

DAVIS CEMETERY DISTRICT

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

Date: October 16, 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), Larry Dean, Gail Jankowski, and Joseph Cattarin.

Staff: District Superintendent Jessica Smithers; Assistant Superintendent Judy Fisher

Guests: Brian Hughs, Of Counsel, BBK

Open Session

I. Call to Order **3:00pm**

II. Approval of the Agenda **(4-0-0)**

III. Trustee Announcements
a. Conflict of Interest

Trustee Bowen reported positive feedback received regarding the newly established cremation garden.

IV. Public comment
None

V. Approval of the Minutes **(4-0-0)**
Approval of the minutes with the addition of Larry Dean to the list of Trustees in attendance.

VI. Informational Items

a. Brian Hughes - BBK Law Introduction

Brian Hughes, Of Counsel with BBK Law attended the meeting to meet the Trustees and provide a summary of his Special District experience. BBK is a private legal firm the District retains as outside counsel.

b. Superintendent's Report

Presented and received.

c. 2021-2024 Audit Update

The District's audit is currently underway. Nigro & Nigro is the Districts current audit firm and has appointed Tyler Cook as the lead auditor. The expected completion date of this audit is December 31, 2024.

VII. Action Items

a. Roadway Expansion Project - Bid Review, Discussion, and Approval

A total of five bids were submitted for the roadway expansion project. Each bid was reviewed and discussed. The board chose to proceed with BKF Engineers based on their experience with cemeteries as well as experience with the City of Davis permitting process. Motion to accept the BKF bid in the amount of \$109,288, which includes construction administration. Larry Dean 1st, Stephen Souza 2nd, **(5-0-0)** (Trustee Jankowski arrived during informational items)

b. CSDA Resolution to Join the Solano-Yolo County Chapter

The district was given the choice to join the new CSDA Solano-Yolo Chapter which will provide a stronger network with local districts with similar needs and challenges. Discussion occurred. Motion to join the Solano-Yolo County Chapter and sign joining resolution number 2024-01. Larry Dean 1st, Gail Jankowski 2nd, **(5-0-0)**

c. Updated Workplace Violence Prevention Policy

The superintendent presented a revision to the district's current Workplace Violence Prevention Policy, adding necessary language around training, employee participation, and no-retaliation policies. Motion to approve without changes. Larry Dean 1st, Gail Jankowski 2nd, **(5-0-0)**

Adjournment **3:55pm**

Next meeting date is set for Wednesday, December 18, 2024

A handwritten signature in black ink, appearing to be "L. Dean", is centered within a light gray rectangular box.