

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

**Minutes**

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**Wednesday, March 8, 2023**

**11:00 a.m.**

**I. CALL MEETING TO ORDER**

The meeting was called to order at 11:03 am.

**II. ROLL CALL**

Trustee, Lynn Hogue - Present

Trustee, Terri Rocha - Present

Manager, Laura Alcantor – Present

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

Trustee Rocha made a motion to approve the agenda as posted or amended. Trustee Hogue seconded. Motion passed.

**IV. PUBLIC COMMENT**

No public present.

**V. CONSENT CALENDAR**

**A. Minutes:** Approval of the minutes from the Regular Board Meeting on February 8, 2023.

Trustee Hogue made a motion to approve the minutes of the February 8, 2023, regular meeting. Trustee Rocha seconded the motion. Motion passed.

**B. Financial Statements:**

Presented by: Laura Alcantor

Requested Action / Purpose: Discussion and review of the prior months financial reports.

Attachments: February 2023 County prepared financial statements provided at the meeting.

The financial reports were reviewed and approved.

YTD 44001 Revenue \$239,875.27 Expenses YTD \$154,974.21. YTD Net gain of \$84,901.26.

Fund balance of (\$142,975.54).

YTD 44005 \$77,511.00 with balance of \$137,684.00 – Pre-Need

YTD 44072 \$38,789.92 with balance of \$913,224.66 - Endowment

YTD 44091 \$12,784.00 with balance of \$363,250.96 – 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: Warrant 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. Trustee Hogue reviewed the prior months warrants requests 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>18</b>	<b>February 2023</b>	<b>9</b>	<b>February 2023</b>	<b>9</b>	<b>Calendar YTD</b>	<b>18</b>
Resident	9	Resident	4	Casket	6	Casket	13
Non-Resident	9	Non-Resident	5	Cremation	3	Cremation	5

<b>Fiscal YTD</b>	<b>74</b>	<b>Total</b>	<b>74</b>
Resident	45	Casket	45
Non-Resident	29	Cremation	29

**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 checking account #10704782 has a balance of \$83,517.45.

Oak Valley Community Bank checking account #10702674 has a balance of \$19,423.62 There is an outstanding check to VISA for \$92.15, which will bring actual balance to \$19,331.47. All statements reviewed by the Board and transactions all accounted for and approved.

**VII. NEW BUSINESS**

**A. ECD Price List**

Presented by: Terri Rocha

Requested Action/Purpose: Discussion regarding Saturday, Observed and Unobserved Holiday Services

Attachments: None

The item was placed on the agenda to discuss the possibility of removing Saturday, observed, and unobserved holidays from the price list. Individuals, at times, request a Saturday service and are agreeable to paying an extra fee for a Saturday. However, our two groundskeepers work 40 hours per week and may not wish to work on a weekend. After Board discussions, it was decided to leave the

Saturday service fee on the price list. It leaves the opportunity for the groundskeepers to work overtime, if they choose.

**B. Homotech Systems**

Presented by: Laura Alcantor

Requested Action/Purpose: Discussion regarding existing security company Homotech Systems bid and necessity of replacing south facing cameras in unused new gardens.

Attachments: Homotech Proposal

HomeTech Security originally placed equipment on an existing Pacific, Gas & Electric (PG&E) power pole behind the shop. The cemetery received notification from PG&E to remove the equipment from their power pole. HomeTech was notified of the request from PG&E and came and removed the equipment. The cemetery then received a bid of \$850.00 to reinstall the equipment, wiring and reconfigure the alarm system. The equipment in question controls the security cameras towards the back of the cemetery.

During the Board discussion it was noted when an employee was recently terminated, a call was placed top Homotech to deactivate the employees alarm code. A technician was not readily available, and the code was not deactivated until the following day.

The Board directed the District Manager to check contact three other security companies as to their monitoring fees and services provided.

**VIII. OLD BUSINESS**

**A. County Website**

Presented by: Laura Alcantor

Requested Action/Purpose: Update regarding State mandated website.

Attachments: None

Trustee Rocha and District Manager, Laura Alcantor, has had several meetings with Streamline, an internet web development service. We are in the process of creating the website and it should be “live’ sometime in the next 30 days.

**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 held on April 12<sup>th</sup>, 2023, at 11:00 a.m.

**VII. ADJOURN**

The meeting was adjourned at 1:10 pm.