

# **NOTICE**

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

**January 11, 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:**

December 14, 2023, 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 December 2023 Income to County	\$	41,105.11
Approval of December 2023 Expenditures	\$	73,569.38
Balance in Revolving Fund Account as of December 31, 2023	\$	167,536.80
R.P.C.D. to Repurchase Grave UC,4,19 – Culp	\$	1,718.68
R.P.C.D to Reimburse Fees for Grave NC,9,27,3 – Foster	\$	559.58
R.P.C.D. to Repurchase Grave NC,GN,4,3 – Mason	\$	1,705.00

F. **CORRESPONDENCE**

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

**NEW BUSINESS:**

1. **2022-2023 Audit:**

- a. Review/approve Annual Financial Report
- b. Review Independent Auditor's Management Letter

2. **Election of Officers:**

Election of officers for the Roseville Public Cemetery District Board of Trustees

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

**NEW BUSINESS CONTINUED:**

3. Equipment Purchase:  
Discuss/Approve purchase of a new 150 Gallon Rears Pull Tank
  
4. Wreaths Across America:  
Review/Discuss Wreaths Across America
  
5. Wreaths Across America Policy:  
Review/Approve Wreaths Across America Pay Policy

H. **INFORMATION ITEMS:**

6. District Manager's Report:
  - a. Safety Meeting
  - b. Form 700
  - c. City of Roseville Rebate
  - d. Pavilion and Reception Hall Dedication
  - e. Manager's Meeting Recap

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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**

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: February 8, 2024

\_\_\_\_\_ This agenda posted the 5<sup>th</sup> day of January, 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.