

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, November 14, 2024
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, Parola and Martinez.

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

C. **PUBLIC COMMENTS**

D. **APPROVAL OF MINUTES:**

Approved minutes of October 10, 2024

E. **CONSENT AGENDA:**

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

F. **CORRESPONDENCE**

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

OLD BUSINESS:

1. LAFCO:

Discussed LAFCO, to be placed on December Agenda for further discussion

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

NEW BUSINESS:

2. Bench Policy and Agreement:

A motion was made by Alameida and seconded by Parola to approve the changes the the current Bench Policy and Agreement. The motion passed 5-0.

3. CAPC 67th Annual Conference:

The board discussed attendance. District Manager Forrey or Assistant District Manager Riley to attend.

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

NEW BUSINESS CONTINUED:

4. Fee Schedule:

A motion was made by Alameida and seconded by Martinez to approve the changes to the current Fee Schedule. The motion passed 5-0.

5. GSRMA Annual Conference:

Chairman Howe and Assistant Manager Riley discussed the GSRMA Annual Conference

6. Workplace Violence Policy:

A motion was made by Alameida and seconded by Fratis to approve the Workplace Violence Policy with changes. The motion passed 5-0.

H. **INFORMATION ITEMS:**

7. District Manager's Report:

a. Safety Meeting: October's Safety Meeting was on Workplace Violence

b. Dia De Los Muertos: Great turn out and great event

c. Employee Recognition Dinner: December 5, 2024 at 4pm

d. Honoring Veteran's Event: Small turn out but met a lot of people

e. Manager Meeting: The manager's meeting was held at Sylvan, great turn out and great information

f. Staff Meeting: Staff meeting was held and upcoming events were discussed

g. Van Purchase: The new van was purchased and working out great

h. Veteran's Day: November 6th flags were be placed

j. Wreaths Across America Update: 1400 wreaths so far, will look into artificial wreaths to make sure all veterans get something next year

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

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

Title: District Manager, Step 5

Title: Maintenance Worker III, Step 5

Title: New Employee, Maintenance Worker II, Step 4

9. 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 and seconded by Fratis to advance Craig Forrey District Manager, Step 5. The motion passed 5-0. A motion was made by Alameida and seconded by Parola to advance Mike Rosales to Maintenance Worker III, Step 5. The motion passed 5-0. A motion was made by Alameida and seconded by Fratis to hire Nolan Rackley at Maintenance Worker II, Step 4. 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**

Two employee's annual performance evaluations were reviewed. The hiring of a new district employee was discussed. No action was taken.

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

The cemetery looks great.

N. **CHAIRPERSON'S COMMENTS:**

No comments were made.

O. **ADJOURNMENT:**

The meeting was adjourned at 6:10 p.m. The next regular meeting will be held on December 12, 2024.

Secretary, Board of Trustees
Roseville Public Cemetery District