

# **Minutes**

Roseville Public Cemetery District  
Board of Trustees  
Regular Meeting  
**Thursday, May 11, 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, Gould and Parola

Also present: District Manager Forrey, and Office Manager Riley

C. **PUBLIC COMMENTS:**

Joyce Flohr discussed her concerns with the non-resident policy.

D. **APPROVAL OF MINUTES:**

Approved minutes of April 13, 2023

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE**

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

**OLD BUSINESS:**

1. Family Section:

The Niche Columbarium's have been placed. Pavers to be placed next week.

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

**NEW BUSINESS:**

2. Artificial Grass:

A motion was made by Alameida and seconded by Parola to approve the Bid from Synthetic Grass Warehouse for \$5,185.48. The motion passed 5-0.

3. Cremation Products:

Move to next month.

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

**NEW BUSINESS CONTINUED:**

4. Family Survey:

A motion was made by Alameida and seconded by Fratis to approve the Family Survey with changes. The motion passed 5-0.

5. Landscape Expo:

Office Manager Riley and Maintenance Supervisor Conrad will attend the Landscape Expo in Anaheim September 20-21, 2023.

6. PCA Training Day:

Office Manager Riley reported on PCA Training Day at Visalia Cemetery.

H. **INFORMATION ITEMS:**

7. District Manager's Report:

a. Safety Meeting: April's Safety Meeting was on Heat Illness

b. Budget Meeting: Met with Office Manager Riley and Maintenance Supervisor Conrad to discuss next fiscal year's budget

c. Memorial Day: The VFW has asked up to provide a BBQ for the event

d. Strategic Plan: The action plan will be on next month's agenda

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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

Title: Maintenance Worker II, 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 Steven Robneck to Maintenance Worker II, Step 5. 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:**

An employee's annual performance evaluation was reviewed, and no action was taken.

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

No Comments were made.

Page 3  
Minutes: 05/11/2023  
Regular Meeting  
R.P.C.D.

N. **CHAIRPERSON'S COMMENTS:**

No comments were made.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:50 p.m. The next regular meeting will be held on June 8, 2023.

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Secretary, Board of Trustees  
Roseville Public Cemetery District