

NOTICE

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

September 12, 2024, 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:**

August 08, 2024, 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 August 2024 Income to County | \$ | 50,786.86 |
| Approval of August 2024 Expenditures | \$ | 79,490.66 |
| Balance in Revolving Fund Account as of August 31, 2024 | \$ | 100,532.96 |

F. **CORRESPONDENCE**

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

NEW BUSINESS:

1. **Equipment Purchase:**
Review/Approve bid for the purchase of a Casket Carriage
2. **Equipment Purchase:**
Review/Approve bid for the purchase of a New Lowering Device
3. **GSRMA Annual Conference:**
Review/discuss attendance at the GSRMA Annual Conference October 24-25, 2024 in Corning, CA
4. **Marketing Ads:**
Review/Approve new Ads for Marketing

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

NEW BUSINESS CONTINUED:

5. Reno Facilities Expo:
Assistant District Manager to report on the Reno Facilities Expo

6. Vaults:
Review/approve bid for 16 vaults

H. **INFORMATION ITEMS:**

7. District Manager's Report:
 - a. Safety Meeting
 - b. Audit
 - c. Block 13
 - d. Dia De Los Muertos Event
 - e. Drug and Alcohol Policy
 - f. Employee Recognition Dinner
 - g. Scholarship
 - h. Staff Meetings
 - i. Veteran's Day
 - j. Wreaths Across America Update

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

8. Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:
Title: Maintenance Supervisor, 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**

L. **REPORT ANY ACTION TAKEN IN CLOSED SESSION**

M. **BOARD MEMBER'S COMMENTS**

N. **CHAIRPERSON'S COMMENTS**

O. **ADJOURNMENT**

Next scheduled Regular Board of Trustees meeting: October 10, 2024

This agenda posted the 6nd day of September, 2024

Posted by: Heather Riley, Assistant District Manager

Approved by: Craig Forrey, 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.