

MEETING OF THE BOARD TRUSTEES OF ESCALON CEMETERY DISTRICT
REGULAR MEETING MINUTES

Wednesday, April 8, 2026
11:00 a.m.

I. CALL MEETING TO ORDER

The meeting was called to order at 11:02 a.m.

II. ROLL CALL

Board President, Terri Rocha	District Manager, Laura Alcantor
Board Treasurer, Lynn Hogue	Office Assistant, Annmarie Freeseha
Board Secretary, John Bedell	

All members were present.

III. APPROVAL OF AGENDA AS POSTED OR AMENDED

Board Treasurer Hogue moved to approve the agenda; Board President Rocha seconded. Motion approved unanimously.

IV. PUBLIC COMMENT

None present.

V. CONSENT CALENDAR

A. Minutes:

Board Treasurer Hogue moved to accept; Board President Rocha seconded the motion. Motion approved unanimously.

B. Financial Statements:

Presented by: Laura Alcantor

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

Attachments: March 2026 Financial County Reports and Actual Cost to Budget Plan reporting summary. County of San Joaquin Auditor- Controller- General Journal (TDR 305561).

March 2026	Revenue	Expense	Balance
4010FD Operating	N/A	N/A	N/A
4011FD Pre-Need	N/A	N/A	N/A
4012FD Endowment	N/A	N/A	N/A
4013FD Capital Outlay	N/A	N/A	N/A

March 2026 County financial reports were not available at the time of the Board Meeting. The reports will be available for review at the May 2026 Board Meeting.

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: March 2026 Warrant Logs

Warrants are prepared by the District Manager, Office Support and/or Board President 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.

VI. GENERAL MANAGER’S REPORT

A. Burials:

March 2026	6	Calendar (YTD)	20	March 2026	6	Calendar (YTD)	20
Resident	3	Resident	10	Casket	5	Casket	15
Non-Resident	3	Non-Resident	10	Cremation	1	Cremation	5
Fiscal (YTD)	55	Fiscal (YTD)	55	Other (Monthly)	5	Other (F-YTD)	
Resident	27	Casket	31	Pre-Needs	1	Pre-Needs	24
Non-Resident	28	Cremation	24	Vases	4	Vases	27

B. Bank Accounts:

Presented by: Laura Alcantor

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

Attachments: March 2026 Statements

Oak Valley Community Bank checking account ending in #2674.

Month	Autopay to PG&E	Autopay to VISA	EDD	Earned Interest	Balance
March	\$1,833.50	\$3,721.82	\$486.53	\$1.97	\$13,119.47

➤ March 2026– \$2,130.50– County Reimbursement 03/25/2026

Oak Valley Community Bank checking account ending in #4782.

Month	Earned Interest	Balance
March	\$35.91	\$84,576.24

VII. NEW BUSINESS

A. ADA Website Compliancy

Presented by: Laura Alcantor, District Manager

Requested Action/Purpose: Enroll in DocAccess for our website to become ADA Compliant

Attachments: Service Agreement with quote

District Manager Alcantor discussed the details and need for ADA compliance on the Burwood Cemetery website and emphasized the urgency due to the large number of records requiring ADA-compliant formatting. She recommended moving forward with the DocAccess PDF

Accessibility Agreement at a 35% discounted rate. Trustee Rocha moved to approve a one-year agreement, with the understanding that the Board will revisit the terms at the May 2027 Board Meeting. Board Secretary Bedell seconded the motion, adding a stipulation to purchase Adobe Acrobat Pro to allow Burwood personnel to potentially complete all future ADA-compliant PDFs in-house at the end of the one-year contract. Compliancy work will begin immediately upon execution of the DocAccess Accessibility Agreement; however, Burwood Cemetery will not be billed until September 2026. Motion approved unanimously.

OLD BUSINESS

A. California CLASS Investment

Presented by: Laura Alcantor, District Manager

Requested Action/Purpose: Presenting proposed Investment of Funds Policy and need for other policies to move forward with investment options with CalCLASS.

Attachments: Investment of Escalon Cemetery District Funds Policy - Policy Number: 2130

The Board reviewed and signed the Investment Policy – Policy No. 2130, Investment of Escalon Cemetery District Funds. Board Treasurer Hogue moved to approve the Investment Policy. Board President Rocha seconded the motion. Motion approved unanimously.

During the discussion, it was noted that in order to move forward with investment options through CalCLASS, the District must adopt two additional policies: a Reserve Policy and a Basic Financial Policy. These policies will need to be drafted and brought before the Board for review and approval at a future meeting.

B. South Property Washout

Presenting: Laura Alcantor

Requested Action/Purpose: Discussion of bids and selection.

Attachments: Proposed Bids to be reviewed.

Prior discussion included an inventory of remaining placements in Gardens 17-20. It is estimated that 30 - 40 years may pass before there is need to utilize Gardens 21 - 26. The safety around the washout area can be temporarily protected with use of improved barricades or other deterrents. Board President Rocha moved to table this issue till “Irrigation Issue” can be completed. Board Treasurer Hogue seconded the motion. Motion approved unanimously.

C. Irrigation Issue – Future Gardens 17-26

Presenting: Laura Alcantor

Requested Action/Purpose: Progress findings from Board Secretary Bedell.

Attachments: None

The item remains tabled until a service provider can inspect and provide a quote. An irrigation technician will be scheduled to inspect the interior irrigation system, now that access has been provided with a key. Additional providers will be contacted if necessary.

District Manager Alcantor informed the Board that the technician contacted to review the irrigation issue has not yet set a date for the site visit. A message was sent to him prior to the Board Meeting, but no response has been received at this time.

VIII. ITEMS TOO LATE FOR THE AGENDA

None

IX. ANNOUNCEMENTS BY TRUSTEES

No announcements were presented.

X. ANNOUNCEMENT OF FUTURE BOARD MEETINGS

Regular Board Meetings are held on 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 13, 2026.

XI. ADJOURN

Meeting adjourned at 12:01 p.m.