

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, November 09, 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, Martinez and Parola.

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

C. **PUBLIC COMMENTS**

D. **APPROVAL OF MINUTES:**

Approved minutes of October 12, 2023

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE:**

An email from Security Public Storage was discussed. New lease terms will be discussed at a future meeting.

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

OLD BUSINESS:

1. Family Section:

Product has all been placed. After some beautification items are complete we will be calling our wait list and begin selling.

NEW BUSINESS:

2. CAPC 66th Annual Conference:

Assistant Director Riley will attend the CAPC 66th Annual Conference March 14-16, 2024 in San Diego, CA.

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

NEW BUSINESS CONTINUED:

3. Reception Hall Floor:

A motion was made by Alameida and seconded by Fratis to accept the bid from S&G Carpet for \$12,802.84. S&G was the only bid to not mention possible other fees and included removal of old floor. The motion passed 5-0.

4. Repurchase/Reimbursement Policy:

A motion was made by Alameida and seconded by Parola to approve the changes to the current Repurchase/Reimbursement Policy. The new policy will be effective December 1, 2023. The motion passed 5-0.

H. **INFORMATION ITEMS:**

5. District Manager's Report:

a. Safety Meeting: October's Safety Meeting was on washing clothes that contain pesticides

b. Employee Recognition Dinner: December 7, 2023 at 4 p.m.

c. Veteran's Day: The Elks came and placed flags on our over 2400 veteran graves, it looks very nice

d. Wreaths Across America: December 16, 2023 at 12:00 p.m.

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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

Title: District Manager, Step 3

Title: Maintenance Worker III, Step 3

7. 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 Parola to advance Craig Forrey to District Manager, Step 4. The motion passed 5-0. A motion was made by Alameida and seconded by Martinez to advance Mike Rosales to Maintenance Worker III, Step 4. 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:**

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

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

The board mentioned how great the grounds look.

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 December 14, 2023.

Secretary, Board of Trustees
Roseville Public Cemetery District