

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

**Wednesday, December 10, 2025**  
**11:00 a.m.**

**I. CALL MEETING TO ORDER**

The meeting was called to order at 11:06 a.m.

**II. ROLL CALL**

Board President, Terri Rocha  
Board Treasurer, Lynn Hogue  
Board Secretary, John Bedell

District Manager, Laura Alcantor  
Office Assistant, Annmarie Freeseha

All were present.

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

Board President Rocha moved to approve the agenda as amended; Board Secretary Bedell seconded the motion. Passed unanimously.

**IV. PUBLIC COMMENT**

No public was present.

**V. CONSENT CALENDAR**

**A. Minutes:**

Board President Rocha moved to accept; Board Secretary Bedell seconded the motion. Passed unanimously.

**B. Financial Statements:**

Presented by: Laura Alcantor

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

Attachments: November 2025 Financial County Reports and Actual Cost to Budget Plan reporting summary. County of San Joaquin Auditor- Controller- General Journal (TDR 305561).

November 2025		Revenue	Expense	Balance
44001	Operating	\$45,575.00	\$22,389.22	\$(111,404.87)
44005	Pre-Need	\$8,350.00	\$3,300.00	\$455,747.00
44072	Endowment	\$1,550.00		\$1,141,220.66
44091	Capital Outlay	\$2,700.00	\$2,745.00	\$433,420.23

Discussion was held regarding the S.J. County's allocation of all (44001) revenue for October 2025 to lot sales. An email request was submitted to reallocate the revenue to the appropriate line items. The November 2025 reports reflect the corrections as requested.

**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: October & November 2025 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:**

<b>October 2025</b>	<b>7</b>	<b>Calendar (YTD)</b>	<b>64</b>	<b>September 2025</b>	<b>7</b>	<b>Calendar (YTD)</b>	<b>64</b>
Resident	3	Resident	38	Casket	5	Casket	36
Non-Resident	4	Non-Resident	26	Cremation	2	Cremation	28
<b>November 2025</b>	<b>10</b>	<b>Calendar (YTD)</b>	<b>83</b>	<b>November 2025</b>	<b>10</b>	<b>Calendar (YTD)</b>	<b>83</b>
Resident	6	Resident	49	Casket	4	Casket	42
Non-Resident	16	Cremation	34	Cremation	6	Cremation	41

<b>Fiscal (YTD)</b>	<b>32</b>	<b>Fiscal (YTD)</b>	<b>32</b>	<b>Other (Monthly)</b>	<b>8</b>	<b>Other (F-YTD)</b>	<b>29</b>
Resident	16	Casket	14	Pre-Needs	2	Pre-Needs	12
Non-Resident	16	Cremation	18	Vases	6	Vases	17

**B. Bank Accounts:**

Presented by: Laura Alcantor

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

Attachments: October & November 2025 Statements

Oak Valley Community Bank checking account ending in #2674.

Month	Autopay to PG&E	Autopay to VISA	Autopay to CALPERS	Autopay to EDD	Earned Interest	Balance
October	\$1,806.04	\$2,112.70	\$80.00	468.63	\$2.02	\$15,502.99
November	\$1,888.94	\$608.67			\$1.91	\$17,006.03

➤ **October 3, 2025 - \$3,368.16 - County Reimbursement 08/2025- 9/2025**

➤ **November 21, 2025 - \$3,998.74 - County Reimbursement 09/2025-10/2025**

Oak Valley Community Bank checking account ending in #4782.

Month	Earned Interest	Balance
October	\$35.83	\$84,401.48
November	\$34.69	\$84,436.17

## VII. NEW BUSINESS

### A. Additional Health Insurance Coverage

Presenting: Laura Alcantor

Requested Action/Purpose: Need board approval for new employee health insurance coverage starting February 1, 2026. Will be over budget.

Attachments: Bid

Discussion was held regarding adding the new employee to health, vision, and dental insurance plans beginning February 1, 2026, marking the end of the 90-day probationary period. It was noted that the 2025–2026 insurance budget is currently on target but is projected to exceed beginning in February.

Board Secretary Bedell moved to add the new employee to health, vision, and dental insurance coverage following completion of the 90-day probationary period. Board Treasurer Hogue seconded the motion. The motion carried unanimously.

### B. Lot Hold Fee

Presenting: Laura Alcantor

Requested Action/Purpose: Discuss \$50.00 proposed fee for holding a lot for six months or less.

