

V. Approval of the Minutes

Date: February 16, 2022
Time: 4:00 pm
Location: 820 Pole Line Rd, Davis, CA (ZOOM)

Board of Trustees: Chairperson Larry Dean, Vice Chairperson Fred Main Board Members: Heidy Kellison, Stephen Souza, and Jonathon Howard

Staff: District Superintendent Jessica Potts; Assistant Superintendent Judy Fisher

Guests: Richard Reed

Open Session:

- I. Call to Order **4:03pm**
- II. Approval of the Agenda **(4-0-0)**
- III. Trustee Announcements
 - a. COI for Any Agenda Items
None
- IV. Public comment
None
- V. Approval of the Minutes **(3-0-1)**
- VI. Informational Items
 - a. Superintendent Report (Written) (received and acknowledged)
 - b. COVID-19 Pandemic Memorial

A draft design was presented to the board. Trustee Kellison spoke of funding opportunities and Trustee Souza discussed building materials and next steps. The memorial sub committee will meet to discuss an overall budget in order to define fundraising goals.

c. Succession Timeline for Joe Cattarin's Replacement

The position description has been finalized and recruitment will begin in April 2022 with an anticipated start date of June 1, 2022. The superintendent will draft a resolution to honor Joe and will come up with some ideas to thank Joe for his 30+ years of service.

d. Board Retreat

The superintendent will send a Doodle to the trustees, calendaring a board retreat to take place in fall 2022.

VII. Action Items

a. Appoint Budget Subcommittee

The trustees discussed the appointment of this year's budget subcommittee to work with the administrative staff to prepare, review, and present the 2022-23 budget and fee structure for full board approval. Trustee Dean and Trustee Main volunteered to serve. **Action:** Motion to appoint Trustees Dean and Main to this year's budget subcommittee. Heidy Kellison 1st, Stephen Souza 2nd, **(5-0-0)**

b. Salary Recommendation

In preparation for Joe's retirement, the superintendent reviewed the position descriptions and daily responsibilities of all three grounds crew. Based on Dylan's primary responsibilities which include burial digs, safety program management, and new employee training, the superintendent contacted area cemeteries and city park offices to determine current pay scales for similar positions. A review of this

data determined Dylan should receive an immediate salary increase. The superintendent recommended a 7% increase, bringing Dylan's hourly wage to \$25.63.

Action: Motion to approve 7% increase, effective immediately. Larry Dean 1st, Fred Main 2nd, **(5-0-0)**

c. Internal Roadway Sealing

As part of the district's capital improvement plan, the internal roadways are scheduled to be sealed roughly every 3-5 year. The superintendent gathered bids from area asphalt companies which were reviewed and discussed during the meeting. **Action:** Motion to approve the bid submitted by AB Asphalt out of Sacramento, CA. Larry Dean 1st, Heidy Kellison 2nd, **(5-0-0)**

d. Roof Repair Bids

High winds and rain exposed a roof repair needed over the cart shed and employee locker room. The superintendent requested bids from several local roofers but only received one bid by the scheduled board meeting. The trustees discussed the job and determined that we must secure additional bids before moving forward with the work. **Action:** Motion for superintendent to collect additional bids for review. Larry Dean 1st, Heidy Kellison 2nd, **(5-0-0)**

Adjournment

Action: Motion to adjourn at 5:01pm Heidy Kellison 1st, Fred Main 2nd, **(5-0-0)**

Next meeting date is set for Wednesday, April 20th at 4pm

A handwritten signature in black ink, appearing to read "Fred Main", is centered on a light gray rectangular background.