

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, February 8, 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, Martinez and Parola.

Also present: District Manager Forrey, Assistant District Manager Riley and Maintenance Supervisor Conrad.

C. **PUBLIC COMMENTS**

D. **APPROVAL OF MINUTES:**

Approved minutes of January 11, 2024

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE**

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

NEW BUSINESS:

1. Dirt Processing Area:

Move to next month. Bring comparable bids. Look for more bids.

2. Community Events:

The District is not looking to place more events on their calendar this year. We may add additional events in the years to come. Discussed combing events.

3. Emergency Tree Work:

A motion was made by Alameida and seconded by Fratis to approve the emergency tree work due for \$7,675. The motion passed 5-0.

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

NEW BUSINESS CONTINUED:

4. Surplus Policy:

A motion was made by Alameida and seconded by Martinez to approve the changes to the Surplus Policy. The motion passed 5-0.

5. Surplus:

A motion was made by Alameida and seconded by Martinez to approve the surplus log. The items will be offered to other districts first. The motion will be placed back on the agenda if we need to go to auction.

6. Wreaths Across America Brochure:

A motion was made by Alameida and seconded by Parola to approve the Wreaths Across America Brochures. The motion passed 5-0. A motion was made by Alameida and seconded by Fratis to approve the Wreaths Across America Letter once we add the Tax ID number. The motion passed 5-0.

H. **INFORMATION ITEMS:**

7. District Manager's Report:

- a. Safety Meeting: Decembers Safety meeting was on Lock out Tag out
- b. Equipment Show: The District is hosting an equipment show April 19th
- c. Reception Hall Rental: The first service in the reception hall will be held tomorrow

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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

Title: Maintenance Worker I, Step 1

Title: Gate Keeper

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 Parola to advance Stuart Bassett to Maintenance Worker I, Step 2. The motion passed 5-0. The step increase is effective as of the pay period that includes the employee's anniversary date.

A motion was made by Alameida and seconded by Martinez to pay Jack Jones his sick leave upon his resignation. The motion passed 5-0.

- L. **REPORT ANY ACTION TAKEN IN CLOSED SESSION:**
An employee's annual performance evaluation and an employee's resignation letter were reviewed, and no action was taken.
- M. **BOARD MEMBER'S COMMENTS**
- N. **CHAIRPERSON'S COMMENTS**
- O. **ADJOURNMENT:**
The meeting was adjourned at 5:51 p.m. The next regular meeting will be held on March 14, 2024.

Secretary, Board of Trustees
Roseville Public Cemetery District