

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, October 10, 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, Assistant District Manager Riley and Maintenance Supervisor Conrad

C. **PUBLIC COMMENTS**

D. **APPROVAL OF MINUTES:**

Approved minutes of September 12, 2024

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE**

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

NEW BUSINESS:

1. Drug and Alcohol Policy:

A motion was made by Parola and seconded by Alameida to approve the changes to the Drug and Alcohol Policy. The motion passed 5-0.

2. GSRMA Annual Conference:

Chairman Howe and Assistant District Manager Riley will attend the GSRMA Annual Conference. District Manager Forrey will attend Thursday only.

3. LAFCO Report:

The report was discussed. Move further discussion to December meeting.

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

NEW BUSINESS CONTINUED:

4. Marker Requirements:

A motion was made by Alameida and seconded by Fratis to approve the changes to the Marker Requirements. The motion passed 5-0.

5. Toyota Sienna:

A motion was made by Alameida and seconded by Parola to trade in the 2011 Toyota Sienna for \$6,000. The motion passed 5-0.

6. Vehicle Purchase:

A motion was made by Alameida and seconded by Martinez to approve the purchase of the new 2024 Toyota Sienna for no more than \$54,605. The motion passed 5-0.

H. **INFORMATION ITEMS:**

7. District Manager's Report:

a. Safety Meeting: September's Meeting was on Lawn Mower Safety

b. Audit: The annual audit was performed on September 24, 2024 everything went good.

c. Columbus Day: The office will be closed Monday, October 14, 2024

d. Dia De Los Muertos Event: November 2nd from 2-7

e. Employee Recognition: James Conrad was celebrated for his 15 years of service to the District

f. Employee Recognition Dinner: December 5, 2024 at 4pm

g. First Responders Garden: We will need to make a policy and require eligibility but we can have a first responders garden per legal

h. Manager Meeting: October 18th at Sylvan Cemetery

i. Veteran's Day: November 6th flags will be placed Eagle scouts to prepare permanent markers for future use

j. Wreaths Across America Update: 845 wreaths so far we are still advertising

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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**

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

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

No comments were made.

N. **CHAIRPERSON'S COMMENTS:**

No comments were made.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:38 p.m. The next regular meeting will be held on November 14, 2024.

Secretary, Board of Trustees
Roseville Public Cemetery District