

DAVIS CEMETERY DISTRICT

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

Date: June 18, 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, Ro Mottsmith, Alex Meyer, and Joseph Cattarin (excused).

Staff: District Manager Jessica Smithers; Family & Business Coordinator Judy Fisher

Guests: Assistant Supervisors Deputy, Oliver Snow

Closed Session

I. Call to Order **3:01pm** (Adjournment 3:13pm)

Open Session

I. Call to Order **3:14pm**

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

III. Trustee Announcements

a. Conflict of interest
None

IV. Public comment
None

V. Approval of the Minutes **(5-0-0)**

VI. Informational Items

a. District Manager Report
Presented and received.

b. Land Agency Formation Commission

The District Manager provided a brief update on the Municipal Service Review conducted by the Local Agency Formation Commission. The draft report recommends that the District consider lowering its fees, provided that doing so would not negatively impact the level of service delivered to our customers and the community.

VII. Action Items

a. Report-out Closed Session

Chair Bowen reported the results of the District Managers performance review.

Motion to approve 2% COLA effective July 1, 2025. Alexandra Meyer 1st, Ro Mottsmith 2nd, **(4-0-0)** Trustee Jankowski left early.

b. 2025-26 District Fees

Based on the draft Land Agency Formation Commission draft report, the District plans to freeze fees for the 2025-26 fiscal year. Motion to approve freezing fees for the 2025-26 fiscal year. Kate Bowen 1st, Stephen Souza 2nd, **(4-0-0)**

c. 2025-26 District Budget

The District Manager presented the 2025-26 District budget and answered questions from the Trustees. Motion to approve the 2025-26 budget in the amount of \$997,610 and distribute via DocuSign for signature. Stephen Souza 1st, Alexandra Meyer 2nd, **(4-0-0)**

d. 2024-25 Fiscal Close Budget Adjustments

The Family and Business Coordinator presented the 2024–25 budget adjustments to the Board of Trustees. The District Manager provided an overview of the process used to balance each account as part of the fiscal year-end close. Motion to approve the 2024-25 budget adjustments with the understanding the final adjustments will change based on June final revenue and expenditures. Ro Mottsmith 1st, Alexandra Meyer 2nd, **(4-0-0)**

e. 2025-26 Chair and Vice Chair Appointments

In accordance with Board policy, the Trustees are charged with appointing a Chairperson and Vice Chairperson for the 2025-26 fiscal year. Discussion occurred. Motion to appoint Trustee Bowen as Chairperson and Trustee Souza as the Vice Chairperson and agendaize the Chair and Vice Chair roles to discuss term length. Alexandra Meyer 1st, Ro Mottsmith 2nd, **(4-0-0)**

e. October 2025 Board Meeting – Date Change

Trustee Bowen is not available for the October 15th meeting and has asked to move this meeting to Thursday, October 23, 2025, at 3pm. Motion to approve moving October's meeting to Thursday, October 23, 2025, at 3pm. Ro Mottsmith 1st, Alexandra Meyer 2nd, **(4-0-0)**

Adjournment

3:53pm

Next meeting date is set for Wednesday, August 20, 2025

