

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, July 13, 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.

Also present: District Manager Forrey, and Office Manager Riley

Guest: Susan Sparks

C. **PUBLIC COMMENTS:**

No Public Comments

D. **APPROVAL OF MINUTES:**

Approved minutes of June 08, 2023

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:**

There is currently a vacant seat on the Board of Trustees.

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

OLD BUSINESS:

1. Family Section:

The grass and drip lines have been placed. The gazebo is scheduled to be assembled. There is already a waitlist of families interested in purchasing.

2. Action Plan:

A motion was made by Alameida and seconded by Parola to approve the 2023 Strategic Planning Action Plan. The motion passed 4-0.

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

OLD BUSINESS CONTINUED:

3. 2023-2024 Budget:

A motion was made by Alameida and seconded by Parola to approve the 2023/2024 Budget. The motion passed 4-0.

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

NEW BUSINESS:

4. 2022/2023 Audit:

A motion was made by Alameida and seconded by Fratis to approve all letters pertaining to the 2022-2023 Audit. The motion passed 4-0.

5. 2023/2024 MOU for Service Provided:

A motion was made by Alameida and seconded by Parola to approve the MOU for Services provided by Placer County Auditor-Controller. The motion passed 4-0.

6. CAPC Annual Education Seminar:

To be placed on next month's agenda.

7. COLA Increase:

A motion was made by Alameida and seconded by Parola to approve a 3.5% cost of living Increase for all current, active, full-time, and salaried employees. The motion passed 4-0. The increase will be effective as of PP#2.

8. CSDA Annual Conference:

A motion was made by Alameida and Seconded by Parola to have District Manager Forrey attend the CSDA Annual Conference August 28-31, 2023 in Monterey. The motion passed 4-0.

9. CSDA General Managers Summit:

Office Manager Riley reported on the CSDA General Managers Summit.

10. Fee Schedule:

To be placed on next month's agenda.

11. PCA Annual Conference 2023:

A motion was made by Alameida and seconded by Fratis for District Manager Forrey to attend the PCA Annual Conference, August 10-11, 2023 in Grass Valley.

12. Private Estate Policy:

To be placed on next month's agenda.

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

NEW BUSINESS CONTINUED:

13. Resolution 23-03:

A motion was made by Alameida and seconded by Fratis to approve Resolution 23-04 to transfer funds. A roll call vote was conducted. The motion passed 4-0.

14. Resolution 23-04:

A motion was made by Alameida and seconded by Fratis to approve Resolution 23-04 honoring Beth Gould's time on the board. A roll call vote was conducted. The motion passed 4-0.

15. Scattering Policy and Agreement:

To be placed on next month's agenda.

16. Treemation Policy:

To be placed on next month's agenda.

17. Vault Purchase:

A motion was made by Alameida and seconded by Fratis to approve the purchase of 60 vaults from Cordeiro Vault Company for \$20,625.

H. **INFORMATION ITEMS:**

18. District Manager's Report:

a. Safety Meeting: June's Safety Meeting was on defensive driving

b. Family Surveys: We have had a great response to the family surveys. So far all have been extremely positive.

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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

Title: Office Manager, Step 3

20. 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 seconded by Fratis to advance Heather Riley to Assistant District Manager, Step 1. The motion passed 4-0. The step increase is effective as of the pay period following the Board Meeting.

- 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:**
No comments were made.

- N. **CHAIRPERSON'S COMMENTS:**
No comments were made.

- O. **ADJOURNMENT:**
The meeting was adjourned at 5:55 p.m. The next regular meeting will be held on August 10, 2023.

Secretary, Board of Trustees
Roseville Public Cemetery District