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BOARD OF TRUSTEES' ANNUAL REPORT July 1, 2019 - June 30, 2020

During this past fiscal year the District sold 22 full casket in-ground sites, 11 cremation sites and 8 niches.

This past May the District purchased 10 acres of land located at 1000 Smith Lane, Byron, for future constituent need and in keeping with the Municipal Services Review.

Our grounds keepers have been maintaining the cemetery, as well as the opening/closing for all interments. Here are some of the expenses associated with running our District: workers compensation and property insurance \$39,000; employee benefits \$54,118; funeral supplies and vaults \$9,197; pest control \$6,000. Professional services – Legal Counsel \$3,193; CPA (State of California required Annual Audit) \$10,700; computer and web support \$9,177.

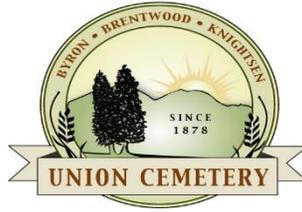
The District's utilities increased with the annual costs of Pacific Gas and Electric \$10,309; disposal \$4,141; telephone and internet \$4,528.

Unfortunately, the District's Manager Barbara Fee, passed away unexpectedly in August of 2019. The Board of Trustees brought in Patricia Howard, District Manager of the Alamo-Lafayette Cemetery District to train interim Manager Aurora Garcia for the District Manager position.

Costs are up in keeping the District running smoothly, including employee benefits and supplies.

Operating a public cemetery is very different than operating a private cemetery. Private cemeteries are not obligated to follow the California Health and Safety code when setting prices. They have many options at their disposal including no limit on the area they serve, trading, brokers, sales, discounts and accepting payment plans. Unfortunately, public cemeteries are very limited in the way of options – our District does not offer payment plans, sales or discounts and use of the cemetery is limited to residents of the tax district.

This year the District had an unexpected change on how we are permitted to sell sites and perform all burial services, due to COVID-19. The State of California and the Centers for Disease Control (CDC) required that only two person are permitted to select and finalize the cemetery purchase of lots or niches. Only 10 – 20 persons can attend all burials. The witnessing of the lowering of the casket and the closing of graves are no longer permitted due to safety concerns. All staff and persons attending services or visiting the cemetery must wear a mask and socially distance by six feet. The District has spent



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approximately \$3,000 for the purchase of Personal Protective Equipment (PPE) for staff, which has been very difficult to obtain.

As of June 2020, the District has \$287,060 in its Endowment Fund. The annual operating budget was \$282,518. Total tax revenue from 2019-20 F/Y was \$689,817.

Respectfully submitted on this 19th day of August 2020, by District Manager Aurora Garcia and Co. Manager Patricia A. Howard.

Patricia Bristow, Trustee / Chairperson

Barbara Guise, Trustee

Deborah Spinola, Trustee