

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, July 11, 2024
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, Parola and Martinez.

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

C. **PUBLIC COMMENTS**

D. **APPROVAL OF MINUTES:**

Approved minutes of June 13, 2024

E. **CONSENT AGENDA:**

A motion was made by Alameida and seconded by Fratis to approve the June Consent Agenda. The motion passed 4-0.

F. **CORRESPONDENCE:**

The Grand Jury Report was discussed. Steve Howe was reappointed to the board for another 4 year term.

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

OLD BUSINESS:

1. Employee Benefits:

A motion was made by Alameida and seconded by Parola to approve changes to the employee benefit policy. The motion passed 5-0.

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

NEW BUSINESS:

2. 2023/24 Audit:

A motion was made by Alameida and seconded by Fratis to approve all letters pertaining to the 2023-2024 Audit. The motion passed 5-0.

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

NEW BUSINESS CONTINUED:

3. 2024-25 MOU for Services Provided:

A motion was made by Alameida and seconded by Fratis to approve the MOU for Services provided by Placer County Auditor-Controller. The motion passed 5-0.

4. CAPC Education/Area Meeting:

We will bring this back next month to discuss attendance

5. CSDA General Manager Summit:

Assistant General Manager Riley reported on the CSDA General Manager Summit

6. PCA Annual Meeting:

No one from the district will be attending the event this year

H. **INFORMATION ITEMS:**

7. District Manager's Report:

a. Safety Meeting: June's safety meeting was on heat illness

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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

Title: Assistant District Manager, Step 1

Title: Administrative Assistant, Step 1

9. 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 Parola to advance Heather Riley to Assistant District Manager, Step 2. The motion passed 5-0. A motion was made by Alameida and seconded by Fratis to advance Laura Sturges to Administrative Assistant, 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:**

Two employee's annual performance evaluations were reviewed. The termination and the resignation of two district employees were discussed. No action was taken.

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

No comments were made.

N. **CHAIRPERSON'S COMMENTS:**

No comments were made.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:54 p.m. The next regular meeting will be held on August 8, 2024.

Secretary, Board of Trustees
Roseville Public Cemetery District