

## **Davis Cemetery District Board Meeting Minutes**

**Date:** July 18, 2018 **Time:** 4:00 pm

**Location:** 820 Pole Line Rd, Davis, CA

**Call to order/introductions:** Chairperson Larry Dean, Vice Chairperson Bill Marshall, Board Members: Dennis Dingemans, Marilyn Mansfield and Stephen Souza.

Staff: Interim Superintendent Joan Planell, Office Manager Christie Postlethwaite, Outreach Director Kristi Dvorak, Financial Consultant Mary Kirlin.

Guests: Quirino Paris and Edith Hsiao, and County Supervisor Deputy Director: Richard Reed.

**Approval of Agenda: Approved with minor corrections: Stephen Souza 1<sup>st</sup>, Bill Marshall 2<sup>nd</sup> (5-0-0).**

**Public Comments:** Quirino Paris discussed the recent correspondence with the Cemetery District and concerns over his plot.

**Announcements:** Chairperson Larry Dean will be out of office until August 1<sup>st</sup>. Vice-Chairperson Bill Marshall will provide coverage in his absence.

**Approval of Minutes:** Approval of June 20, 2018 meeting minutes with minor changes 5-0-0 and Special July 5<sup>th</sup> Meeting Minutes with changes **Motion: Bill Marshall 1<sup>st</sup> and Stephen Souza 2<sup>nd</sup> (5-0-0).**

**Consent Calendar:** None

**Correspondence:** District received a follow up letter from Quirino Paris. Interim Superintendent Joan Planell will review current policies and creating proper notification and signage to inform the public of the rules. No action will be taken until changes are implemented.

**Superintendent Report Joan and Mary:** Verbal Received and No Action Taken

**Community Outreach Report:** Written and Verbal Received and No Action Taken

**Burial Report:** Written and Verbal Received and No Action Taken

### **Old Business:**

1. The Board Chair reported that he entered into an initial contract with the Interim Superintendent Joan Planell and Financial Consultant Mary Kirlin. The Interim Superintendent with assistance from Mary Kirlin will manage district operations, create a staffing framework, recruit a new superintendent, and recommend fiscal and operational improvements.
2. The 360 reviews of the former superintendent were reviewed by Board Chair and Stephen Souza. A separate meeting with the former superintendent is scheduled for August

**New Business:**

1. County of Yolo Notification Requesting Review of Conflict of Interest Code letter was discussed. Joan Planell will respond to Yolo County, stating no changes have taken place.
2. Discussed the attendance of staff members and board members to attend the CAPC October Seminar on Finance and Fiscal Accountability.
3. Annual Special District of Yolo County Authorization Form was reviewed and updated.

**Next Meeting scheduled:** August 15, 2018 at 4:00 pm.

**Meeting Adjourned:** Stephen Souza, First and Marilyn Mansfield 2<sup>nd</sup>.