

NOTICE

OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE ROSEVILLE PUBLIC CEMETERY DISTRICT

March 09, 2023, at 5:00 p.m.

District Office

421 Berry Street, Roseville, CA 95678

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Board, subject to the reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

A. **CALL TO ORDER**

B. **ROLL CALL**

C. **PUBLIC COMMENTS:**

The Board of Trustees appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record and are limited to five (5) minutes per person. The presiding officer may, in the interest of time and good order, limit the number of public comments and presentations.

D. **APPROVAL OF MINUTES:**

February 09, 2023, Regular Meeting

February 23, 2023, Strategic Planning

E. **CONSENT AGENDA:**

The consent agenda consists of routine items that are to be considered upon one motion for approval. However, any item removed prior to approval may be considered separately where moved in the agenda.

Transfer of February 2023 Income to County	\$ 25,802.51
Approval of February 2023 Expenditures	\$ 72,673.05
Balance in Revolving Fund Account as of February 28, 2023	\$ 163,183.83
Vault Purchase – Cordeiro Vault Co., 20 Vaults	\$ 6,975.00
R.P.C.D to Repurchase Grave NC,N2B,9,C – Taylor	\$ 615.00
R.P.C.D to Reimburse Fees for Grave NC,9,12,13 - Gibbons	\$ 240.00

F. **CORRESPONDENCE**

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

OLD BUSINESS:

1. Family Section:

Discuss Family Section Progress

Review/Approve bids for Cremation Grading and Compacting Contractor

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

NEW BUSINESS:

2. Cremation Garden Pricing:

Discuss/Review pricing for the Cremation Garden

G. **BOARD DISCUSSION & POSSIBLE ACTION ITEMS:**
NEW BUSINESS CONTINUED:

3. Fee Schedule:
Review/Approve changes to the Fee Schedule
4. Ground Maintenance -Fertilizer:
Review/Approve Fertilizer Contractor and Supplier
5. IPad Policy:
Review/Approve the new Ipad Policy
6. PCA Training Day:
Discuss/Approve attendance at the PCA Training Day April 19, 2023 in Visalia, CA.
7. Record Retention Policy:
Review/Approve changes to the Record Retention Policy
8. Resolution 2023-01:
Review/Approve Resolution to transfer funds.

H. **INFORMATION ITEMS:**

9. District Manager's Report:
 - a. Safety Meeting
 - b. Form 700
 - c. CAPC Conference
 - d. Manager's Meeting

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

10. 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**

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

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M. **BOARD MEMBER'S COMMENTS**

N. **CHAIRPERSON'S COMMENTS**

O. **ADJOURNMENT**

Next scheduled Regular Board of Trustees meeting: April 13, 2023

_____ This agenda posted the 3rd day of March, 2023_Posted

by: Heather Riley, Office Manager

Approved by: Craig Forrey, District Manager

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU SHOULD NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT (916) 783-3131 FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING.