

# DAVIS CEMETERY DISTRICT

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

Date: August 21, 2024  
Time: 3:00 pm  
Location: 820 Pole Line Rd, Davis, CA 95618

**Board of Trustees:** Chairperson Kate Bowen, Vice Chairperson Stephen Souza Board Members: Heidy Kellison (excused), Gail Jankowski (absent), and Joseph Cattarin (absent).

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

**Guests:** Kathryn Caceres, Supervisors Intern, District 4

## Open Session

### I. Call to Order **3:01pm**

### II. Approval of the Agenda **(3-0-0)**

### III. Trustee Announcements a. Conflict of Interest

### IV. Public comment None

### V. Approval of the Minutes **(3-0-0)**

### VI. Informational Items a. Superintendent Report

Presented and received.

#### b. COVID-19 Memorial Update

Buildout is complete. Yocha Dehe Wintun Nation visited on 8/16/24 as part of our pending grant application. Trustee Souza is putting together a mural team to complete the reflection patio.

#### c. Board Retreat

Is scheduled for Thursday, August 29, 2024.

#### d. 2023/24 Final Budget Adjustments

The Assistant Superintendent presented the final 2023/24 budget adjustments.

### VII. Action Items

#### a. Cremation Garden Niche Pedestal Quote

The superintendent presented the KMI contract for six 2-niche pedestals for the cremation garden. The pedestals are within the superintendent's approval authority; however formal approval of the quote was requested for ease of processing the invoice through the county. Motion to approve KMI contract in the amount of \$27,639.47, with the understanding freight is calculated at the time of shipment (per contract) AND to transfer funds from unassigned to account 530020 to fund this purchase Stephen Souza 1<sup>st</sup>, Larry Dean 2<sup>nd</sup>, **(3-0-0)**

#### b. COVID-19 Memorial Benches: Style/Placement/Pricing

The superintendent presented a plan to pre-set four redwood benches at the COVID-19 reflection patio and use the district's existing bench donation pricing structure. Discussion occurred. Motion to approve

placement and pricing and allow the superintendent to select an alternative material to last longer. Larry Dean 1<sup>st</sup>, Stephen Souza 2<sup>nd</sup>, **(3-0-0)**

c. Updated Sick Leave Policy: Increased annual accrual rate from 9 to 12 days

The superintendent presented a revision to the district's current sick leave policy, increasing the annual accrual rate from 9 to 12 days. Motion to approve without changes. Stephen Souza 1<sup>st</sup>, Larry Dean 2<sup>nd</sup>, **(3-0-0)**

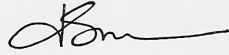
d. 2024 New 400D Grasshopper Mower Purchase

The superintendent presented a bid from Baker Supplies for a 2024 400D Grasshopper mower. This mower will replace the 2017 Grasshopper 300 series. Baker Supplies is an OMNIA Governmental Partner (Contract ID: 17-6221), eliminating the need to obtain three quotes. Motion to approve estimate 5333 in the amount of \$23,000.00 AND transfer \$23,000.00 from unassigned to account 530070 to fund this purchase. Larry Dean 1<sup>st</sup>, Stephen Souza 2<sup>nd</sup>, **(3-0-0)**

Adjournment

4:05pm

Next meeting date is set for Wednesday, October 16, 2024

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to be the initials 'AS' followed by a long horizontal stroke.