

DAVIS CEMETERY DISTRICT

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

Date: August 20, 2025
Time: 3:00pm
Location: 820 Pole Line Road

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

OPEN SESSION

- I. Call to Order
- II. Approval of the Agenda
- III. Trustee Announcements
 - a. Conflict of Interest
- IV. Public Comment
- V. Approval of the Minutes
- VI. Informational Items
 - a. District Manager Report
 - b. Staffing Update - Family and Business Coordinator Recruitment / Grounds Update
 - c. 2024-25 Final Budget Adjustments - Based on June final ledgers
- VII. Action Items
 - a. New Policy: Records Retention - Administrative policy for records retention
 - b. Policy Revision: Compensation - Changes to Family and Business Coordinator Scale
 - c. New Policy: Administrative Leave - Formal policy to allocate mental health days, etc.
 - d. Policy Revision: Chair and Vice Chair Appointment Terms

Zoom Login:

<https://us02web.zoom.us/j/81348766907?pwd=7LA9sim8Xh6yktkZnilguYOeZhjNba.1>

Meeting ID: 813 4876 6907

Passcode: 631569

Board of Trustees Goals

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| 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. 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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I declare under penalty of perjury the following foregoing agenda was posted by 3pm, Friday, August 15, 2025, at the Davis Cemetery, 820 Pole Line Road, Davis, CA 95618 by Jessica Smithers. Next Board Meeting: October 23, 2025