

NOTICE

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

July 13, 2023, 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:**

June 08, 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 June 2023 Income to County	\$ 37,260.58
Approval of June 2023 Expenditures	\$ 82,612.02
Balance in Revolving Fund Account as of June 30, 2023	\$ 154,562.10

F. **CORRESPONDENCE**

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

OLD BUSINESS:

1. Family Section:

Discuss Family Section Progress

2. Action Plan:

Review/Approve 2023 Strategic Planning Action Plan

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

NEW BUSINESS:

3. 2023/2024 Budget:

Review/Approve 2023/2024 Budget

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

NEW BUSINESS CONTINUED:

4. 2022/23 Audit:
 - a. Review engagement letter
 - b. Review engagement letter compilation of annual report
 - c. Review communication with those charged with governance letter

5. 2023/24 MOU for Services Provided:
Review/Approve MOU for Services Provided by Placer County Auditor-Controller

6. CAPC Annual Education Seminar:
Discuss/Approve attendance at the CAPC Annual Education Seminar October 6 – October 7, 2023 in Sacramento.

7. COLA Increase:
Review/Approve Cost of Living Increase

8. CSDA Annual Conference:
Discuss/Approve attendance at the 2023 CSDA Annual Conference & Exhibitor Showcase August 28-31, 2023 in Monterey

9. CSDA General Managers Summit:
Office Manager Riley to report on the CSDA General Managers Summit

10. Fee Schedule:
Review/Approve changes to the current fee schedule

11. PCA Annual Conference 2023:
Discuss/Approve attendance at the 2023 PCA Annual Conference August 10-11, 2023 in Grass Valley

12. Private Estate Policy:
Review/Approve Private Estate Policy

13. Resolution 23-03:
Review/Approve Resolution to transfer funds

14. Resolution 23-04:
Review/Approve Resolution 23-04

15. Scattering Policy and Agreement:
Review/Approve Scattering Policy and Authorization for Scattering form

16. Treemation Policy:
Review/Approve changes to the Treemation Policy

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

NEW BUSINESS CONTINUED:

17. Vault Purchase:
Discuss/Approve the purchase of 60 vaults

H. **INFORMATION ITEMS:**

18. District Manager's Report:
a. Safety Meeting
b. Family Surveys

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

19. Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:
Title: Office Manager, Step 3
20. 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: August 10, 2023

_____ This agenda posted the 7th day of July, 2023

Posted by: Heather Riley, Office 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.