

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, December 14, 2023
5:00 p.m.
District Office

The regular meeting of the Roseville Public Cemetery District Board of Trustees was held at the District Office, located at 421 Berry Street, Roseville, California, 95678.

A. **CALL TO ORDER:**

Chairman Howe called the meeting to order at 5:00 p.m.

B. **ROLL CALL:**

Members present: Fratis, Howe, Alameida, Martinez and Parola.

Also present: District Manager Forrey, and Assistant District Manager Riley

C. **PUBLIC COMMENTS**

D. **APPROVAL OF MINUTES:**

Approved minutes of November 09, 2023

E. **CONSENT AGENDA:**

A motion was made by Alameida and seconded by Parola to approve the November Consent Agenda. The motion passed 5-0.

F. **CORRESPONDENCE**

G. **BOARD DISCUSSION & POSSIBLE ACTION ITEMS:**

NEW BUSINESS:

1. Reception Hall Contract:

A motion was made by Alameida and seconded by Fratis to approve the Reception Hall Contract with some changes. The motion passed 5-0.

2. Reception Hall Pricing:

A motion was made by Alameida and seconded by Parola to approve the Reception Hall Pricing with some changes. The motion passed 5-0.

H. **INFORMATION ITEMS:**

3. District Manager's Report:

- a. Safety Meeting: November's Safety Meeting was on the ABC's of Safety
- b. Pavilion and Reception Hall Progress and Dedication: The Pavilion and Reception Hall are complete with the exception of some new decorations. We will plan a dedication for January 24, 2024 provided that works for the families.
- c. Galt Training: Five employees attended the PCA Training Day in Galt
- d. Wreaths Across America: December 16, 2023 at 12:00 p.m.

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

4. Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:

Title: Maintenance Worker III, Step 1

5. PERSONNEL: Pursuant to Gov. Code §54957:

The Board will meet in Closed Session to consider the appointment, employment, evaluation of performance, discipline, resignation, retirement, dismissal, and/or complaint of a public employee(s).

K. **RECONVENE TO OPEN SESSION:**

A motion was made by Alameida and seconded by Fratis to advance James Hamilton to Maintenance Worker III, Step 2. The motion passed 5-0. The step increase is effective as of the pay period that includes the employee's anniversary date.

L. **REPORT ANY ACTION TAKEN IN CLOSED SESSION:**

An employee's annual performance evaluation was reviewed, and no action was taken.

M. **BOARD MEMBER'S COMMENTS:**

The board mentioned how nice the Employee Recognition Dinner was

N. **CHAIRPERSON'S COMMENTS:**

The Chairman mentioned we should send a thank you note to Yard House for the exceptional service we received and we should use them again next year.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:19 p.m. The next regular meeting will be held on January 11, 2024.