

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

**REGULAR MEETING MINUTES**

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**Wednesday, May 8, 2024  
11:00 a.m.**

**I. CALL MEETING TO ORDER**

The meeting was called to order at 11:00 a.m.

**II. ROLL CALL**

Trustee, Lynn Hogue  
Manager, Laura Alcantor

Trustee, Terri Rocha  
Office Assistant, Jeff Hood

All the above were present.

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

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

**IV. PUBLIC COMMENT**

None were present.

**V. CONSENT CALENDAR**

- A. **Minutes:** Approval of minutes from the Regular Board Meeting on April 10, 2024.

Trustee Hogue moved to approve the amended Minutes from April 10, 2024, meeting as posted, and Trustee Rocha seconded the motion.

- B. **Financial Statements:**

Presented by: Laura Alcantor

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

Attachments: April 2024 Financial County Reports

YTD (April 2024)

44001 Revenue \$ 48,995.70 Expenses \$ 28,432.26 Fund Balance of (\$99,799.44).

44005 \$ 11,522.00. Fund Balance of \$ 264,984.00 - Pre-Need

44072 \$ 12,964.00. Fund Balance of \$1,006,535.66 - Endowment

44091 \$ 5,186,002. Fund Balance of \$ 373,391.54 - Capital Outlay

**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: April 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:**

| <b>Calendar YTD</b> | <b>31</b> | <b>April 2024</b> | <b>7</b> | <b>April 2024</b> | <b>7</b> | <b>Calendar YTD</b> | <b>31</b> |
|---------------------|-----------|-------------------|----------|-------------------|----------|---------------------|-----------|
| Resident            | 18        | Resident          | 4        | Casket            | 1        | Casket              | 16        |
| Non-Resident        | 13        | Non-Resident      | 3        | Cremation         | 6        | Cremation           | 15        |

| <b>Fiscal YTD</b> | <b>59</b> | <b>Total</b> | <b>59</b> |
|-------------------|-----------|--------------|-----------|
| Resident          | 38        | Casket       | 31        |
| Non-Resident      | 21        | Cremation    | 28        |

**B. Bank Accounts:**

Presented by: Jeff Hood

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

Attachments: April 2024 Statements

Oak Valley Community Bank checking account ending in #2674.

April activity – EFT \$346.15 for EDD Online, County reimbursement for EDD \$346.15, and earned interest of \$2.42.

Balance of \$19,805.67.

Oak Valley Community Bank checking account ending in #4782.

April activity – earned interest of \$34.32.

Balance of \$83,769.89.

**VII. NEW BUSINESS**

**A. Equipment Discussion**

Presented by: Laura Alcantor

Requested Action/Purpose: Send in Husqvarna mower to West-Turf repair shop, for estimate. Repairing the spare mower if financially feasible.

Attachments: None

Equipment discussion regarding status of equipment in need of repair. A decision was made to prioritize mowers for repair first, then the Mule for the wheel bearing. Outsource the repairs on the mowers and repair the mule on site with parts to be ordered.

**B. Décor Infraction Escalation and Display Boards**

Presented by: Laura Alcantor

Requested Action/Purpose: Repeated violations and increasing inappropriate material.

Attachments: None

The discussion was for policy proposal related to décor infractions. Three written notifications will result in a final written “no decoration” notification. Submit policy to Board for review.

**C. 2024-2025 Budget Preparation**

Presented by: Laura Alcantor & Jeff Hood

Requested Action/Purpose: Preliminary discussion, Board input and schedule review date prior to June Board meeting.

Attachments: None

2024-2025 Budget is being updated as new increases are being sought from service providers. There are a few outstanding quotes to complete. Trustee Hogue requested to have the current version of budget sent to her for review. Laura Alcantor and Jeff Hood are to provide date considerations for Budget review with Board prior to June Board meeting.

**D. Vase Cost, Accounting, and Installation Quantity**

Presented by: Laura Alcantor & Jeff Hood

Requested Action/Purpose: Discussion to evaluate how product is procured and accounted for future placements and quantities to be applied.

Attachments: None

The discussion included identifying vase as an indicator of placement (prior to headstone placement). One individual vase is included in current opening and closing pricing. Multiple interments at the same time, with only one opening and closing, will require a vase for each person interred. Additional vase purchase will be added to the Price List and written into future Burial Rights and Interment Service Agreements.

**E. Revisit Established Exception Burial Request Process**

Presented by: Terri Rocha

Requested Action/Purpose: Discuss any options to expedite increased pre-needs/at-needs.

Attachments: None

The discussion was to increase burial opportunities by allowing potential exceptions to Operating staff from Board guidance. Trustee Rocha will forward the Public Cemetery guidelines to Trustee Hogue for further review on this topic.

**VIII. OLD BUSINESS**

**A. Proposal to Bid for Cemetery Roadway & Parking Lot Painting**

Presented by: Jeff Hood

Requested Action/Purpose: Discussion to move forward with bidding regarding Cemetery traffic.

Attachments: None

Three bids were presented and discussed. Trustee Rocha moved to accept the middle-priced bid of \$1,800.00 from Bonadonna's Asphalt Repairs, Inc. The company will restripe the parking lot next to the shop, stripe parking lots near the office, and add No Parking stencils with lines along the beginning of the three cemetery entrances, not to include the entrance near the office, and end at the first crossing driveway, which runs in front of the public restroom. Trustee Hogue seconded the motion. Funding will be posted against "Repairs and Maintenance" budget.

**B. Tractor Equipment Discussion**

Presented by: Laura Alcantor

Requested Action/Purpose: YANMAR bucket enhancement to improve use.

Attachments: None

This topic was removed from the agenda.

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

**Workers' Compensation Coverage**

Presented by: Terri Rocha

Requested Action/Purpose: Discuss change in workers' compensation carrier.

Attachments: None

The District was notified by our current workers' compensation carrier they were providing coverage only to their medium and larger sized clients. Therefore, we needed to search for a new workers' compensation carrier.

Were able to obtain quotes from two carriers. It was difficult to locate coverage for only three employees. One quote was slightly over \$20,000.00 and the other was \$10,048.00. A motion was made by Trustee Rocha to solicit a workers' compensation policy with the company with the lower bid from Golden State Risk Management Authority (GSRMA). GSRMA manages various types of coverage for Special Districts in California. Trustee Hoque seconded the motion.

**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 June 12, 2024.

**XII. ADJOURN**

The meeting was adjourned at 12:35 p.m.