

# **Minutes**

Roseville Public Cemetery District  
Board of Trustees  
Regular Meeting  
**Thursday, October 12, 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, and Parola.

Absent: Martinez

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

Guest: Lori Wycoff, Wreaths Across America, Brent Mattix, Roseville High School

C. **PUBLIC COMMENTS:**

Lori Wycoff reported on the progress of Wreaths Across America. Brent Mattix asked about using our property behind Roseville High School for activities for his Leadership Class. The board asked that he provide more detail to be placed on next month's agenda.

D. **APPROVAL OF MINUTES:**

Approved minutes of September 14, 2023

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE:**

Placer County Grand Jury contacted the Cemetery Office and schedule a meeting with office staff.

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

**OLD BUSINESS:**

1. Family Section:

Product has arrived and will be placed in the upcoming weeks.

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

**NEW BUSINESS:**

2. Surplus Disposal Log:  
A motion was made by Alameida and seconded by Fratis to approve the surplus disposal log. The motion passed 4-0.
3. 580K Case Backhoe:  
A motion was made by Alameida and seconded by Parola to accept the offer from William Mattos of Reclamation District #537 to purchase the 580K Case Backhoe for \$9,500. The motion passed 4-0.
4. CAPC Annual Education Seminar:  
Trustee Parola and Assistant District Manager Riley reported on the CAPC Annual Education Seminar.
5. Other Post-Employment Benefits (OPEB)::  
A motion was made by Alameida and seconded by Parola to approve the GASB 75 Accounting Valuation Report for the Fiscal Year Ending June 30, 2023. The motion passed 4-0.
6. Landscape Expo:  
Assistant District Manager Riley reported on the Landscape Expo.
7. Marketing/Advertising:  
A motion was made by Alameida and seconded by Fratis to approve Advertising in the Roseville Tribune and the Sun City Village Courier. The motion passed 4-0.
8. Reception Hall Exterior Paint:  
A motion was made by Alameida and seconded by Parola to approve the bid from Dynamic Painting for \$3,125. The motion passed 4-0.
9. Reception Hall Interior Paint:  
A motion was made by Alameida and seconded by Fratis to approve the bid from Dynamic Painting for \$3,550. The motion passed 4-0.

H. **INFORMATION ITEMS:**

10. District Manager's Report:
  - a. Safety Meeting: September's Safety Meeting was on slips/trips/falls
  - b. Cremation Product: Product has arrived and will be placed
  - c. Employee Recognition Dinner: December 7, 2023 at 4 p.m.
  - d. Family Survey: We are continuing to have a very positive response
  - e. Veteran's Day: The Elks Lodge will be placing flags on Monday November, 7<sup>th</sup> at 4 p.m.
  - f. Wreaths Across America: Ceremony and wreath placement will be held December 16, 2023 at 12 p.m.

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

11. Conference with Legal Counsel-  
Anticipated Litigation: Significant Exposure to Litigation:  
Liability Claims (CA Gov. Code §54956.9 (e)(3)) – (1 case) Administrative Claim of Cari McCormick on behalf of a putative class of California public employees. A copy of the claim is available for public inspection upon request, pursuant to Government Code §54957.5.
  
12. 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:**

Legal Counsel advised staff to take appropriate action.

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

No comments were made.

N. **CHAIRPERSON'S COMMENTS:**

District Manager's Review will be placed on next month's agenda.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:56 p.m. The next regular meeting will be held on November 9, 2023.

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Secretary, Board of Trustees  
Roseville Public Cemetery District