



Davis Cemetery District Board Meeting Minutes

Date: August 20, 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.

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

Guests: Assistant Deputy, Lysette Marshman; Heidy Kellison (public)

Open Session

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

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

III. Trustee Announcements

a. Conflict of interest

None

IV. Public comment

Former Trustee, Heidy Kellison, joined briefly to express her gratitude to the board for the time they worked together and continued support of the District.

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

VI. Informational Items

a. District Manager Report

Presented and received.

b. Staffing Update

The District Manager provided a brief staffing update. Based on a review of workload, the Family and Business Coordinator position is being recruited at 75% time. Interviews are scheduled for the week of August 25, and we hope to have the new coordinator on board by September 23 to allow for a short crossover period. Additionally, our part-time grounds employee will transition to full-time effective August 25, 2025.

c. 2024-25 Final budget Adjustments

In June, the Family and Business Coordinator presented draft 2024–25 budget adjustments with the understanding that final figures would be based on June’s actual revenue and expenses. While the June ledgers have not yet closed, the board was presented with unassigned reserves carry forward of \$50,499.00 as of 08/13/25.

VII. Action Items

a. New Policy: Records Retention

The District Manager presented the draft records retention policy to be followed by all District Personnel.

Motion to approve as presented. Ro Mottsmith 1st, Stephen Souza 2nd, **(5-0-0)**

b. Policy Revision: Compensation Policy

The District Manager presented changes to the District compensation policy. This revision aligns the Family and Business Coordinator salary scale with positions across the California Special District Cemeteries.

Motion to approve as presented. Alexandra Meyer 1st, Ro Mottsmith 2nd, **(5-0-0)**

c. New Policy: Administrative Leave

The District Manager presented the new administrative leave policy, which will allow the District Manager to allocate up to (3) administrative leave days per employee, per year.

Motion to approve as presented. Gail Jankowski 1st, Alexandra Meyer 2nd, **(5-0-0)**

d. Policy Revision: Chair and Vice Chair Appointment

As a follow up to discussion that occurred during the June 2025 Board meeting, the District Manager presented policy revisions, moving the Chairperson and Vice Chairperson terms from one year to two.

Motion to approve as presented: Ro Mottsmith 1st, Alexandra Meyer 2nd, **(5-0-0)**

Adjournment

3:51pm

Next meeting date is set for Thursday, October 23, 2025

