

# DAVIS CEMETERY DISTRICT

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

**Date:** February 18, 2026  
**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. California Association of Public Cemeteries - Trustee of the Year
  - b. Conflict of Interest
- IV. Public Comment
- V. Approval of the Minutes
- VI. Informational Items
  - a. District Manager Report
  - b. SB-827 Training
- VII. Action Items
  - a. Policy Update - Catastrophic Leave Donations
  - b. Policy Update - Unpaid Leave
  - c. Policy Update - Rules & Regulations

### Board of Trustees Goals

<b>Goal 1 – COVID-19 Memorial</b> <b>Objective One</b> – Engage with volunteers and/or paid contractors to complete build-out. <b>Complete</b> <b>Objective Two</b> – Develop the artist’s call to be disseminated to the community. <b>Complete</b> <b>Objective Three</b> – Engage local sign companies to design memorial signage. <b>Complete</b> <b>Objective Four</b> – Plan and execute a grand opening by Spring 2024. <b>Complete</b>	<b>Goal 2 – District Culture and Vision</b> <b>Objective One</b> – Through strategic planning and review, enhance the district’s vision statement. <b>Complete</b> <b>Objective Two</b> – Develop a tri-fold brochure, similar to existing marketing materials, to be distributed during “at-need” and “pre-need” sales. <b>Complete</b> <b>Objective Three</b> – Enhance outreach activities in line with the district’s vision. <b>Objective Four</b> – Utilize social media and other online platforms to educate the community. <b>Ongoing</b>	<b>Goal 3 – Roadway Expansion Survey and Design</b> <b>Objective One</b> – Engage local land surveyors / architects to bid the district’s expansion survey and design. <b>In Progress</b> <b>Objective Two</b> – Work with grounds staff to develop a plan for moving green waste storage out of the expansion area. <b>In Progress</b> <b>Objective Three</b> – Identify grant opportunities that may be available for buildout. <b>In Progress</b> <b>Objective Four</b> – Schedule board retreat to develop a long range/expansion plan. <b>Complete</b>
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I declare under penalty of perjury the following foregoing agenda was posted by 3pm, Friday, February 13, 2026, at the Davis Cemetery, 820 Pole Line Road, Davis, CA 95618 by Jessica Smithers. Next Board Meeting: April 15, 2026

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**I. Call to Order**

**II. Approval of the Agenda**

**III. Trustee Announcements**

- a. California Association of Public Cemeteries - Trustee of the Year
- b. Conflict of Interest

**IV. Public Comment**

**V. Approval of the Minutes**

Date: December 17, 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, Alex Meyer, and Joseph Cattarin.

**Staff:** District Manager Jessica Smithers; Family & Business Coordinator Iris Tinsley; Groundskeeper Dylan Weiss; Groundskeeper David Crowley

**Open Session**

**I. Call to Order 3:16pm**

**II. Approval of the Agenda (4-0-0)**

**III. Trustee Announcements**

- a. Conflict of Interest

None.

**IV. Public Comment**

None.

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

**VI. Informational Items**

- a. District Manager Report

Presented and received.

b. District Project Update – Roadway Expansion and New Service Shed

Madrone Ecological has finalized the Arboreta review and roadways have been shifted slightly to avoid tree removal. The roadways are now in final approval with BKF Engineering. The City of Davis has taken 6 months to approve our new service shed permits. We are expected to receive permits by the end of the year.

VII. Action Items

a. Yolo County Authorization Form – Adding Iris Tinsley as an approved signer.

This form gives Iris permission to submit on behalf of the District. Yolo County Authorization Form will be submitted to Yolo County.

Motion to approve as presented. Stephen Souza 1<sup>st</sup>, Ro Mottsmith 2<sup>nd</sup>, **(5-0-0) (Ro arrived and voted)**

Adjournment

3:40pm

Next meeting date is set for Wednesday, February 18, 2026

**VI. Informational Items a. District Manager Report**

Date:	February 13, 2026
Time:	3:00 pm
Location:	820 Pole Line Road

**Statistics**

The district had 15 interments in January and 9 interments in February (scheduled to date).

