

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, September 14, 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, Martinez and Parola.

Also present: District Manager Forrey, and Assistant District Manager Riley

Guest: William Mattos, Reclamation District #537

C. **PUBLIC COMMENTS:**

No Public Comments

D. **APPROVAL OF MINUTES:**

Approved minutes of August 10, 2023

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE:**

Willam Mattos, Reclamation District #537 sent a letter about their interest in the old backhoe. Discussion moved to next month.

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

OLD BUSINESS:

1. Family Section:

Walkway and pavilion complete. Concrete will be complete next week.
Waiting on cremation product.

2. Pavilion Update:

A motion was made by Alameida and seconded by Fratis to approve the change order from Do-Right Construction for \$1,000. The motion passed 5-0.

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

NEW BUSINESS:

3. Equipment Purchase - Excavator:

A motion was made by Alameida and seconded by Fratis to accept the bid from Pape Machinery, Sacramento for \$108,285.40. The motion passed 5-0.

4. Equipment Purchase - ATV:

The discussion of the purchase of a new ATV is tabled at this time.

5. Equipment Purchase – Zero Turn Mower:

A motion was made by Alameida and seconded by Parola to accept the bid from Pape Machinery, Elk Grove for \$14,571.15. The motion passed 5-0.

6. Mower Brush Broom Attachment:

A motion was made by Alameida and seconded by Martinez to accept the bid from Belkorp, Stockton for \$7,999.67. The motion passed 5-0.

7. Reception Hall:

A motion was made by Alameida and seconded by Parola to dedicate the new Reception hall as The Fratis Family Reception Hall. The motion passed 5-0.

H. **INFORMATION ITEMS:**

10. District Manager's Report:

a. Safety Meeting: August's Safety Meeting was on lifting and back safety

b. Audit: The audit was completed on September 6, 2023 with no issues

c. Employee Recognition Dinner: December 7, 2023 at 4 p.m.

d. New Trailer: Working out great

e. Wreaths Across America: December 16, 2023. We would like to see septate station for wreaths throughout the cemetery.

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

11. Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:

Title: Maintenance Supervisor, Step 2

12. 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:**

A motion was made by Alameida seconded by Martinez to advance James Conrad to Maintenance Supervisor, Step 3. The motion passed 5-0. The step increase is effective as of the pay period that includes the employee's anniversary date.

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

An employee's annual performance evaluation was reviewed, and no action was taken.

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

The board is very happy with the look of the cemetery.

N. **CHAIRPERSON'S COMMENTS:**

No comments were made.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:40 p.m. The next regular meeting will be held on October 12, 2023.

Secretary, Board of Trustees
Roseville Public Cemetery District