

Davis Cemetery District Board Meeting Minutes

Date: 5/16/18

Time: 4:00 pm

Location: 820 Pole Line Road, Davis, CA

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

Approval of Agenda: Approved with adjustment Old Business item number 4 was moved to the first item. Bill Marshall 1st and Stephen Souza 2nd. (5-0-0)

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 affordable to any one topic or to any individual speaker.

Announcements: Joe Cattarin announced his retirement as superintendent official July 1st. Board requested this item be added to next month's agenda.

Approval of minutes: Approval April 25, 2018 minutes Approved 1st by Larry Dean and 2nd by Stephen Souza (5-0-0)

Consent Calendar: None

Correspondence: Letter from the Police Department in appreciation to the Davis Cemetery District and it's staff.

Superintendent's Report: Written and Verbal

Community Outreach Report: Written and Verbal

Financial Report: Written and Verbal

Old Business

1. Status of Petrea Marchland's organizations review. Petrea is scheduled to meet with two more board members and then will create her report. She will have her report finished by the next board meeting in June.
2. Results of LAFCO election were discussed.
3. Status update on Anderson Matter.
 1. Staff updated the board on the status of the Anderson family plot situation. The sibling of Jennifer Anderson has completed the necessary paperwork to finalize ownership of the plots.
 2. Board is being informed and no need for board approval.
 3. Richard Reed requested to have the staff send him a summary of the event for review.
4. Policies and Procedures update.
 1. Personnel portion- cost of proposed specific changes to benefits. (Discussed no action taken)

- Dennis Dingemans requested that board of trustees be able to vote by raising their hands and Bill Marshall has requested that they able to vote with a verbal response.
 - Steven Souza has requested that finger snapping be included to the list of inappropriate demonstrations.
 - Chairperson Larry Dean suggested that “no burials on holidays policy” be altered to accommodate those who have an immediate need for a burial that falls on a holiday. Staff was instructed to survey all employees to see if they would be willing to work on a holiday if they were to receive extra compensation.
 - Further discussion was to be tabled and to bring back as soon as possible after Petrea Marchland’s report.
2. Individual board member commented on Bylaws plus Rules and Regulations as distributed on 4/26 with page numbers added.
 3. Status of yet to be completed sections including.
 1. Job descriptions
 2. Drug and alcohol policy
 3. Financial standards.
 4. Sequence and schedule of legal and any other county reviews.

New Business:

1. Roadway expansion: Joe provided two sketches for the road expansion.
 1. Bill Marshall suggested a topographic map and not a survey of the land. He estimated it would be a full day’s work for a crew of two.
 2. MOTION: Authorize a topo graphic map be made. Stephen 1st and Larry 2nd. Addendum is to add not to exceed 10,000. (5-0-0)
 2. Status of draft budget and schedule for completion. The new budget will need to take into consideration.
 1. Roadway expansion
 2. Consulting fees (HR and Legal)
 3. Estimated sales
- Bill Marshall suggests 2% inflator to the budget.
 - Board Chair Larry Dean wanted to take into consideration payroll and health care expenses before determining the price increase.
 - Brown Act training session with County Supervisor Provenza will be scheduled over the next month or two.

Motion to adjourn next meeting is June 20th (5-0-0) Marilyn Mansfield 1st and Steven Souza 2nd.

Adjournment and scheduling of next meeting: Chairperson

