

Davis Cemetery District Board Meeting Minutes

Date: June 17, 2020
Time: 4:00 pm
Location: 820 Pole Line Rd, Davis, CA – Meeting held via Zoom

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, 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

None during this time

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

VI. Informational Items

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

VII. Action Items

a. Staff Annual Salary Review, not including the Superintendent

The Superintendent discussed the performance of all staff and recommended a 1% COLA (per CPI) and 1.5% performance increase for all four employees.

Action: Motion to approve 1% COLA and 1.5% performance for Judy, Joe, Matt, and Dylan. Stephen Souza 1st; Larry Dean 2nd **(3-0-0)**

b. FY 2019-20 Fiscal Close Budget Adjustments

The Assistant Superintendent presented necessary budget adjustments estimates as of June 17, 2020. The Board understands final numbers will be updated once the June period closes. The Board further acknowledges the final numbers will be adjusted once the June period has closed.

Action: Approved. Motion: Larry Dean 1st; Heidy Kellison 2nd (3-0-0)

c. FY 2020-21 Budget Proposal

The Superintendent presented the draft budget. The budget subcommittee consisting of Larry Dean and Stephen Souza explained rationale behind expenses. Total financing sources to be \$692,340

Action: Approved without revision. Total financing sources to be \$692,340 Motion: Heidy Kellison 1st; Stephen Souza 2nd (3-0-0)

c. Superintendent Performance Review Sub Committee

Discussion to appoint superintendent review committee.

Action: Motion to appoint Stephen Souza and Larry Dean. Heidy Kellison 1st; Stephen Souza 2nd (3-0-0)

Adjournment

Action: Motion to adjourn at 4:22pm. Heidy Kellison 1st; Stephen Souza 2nd (3-0-0)

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

