

# DAVIS CEMETERY DISTRICT

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

Date: April 16, 2025  
Time: 3:00 pm  
Location: 820 Pole Line Rd, Davis, CA 95618

**Board of Trustees:** Chairperson Kate Bowen, Vice Chairperson Stephen Souza Board Members: Gail Jankowski (absent), Ro Mottsmith, Alexandra Meyer, and Joseph Cattarin.

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

**Guests:** Assistant Deputy to Supervisor Allen, Lysette Marshman

## Closed Session

I. Call to Order **3:01pm** (Adjournment 3:17pm)

## Open Session

I. Call to Order **3:19pm**

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

Motion to add Trustee Meyer to the list of Trustees and approve the minutes.

III. Trustee Announcements

a. Trustee Kellison Resignation

Trustee Kellison resigned from office effective April 8, 2025.

b. Conflict of Interest

None.

IV. Public comment

Written public comment was submitted. Please see details in the Informational Items section of the minutes.

V. Approval of the Minutes **(4-0-1)**

Trustee Meyer abstained from approving the minutes as this was her first meeting.

VI. Informational Items

a. District Manager Report

Presented and received.

b. Public Comment / Bench Donation Program

A public comment was received via US Mail, dated March 31, 2025. The letter asked the Board of Trustees to "reconsider the future look of the cemetery before it becomes a legacy bench park." The District Manager presented the bench donation staff procedures, which includes a list of areas that are no longer eligible for benches. Trustee Bowen will respond to the public comment by providing current staff procedures and assuring the author future bench placement will continue to undergo a thoughtful process as we open new areas. Trustee Meyer also suggested this response includes a statement regarding accessibility.

VII. Action Items

a. Report-out Closed Session

The budget subcommittee, consisting of Trustee Bowen and Cattarin presented revisions to the Districts Staff Compensation plan. Changes include adding a salary range for all administrative staff, setting a maximum

increase of 4.5% without board approval, and the need for staff to meet goals set by their supervisor in order to be eligible for an annual increase.

Motion to approve without changes. Stephen Souza 1<sup>st</sup>, Alex Meyer 2<sup>nd</sup>, **(5-0-0)**

b. Cemetery Expansion Policy

Trustee Bowen worked with the District Manager to develop a District Expansion Policy to be used when determining when to open new interment areas which was presented to the full board.

Motion to approve without changes with a note to review the policy after the first phase of Q-section has been released. Ro Mottsmith 1<sup>st</sup>, Alex Meyer 2<sup>nd</sup>, **(5-0-0)**

c. District Audit Cycle

The District is currently on a 3-year audit cycle, with the last audit to close the fiscal period ending June 30, 2024. Since there is no money or time savings to the District being on this cycle, the District Manager asked that the District revert back to an annual audit cycle.

Motion to approve moving to an annual audit cycle. Stephen Souza 1<sup>st</sup>, Joseph Cattarin 2<sup>nd</sup>, **(5-0-0)**

d. Roadway Expansion Project - Budget Adjustment

The Board of Trustees approved the BKF roadway expansion project, in the amount of \$109,288 during the October 2024 board meeting. As of April 2025, the District has paid a total of \$45,523.40. The District Manager has asked for a budget adjustment to be approved to fund this project.

Motion to approve a budget adjustment from unassigned reserves, account number 309999, to fund current fiscal year BKF roadway expansion charges, not to exceed \$109,288. Joseph Cattarin 1<sup>st</sup>, Ro Mottsmith 2<sup>nd</sup>, **(5-0-0)**

e. Appoint District Manager Review Committee

Per board policy, the board is to appoint a two-Trustee subcommittee to review the District Manager's performance for the current fiscal year. The District Manager will prepare a summary of accomplishments to provide the subcommittee. Discussion occurred.

Motion to appoint Trustee Mottsmith and Trustee Bowen as the District Manager's Review Committee. Stephen Souza 1<sup>st</sup>, Alex Meyer 2<sup>nd</sup>, **(5-0-0)**

Adjournment 4:10pm

Next meeting date is set for Wednesday, June 18, 2025

