

# **NOTICE**

## **OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE ROSEVILLE PUBLIC CEMETERY DISTRICT**

**December 08, 2022, at 5:00 p.m.**

**District Office**

**421 Berry Street, Roseville, CA 95678**

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Board, subject to the reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

A. **CALL TO ORDER**

B. **ROLL CALL**

C. **PUBLIC COMMENTS:**

The Board of Trustees appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record and are limited to five (5) minutes per person. The presiding officer may, in the interest of time and good order, limit the number of public comments and presentations.

D. **APPROVAL OF MINUTES:**

November 10, 2022, Regular Meeting

E. **CONSENT AGENDA:**

The consent agenda consists of routine items that are to be considered upon one motion for approval. However, any item removed prior to approval may be considered separately where moved in the agenda.

Transfer of November 2022 Income to County	\$ 32,847.84
Approval of November 2022 Expenditures	\$ 68,592.34
Balance in Revolving Fund Account as of November 30, 2022	\$ 169,329.47

F. **CORRESPONDENCE**

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

**OLD BUSINESS:**

1. **Family Section:**

Discuss/Approve bid for concrete. Discuss Family Section Progress.

2. **Computer Software:**

Discuss Computer Software Program Update.

3. **Offer of Dedication:**

Discuss/Approve Resolution 22-03 for Offer of Dedication.

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

**NEW BUSINESS CONTINUED:**

4. CAPC 65<sup>th</sup> Annual Conference:  
Discuss/Approve attendance at the CAPC 65<sup>th</sup> Annual Conference, March 23-25, 2023 in Seaside, CA.
5. Personnel Committee:  
Discuss changes to the Personnel Committee.
6. Resolution 2022-04:  
Review/Approve Resolution 2022-04.

H. **INFORMATION ITEMS:**

7. District Manager's Report:
  - a. Safety Meeting
  - b. Employee Recognition Dinner
  - c. Wreaths Across America

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 5
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**

N. **CHAIRPERSON'S COMMENTS**

O. **ADJOURNMENT**

Next scheduled Board of Trustees meeting: January 12, 2023

\_\_\_\_\_ This agenda posted the 2<sup>th</sup> day of December, 2022

Posted by: Heather Riley, Office Manager

Approved by: Kelly Ehrman, District Manager

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU SHOULD NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT (916) 783-3131 FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING.