

NOTICE

OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE ROSEVILLE PUBLIC CEMETERY DISTRICT Thursday, April 14, 2016 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:**

March 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 March 2016 Income to County.....	\$ 59,325.03
Approval of March 2016 Expenditures.....	\$ 46,483.01
Balance in Revolving Fund Account as of March 31, 2016.....	\$177,119.21

F. **CORRESPONDENCE**

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

NEW BUSINESS:

1. Human Resources Subcommittee:
 - a. Discuss policy to present items of merit to Board
 - b. Discuss procedure to bring issues/concerns to this committee
2. Road Maintenance:
Review/approve proposals to seal coat and re-stripe Cemetery roads
3. Equipment Purchase:
Request for approval to purchase a concrete, walk behind, floor saw
4. Niche Engraving:
Request for approval to engrave granite plates at Skylight Niches
5. Policy Review:
 - a. Review/approve Insurance Requirement Policy
 - b. Review/approve Smoking/Vaping Policy
 - c. Review/approve Pregnancy Disability Leave Health Coverage Policy
 - d. Review/approve Part-Time Permanent Employee Benefits:
 - 1) Dental Policy
 - 2) Vision Policy
 - 3) Life Policy
 - e. Review/approve Harassment, Discrimination and Retaliation Prevention Policy
6. Merit Increase:
To consider an annual merit increase for Kelly Ehrman, Superintendent
7. 2015-2016 Audit
Review proposals to perform the District's Annual Audit

H. **INFORMATION ITEMS:**

8. Superintendent's Report:
 - a. Equipment Show & Safety Meeting
 - b. CPR & First Aid Class
 - c. Eagle Scout Project
 - d. Sprinkler Laterals
 - e. CAPC Conference
 - f. 451 Berry Street
 - g. Website

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

9. Government Code Section 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: May 12, 2016