

Davis Cemetery District June Board Meeting Minutes

Date: June 19, 2019
Time: 4:00 pm
Location: 820 Pole Line Rd, Davis, CA

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

Staff: District Superintendent Jessica Potts; Assistant Superintendent Judy Fisher

Guests: Jim Provenza, District 4 Supervisor; Richard Reed, Deputy Supervisor to Jim Provenza; Taro Echiburu, Yolo County Director of Community Services

I. Call to Order

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

III. Trustee Announcements

None.

IV. Public Comment

None.

V. Approval of the Minutes **(Action: Approved 5-0-0)**

VI. Informational Items

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

b. Water Permit Update

Taro Echiburu provided an update on the Districts public water system permit request. After discussion, it was determined that the public restroom will always be locked, with a key available in the administration building. District staff will track how many people per day use the restroom. Taro will send a formal letter summarizing the expectations the county and state set to operate our restroom.

VII. Action Items

a. Leave Accruals Policy

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

Action: Approved without revision. Motion: Heidi Kellison 1st, Jonathon Howard 2nd, **(5-0-0)**

b. Plot Buyback Policy

The policy revision was presented and discussed. Three options were provided, and a motion was made to adopt option three.

Action: Option three approved without revision. Motion: Jonathon Howard 1st, Marilyn Mansfield 2nd, (4-0-1) Heidy Kellison abstained due to a potential conflict of interest.

c. Training & Development Policy

The new policy was presented and discussed. The policy was approved without revision.

Action: Approved without revision. Motion: Jonathon Howard 1st, Marilyn Mansfield 2nd, (5-0-0)

d. Dress Code & Uniform Policy

The new policy was presented and discussed. The policy was approved with the following revision. Change "Dress in (casual, business casual, smart casual, business) attire unless the day's tasks require otherwise." To "Dress in business casual attire unless the day's tasks require otherwise."

Action: Approved with revision. Motion: Jonathon Howard 1st, Heidy Kellison 2nd, (5-0-0)

e. Drug & Alcohol Policy

The policy was presented and discussed. Policy will be revised to removed drug testing administration and will be presented again during the July meeting.

Action: None.

f. FY 19/20 Draft Budget

The FY 19/20 draft budget was presented and discussed. Total financing uses to be \$715,165.00.

Action: Approved at \$715,165.00 without revision. Motion: Jonathon Howard 1st, Stephen Souza 2nd, (5-0-0)

g. FY 19/20 Proposed Fee Schedule

The FY 19/20 proposed fee schedule was presented and discussed. The fee schedule was approved with the following revisions. Lower single green burial interment fee from \$1,650 to \$1,400. Lower 1st companion green burial interment fee from \$1,950 to \$1,750. Increase single titan interment fee from \$1,500 to \$1,650. Change "Lg." to "Large".

Action: Approved with revision. Motion: Heidy Kellison 1st, Jonathon Howard 2nd, (5-0-0)

h. FY 18/19 Budget Adjustments

Budget adjustment estimates as of June 17, 2019 were presented and discussed. The Board understands that final numbers will be updated once the June period closes. The Board acknowledges the final numbers will be adjusted once the June period has closed.

Action: Approved. Motion: Heidi Kellison 1st, Jonathon Howard 2nd, **(5-0-0)**

Adjournment

Action: Motion to adjourn at 5:29pm Marilyn Mansfield 1st; Dennis Dingemans 2nd **(5-0-0)**

Next meeting date is set for July 17th at 4 pm.