

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, June 08, 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, Gould and Parola. Alameida arrived late.
Also present: District Manager Forrey, and Office Manager Riley

C. **PUBLIC COMMENTS:**

No Public Comments

D. **APPROVAL OF MINUTES:**

Approved minutes of May 11, 2023

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE**

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

OLD BUSINESS:

1. Family Section:

The private estates are defined and we will have 29 available. Grass is being placed within the next couple of weeks.

A motion was made by Gould and seconded by Alameida to approve the purchase of a Gazebo from Sam's Club for \$4,308.92. The motion passed 5-0. A motion was made by Gould and seconded by Alameida to approve the bid for Pavers from Castellanos Landscape Pros for \$8,400. The motion passed 5-0.

G. **BOARD DISCUSSION & POSSIBLE ACTION ITEMS:**
OLD BUSINESS CONTINUED:

2. Cremation Products:

A motion was made by Alameida and seconded by Fratis to approve the purchase of cremation product from Salem Stone for \$46,899.25. The motion passed 5-0. All future purchases will go to bid with specs. Salem Stone was the only company to have product available now.

A motion was made by Alameida and seconded by Parola to approve the Cremation Product Policy. The motion passed 5-0.

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

3. Action Plan:

Bring back with budget.

4. Equipment Purchase:

A motion was made by Alameida and seconded by Fratis to approve the Bid for a new utility trailer from Fat Boy Trailer for \$8,119.48. The motion passed 5-0.

5. Fee Schedule:

A motion was made by Alameida and seconded by Parola to approve the changes to the current fee schedule. Vaults will increase from \$410 to \$495 due to the increased cost of vaults. Cremation Boulders were added to the fee schedule. The motion passed 5-0.

6. Legal Counsel:

A motion was made by Alameida and seconded by Fratis to change our legal counsel to Cole Huber. The motion passed 5-0.

7. Resolution 23-02:

A motion was made by Parola and seconded by Alameida to approve the resolution to transfer funds. The motion passed 5-0.

H. **INFORMATION ITEMS:**

8. District Manager's Report:

a. Safety Meeting: May's Safety Meeting was on Pruning Safety

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

c. Memorial Day Recap: The VFW hosted the Memorial Day Ceremony. All staff was there and participated and it was a success.

d. RMAP: GSRMA has awarded the District \$5,919.70 for their efforts in creating a safe environment for the public and staff.

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:**

No Action Taken

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

Alameida commented on the success of the Memorial Day ceremony and thanked the staff for their hard work.

N. **CHAIRPERSON'S COMMENTS:**

No comments were made.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:58 p.m. The next regular meeting will be held on July 13, 2023.

Secretary, Board of Trustees
Roseville Public Cemetery District