**Davis Cemetery District**

**December Board Meeting Minutes**

Date:             December 19, 2018

Time:             4:00 pm

Location:       820 Pole Line Rd, Davis, CA

**Board of Trustees:**Chairperson Larry Dean (excused), Vice Chairperson Bill Marshall, Board Members: Dennis Dingemans, Heidy Kellison (excused), Stephen Souza, and Marilyn Mansfield (alternate)

**Staff**: Interim Superintendent Joan Planell; District Superintendent Jessica Potts

**Guests:** Yolo County Supervisor Deputy Director Richard Reed; Tracy Ligtenberg

I. Call to Order

II. Approval of Agenda

 Motion: Stephen Souza 1st, Dennis Dingemans 2nd, (4-0-0)

III. Public Comment: None

IV. Consent Calendar

a. Approval of the Minutes

b. Amendment to the Purchase Price of the Golf Cart

**Action:** To approve items a. and b. of the Consent Calendar. Motion: Stephen Souza 1st, Marilyn Mansfield 2nd, (4-0-0)

c. Appointment of the Assistant Superintendent.

 **Action:** To remove Consent Calendar item c. off the Consent Calendar for further discussion. Motion: Dennis Dingemans 1st, Stephen Souza 2nd, (4-0-0)

Interim Superintendent Joan Planell and District Superintendent Jessica Potts provided an overview of the search process and a brief summary of the candidates interviewed. Questions regarding the salaries were answered.

**Action:** Approve the salary of the new Assistant Superintendent with annual increases in accordance with the District’s merit guidelines. Motion: Stephen Souza 1st, Marilyn Mansfield 2nd, (3-1-0)

**Information Item:**

 V. Superintendent Report (Written) (Received and acknowledged)

**Action Items:**

VII a. Policy and Procedure Recommendation, Grave Decoration and Markers. Interim Superintendent Joan Planell presented policy and procedure recommendations to grave decorations and markers.

**Action:** Approved proposed revisions with the following change to # 16. “The District is not liable for any 3rd party damage, theft, vandalism or deterioration of markers.

Motion: Stephen Souza 1st, Dennis Dingemans 2nd, (4-0-0)

VIII b. 700 Filing for the Assistant Superintendent. Jessica Potts and Bill Marshall explained that under the new staffing structure the Assistant Superintendent is to serve as the Superintendent during absences. They recommended that the Assistant Superintendent position file annually.

**Action:** Approved the Assistant Superintendent to become a mandatory 700 filer.

Motion: Stephen Souza 1st, Bill Marshall 2nd (4-0-0)

Adjournment

**Action**: Motion to adjourn: Marilyn Mansfield 1st; Bill Marshall 2nd (4-0-0)

Next meeting date is set for January 16 at 4 pm.