

# **Minutes**

Roseville Public Cemetery District  
Board of Trustees  
Regular Meeting  
**Thursday, September 12, 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 and Martinez.

Absent: Parola

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

C. **PUBLIC COMMENTS**

D. **APPROVAL OF MINUTES:**

Approved minutes of August 08, 2024

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE**

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

**NEW BUSINESS:**

1. Equipment Purchase:

A motion was made by Alameida and seconded by Fratis to approve the purchase of a new Casket Carriage from American Cemetery Supply for \$4,661.05. The motion passed 4-0.

2. Equipment Purchase:

A motion was made by Alameida and seconded by Fratis to approve the purchase of a new Lowering Device from American Cemetery Supply for \$8688.61. The motion passed 4-0.

3. GSRMA Annual Conference:

Assistant District Manager Riley, Chairman Howe and Parola will attend the GSRMA Annual Conference October 24-25, 2024 in Corning.

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

**NEW BUSINESS CONTINUED:**

4. Marketing Ads:

A motion was made by Alameida and seconded by Fratis to approve the new Ads for marketing. The motion passed 4-0.

5. Reno Facilities Expo:

Assistant District Manager Riley reported on the Reno Facilities Expo.

6. Vaults:

A motion was made by Alameida and seconded by Martinez to approve the bid from Cordero Vault Company for \$6,015.

The motion passed 4-0.

H. **INFORMATION ITEMS:**

7. District Manager's Report:

a. Safety Meeting: August's Safety Meeting was on CPR w/ GSRMA

b. Audit: The annual audit will be performed on September 24, 2024

c. Block 13: Placing lot marker

d. Dia De Los Muertos Event: November 2<sup>nd</sup> from 2-7 we have a booth

e. Drug and Alcohol Policy: Will bring back next month for action

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

g. Scholarship: \$1,110 from CSDA for General Manager Summit

h. Staff Meetings: We had a staff meeting and a managers meeting this month to discuss upcoming projects.

i. Veteran's Day: Marking graves with permanent markers

j. Wreaths Across America Update: Sending out letters

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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

Title: Maintenance Supervisor, Step 4

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 Fratis to advance James Conrad to Maintenance Supervisor, Step 4. The motion passed 4-0. 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:**  
An employee's annual performance evaluation was reviewed. No action was taken. No other closed sessions comments or discussions were reported.
- M. **BOARD MEMBER'S COMMENTS:**  
No comments were made.
- N. **CHAIRPERSON'S COMMENTS:**  
Chairman Howe discussed a grand opening event and discount options for new veteran's and first responders' area.
- O. **ADJOURNMENT:**  
The meeting was adjourned at 6:03 p.m. The next regular meeting will be held on October 10, 2024.

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Secretary, Board of Trustees  
Roseville Public Cemetery District