

Date: April 17, 2024
Time: 3:00 pm
Location: 820 Pole Line Rd, Davis, CA 95618

Board of Trustees: Chairperson Heidi Kellison, Vice Chairperson Larry Dean Board Members: Stephen Souza, Gail Jankowski, Kate Bowen, and Joseph Cattarin (alternate)

Staff: District Superintendent Jessica Smithers; Assistant Superintendent Judy Fisher

Guests: Oliver Snow, Assistant Deputy to Supervisor Provenza

Open Session

- I. Open Session **3:00 pm**
- II. Approval of the Agenda **(5-0-0)**
- III. Trustee Announcements
 - A. Conflict of Interest **None**
- IV. Public Comment **None**
- V. Approval of the December 2023 Minutes **(5-0-0)**
- VI. Informational Items
 - A. Superintendent Report

Presented and received.

- B. Transparency Scorecard / Cemetery Districts Website Support

The superintendent presented the LAFCo annual transparency report. The district received 99% while county cemetery districts received 39% overall. Three of the six cemeteries do not have websites which is in violation of SB 929. The superintendent has offered to develop and maintain transparency sites for the Capay, Cottonwood, and Knights Landing Cemeteries. Supervisor Barajas office has provided each district with the superintendent's contact information.

- C. COVID-19 Memorial Update

Construction of the archways is under way and is expected to be completed by the first week of May. The art team has been selected and will be led by Davis local, Wes Horn. The art installation budget has increased to \$50,550 of which \$44,550 will come from donations.

- D. District Vision/Mission Subcommittee Update

The subcommittee presented a tri-fold brochure that will be distributed during pre-need and at-need sales. This was the final piece of work for the subcommittee to complete.

- VII. Action Items

- A. Undeveloped Acreage - Civil Engineering & Land Surveying Services

The superintendent presented the one bid received for the expansion project and open discussion occurred. Based on the lack of additional bids, this action item has been moved to the June meeting. **(No Action Taken)**

- B. Appoint Superintendent Performance Review Committee

In accordance with district policy, the board is to appoint a two-person subcommittee to review the superintendent's performance for the current fiscal year. A call for volunteers was requested. Trustees Kellison and Bowen volunteered. Motion to appoint Trustee Kellison and Trustee Bowen as the two-person review subcommittee: Stephen Souza 1st, Larry Dean 2nd **(5:0:0)**

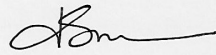
C. Appoint Budget Subcommittee

In accordance with district policy, the board is to appoint a two-person subcommittee to work with the superintendent to prepare the 2024-25 district budget and fee schedule. A call for volunteers was requested. Trustees Souza and Bowen volunteered. Motion to appoint Trustee Souza and Trustee Bowen as the two-person budget subcommittee: Larry Dean 1st, Gail Jankowski 2nd **(5:0:0)**

D. Move June 19th Board Meeting

The June 2024 board meeting, scheduled for June 19th is a yolo county holiday. Motion to move the June 19, 2024, board meeting to June 20, 2024: Larry Dean 1st, Stephen Souza 2nd **(5:0:0)**

Adjournment **4:08pm** Next meeting date is set for Wednesday, June 20, 2024, at 3pm.

A rectangular box containing a handwritten signature in black ink. The signature appears to be "Bowen" written in a cursive style.