,262.92 with balance of \$899,722.66 - Endowment

YTD 44091 \$9,495.00 with a balance of \$357,601.96 – Capital Outlay

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.

V. 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	110	December 2022	8	December 2022	8	Calendar YTD	110
Resident	73	Resident	4	Casket	5	Casket	63
Non-Resident	37	Non-Resident	4	Cremation	3	Cremation	47

Fiscal YTD	56	Total	56
Resident	36	Casket	32
Non-Resident	20	Cremation	24

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

Oak Valley Community Bank 10704782 has a balance of \$

Oak Valley Community Bank 10702674 has a balance of \$

Accounting firm conducting the District’s annual audit has the bank statements in their possession.

Discussion as to possible online statement availability. Will add January statement to February agenda.

VI. NEW BUSINESS

A. Length of Service Time, Music Played, and Alcohol and/or Drug Consumption

Presented by: Laura Alcantor and Terri Rocha

Requested Action/Purpose: Discuss an amendment to the Rules and Regulations regarding the allotted time for service.

Attachments: Memo regarding Angel Ramos service and follow up phone call with brother Jossue Uribe.

The suggested time will begin when the funeral procession to the cemetery is complete. Time has been verbally stated to family members to not exceed be 90 minutes. The time must be adhered to especially if a 2:00 p.m. service is scheduled. It will now be explained and enforced for every service. Also explained will be no tolerance for Alcohol, any illegal or dangerous substance or behavior.

Example: Music, Bands, service. This is a necessary addition to Rules and Regulations so staff, visitors, and second services aren’t held up. Discussed and suggested a one-page rules and regulations sheet to be added to contract. Must have initials by each rule and signed at the bottom. 60 minutes should be length of service including music, speaking etc. Groundskeepers should use caution with addressing any inappropriate behavior and report to the office immediately for possible Sheriff intervention.

B. Cemetery Website

Presented by: Terri Rocha

Requested Action/Purpose: Discussion regarding establishing a County mandated cemetery website.

Attachments: None

Discussion of mandatory website need, content, and quotes from at least 3 sources. Trustee Rocha to research.

C. Statement of Economic Interest Document

Presented by: Terri Rocha

Requested Action/Purpose: Requirement to complete and email 2023 Statements of Economic Interest CA form 700.

Attachments: CA Form 700

Trustee Rocha and Trustee Hogue completed and signed CA Form 700. Trustee Rocha will send in.

VII. OLD BUSINESS

A. Signs and Cones

Presented by: Laura Alcantor

Requested Action/Purpose: Update on the Board previously approving tall orange construction cones and signs for the four entrances of the cemetery.

Attachments: None

Signs ordered and recently received state, "Caution Funeral in Progress" and additional cones ordered state "Road Closed" for areas beyond actively utilized gardens. Total was not to exceed \$1200.00. Final cost of the signs and cones was \$917.91. Items will be placed on River Rd in front of the cemetery and slightly before the cemetery in each direction to slow traffic down and hopefully, eliminate illegal passing of vehicles. Discussion of signs being used. Will add Burwood to each cone in hopes they are not stolen.

B. Annual Audit

Presented by: Terri Rocha

Requested Action/Purpose: Update regarding mandatory annual audit in the process of completion.

Attachments: None

Discussed email of several additional needs from Accounting Firm. Need to contact Attorney, Stacey Henderson for policies, procedures, and bylaws already in place.

VIII. ITEMS TOO LATE FOR THE AGENDA

A. Gravesite Safety

Presented by: Laura Alcantor

Requested Action/Purpose: Research shoring needs for open gravesites due to cave-ins.

Attachments: None

Discussed sandy unstable soil, safety of groundkeepers, and severe weather causing cave-ins and grass damage beyond normal removal by sod cutter. Will investigate costs and options for shoring. Normally some caving in around liners occurs, but with the heavy rains, this is happening at a greater extent. Need to also review safety with groundkeepers.

B. Additional Signage

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion regarding possible signage at the front entrances regarding prohibiting alcohol, drugs, smoking and weapons on cemetery property. Several recent burials had family members drinking and marijuana smoking during the interment.

Attachments: None

Discussed ordering signs to post at all cemetery entrances and on the public restroom. A total of five signs are needed and Trustee Rocha will order them.

C. Vault Liners

Presented by: Laura Alcantor

Requested Action/Purpose: Poly casket liners vs concrete casket liners.

Attachments: None

Discussed gravesites from recent burials having sinking areas and minimal caving in. Groundskeepers suggested heavy rains causing some extra stress on poly liners. Will monitor and see if trend continues.

D. Status of Groundskeeper Off Work

Presented by: Terri Rocha

Requested Action/Purpose: Update regarding groundskeeper current off work due to non-work-related injury.

Attachments: Employee supplied doctors note.

Discussed Mr. Razo's doctors note advising additional time off for rehabilitation after surgery. New date to return is February 15, 2023. The temporary groundskeeper hired during Mr. Razo's absence is working out well, so no action needed.

IX. ANNOUNCEMENTS BY TRUSTEES

None

X. 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 February 8, 2023, at 11:00 a.m.

XI. ADJOURN

12:58 p.m. Motion to adjourn made by Trustee Rocha, Trustee Hogue 2nd.