

NOTICE

**OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE ROSEVILLE PUBLIC CEMETERY DISTRICT
September 14, 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:**

August 10, 2017, 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 August 2017 Income to County	\$ 23,294.09
Approval of August 2017 Expenditures	\$ 44,775.83
Balance in Revolving Fund Account as of August 31, 2017	\$139,320.80
R.P.C.D. to reimburse vase, NC,DES,7,22 – Auwae	\$ 25.00
R.P.C.D. to repurchase Grave NC,DES,7,21 & 22 – Auwae	\$ 100.00
R.P.C.D. to repurchase Grave NC,16,4,11 & 12 – Easley	\$ 2,024.56

F. **CORRESPONDENCE:**

Review thank you card from Patricia Auwae

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

NEW BUSINESS:

1. Administrative Building:
Discuss/approve retaining Nacht&Lewis for administrative building and consulting.
2. Policy Review:
 - a. Review/approve revised Marker (vase) Requirement
 - b. Review/approve revised Purchasing Policy (small purchases)
 - c. Review/approve Attendance & Punctuality (Time Clock) Policy
3. Public Cemetery Alliance:
Trustee Alameida and Superintendent Ehrman will report on the PCA's Annual Meeting

H. **INFORMATION ITEMS:**

4. Superintendent's Report:
 - a. Safety Meeting
 - b. Eagle Scout Project
 - c. Covered Parking
 - d. Secretarial Position

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

5. 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: October 12, 2017