

Davis Cemetery District August Board Meeting Minutes

Date: August 21, 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 (absent), 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; Bill Marshall; Jeff Dean

Closed Session

Call to order 4:01pm
Adjourned 4:31pm

Open Session

- I. Call to Order **4:32pm**
- II. Approval of Agenda **(4-0-0)**
- III. Trustee Announcements
 - a. COI For Any Agenda Items

Stephen Souza will abstain from Action Item c. due to his intent to purchase plots in this area.

- IV. Public Comment

Upon review of the Superintendent's report, Bill Marshall wanted to confirm the District administers heat related training. The Superintendent confirmed all employees go through an annual heat related training and the District has taken several steps to avoid heat related illness. Bill also asked that the District's capital plan include repair and replacement, which was acknowledged by the Trustees and Superintendent.

- V. Approval of the Minutes **(Action: Approved 4-0-0)**

- VI. Informational Items

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

b. Marker Movement Fees

The Superintendent confirmed with the Board the Marker Movement fee is to be assessed when a family asks to have a marker relocated. The Superintendent will revise the fee structure and present the revision at an upcoming meeting.

VII. Action Items

a. Employee Compensation Action and Closed Session Report Out

The Board met in closed session to discuss the performance of the Superintendent.

Action: Superintendent to receive a merit increase of 5%, which includes a 2.5% COLA. The Superintendent will also receive an additional administrative day off for the 2019-20 fiscal year. Motion: Stephen Souza 1st, Heidy Kellison 2nd, **(4-0-0)**

b. Code of Conduct

The code of conduct was presented and discussed. The Board has asked the Superintendent to work with County Counsel to determine if the consumption of alcohol can be allowed during interment services. The Board has asked that the code come back to the Board after County Counsel is consulted.

Action: None

c. J Section Pricing and Release Date

The pricing proposal was presented and discussed.

Action: Plot pricing to be set at \$3,100 for a casket plot and \$2,200 for a cremation plot, which includes the endowment fee. Motion: Heidy Kellison 1st, Marilyn Mansfield 2nd, **(2-1-1) Motion Failed** the Board has asked the plot pricing proposal to be presented at September's Board meeting with higher plot pricing options.

d. Smoke Free Workplace Policy

The policy was presented and discussed.

Action: Approved without revision. Motion: Heidy Kellison 1st, Larry Dean 2nd, **(4-0-0)**

e. Harassment Prevention Policy

The policy was presented and discussed. The Board asked language be added to reflect how the Superintendent would file a report if he/she felt they were the victim of harassment by a Board member. The policy will come back to the Board in September.

Action: None

Adjournment

Action: Motion to adjourn at 5:32pm Marilyn Mansfield 1st; Stephen Souza 2nd **(4-0-0)**

Next meeting date is set for September 18th at 4 pm.