

NOTICE

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

January 12, 2017, 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:**

November 10, 2016, 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 November 2016 Income to County	\$ 17,174.43
Approval of November 2016 Expenditures	\$ 39,439.46
Balance in Revolving Fund Account as of November 30, 2016	\$144,585.45
R.P.C.D. to reimburse nonresident, NC,9,5,21 – Powell	\$ 100.00

Transfer of December 2016 Income to County	\$ 32,559.13
Approval of December 2016 Expenditures	\$ 34,899.98
Balance in Revolving Fund Account as of December 31, 2016	\$168,564.90

F. **CORRESPONDENCE:**

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

NEW BUSINESS:

1. 2015-2016 Audit
 - a. Review/approve Annual Financial Report
 - b. Review Letter to Management
 - c. Review Independent Auditor's Management LetterA representative from Smith & Newell, CPAs, will attend the meeting to answer any questions about the audit.
2. Pavilion Improvements:
Request for approval to purchase sun screens for pavilion
3. Resolution #17-01:
Review/approve Resolution 17-01, Acknowledging Irrevocable Offer of Dedication of Land and Consent to Record
4. Board Meeting Compensation:
Review/discuss Board Meeting Attendance Compensation Increase
5. California Association of Public Cemeteries
Discuss attendance to the CAPC's Annual Conference, to be held in Oxnard, on February 23-25, 2017

H. **INFORMATION ITEMS:**

6. Superintendent's Report:
 - a. Safety Meetings
 - b. Parade
 - c. Office Remodel
 - d. Hand Dryers for Bathrooms

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

7. Public Employee Annual Performance Evaluation(s)
8. 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 Board of Trustees meeting: February 9, 2017

This agenda posted the 6th day of January, 2017
Posted by: Tanja Pomeroy, Assistant Superintendent
Approved by: Kelly Ehrman, Superintendent