

**NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY**  
**District Office, 850 Taylor Road, Newcastle, CA 95658**  
**Minutes for the Regular Meeting held March 21, 2023**

The agenda was posted on Thursday, March 16, 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 and Gordon Takemoto

Staff Present - Jeff Forrey and Laurie McAfee

Teleconference - None

Absent - Grant Kageta

Guest(s) -Leonard Orsolini

Public - None

**C. PUBLIC COMMENT - None**

**D. AGENDA REVIEW**

**E. CONSENT AGENDA**

1. Approval of Minutes for the Workshop meeting on February 14, 2023.

2. Approval of Minutes for the Regular Meeting on February 21, 2023.

3. Approval of payment of the February 2023 Bills in the amount of \$9,550.56.

4. Approval of transfer of January 2023 income to Placer County in the amount of \$41,588.36.

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

**F. PROJECT UPDATE** - Work crews did not come this week due to the weather forecast. They intend to be here next week to fine tune the road base for the neighbors driveway and the rock around the water tank. They will also be setting Jaymee's work cell phone up to receive notifications on the water level in the tank

**G. MANGERS REPORT**

1. Operations Update -

a. Legal guidance was sought from Golden State Risk Management Authorities attorney for Human Resources and it was confirmed Management was following proper protocol for Employee Counseling. The attorney will also be reviewing our Employee Handbook to make certain it is current with the laws.

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- b. Name plates have been ordered for the Board Members and Employees.
- c. An emergency contact list and map of water shut off valves for Rocklin and Newcastle was completed.
- d. The person that was going to volunteer to head the Wreaths Across American program at Rocklin Cemetery has informed staff that he is no longer able to do so.
- e. Lost two more trees at Newcastle after the most recent storm bringing the total to six since the storms began.
- f. There is an issue with the power steering on the Backhoe. We were informed it would be a little under \$5,000.00 to repair or we could do a short term fix until the new budget year.
- g. Spoke to Steve Wood and Golden State Risk Management Authority about the Dodge and the engine issues that have been reported by staff. He said there was nothing to be done coverage wise but did suggest it should be replaced. Staff is authorized to continue driving when necessary but only locally.

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

- 1. Newcastle Water Tank Project in Newcastle Undeveloped area - No action taken
- 2. Fiscal Year 2021/2022 Audit - Mark made a motion to accept the audit as presenter on February 14, 2023 by the Auditor. Roy seconded. All in favor, motion carried.
- 3. Update on Land Lease Policies - Mark made a motion to discontinue looking into land lease request at this time. Roy seconded. All in favor, motion carried.

**I. REVIEW OF CORRESPONDENCE TO THE DISTRICT -**

- 1. Golden State Risk Management Authority Training - Brown Act & Board Etiquette - A special meeting will be called on April 7, 2023 for the Board Members to attend the training in the conference room at the Newcastle Cemetery.

**J. TRUSTEE QUESTIONS & COMMENTS -**

- 1. Gordon asked if there was any update on the grounds crew uniforms being all the same while working the services. Jeff informed him that two of the employees still have not purchased the new rain gear. Once they do it will all be matching.

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K. ADJOURNMENT - Roy made a motion to adjourn the meeting. Gordon seconded. All in favor, motion carried. Meeting adjourned at 8:29am.



William Andersen, Chairman



Laurie McAfee, Office Manager