

Davis Cemetery District Board Meeting  
Minutes

**Date:** 6/20/2018  
**Time:** 4:00 PM  
**Location:** 820 Pole Line Rd., Davis, CA

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

**Staff:** Superintendent Joseph Cattarin, Office Manager Christi Postlethwaite, Community Outreach Director Kristi Dvorak

**Public:** County Supervisor Jim Provenza's Deputy Supervisor Richard Reed

**Approval Agenda:** Agenda approved with the following changes. Bill Marshall 1<sup>st</sup>, Stephen Souza 2<sup>nd</sup> (5-0-0) Approved change: Moved item #3 from New Business to item #2 e.

**Public comment:**

Opportunity for members of the public to address the Davis Cemetery District Board on issues related to Davis Cemetery District business but which do not appear on the agenda. The Davis Cemetery District Board reserves the right to impose a reasonable time limit afforded to any one topic or to any individual speaker.

**Announcements:** None

**Approval of minutes:** Minutes prepared by the secretary approved. Dennis 1<sup>st</sup>, Bill Marshall 2<sup>nd</sup>. (5-0-0). Bill Marshall requested that Chairperson Larry Dean's additional written comments be acknowledged and preserved with the public records.

**Consent calendar:** None

**Correspondence:** Board reviewed a letter from Quirino Paris. Board stated that they will issue a letter stating that they have received the correspondence and that staff is qualified to respond.

**Superintendent's Report:** Written and verbal. Received and Acknowledged.

**Community Outreach Report:** Written and Verbal. Received and Acknowledged.

**Financial Report:** Written and Verbal. Received and Acknowledged.

**Old Business:**

1. Update on the status of Petrea Marchand report is as follows.

- a. A special meeting is scheduled for July 5<sup>th</sup> at 4:00 pm to review Ms. Marchand's report. County Supervisor Jim Provenza will provide a Brown Act Training session afterwards.
  - b. The board postponed the completion and approval of new policies and procedures until after Petrea's report.
  - c. The regularly scheduled meeting will occur July 18, 2018 unless cancelled.
2. Reviewed and approved the 2018/2019 Budget including:
- a. Received update on the 2017/2018 YTD actuals and Total Year Forecasts compared to proposed budget.
  - b. Reviewed any line item changes from budget proposed by staff in May meeting.
  - c. Board requested that staff generate a report that can provide burial quantities by type and analysis of impact of prior pricing for a future board meeting.
  - d. Reviewed the proposed pricing actions.
    1. Motion: Approve price increases for the lower, middle and upper hill burial area. Bill Marshall 1<sup>st</sup>, Stephen 2<sup>nd</sup> (5-0-0).
    2. Motion: Non-Resident Out of District fees to be raised to \$1200.00, Clarksburg and West Sacramento Non-Resident fees to be raised to \$500.00, and Former Resident fees to be raised to \$400.00 Stephen Souza 1<sup>st</sup>, Bill Marshall 2<sup>nd</sup>. (4-1-0).
    3. It was noted that the fees for the niche opening, monument moving, and infant burials were not increased as their labor costs have not increased.
    4. Motion: Plot prices approved as submitted. Stephen Souza 1<sup>st</sup>, Bill Marshall 2<sup>nd</sup> (5-0-0).
  - e. FY 18-19 Budget presented:
    1. Motion: Board approval of FY-18-19 Budget Dennis Dingemans 1<sup>st</sup>, Bill Marshall 2<sup>nd</sup>. (5-0-0).
3. Roadway Expansion Project:
- a. Joe presented the original topographic graph.
  - b. Motion: Request staff to get conceptual estimates to either expand the current office building and/or build a new pavilion on the hill. Stephen Souza 1<sup>st</sup>, Dennis Dingemans 2<sup>nd</sup> (5-0-0).

**New Business:**

1. Election of new board officers.  
 Motion: Larry Dean re-elected as Board Chair  
 Bill Marshall elected Vice Chair  
 Dennis Dingemans 1<sup>st</sup>, Stephen Souza 2<sup>nd</sup> (5-0-0).
2. Motion: Kristi Dvorak re-elected to secretary.  
 Larry Dean 1<sup>st</sup>, Dennis Dingemans 2<sup>nd</sup> (5-0-0).
3. Pay raises: for employees who are at the top of their pay charts.
  - a. Superintendent Joseph Cattarin informed the board that in 2015 a pay increase was put into place for an

employee without board approval. Motion:  
Acknowledged no action to be taken. Bill Marshall 1<sup>st</sup>,  
2<sup>nd</sup> Stephen Souza 2<sup>nd</sup> (5-0-0).

- b. Superintendent Joseph Cattarin presented a request for pay raises for two employees. Board requested a report that would reflect the increase amount, the percentage amount, the increase of total compensation including benefits, performance appraisal, and how the percentage increase compared to the current inflation in the economy.

**Adjournment and scheduling of next meeting:** Chairperson

Next meeting will be a special meeting on Thursday, July 5, 2018 and a Regular Meeting unless cancelled Wednesday, July 18, 2018 at 4:00 pm. Marilyn Mansfield 1<sup>st</sup>, 2<sup>nd</sup> Stephen Souza (5-0-0).