

DAVIS CEMETERY DISTRICT

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

Date: April 15, 2026

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 (Absent)

Staff: District Manager Jessica Smithers

Public: Supervisor Sheila Allen

Open Session

I. Call to Order 3:01pm

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

III. Trustee Announcements

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

Trustee Bowen presented Trustee Souza with the CAPC Trustee of the Year Award Plaque

b. Conflict of interest

None.

IV. Public comment

Supervisor Allen congratulated Trustee Souza on his CAPC Trustee of the Year award and thanked him for his continued support of the District.

V. Approval of the Minutes (3-0-1)

VI. Informational Items

a. District Manager Report

Presented and received.

VII. Action Items

a. Appoint the 2026-27 Budget Subcommittee

Each year, the board appoints a two-person subcommittee to work with District staff in preparing the annual budget. The District Manager will develop a draft budget and fee schedule for the subcommittee's review. Any necessary revisions will be made prior to the June 2026 Board meeting. The final budget and fee schedule will be presented to the full Board in June 2026. Discussion occurred.

Motion to appoint Trustee Meyer and Trustee Cattarin as the 2026-27 Budget Subcommittee. Stephen Souza 1st, Ro Mottsmith 2nd, (4-0-0)

b. Appoint 2025-26 District Manager Review Subcommittee

Each year, the board appoints a two-person subcommittee to review the District Manager's performance for the current fiscal year. The District Manager will prepare a summary of accomplishments for the subcommittee's review. The subcommittee will then draft the performance evaluation and, if appropriate, recommend a salary adjustment to the full Board at the June 2026 meeting.

Motion to appoint Trustee Bowen and Trustee Mottsmith as the 2025-26 District Manager review committee. Stephen Souza 1st, Alex Meyer 2nd, (4-0-0)

c. Policy Update – Revise At-Will Language

The District Manager presented the current and proposed revision to the "at-will" language

Current "at-will" language

All employees of the District are "at - will" employees, appointed by and serving at the pleasure of the appointing authority, and as such may be released from employment without cause at the sole discretion of the District Manager at any time.

Proposed Revision

All employees of the District are "at-will" employees, appointed by and serving at the pleasure of the appointing authority. As such, they may be released from employment without cause at any time. Decisions regarding hiring and termination shall be made in coordination with the Board of Trustees and the District Manager, reflecting a collaborative partnership in personnel matters.

Motion to approve as presented. Alex Meyer 1st, Ro Mottsmith 2nd, (4-0-0)

d. Policy Update – Revise Employee Incentive / Recognition Policy

The District Manager presented the current employee incentive policy and recommendation to move to a more general bonus policy. This policy will be part of the District Employee Manual and bonuses will be budgeted as part of the annual budget process.

Motion to approve as presented. Stephen Souza 1st, Alex Meyer 2nd, (4-0-0)

Adjournment 3:53pm Next meeting date is set for Wednesday, June 17, 2026

