

DAVIS CEMETERY DISTRICT

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

Date:

December 17, 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

Session Note: Light refreshments will be provided by Trustee Bowen and served prior to the meeting being called to order.

- 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. District Project Update - Roadway Expansion and New Service Shed
- VII. Action Items
 - a. Yolo County Authorization Form - Adding Iris Tinsley as an approved signer

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. 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. Call to Order

II. Approval of the Agenda

III. Trustee Announcements

a. Conflict of Interest

IV. Public Comment

V. Approval of the 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

VI. Informational Items a. District Manager Report

Date:	December 12, 2025
Time:	3:00 pm
Location:	820 Pole Line Road

Statistics

The district had 13 interments in November and 10 interments in December (scheduled to date).

Monthly Highlights

The District's annual wreath and lantern fundraiser has been a great success. We have sold 72 of the 80 wreaths available and completely sold out of the lanterns. Net proceeds from this fundraiser will help fund the 2026 Wreaths Across America wreaths during the headquarters' wreath-matching event.

Yolo County closed the 2024–25 financial statements in late November. Nigro & Nigro have been provided all year-end ledgers and trial balances, and they anticipate completing our 2024–25 audit in January.

Grounds staff attended Public Cemetery Alliance funded training at the Galt/Arno Cemetery. The training focused on tree-trimming safety, double-depth digs, and preventing slips, trips, and falls during graveside services.

Community Outreach Update

Wreath Across America. This nationwide event will take place on Saturday, December 13th at 10 a.m. Artemis Riley will begin with a brief overview of the event, followed by wreath-laying instructions. Nearly 600 wreaths were sponsored and will be placed during the ceremony. The District will provide light refreshments for our volunteers.

Financial Update

- November's preliminary fiscal report is on the next page.

Davis Cemetery District
November 2025 Budget Snapshot
11/30/2025

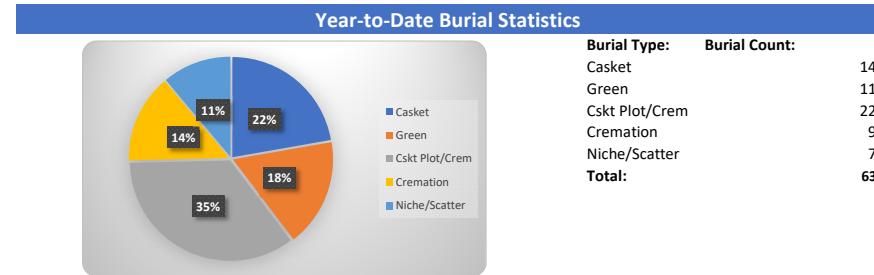
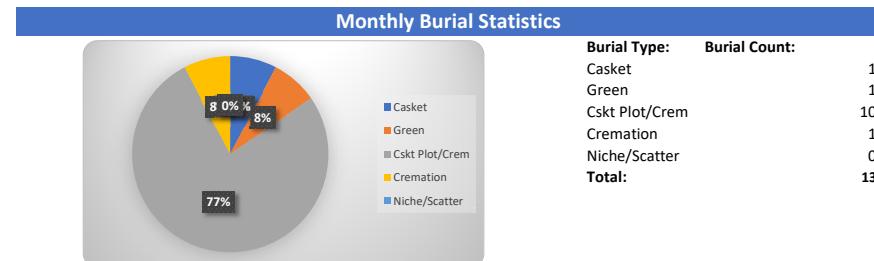
Payment Plans	NOV	YTD	BUDGET	% YTD
Plot Sales / Premed	\$7,200.00	\$74,390.38	\$0.00	\$0.00
Totals		\$74,390.38		
All payment plan final payments were due on June 15, 2026.				
Revenue	NOV	YTD	BUDGET	% YTD
Restricted				
Pre-need	\$525.00	\$11,375.12		
Endowment	\$4,362.76	\$18,637.76		
Total Restricted Revenue	\$4,887.76	\$30,012.88		
Non-Restricted				
Property Taxes	\$0.00	\$0.00	\$422,110	0.00%
Plot Sales	\$19,698.49	\$102,268.63	\$235,000	43.52%
Burial Service Charges	\$9,225.00	\$60,550.00	\$130,000	46.58%
Weekends & Non-Resident Fees	\$5,475.00	\$20,250.00	\$37,000	54.73%
Vault Sales	\$1,300.00	\$16,400.00	\$27,000	60.74%
Misc. Revenue & Donations	\$4,180.00	\$6,811.69	\$29,500	23.09%
Total Non-Restricted Revenue	\$39,878.49	\$206,280.32	\$880,610.00	23.42%
General/Equip Reserve Funds	\$ -	\$ 117,000		

Notes: Revenues will remain below the year-to-date target until property tax payments are received, which typically occurs in November and March however we have not seen a deposit yet. The budgeted non-restricted revenue of \$117,000 is designated for the District's BKF Engineers contract, the new service shed, and the corporation yard expansion.

