

## Davis Cemetery District May Board Meeting Minutes

Date: May 15, 2019  
Time: 4:00 pm  
Location: 820 Pole Line Rd, Davis, CA

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

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

**Guests:** Bill Marshall

I. Call to Order

II. Approval of Agenda **(4-0-0)**

III. Trustee Announcements

None.

IV. Public Comment

None.

V. Approval of the Minutes **(Action: Approved 3-0-0)** Heidy Kellison did not vote as due to April absence.

VI. Informational Items

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

b. Plot Buyback Research

The plot buyback research was discussed, and the Superintendent was asked to bring two to three policy options to the June meeting.

VII. Action Items

a. Grounds Salary Review and Retention Increase Proposal

The policy was presented and discussed. Motion was made with no revisions.

**Action:** Approved without revision. Motion: Dennis Dingemans 1<sup>st</sup>, Marilyn Mansfield 2<sup>nd</sup>, **(4-0-0)**

## b. Leave Accrual Policy

The policy revision was presented and discussed. Trustee Kellison asked that a clear definition of “immediate family member” be added and the policy be presented during the June meeting.

**Action:** None

## c. Insurance Policy

The policy revision was presented and discussed. The policy was approved with the following revision: Change Workmen’s and Workman’s Compensation to Worker’s Compensation to reflect a gender-neutral policy.

**Action:** Approved with revision. Motion: Heidy Kellison 1<sup>st</sup>, Marilyn Mansfield 2<sup>nd</sup>, **(4-0-0)**

## d. Incentive Award Policy

The new policy was presented and discussed. Concern was raised that the draft policy is too subjective and therefore the Superintendent was requested to add specific mission examples and present a revised policy during June’s meeting.

**Action:** None

## e. Purchasing and Contracting Policy.

The policy was presented and discussed. Motion was made without revisions.

**Action:** Approved without revision. Motion: Heidy Kellison 1<sup>st</sup>, Marilyn Mansfield 2<sup>nd</sup>, **(4-0-0)**

## f. Burials Policy

The policy was presented and discussed. Motion was made with the following revision: Remove Green Burial Policy and replace with “The green burial option for single or companion interment will be offered in accordance with the Green Burial Council’s criteria for green burial facilities.”

**Action:** Approved with revision. Motion: Heidy Kellison 1<sup>st</sup>, Marilyn Mansfield 2<sup>nd</sup>, **(4-0-0)**

## Adjournment

**Action:** Motion to adjourn at 5:09pm Marilyn Mansfield 1<sup>st</sup>; Heidy Kellison 2<sup>nd</sup> **(4-0-0)**

Next meeting date is set for June 19<sup>th</sup> at 4 pm.