Attachments: None

Discussion was held regarding the proposed \$50.00 fee for holding a lot for six months or less. Staff noted that individuals frequently request lot holds after receiving cost information, but many do not follow through, resulting in unnecessary administrative time. Implementing a fee would help ensure that lot hold requests come from individuals who are more likely to proceed with a purchase. Staff also noted that the estimate clearly states that follow-up by the District is not mandatory; however, in most cases, staff will make a courtesy follow-up call if the individual has not contacted the office before the hold period expires.

After review, the Board determined that a \$200.00 fee for a 90-day lot hold would be more appropriate. This fee will be credited toward the administrative fee at the time of purchase.

Board President Rocha moved to adopt the \$200.00 fee for a 90-day lot hold; Board Secretary Bedell seconded the motion. The motion carried unanimously.

## VIII. OLD BUSINESS

### A. South Property Washout

Presenting: Laura Alcantor

Requested Action/Purpose: Discussion of bids and selection.

Attachments: Proposed Bids to be reviewed.

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. The motion carried unanimously.

**B. Irrigation Issue – Future Gardens 17-26**

Presenting: Laura Alcantor

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

Attachments: None

Item remains tabled until service provider is available to visit and provide input and quote for repair. It was noted that an irrigation technician will be scheduled to inspect the interior irrigation system now that access has been provided with a key.

**C. Reduction of County Debt**

Presenting: Terri Rocha

Requested Action/Purpose: Discussion for reducing the cemetery's debt to the County.

Attachments: None

Discussion continued from previous meetings details to allocate \$1.25 million from San Joaquin County Office – Auditor Controller's Office (SJCO-ACO) to an alternate investment channel, that would include safe and insurable interest-bearing deposits. Board Treasurer Hogue moved to request funds removal from SJCO-ACO to Edward Jones. Board Secretary Bedell seconded the motion. Board President Rocha was directed to contact Edward Jones for next step prior to requesting transfer of funds from SJCO-ACO.

Board President Rocha proposed that the District become a member of the California Special Districts Association (CSDA) under the six-month introductory period at no cost. Membership will allow the Board to research investment of the proposed \$1.25 million from the San Joaquin County Office into California CLASS, an investment pool recommended by CSDA. The current advertised yield is 4.01%. Board members agreed to further research this option.

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

**A. Workplace Violence Prevention Program**

Presenting: Laura Alcantor

Requested Action/Purpose: To implement the Workplace Violence Prevention Program (WVPP)

Attachments: WVPP Packet

Manager Alcantor presented to the Board the need to implement the Workplace Violence Prevention Program (WVPP). She provided the WVPP packet, and the Board reviewed all materials.

Board Treasurer Hogue moved to adopt the WVPP; Board Secretary Bedell seconded the motion. The motion carried unanimously.

**B. Blower Assembly**

Presenting: Laura Alcantor

Requested Action/Purpose: Approval of expense covering the cost of blower assembly for the PZ 60 Husqvarna mower

Attachments: N/A

Manager Alcantor informed the Board of the need to repair Husqvarna mower. The required blower assembly part(s) are projected to cost approximately \$2,000.00.

Board Treasurer Hogue moved to approve the expense; Board President Rocha seconded the motion. The motion carried unanimously.

**X. ANNOUNCEMENTS BY TRUSTEES**

No announcements were presented.

**XI. 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 January 14, 2026.

**XII. ADJOURN**

The meeting adjourned at 12:02 p.m.

**SPECIAL BOARD ACTION – JANUARY 7, 2026**

Special board approval was requested by Laura Alcantor, District Manager (via email). Below is the actual email request which was sent to each board member.

Please cast your vote on the following item:

Action Item:

Approval of increased amount for purchase of Husqvarna parts totaling \$3,099.95, which includes all required components.

See original motion in minutes below from December 10, 2025

A. Blower Assembly

Presenting: Laura Alcantor

Requested Action/Purpose: Approval of expense covering the cost of blower assembly for the PZ 60 Husqvarna mower

Attachments: N/A

Manager Alcantor informed the Board of the need to repair Husqvarna mower. The required blower assembly part(s) are projected to cost approximately \$2,000.00.

Board Treasurer Hogue moved to approve the expense; Board President Rocha seconded the motion. The motion carried unanimously.

Please reply to this email with one of the following:

- YES – Approve
- NO – Do Not Approve

A response from each board member is required.

All replies will be saved for the record.

Each Board Member submitted an email confirming approval of the request in the amount of \$3,099.95, resulting in a unanimous vote.

Supporting documentation from Discount Ag, along with all Board Member email responses, is attached for the record.