

# **NOTICE**

**OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE ROSEVILLE PUBLIC CEMETERY DISTRICT  
JANUARY 14, 2021, 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 and are limited to five (5) minutes per person. The presiding officer may, in the interest of time and good order, limit the number of public comments and presentations.

D. **APPROVAL OF MINUTES:**

November 12, 2020, 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 2020 Income to County	\$ 35,369.20
Approval of November 2020 Expenditures	\$210,186.24
Balance in Revolving Fund Account as of November 30, 2020	\$162,570.62
Transfer of December 2020 Income to County	\$ 35,369.20
Approval of December 2020 Expenditures	\$210,186.24
Balance in Revolving Fund Account as of December 31, 2020	\$162,570.62
R.P.C.D to Repurchase Grave NC,9,18,28 – Jenkins	\$ 535.00
R.P.C.D to Reimburse Fees for Grave NC,9,9,15 - Lerner	\$ 200.00
R.P.C.D to Repurchase Grave NC,9,18,4 – Snider	\$ 345.00

F. **CORRESPONDENCE:**

1. Wreaths Over America:  
Card from Claire Alway

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

2. Building Committee:  
The Building committee will report on administration building progress

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

**NEW BUSINESS:**

3. Change Order:  
Review/Approve Change Order for the Administration Building
4. 2019-2020 Audit:
  - a. Review/approve Annual Financial Report
  - b. Review Independent Auditor's Management Letter
5. COVID-19 Policy:  
Review/Approve the COVID-19 Policy
6. Election of Officers:  
Election of officers for the Roseville Public Cemetery District Board of Trustees
7. New Lawn Mower:  
Review/approve the purchase of a new John Deere Mower
8. Office Furniture:  
Discuss and possibly approve the purchase of office furniture, electronics and decorations for the new Administration Building

H. **INFORMATION ITEMS:**

9. District Manager's Report:
  - a. Safety Meeting
  - b. Employee Recognition
  - c. COVID-19 Training
  - d. Form 700

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

10. Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:  
Title: Maintenance Worker II, Step 3  
Title: Acting Office Manager  
Title: District Manager
11. 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 11, 2021

\_\_\_\_\_This agenda posted the 8<sup>th</sup> day of January, 2021  
Posted by: Heather Riley, Office Manager  
Approved by: Kelly Ehrman, District Manager