

Davis Cemetery District – February 2026 Board Meeting Minutes

Date: February 18, 2026

Time: 3:00 pm

Location: 820 Pole Line Rd, Davis, CA 95618

Board of Trustees: Chairperson Kate Bowen, Vice Chairperson Stephen Souza (Excused) Board Members: Gail Jankowski, Ro Mottsmith, Alex Meyer, and Joseph Cattarin (Absent)

Staff: District Manager Jessica Smithers

Open Session

I. Call to Order **3:03pm**

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

III. Trustee Announcements

a. California Association of Public Cemeteries - Trustee of the Year

The District Manager announced that Trustee Souza was named the 2025 CAPC Trustee of the Year.

b. 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. SB-827 Training

The District Manager informed the Board of Trustees of new SB-827 training requirements, which expand ethics training and require standalone fiscal and financial training. The District Manager will attend the training in March and will provide a training link to all Trustees once it becomes available.

SB-827 training must be completed by January 1, 2028, for all current Trustees. Trustees appointed after January 1, 2026, must complete the training within six months of their first day of service.

VII. Action Items

a. Policy Update - Catastrophic Leave

The District Manager presented the current Catastrophic leave policy as outlined in the District Policy Manual and recommended updates to ensure clear eligibility requirements and donation process. Discussion occurred and the sentence “Donated hours may only be used for the approved hardship and may not be carried forward.” was changed to “Donated hours may only be used for the approved hardship and may not be carried forward and will be returned to the donor.”

Motion to approve with additional language notes above. Ro Mottsmith 1st, Alexandra Meyer 2nd, **(4-0-0)**

b. Policy Update - Unpaid Leave

The District Manager presented the various leaves outlined in the District Policy Manual and recommended an update to include language regarding the use of unpaid leave. Discussion occurred and the sentence “Approval is subject to operation needs and must be authorized by the District Manager or their designee” was changed to “Approval is subject to operation needs and must be authorized by the District Manager and/or grounds Foreman”

Motion to approve with additional language noted above. Ro Mottsmith 1st, Gail Jankowski 2nd, **(4-0-0)**

c. Policy Update - Rules & Regulations

The District Manager presented the current Rules & Regulations document which is provided to all families and posted on the web. After discussion with grounds staff, the District Manager reformatted the document to provide a clearer read for our customers. Discussion occurred and the following was added to the Rules and Regulations.

- We encourage visitors to use biodegradable decor on the gravesites to protect cemetery wildlife.
- Trees, plants, shrubs, or other vegetation may not be planted on cemetery grounds.
- Please share District Rules & Regulations with your friends and family who may visit the cemetery grounds.

Motion to approve with additional language noted above. Gail Jankowski 1st, Alexandra Meyer 2nd, **(4-0-0)**

Adjournment 4:10pm

Next meeting date is set for Wednesday, April 15, 2026

