

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, September 11, 2025
5:00 p.m.
District Office

The regular meeting of the Roseville Public Cemetery District Board of Trustees was held at the District Office, located at 421 Berry Street, Roseville, California, 95678.

A. **CALL TO ORDER:**

Chairman Howe called the meeting to order at 5:00 p.m.

B. **ROLL CALL:**

Members present: Howe, Fratis, Alameida, Parola and Martinez.

Also present: District Manager Forrey, and Assistant District Manager Riley

C. **PUBLIC COMMENTS:**

No public comments

D. **APPROVAL OF MINUTES:**

Approved minutes of August 14, 2025

Approved minutes of September 4, 2025

E. **CONSENT AGENDA:**

A motion was made by Alameida and seconded by Martinez to approve the August Consent Agenda. The motion passed 5-0.

F. **CORRESPONDENCE**

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

OLD BUSINESS:

1. LAFCO:

We have not heard anything, report moved to October.

2. Watt Ave. Project:

A motion was made by Alameida and seconded by Martinez to approve the new contract for the Watt Ave. Project. The motion passed 5-0.

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

NEW BUSINESS:

3. CSDA Annual Conference:

Assistant District Manager Riley attended the CSDA Annual Conference in Monterey.

H. **INFORMATION ITEMS:**

4. **District Manager's Report:**

- a. Safety Meeting – The August safety meeting was on using spotters and hand signals
- b. Appreciation Dinner: Thursday, December 4, 2025
- c. Columbus day – The office will be closed October 13th
- d. Dia De Los Muertos – November 1st on Vernon St.
- e. NARVE Meeting – Assistant District Manager Riley attended the NARVE meeting to discuss the history of Roseville Cemetery
- f. Staff Meeting – Discussed upcoming policies and issues.
- d. Wreaths Across America: 1049 wreaths so far

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

5. **Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code §54945.6:**
Title: Maintenance Supervisor, Step 5

6. **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:**

A motion was made by Alameida and seconded by Martinez to advance James Conrad to Maintenance Supervisor, Step 5. The motion passed 5-0. The step increase is effective as of the pay period that includes the employee's anniversary date.

L. **REPORT ANY ACTION TAKEN IN CLOSED SESSION:**

An employee's annual performance evaluation was reviewed. No action was taken.

M. **BOARD MEMBER'S COMMENTS:**

No comments were made.

N. **CHAIRPERSON'S COMMENTS:**

No comments were made.

O. **ADJOURNMENT:**

The meeting was adjourned at 5:16 p.m. The next regular meeting will be held on October 19, 2025.