

# **NOTICE**

**OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE ROSEVILLE PUBLIC CEMETERY DISTRICT  
December 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:**

October 12, 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 October 2017 Income to County	\$ 29,292.72
Approval of October 2017 Expenditures	\$ 95,572.50
Balance in Revolving Fund Account as of October 31, 2017	\$ 91,327.51

Transfer of November 2017 Income to County	\$ 17,578.00
Approval of November 2017 Expenditures	\$ 43,394.39
Balance in Revolving Fund Account as of November 30, 2017	\$131,323.62
R.P.C.D. to reimburse O/C & vault, NC,10,5,44 – Rosenfeld	\$ 796.83
R.P.C.D. to reimburse marker setting, NC,DES,7,22 – Auwae	\$ 175.00
R.P.C.D. to repurchase Grave NC,SL2,8,B – Cademarti	\$ 1,508.00

F. **CORRESPONDENCE:**  
None

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

1. 2017-2018 Budget OPEB:  
Adopt a 17-18 Budget for the OPEB General fund subfund
2. California Association of Public Cemeteries  
Discuss attendance to the CAPC's Annual Conference, to be held in San Luis Obispo, on February 22-24, 2018
3. Wage scale  
Discuss/approve superintendent wage scale increase
4. Project Manager  
Discuss retaining James Pinocchio as project manager for the new administration building
5. Policy Review  
Review/approve revised Purchasing Policy (competitive process)

H. **INFORMATION ITEMS:**

6. Superintendent's Report:
  - a. Safety Meetings
  - b. R.W. Thomas Award
  - c. Burial Program
  - d. Parade

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

7. Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:  
Title: Maintenance Worker III, Step 1  
Title: Maintenance Worker I, Step 5  
Title: Maintenance Worker II, Step 2
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: January 11, 2017

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This agenda posted the 8<sup>th</sup> day of December, 2017  
Posted by: Tanja Pomeroy, Assistant Superintendent  
Approved by: Kelly Ehrman, Superintendent