**Monthly Highlights**

The 2024-25 audit has been completed. Nigro & Nigro will be sending the final copy in the next week, which will be sent to the Board of Trustees and posted on our website.

The Land Agency Formation Commission released the 2025 Transparency Scorecard Report. This report scores each county agency on website transparency requirements to promote open government and transparency for government agencies countywide (cities, County, special districts, and joint powers authorities), thereby fostering public trust and accountability. I am pleased to report we scored 100% on this year's review. Out of 70 agencies reviewed, we were one of only nine to earn a 100% score and the only cemetery to achieve a perfect rating. This rating means a lot to me, especially since most cemeteries don't manage and maintain their own websites the way we do.

I assumed payroll processing responsibilities when Judy retired in October. Now that I have gotten familiar with the payroll system, I have been taking a close look at the way our vacation and sick leave accruals are set up. I discovered our accruals were set to accrue at a flat rate, regardless of whether or not a staff member has taken leave without pay, which contradicts our vacation policy. While this doesn't have a significant financial impact on the District, we have several grounds staff electing to take leave without pay each pay period, so moving forward their vacation time will be adjusted accordingly.

**Community Outreach Update**

***Memorial Day.*** This outreach event is scheduled for Monday, May 25, 2026. The Golden State Brass will begin at 9:30 a.m., followed by the formal program at 10:00 a.m. I will coordinate with the Davis Odd Fellows to identify this year's keynote speaker.

**Financial Update**

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

**VI. Informational Item b. SB-827 Training**

<b>Background</b>
SB-827 expands California’s mandatory training for local public agencies. Under the existing law, AB-1234, all board members are required to receive ethics training every two years. SB-827 expands who must receive ethics training and requires standalone fiscal and financial training.
<b>District Manager Notes</b>
Training will be offered online and free of charge. I registered for the CSDA pilot training in March and will send the training link to all board members as soon as it becomes available.  <b>Important Dates:</b> <ul style="list-style-type: none"><li>• Officials in service before January 1, 2026, must complete the fiscal training by January 1, 2028.</li><li>• Officials who begin service on or after January 1, 2026, must complete the training within six months from the first day of service.</li></ul>

**VII. Action Items a. Policy Update - Catastrophic Leave Donations**

<b>Background</b>
The catastrophic leave donation program is in place to allow staff to donate vacation time to other employees who have exhausted their leave balances.
<b>District Manager Notes</b>
While the District currently allows for catastrophic leave donations, there are no established eligibility requirements, donation procedures, or limits in place. After reviewing catastrophic leave policies from other agencies, I have developed a revised policy for the District, which is included as <b>Attachment One</b> to this board packet.
<b>Proposed Action</b>
Motion to approve revisions to the catastrophic leave policy.

**VII. Action Items b. Policy Update - Unpaid Leave**

<b>Background</b>
The Districts Employee Manual describes various leaves that are available to staff such as sick, vacation, bereavement, etc.
<b>District Manager Notes</b>
I have seen a sharp rise in the number of leave without pay hours our grounds staff are taking. While this is a good time of year, spring is near, and I am concerned that our manual is silent when it comes to unpaid leave. After reviewing several other leave policies, I have developed an unpaid leave policy for the District, which is included as <b>Attachment Two</b> to this board packet.
<b>Proposed Action</b>
Motion to approve the addition of an unpaid leave policy to the Districts Employee Manual.

**VII. Action Items b. Policy Update - Rules & Regulations**

<b>Background</b>
The District established its current Rules & Regulations document, which is provided to all customers, to offer guidance on flowers, décor, and monuments.
<b>District Manager Notes</b>
While this document has served the District well over the years, the rules are not well organized and include some duplicative information. I worked with staff to restructure the Rules and Regulations document and clarify various provisions. Both the current Rules and Regulations document and the proposed revision are included as <b>Attachment Three</b> to this board packet.
<b>Proposed Action</b>
Motion to approve revisions to the Rules & Regulation document.