

## Davis Cemetery District July Board Meeting Minutes

Date: July 17, 2019  
Time: 4:00 pm  
Location: 820 Pole Line Rd, Davis, CA

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

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

**Guests:** Richard Reed, Deputy Supervisor to Jim Provenza

- I. Call to Order **4:01pm**
- II. Approval of Agenda **(5-0-0)**
- III. Trustee Announcements
  - a. COI For Any Agenda Items  
  
None.
- IV. Public Comment  
  
None.
- V. Approval of the Minutes **(Action: Approved 4-0-1)**
- VI. Informational Items
  - a. Superintendent Report (Written) (Received and acknowledged)
- VII. Action Items
  - a. Purchase of Wacker Neuson Dumper  
  
Three quotes were presented and reviewed.  
  
**Action:** MIS Tractor out of Yuba City was identified as the quote to accept. Motion: Heidi Kellison 1<sup>st</sup>, Marilyn Mansfield 2<sup>nd</sup>, **(5-0-0)**
  - b. Purchase of Grasshopper Mower  
  
Three quotes were presented and reviewed.

**Action:** Baker Supplies out of Los Banos was identified as the quote to accept. Motion: Stephen Souza 1<sup>st</sup>, Heidy Kellison 2<sup>nd</sup>, **(5-0-0)**

c. FY 16/17 & 17/18 Budget Adjustments

Yolo County Department of Financial Services inadvertently did not process adopted budget fund balance adjustments for FY 16/17 & 17/18.

**Action:** Board approved that FY 16/17 & 17/18 fund balance adjustments be made to increase the general reserve. Motion: Heidy Kellison 1<sup>st</sup>, Larry Dean 2<sup>nd</sup>, **(5-0-0)**

d. Staff Salary Recommendation and Superintendent Review Committee

The Superintendent presented the July 2019 COLA and performance increases for all career staff. The Chairperson requested a motion to appoint a two-person committee to review the Superintendents work.

**Action:** July 2019 COLA and performance increases approved as presented. Motion: Heidy Kellison 1<sup>st</sup>, Dennis Dingemans 2<sup>nd</sup>, **(5-0-0)**

Two-person committee to review the Superintendents work will be Larry Dean and Stephen Souza. Motion: Heidy Kellison 1<sup>st</sup>, Stephen Souza 2<sup>nd</sup>, **(5-0-0)**

e. Drug & Alcohol Policy

The policy was presented and discussed.

**Action:** Policy approved without revision. Motion: Heidy Kellison 1<sup>st</sup>, Dennis Dingemans 2<sup>nd</sup>, **(4-1-0)**

f. Open Door Policy

The policy was presented and discussed. The following revision to be made: change “The name and contact information for the Chairperson shall be posted in the break room” to be changed to “The contact information for the Board of Trustees shall be posted in the break room.”

**Action:** Approved with revision. Motion: Stephen Souza 1<sup>st</sup>, Marilyn Mansfield 2<sup>nd</sup>, **(5-0-0)**

g. Safety Policy

The policy was presented and discussed.

**Action:** Approved without revision. Motion: Heidy Kellison 1<sup>st</sup>, Stephen Souza 2<sup>nd</sup>, **(5-0-0)**

h. Workplace Violence Prevention

The policy was presented and discussed.

**Action:** Approved without revision. Motion: Heidy Kellison 1<sup>st</sup>, Marilyn Mansfield 2<sup>nd</sup>, **(5-0-0)**

i. Employee Incentive Program

The policy was presented and discussed.

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

j. Election of Chairperson and Vice Chairperson for FY 19/20

The positions were discussed, and the current Chair and Vice Chair agreed to serve another year. No other Board members were interested in these roles.

**Action:** Approved. Motion: Dennis Dingemans 1<sup>st</sup>, Heidi Kellison 2<sup>nd</sup>, **(5-0-0)**

Adjournment

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

Next meeting date is set for August 21<sup>st</sup> at 4 pm.