

# **NOTICE**

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

**August 13, 2020, 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. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

D. **APPROVAL OF MINUTES:**

July 9, 2020, Regular Meeting

July 21, 2020, Special 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 July 2020 Income to County	\$ 31,957.01
Approval of July 2020 Expenditures	\$ 73,897.88
Balance in Revolving Fund Account as of July 31, 2020	\$178,255.60
R.P.C.D. to repurchase grave NC,17,17,1 – Stoker	\$ 650.00
R.P.C.D. to repurchase grave NC,DEN,25,4 – Rowe	\$ 725.00
Vacate Assistant Superintendent Position	

F. **CORRESPONDENCE:**

Review letter from Hal Wilkes of Christy Vault Company

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

**OLD BUSINESS:**

1. Building Committee:  
The Building Committee will report on administrative building progress
2. Conflict of Interest:  
Review/Approve Revised Conflict of Interest

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

**NEW BUSINESS:**

3. Administrative Building:  
Discuss/Approve renewing Jimmy Pinnochio's contract as Owner Representative
4. Geotechnical Services:  
Review/Approve Bids for Geotechnical Services
5. Change Order:  
Discuss/Approve Building Committee to approve any change orders under \$25,000 and report back to full board
6. 2020/2021 Budget(s):  
Review/Approve 2020/2021 Budget
7. Job Description:  
Review/Approve Office Manager Job Description
8. Wage Scale:  
Review/Approve Wage Scale for Office Manager

H. **INFORMATION ITEMS:**

9. Superintendent's Report:
  - a. Safety Meeting
  - b. Cameras

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

10. 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).  
Title: Interim Office Manager

- 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 Board of Trustees meeting: September 10, 2020

\_\_\_\_\_ This agenda posted the 7<sup>th</sup> day of August, 2020  
Posted by: Heather Riley, Secretary  
Approved by: Kelly Ehrman, Superintendent