

DAVIS CEMETERY DISTRICT

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

Date: April 16, 2025
Time: 3:00pm
Location: 820 Pole Line Road

Board of Trustees: Chairperson Kate Bowen, Vice Chairperson Stephen Souza, Ro Mottsmith, Gail Jankowski, and Joseph Cattarin (alternate)

CLOSED SESSION

- I. Personnel Discussion

OPEN SESSION

- I. Call to Order
- II. Approval of the Agenda
- III. Trustee Announcements
 - a. Trustee Update - Trustee Kellison Resignation
 - b. Conflict of Interest
- IV. Public Comment
- V. Approval of the Minutes
- VI. Informational Items
 - a. District Manager Report
 - b. Bench Donation Program - Program overview and staff procedures
- VII. Action Items
 - a. Report-out Closed Session - Personnel and Compensation Policy
 - b. Expansion Policy - New District Policy
 - c. District Audit Cycle - 3 Year vs. 5 Year Discussion
 - d. Roadway Expansion Project - Budget Adjustment
 - e. Appoint District Manager Review Committee

Board of Trustees Goals

Goal 1 – COVID-19 Memorial Objective One – Engage with volunteers and/or paid contractors to complete build-out. Complete Objective Two – Develop the artist’s call to be disseminated to the community. Complete Objective Three – Engage local sign companies to design memorial signage. Complete Objective Four – Plan and execute a grand opening by Spring 2024. Complete	Goal 2 – District Culture and Vision Objective One – Through strategic planning and review, enhance the district’s vision statement. Complete Objective Two – Develop a tri-fold brochure, similar to existing marketing materials, to be distributed during “at-need” and “pre-need” sales. Complete Objective Three – Enhance outreach activities in line with the district’s vision. Ongoing Objective Four – Utilize social media and other online platforms to educate the community. Ongoing	Goal 3 – Roadway Expansion Survey and Design Objective One – Engage local land surveyors / architects to bid the district’s expansion survey and design. In Progress Objective Two – Work with grounds staff to develop a plan for moving green waste storage out of the expansion area. In Progress Objective Three – Identify grant opportunities that may be available for buildout. In Progress Objective Four – Schedule board retreat to develop a long range/expansion plan. Complete
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Next Board Meeting: June 18, 2025

I declare under penalty of perjury the following foregoing agenda was posted by 3pm, Friday, April 11, 2025, at the Davis Cemetery, 820 Pole Line Road, Davis, CA 95618 by Jessica Smithers.