

## Davis Cemetery District April 25, 2018 Meeting Minutes

Minutes of Davis Cemetery Board meeting April 25, 2018.

**Call to Order:** Chair Larry Dean, Vice-Chair, Stephen Souza, Board Member, Dennis Dingemans; Board Member, Bill Marshall; Board Member Marilyn Mansfield  
Staff: Superintendent Joe Cattarin, Office Manager Christi Postlethwaite, Outreach Director: Kristi Dvorak.  
Yolo County Supervisor Representative: Deputy Supervisor Richard Reed.

### **Approval of Agenda:**

Agenda approved 5-0-0 with modifications:

1. New Business: Elect a new board secretary
2. Old Business: Status on the Anderson plots.
3. Old Business: To move the LAFCO to top of list

**Public Comment:** None. **Announcement:** None **Consent:** None **Correspondence:** None

**Approval of Minutes:** Minutes of February 2018 meeting approved with Bill Marshall abstaining. Stephen Souza 1<sup>st</sup>, Dennis Dingemans 2<sup>nd</sup>. (4-0-1).  
Minutes of March Meeting Approved Stephen Souza 1<sup>st</sup> and Marilyn Mansfield 2<sup>nd</sup> (3-0-2) with the following changes:

1. List Board Member Marilyn Mansfield as excused absence.
2. Correct the job title of County Supervisor from superintendent.
3. Larry requested to insert a takeaway comment from the CAPC conference regarding the importance of financial audits conducted by the board between the 3 year outside audits.

**Superintendent Report:** Written and verbal. Bill Marshall seeks staff recommendation to Master Plan Changes. Superintendent shared a self-prepared statement regarding desired job duty changes for himself. There was a discussion, but no action was taken.

**Outreach:** Written and Verbal. Bill Marshall commented on the financial values of articles produced from events. Larry Dean expressed appreciation for the outreach.

**Financial Reports:** Written and Verbal. Reported the Cemetery District had 14-15 burials, self-sustained, and monthly budget looked good. A request was made for a detailed run by line item of our YTD revenue and expenses for May. The board chair requested an ad-hoc committee be formed for budget planning. There were no volunteers. The Fiscal budget for 18/19 will be prepared by the office manager and presented at the May board meeting.

**Old Business:**

1. Yolo LAFCO Election Ballot: Consolidated Redevelopment Oversight Board. Board voted for Stephen Vink. (5-0) Dennis Dingemans 1<sup>st</sup> and Bill Marshall 2<sup>nd</sup>
2. First draft of I. General Provisions and Government plus II Rules and Regulations portions of the policy manual were distributed. No action taken.
3. Second reading of III Personnel portion of the new policy manual Board chair requested cost details on the various proposed benefit changes No action taken.

**New Business:**

1. Kristi Dvorak volunteered and was then elected Secretary of the Board effective immediately
2. 360 Review procedure was discussed, and it was decided to utilize for 2018 for the superintendent's review on a trial basis before considering for expansion to other employees.
3. Roadway expansion discussion was postponed to the next meeting.

Adjournment: to meet May 16, 2018 at 4:00pm at the Davis Cemetery District.  
Marilyn Mansfield 1<sup>st</sup> and Stephen Souza 2<sup>nd</sup>. (5-0-0)