

OAK GROVE CEMETERY DISTRICT
Minutes
November 4, 2025

CALL TO ORDER:

The regular meeting of the Oak Grove Cemetery District was held Tuesday, November 4, 2025, at 1:00 p.m. Board Directors present: LeRoy Mayfield, Lathel Gravance and Mel Casey.

CONSENT CALENDAR:

- Minutes for October 2025: Motion was made by Lathel Gravance, seconded by Mel Casey to approve as read.
- Expenditures for October 2025: Motion was made by Mel Casey, seconded by Lathel Gravance to approve as read.
- Next meeting scheduled for Tuesday, December 2, 2025.

DISCUSSION/ACTION:

- Employee Insurance Renewal for medical, dental and life insurance effective January 1, 2026, total premium \$ 2,958.12 increasing to \$ 3,175.85. Monthly increase of \$ 217.73. Motion made by Lathel Gravance and seconded by Mel Casey. Approved.
- Holiday schedule for November and December 2025:
 - Veteran's Day – Tuesday, November 11 moved to Monday, November 10
 - Christmas – Thursday, December 25, will include Friday, December 26
 - New Year's – Thursday, January 1, will include Friday, January 2
 - Note: Holidays will be reviewed each year for any changes
- Reviewed Vacation –
 - Request was made by Jonathan Coelho to be paid 4 days of vacation prior to anniversary hire date of November 8. Motion was made by Lathel Gravance, seconded by Mel Casey to be paid for 3 days of vacation only. One-time adjustment.
 - Effective January 1, 2026, the Vacation Leave policy goes into effect. Vacation will now run from January to December and no longer from anniversary date to the next anniversary date.
- Bonuses to be given to employees will be as follows: Anthony Coelho \$ 50.00; Jonathan Coelho and Alfred Diaz \$ 100.00; Judy Escalera \$250.00.
- Review of burial cost will be increased effective January 1, 2026: Single casket burial \$ 250.00, Companion burial \$ 250.00, Cremation \$ 152.00, Child \$ 175.00 and Baby \$ 75.00. Last increase was February 8, 2018. Motion was made by LeRoy Mayfield, second by Mel Casey.
- Beginning January 2026, cemetery will begin using the BMO account to process expenditures.
- Decision was made to allow Alfred and Samantha Diaz to live in their personal RV trailer on cemetery grounds. They are to both sign Employee Housing Agreement.
- Checks were signed.

CLOSED SESSION:

Being no further business, the meeting was adjourned.

Judy Escalera, Manager/Secretary