

V. Approval of the Minutes

Date: December 15, 2021
Time: 4:00 pm
Location: 820 Pole Line Rd, Davis, CA (ZOOM)

Board of Trustees: Chairperson Larry Dean, Vice Chairperson Fred Main Board Members: Heidy Kellison (excused), Stephen Souza (excused), and Jonathon Howard

Staff: District Superintendent Jessica Potts; Assistant Superintendent Judy Fisher

Guests: Mary Ann Mort, Public; Sandra Rodriguez, Asst. Supervisor's Deputy, District 4

Open Session:

- I. Call to Order **4:05pm**
- II. Approval of the Agenda **(3-0-0)**
- III. Trustee Announcements
 - a. COI for Any Agenda Items
None
- IV. Public comment
Mary Ann joined to learn more about the cemetery and express her thankfulness for the cemetery's beauty.
- V. Approval of the Minutes **(3-0-0)**
- VI. Informational Items
 - a. Superintendent Report (Written) (received and acknowledged)
 - b. COVID-19 Pandemic Memorial

A tentative location has been determined for the memorial which is located just east of the rose garden. Jim Frame has agreed to provide a land survey which will take place in the coming weeks.

c. Succession Planning Discussion
Trustee Dean initiated a discussion regarding succession planning for the board and employees. The superintendent will work to edit the district's website to better explain the roles and responsibilities of trustees, including the application process.

- VII. Action Items
 - a. COVID-19 Testing for All Employees
The superintendent requested a review of the current weekly testing schedule for all employees. While the county does not require testing, UC Davis currently tests its employees every 14 days. Due to constant changing variables, the trustees recommended COVID-19 related decisions be delegated to the superintendent who will update trustees on a monthly basis. **Action:** Motion to delegate COVID-19 decisions to the superintendent with monthly reports to the board. Larry Dean 1st, Fred Main 2nd, **(3-0-0)**
 - b. Rules and Regulations

The superintendent presented current regulations on monument liability. Based on a review of Public Cemeteries Alliance members, the superintendent found the district was the only district in the area to accept liability for monuments. Current wording: "The District is not liable for 3rd party damage, theft, vandalism or deterioration of markers." Proposed wording: "The District assumes no liability for damage, theft, deterioration and/or vandalism of markers." **Action:** Motion to adopt proposed language. Jonathan Howard 1st, Larry Dean 2nd, **(3-0-0)**

Adjournment

Action: Motion to adjourn at 4:57pm Fred Main 1st, Jonathan Howard 2nd, **(3-0-0)**
Next meeting date is set for Wednesday, February 16th at 4pm



