**Davis Cemetery District**

**April Board Meeting Minutes**

Date:             April 17, 2019

Time:             4:00 pm

Location:       820 Pole Line Rd, Davis, CA

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

**Staff**: District Superintendent Jessica Potts; Assistant Superintendent Judy Fisher

**Guests:** Bill Marshall

I. Call to Order

II. Approval of Agenda **(5-0-0)**

III. Trustee Announcements

 Stephen Souza notified the Board that he may miss the May 2019 meeting. Heidy Kellison is hoping to be present for the May 2019 meeting.

IV. Public Comment

 None.

V. Approval of the Minutes **(Action: Approved 4-0-0)** Dennis Dingemans did not vote as due to March absence.

 Action approved with the following changes

* Trustee Announcements: Reworded Bill Marshall’s public comments and removed the Trustee Emeritus designation.

VI. Informational Items

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

VII. Action Items

 a. Compensation / Salary Administration Policy

 The policy was presented and discussed. Motion was made with the following revisions. Paragraph four, sentence one: “Salary increases for full time employees will be based on the annual employee performance evaluations and inflation.” Paragraph five, sentence two: “Salary increases will be determined by the Board of Trustees based on performance and inflation.”

**Action:** Approved with revisions. Motion: Jonathon Howard 1st, Stephen Souza 2nd, **(5-0-0)**

 b. Overtime and Comp Time Policy

 The policy revision was presented and discussed. Motion was made with the following revisions. Paragraph three, sentence two: “Non- Exempt employees will receive overtime pay.” Overtime bullet two: “All time worked on weekends will be compensated at time and a half.” Add overtime bullet four: “All time worked on holidays will be compensated at double time.” Comp Time Off bullet two: “All time worked on weekends will be compensated at time and a half.” Add Comp Time Off bullet four: “All time worked on holidays will be compensated at double time.”

**Action:** Approved with revision. Motion: Stephen Souza 1st, Jonathan Howard 2nd, **(5-0-0)**

 c. Procedures Policy

 The policy revision was presented and discussed.

**Action:** Approved without revision. Motion: Stephen Souza 1st, Marilyn Mansfield 2nd, **(5-0-0)**

 d. Plot Buyback Policy

 The policy revision was presented and discussed. Jonathon and Stephen asked the Superintendent to collect information on how buybacks are handled at other cemeteries and present findings at the May meeting. Motion was made with the following revision. Paragraph two: “If the interment rights holder chooses to sell his/her interment rights back to the District, the District will refund the original purchase price or 50% of the current plot price, whichever is greater.”

**Action:** Approved with revision. Motion: Dennis Dingemans 1st, Stepen Souza 2nd, **(4-1-0)**

 e. Performance Evaluation Policy

 The policy revision was presented and discussed. Motion was made with the following revision. Evaluation of the Superintendent, Paragraph one, sentence one: “The evaluation of the Superintendent is handled by a subcommittee of the Board of Trustees and presented to the Board and is discussed with the Superintendent during a closed session of the Board.”

**Action:** Approved with revision. Motion: Jonathon Howard 1st, Larry Dean 2nd, **(5-0-0)**

 f. Select ad hoc board committee to work with staff in preparation of proposed draft FY 19/20 budget.

 After discussion, the motion was made to appoint Stephen Souza and Larry Dean as the ad hoc committee, with Jonathon Howard as the alternate.

**Action:** Motion: Marilyn Mansfield 1st, Jonathon Howard 2nd, **(5-0-0)**

Adjournment

**Action**: Motion to adjourn at 5:12pm Marilyn Mansfield 1st; Stephen Souza 2nd **(5-0-0)**

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