

DAVIS CEMETERY DISTRICT

A Designated Arboretum
820 POLE LINE ROAD
DAVIS, CA 95618
(530) 756-7807
www.daviscemetery.org

Date: June 20, 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: Kate Bowen, Stephen Souza, Gail Jankowski, and Joseph Cattarin (excused).

Staff: District Superintendent Jessica Smithers; Assistant Superintendent Judy Fisher

Guests: Sheila Allen, Supervisors Deputy, District 4

Closed Session

I. Call to Order 2:58pm

II. Employee Performance Review and Compensation Consideration

III. Adjournment 3:01pm

Open Session

I. Call to Order 3:03pm

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

III. Trustee Announcements

a. Conflict of Interest

Trustee Kellison abstained from action item b as she is actively looking at purchasing a plot.

IV. Public comment

None

V. Approval of the Minutes (5-0-0)

VI. Informational Items

a. Superintendent Report

Presented and received. Superintendent received verbal authorization to proceed with the KMI pedestal deposit which is under the \$15K purchasing threshold. The full quote will be approved during the August board meeting.

b. COVID-19 Memorial Update

The buildout of the archways is nearing completion. Fundraising is going well, and we are looking to raise an additional \$18K towards the art installation portion of the project.

c. Board Retreat

The Superintendent will send an email to the trustees to identify retreat topics, length, and location suggestions so the retreat can be scheduled.

d. 2024-25 Board Meeting Schedule

The 2024-25 regular meeting schedule was presented which is now posted on the district's website.

VII. Action Items

a. 2024-25 District Budget

The superintendent and budget subcommittee presented the draft 2024-25 district budget. The Chairperson reported out on closed session as it pertained to the 2024-25 district budget. Motion to approve 3.7% COLA and 2% performance increase for the superintendent, effective July 1st, plus 8 hours of administrative leave. Larry Dean 1st, Stephen Souza 2nd (5-0-0) Motion to approve 2024-25 district budget in the amount of \$1,057,372, without changes. Kate Bowen 1st, Gail Jankowski 2nd, (5-0-0)

b. 2024-25 Fees

The superintendent and budget subcommittee presented the draft 2024-25 fees. Motion to approve 2024-25 fees without changes. Larry Dean 1st, Kate Bowen 2nd, (4-0-1)

c. 2023-24 Budget Adjustments

The assistant superintendent and superintendent presented necessary budget adjustment estimates as of June 13, 2024. The board understands final numbers will be updated once the June period closes. Motion to approve without changes. Larry Dean 1st, Stephen Souza 2nd, (5-0-0)

d. 3-yr Audit Proposal

The superintendent presented the sole bid received to conduct our three-year audit. The RFP was sent to Eide Bailly, CSDA clearing house, Jame Marta & Co., Carbahal & Co., as well as Matthews, Hutton, and Warren. Motion to approve the Nigro and Nigro bid. Stephen Souza 1st, Larry Dean 2nd, (5-0-0)

e. Lawn Mower Purchase

As part of the 2023-24 capital plan, the district is replacing the 2025 Toro mower. Baker Supplies is an OMNIA Governmental Partner (Contract ID: 17-6221), eliminating the need to obtain three quotes. Motion to approve the Baker Supplies estimate #5191. Kate Bowen 1st, Gail Jankowski 2nd, (5-0-0)

f. JCB Backhoe Purchase

As part of the 2023-24 approved capital plan, the district is purchasing a backhoe, to replace the 2001 JCB backhoe. N&S Tractor is the only JCB distributor in our area per the JCB website. The width of the JCB backhoe is needed in order to get down our cemetery plot rows, eliminating our ability to look at other tractor brands. Additionally, we dig at double depth, requiring the specialized JCB arm. JCB is the only 4-wheel steer/ 4-wheel drive backhoe, also allowing us to dig at difficult angles. Motion to approve N&S tractor bid and trade-in. Gail Jankowski 1st, Larry Dean 2nd, (5-0-0)

g. 2024-25 Chair and Vice Chair Appointments

In accordance with board policy, the trustees are charged with appointing a Chair and Vice Chair for the 2024-25 fiscal year. Discussion occurred. Motion to appoint Trustee Bowen as Chair and Trustee Souza as Vice Chair for the 2024-25 fiscal year. Heidy Kellison 1st, Larry Dean 2nd, (5-0-0)

Adjournment

Action: Motion to adjourn at 4:10pm Stephen Souza 1st, Larry Dean 2nd, (5-0-0)

Next meeting date is set for Wednesday, August 21, 2024

