

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, March 09, 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 February 09, 2023 and February 23, 2023

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE**

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

OLD BUSINESS:

1. Family Section:

A motion was made by Gould and seconded by Alameida to approve the bid from CSM Engineering for \$16,995. The motion passed 5-0.

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

NEW BUSINESS:

2. Cremation Garden Pricing:

To be discussed at a future meeting.

3. Fee Schedule:

A motion was made by Alameida and seconded by Parola to approve changes to the infant section pricing. Discussion of other fees moved to future meeting.

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

NEW BUSINESS CONTINUED:

4. Ground Maintenance - Fertilizer:

A motion was made by Alameida and seconded by Fratis to approve the Bid for Fertilizer Contractor and Supplier. The motion passed 5-0.

5. IPad Policy:

A motion was made by Alameida and seconded by Parola to approve the IPad Policy. The motion passed 5-0.

6. PCA Training Day:

Office Manager Riley and Maintenance Supervisor Conrad will attend the PCA Training Day in Visalia.

7. Record Retention Policy:

A motion was made by Alameida and seconded by Fratis to approve the Record Retention Policy. The motion passed 5-0.

8. Resolution 2023-01:

A motion was made by Alameida and seconded by Fratis to approve Resolution 2023-01. The motion passed with 5 Ayes and 0 Noes.

H. **INFORMATION ITEMS:**

9. District Manager's Report:

a. Safety Meeting: February's Safety meeting was on fire extinguishers

b. Form 700: Due April 1st

c. CAPC Conference: Seaside March 24-27

d. Manager's Meeting: We will be hosting March 17th

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).

K. **RECONVENE TO OPEN SESSION**

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

No action taken

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

No Comments were made.

N. **CHAIRPERSON'S COMMENTS:**

No comments were made.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:49 p.m. The next regular meeting will be held on April 13, 2023.

Secretary, Board of Trustees
Roseville Public Cemetery District