

NOTICE

OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE ROSEVILLE PUBLIC CEMETERY DISTRICT

October 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:**

September 9, 2021, 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 September 2021 Income to County	\$ 40,172.07
Approval of September 2021 Expenditures	\$ 78,798.97
Balance in Revolving Fund Account as of September 30, 2021	\$ 206,109.92
R.P.C.D to Reimburse Fees for Grave NC,SL4,10,D – Dilg	\$ 400.00
R.P.C.D. to repurchase grave NC,16,13,15&16 – Ionita	\$ 2,024.56
R.P.C.D to Reimburse Fees for Grave NC,DES,3,14 - Sackman	\$ 400.00
R.P.C.D. to repurchase grave UC,21,7&8 – Wagner	\$ 470.00

F. **CORRESPONDENCE**

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

NEW BUSINESS:

1. California Associate of Public Cemeteries:
Vice-Chairman Alameida, District Manager Ehrman and Office Manager Riley will report on the CAPC's Annual Education Seminar

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

NEW BUSINESS CONTINUED:

2. Employee Conduct & Disciplinary Action Policy:
Review/Approve changes to the Employee Conduct & Disciplinary Action Policy.
3. Employee Handbook:
Review/Approve changes to the Employee Handbook Attendance and Tardiness policy.
4. Marker Requirement Policy:
Review/Approve changes to the Marker Requirement Policy.
5. Vault Purchase:
Review/Approve proposals for the purchase and delivery of 60 vaults.
6. Wage Scale:
Review/Approve changes to the current wage scales.

H. **INFORMATION ITEMS:**

7. District Manager's Report:
 - a. Safety Meeting
 - b. Gold Star Monument Dedication
 - c. GSRMA Conference Cancelled
 - d. Employee Recognition Dinner

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

8. Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:
Title: Maintenance Worker III, Step 5
9. 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: November 10, 2021

_____ This agenda posted the 6th day of October, 2021
Posted by: Heather Riley, Office Manager
Approved by: Kelly Ehrman, District Manager

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU SHOULD NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT (916) 783-3131 FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING.