

# **NOTICE OF SPECIAL MEETING**

## **THE ROSEVILLE PUBLIC CEMETERY DISTRICT**

**May 7, 2020, at 3:00 p.m.**

**District Office, 421 Berry Street, Roseville, CA 95678**

This agenda has been prepared and posted at least 24 hours prior to the special 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. **PURPOSE OF SPECIAL MEETING:**

Award bid for Construction Project and consider cancelation of Regular Meeting on May 14, 2020

E. **APPROVAL OF MINUTES:**

March 12, 2020, Regular Meeting

F. **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 2020 Income to County	\$ 29,484.61
Approval of March 2020 Expenditures	\$ 32,968.98
Balance in Revolving Fund Account as of March 31, 2020	\$167,730.93

Transfer of April 2020 Income to County	\$ 12,258.81
Approval of April 2020 Expenditures	\$ 33,776.76
Balance in Revolving Fund Account as of April 30, 2020	\$166,480.51

G. **CORRESPONDENCE**

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

**OLD BUSINESS:**

1. **Building Committee:**

The Building committee will report on administration building progress

I. **BOARD DISCUSSION & POSSIBLE ACTION ITEMS CONTINUED:**

**NEW BUSINESS:**

2. Employee Recognition:  
Review/Increase Employee Recognition Budget Due to COVID-19
3. Treemation:  
Discuss/Approve allowing Cremations to be placed and a tree planted in areas that cannot be used for full burial
4. Vault Purchase:  
Review/approve proposals for the purchase and delivery of 50 vaults

J. **INFORMATION ITEMS:**

5. Superintendent's Report:
  - a. Safety Meeting
  - b. Memorial Day
  - c. COVID-19 Update

K. **RECESS TO CLOSED SESSION**

L. **CLOSED SESSION:**

6. Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:  
Title: Maintenance Worker I, Step 5  
Title: Secretary I, Step 4
7. 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).

M. **RECONVENE TO OPEN SESSION**

N. **REPORT ANY ACTION TAKEN IN CLOSED SESSION**

O. **BOARD MEMBER'S COMMENTS**

P. **CHAIRPERSON'S COMMENTS**

Q. **ADJOURNMENT**

Next scheduled Board of Trustees meeting: June 11, 2020

\_\_\_\_\_ This agenda posted the 5<sup>th</sup> day of May, 2020