

**NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY**  
**District Office, 850 Taylor Road, Newcastle, CA 95658**  
**Minutes for the Regular Meeting held June 20, 2023**  
The agenda was posted on Thursday, June 15, 2023

**A. CALL TO ORDER**

Chairman Bill Andersen called the meeting to order at 8:00am.

**B. ROLL CALL**

Trustees Present - Bill Andersen, Roy Hebard, Mark Riemer, Gordon Takemoto and Grant Kageta

Staff Present - Jeff Forrey, Jaymee Cowling, Rob Pontius and Laurie McAfee

Teleconference - None

Absent - None

Guest(s) - None

Public - None

**C. PUBLIC COMMENT - None**

**D. AGENDA REVIEW**

**E. CONSENT AGENDA**

1. Approval of Minutes for the Workshop meeting on May 9, 2023.
2. Approval of Minutes for the Regular Meeting on May 16, 2023.
3. Approval of Minutes for the Special Meeting on May 26, 2023.
4. Approval of payment of the May 2023 Bills in the amount of \$13,167.31.
5. Approval of transfer of May 2023 income to Placer County in the amount of \$42,526.24.

A motion was made by Roy to approve all items on the Consent Agenda. Gordon seconded. All in favor, motion carried.

**F. PROJECT UPDATE - Magda signed off on the release of liability. Still working out the bugs on the water level monitoring software.**

**G. MANAGERS REPORT**

1. Operations Update -

- a. Memorial Day - Had great turn outs at each park with amazing weather. Very proud of entire team for having the park in great condition and ready for our guests as well as for the extra involvement by many of our team members.
- b. Creating Policies & Procedures - Laurie , Melissa and I are putting together an operational binder that will detail out the policies and procedures of making cemetery
- c. Water Tank Rebate - Received confirmation email from PCWA that they are looking over our application for a rebate. Met with Brian from Placer Conservation Research at the tank site to inspect the tank. He said he would do his best to push our through but there is no guarantee since our tank is already built. If approved they will credit us \$1,000.00 on our account with PCWA.
- d. GSRMA RMAP Rebate - We are receiving a credit of 7% of our annual contribution which totals \$4,396.63 from GSRMA for our efforts in our compliance program.
- e. Figueroa Bench - Mr. Figueroa installed his own bench without permission from the Cemetery or providing the proper certificate of insurance as he had been instructed. The bench does not fit within our rules and regulations. We asked him to remove it but to provide us first with his certificate of insurance and to schedule a date and time for removal. He did not comply again and removed it without our knowledge or proper insurance. I would like to require Mr. Figueroa to go through a Monument Company going forward since twice he has refused to follow our protocols.

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

1. Fiscal Year 2023/2024 Budget - Board reviewed proposed budget and Resolution 23-04 to approve the Fiscal Year 2023/2024 Budget. Mark made a motion to approve the agenda and resolution as is. Roy seconded. All in favor, motion carried.
2. Inquiry into Exception of Qualification for Burial - Our attorney has sent a response to the attorney representing the family requesting an exception to the rule. He will update if/when a return response is made.

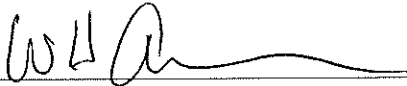
**I. REVIEW OF CORRESPONDENCE TO THE DISTRICT - None**

June 20, 2023

**J. TRUSTEE QUESTIONS & COMMENTS -**

1. Roy Hebard is heading to Oregon and will not be attending any of the Board meetings in person from July through September 2023.

**K. ADJOURNMENT** - Roy made a motion to adjourn the meeting. Gordon seconded. All in favor, motion carried. Meeting adjourned at 9:30am.



William Andersen, Chairman



Laurie McAfee, Office Manager