Expense	NOV	YTD	BUDGET	% YTD	TARGET
Employees					
Salaries	\$32,815.95	\$185,765.97	\$ 467,162	39.76%	
Retirement	\$2,537.46	\$27,524.90	\$ 56,915	48.36%	
Payroll Taxes	\$2,510.39	\$14,211.86	\$ 35,158	40.42%	
Health Insurance	\$11,736.31	\$46,731.17	\$ 102,921	45.40%	
Unemployment/Workers Comp Ins.	\$0.00	\$14,333.77	\$ 17,318	82.77%	
Total Salary and Benefits	\$49,600.11	\$288,567.67	\$679,474.00	42.47%	
Services and Supplies					
Equipment and Grounds	\$1,472.39	\$25,290.56	\$ 65,000	38.91%	
Utilities	\$1,596.68	\$12,411.60	\$ 17,000	73.01%	
Property/Liability/Other Insurance	\$0.00	\$21,788.00	\$ 21,704	100.39%	
Other	\$8,364.98	\$69,046.56	\$ 162,432	42.51%	
Total Services and Supplies	\$11,434.05	\$128,536.72	\$266,136.00	48.30%	
Capital Assets & Improvements	\$ -	\$ 13,284.95	\$ 52,000	25.55%	
Total Expenses	\$61,034.16	\$430,389.34	\$997,610.00	43.14%	41.67%

Notes: Annual upfront or one-time expenses include \$16K in the Retirement category for the annual CalPERS unfunded liability and \$6K in the Other category for software licensing. An Insurance category has also been added, as discussed during the August meeting. Actual annual insurance payments came in \$84 higher than originally projected by YCPARMIA. **Salary/Benefit Note:** Categories will be off throughout the fiscal year as we originally budgeted with Judy and 3 grounds. Judy's salary was redistributed between grounds and admin. The county has advised that I submit a budget revision the last quarter of this fiscal year to correct the categories so this will be a future action item.

Total Net Income w/o Restricted	-\$21,155.67	-\$224,109.02
Total Net Income with Restricted	-\$16,267.91	-\$194,096.14



Expenses Exceeding \$500		
Vendor:	Total:	Description:
PG&E	\$1,009.93	Monthly energy bill
Ink Monkey	\$1,153.92	Grounds uniforms
Halls Plumbing	\$1,250.00	Commercial toilet for the public restroom
Madrone Ecological	\$2,572.50	Expansion Project: eco review required by the City of Davis
Baker Supplies and Repairs	\$703.63	Rototiller for coping maintenance
Valente Mejia	\$6,106.52	Plot buy back and preneed refund (Plot has already resold)

Expense Notes: While obtaining permits for the roadway expansion project, the City of Davis required a tree inventory and ecological review. These costs are in addition to the BKF project expenses.

Reserves		
Capital Asset Replacement	\$61,310.00	Unallocated Reserve
General Reserve	\$314,007.25	Total Reserves:
		\$719,687.01

Reserve balance include 2024-25 fiscal year increase as well as the 2025-26 \$117,000.00 estimated decrease.

VI. Informational Item b. District Project Update - Roadway Expansion and New Service Shed

Background
<p>The District contracted with BKF Engineers in October 2024 to design roadways and drainage for the back 14 acres. In July 2025, the District began the purchase of a new metal building that will be used to store service setup equipment, keeping these items cleaner and separate from our heavy equipment.</p>
District Manager Notes
<p>Madrone Ecological has finalized its review, and BKF will be shifting the southern section of roadway approximately four feet to avoid the need for any tree removal. I have a conference call scheduled with the project manager during the first week of January to discuss next steps.</p> <p>The City of Davis has taken six months to approve the permits required to begin installation of our new service shed. According to the shed engineer, the delay is due to staffing shortages. I have been told we should receive the approved permits before Christmas, so fingers crossed for weather favorable enough to allow the foundation to be laid in early January.</p>

VII. Action Items a. Yolo County Authorization Form - Adding Iris Tinsley as an approved signer

Background
<p>On an annual basis, the District is responsible for providing names of staff approved to submit claims, journal vouchers, deposits, etc.</p>
District Manager Notes
<p>This form gives Iris permission to submit on behalf of the District in the amount of \$500.00. Anything over \$500.00 will continue to require the District Managers signature.</p>
Proposed Action
<p>Motion to approve and sign the 2025-26 Special Districts and Other Agencies Authorization Form.</p>