

Davis Cemetery District Board Meeting Minutes

Date: March 25, 2020
Time: 4:00 pm
Location: 820 Pole Line Rd, Davis, CA

Board of Trustees: Chairperson Larry Dean, Vice Chairperson Stephen Souza Board Members: Heidi Kellison and Marilyn Mansfield (excused)

Staff: District Superintendent Jessica Potts; Assistant Superintendent Judy Fisher

Guests: Richard Reed, Deputy Supervisor to Jim Provenza; Bill Marshall, member of the public

Open Session

- I. Call to Order **4:00pm**
- II. Approval of Agenda **(3-0-0)**
- III. Trustee Announcements
 - a. COI For Any Agenda Items

None
- IV. Public Comment

Trustee Recruitment Status – Answer from Richard Reed is recruitment is underway and will be finalized after conclusion of the COVID-19 shelter at home order .

V. Approval of the Minutes **(3-0-0)**

VI. Informational Items

- a. Superintendent Report (Written) (Received and acknowledged)
- b. COVID-19 Shelter in Place Order / Action Plan / Discussion

In addition to the written documents provided, the Superintendent has ordered photo ID cards for the all employees and is working with Cemetery360 to develop a virtual mapping of plots to assist with remote sales. Trustee Kellison asks that the administrative employees discuss if a daily rotation is enough or if we should consider a week on / week off rotation.

VII. Action Items

- a. Board Meetings: Change in Time

Removed from agenda

Action: No action taken

b. Rose Garden Patio

The Superintendent presented four bids for the project. Discussion of each bid occurred.

Action: Motion to approve bid from Andy Gagnon in the amount of \$11,646. Stephen Souza 1st; Heidy Kellison 2nd (3-0-0)

c. Niche Pillars

The District received one bid for two niche pillars which will be installed at the entryway of the rose garden. Discussion of the bid and lack of local vendors occurred.

Action: Motion to approve bid from Cemeteries 101 in the amount of \$24,840 before taxes. 50% deposit of \$14,420 due to start work. Heidy Kellison 1st; Stephen Souza 2nd (3-0-0)

Adjournment

Action: Motion to adjourn at 4:42pm. Heidy Kellison 1st; Stephen Souza 2nd (3-0-0)

Next meeting date is set for April 15th at 4 pm.

A handwritten signature in black ink, appearing to be "S. Souza", is located in the lower right quadrant of the page.