

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, January 12, 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, Gould and Parola
Also present: District Manager Forrey and Office Manager Riley

C. **PUBLIC COMMENTS:**

No Public Comments

D. **APPROVAL OF MINUTES:**

Approved minutes of December 08, 2022

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE**

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

OLD BUSINESS:

1. Family Section:

Weather has delayed the progress of the new Family Section.

2. Computer Software:

Software is complete and staff has been trained.

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

NEW BUSINESS:

3. 2021-2022 Audit:

A motion was made by Alameida and seconded by Gould to approve the 2021-2022 Annual Financial Report. The motion passed 5-0.

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

NEW BUSINESS CONTINUED:

4. Bench Policy:

A motion was made by Gould and seconded by Alameida to approve the Changes to the bench policy. The motion passed 5-0.

5. Board of Trustees Brochure:

Alameida and Fratis were appointed to the Personnel Committee.

6. Disinterment:

A motion was made by Alameida and seconded by Parola to approve updated Disinterment form. The motion passed 5-0.

7. Election of Officers:

A motion was made by Alameida and seconded by Parola to elect Clark Fratis as Secretary. A motion was made by Howe and seconded by Fratis to appoint Joe Alameida as Vice Chairman. A motion was made by Alameida and seconded by Parola to elect Steve Howe as Chairman. All motions passed 5-0.

8. Pavilion Dedication:

A motion was made by Alameida and seconded by Fratis to approve the dedication of the Pavilion as the Dave and Eileen Uribe Pavilion. The motion passed 5-0.

9. Rose Tree Policy:

A motion was made by Alameida and seconded by Fratis to approve the updated Rose Tree Policy. The motion passed 5-0.

10. Saturday Service Policy:

A motion was made by Alameida and seconded by Gould to approve the updated Saturday Service Policy. The motion passed 5-0.

11. Saturday Service Staff Requirement:

A motion was made by Alameida and seconded by Fratis to approve the updated Saturday Service Staff Requirement. The motion passed 5-0.

12. Street Dedication:

A motion was made by Alameida and seconded by Gould to approve the dedication of the street in front of the New Administration Building as Kelly Ehrman Way. The motion passed 5-0.

H. **INFORMATION ITEMS:**

13. District Manager's Report:

a. Safety Meeting: December's Safety meeting was on hard hats.

b. Form 700: Due April 1st

c. Wreath's Across America: Went well, we have a new volunteer for next year.

d. Down Trees: The storm took down several trees at Roseville and Union. The Maintenance crew has been working to get the trees taken care of.

e. Website: Our website will be changing to Streamline on February 1st.

f. Policy Manual: Revamping of the Policy Manual

g. Personnel Policy: Revamping the Personnel Policy Manual.

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

14. **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:**

An employee's dismissal was discussed, and no action was taken.

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

Welcome new board members.

N. **CHAIRPERSON'S COMMENTS:**

Welcome new board members. Discussed scheduling a Strategic Planning meeting for Thursday, February 23rd at 9 am.

O. **ADJOURNMENT:**

The meeting was adjourned at 6:06 p.m. The next regular meeting will be held on February 9, 2023.

Secretary, Board of Trustees
Roseville Public Cemetery District