

FINAL AGENDA

OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY DISTRICT

April 18, 2023, at 8:00 a.m.

****FOR ACCESS TO THE MEETING VIA TELECONFERENCE, PLEASE CALL 1-712-832-8330 AND
USE THE ACCESS CODE 8092062#.**

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. All public comments must be made during the public comment section and are subject to the reasonable time limitations for each speaker. Members of the public may address any matter under the jurisdiction of the Board of Trustees; however, the Board is prohibited from discussing or taking any action on any item not appearing on the agenda. Any person may obtain copies of materials pertaining to an agenda item by making a request to the District's office located at 850 Taylor Road, Newcastle, CA 9568 between 8:00 am and 3:45 pm. Anyone requiring a disability-related modification or accommodation to participate in the meeting should contact the District's Office at (916) 663-4660 as soon as possible, and at least 72 hours prior to the meeting date.

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENTS

D. AGENDA REVIEW

E. CONSENT AGENDA

1. Discussion and Approval of the Minutes for the Workshop Meeting on March 14, 2023.
2. Discussion and Approval of Minutes for the Regular Meeting on March 21, 2023.
4. Approval and Payment of March 2023 Bills, Review of List of Checks Prepared by Office Manager.
5. Approval of Transfer of March 2023 Income to County.

F. PROJECT(S) UPDATE

G. MANAGERS REPORT

1. NRG Cemetery Operations Update

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

1. Newcastle Water Tank Project in undeveloped area
2. Committee for Budget Year 2023/2024
3. Time limitation for Public Comment during meetings

I. REVIEW OF CORRESPONDENCE TO THE DISTRICT

J. TRUSTEE QUESTIONS & COMMENTS

K. ADJOURNMENT

This agenda posted the 13th day of April 2023

Posted by: Laurie McAfee, Office Manager

Approved by: Jeff Forrey District Manager

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Workshop Meeting held March 14, 2023
The agenda was posted on Thursday, March 9, 2023

A. CALL TO ORDER

The Meeting was called to order by Chairman of the Board, Bill Andersen at 8:00am.

B. ROLL CALL

Trustees Present - Bill Andersen, Gordon Takemoto and Mark Riemer

Staff Present - Jeff Forrey and Laurie McAfee

Teleconference - Roy Hebard

Absent - Grant Kageta

Guest(s) - Scott German and Josh Jackson

Public - None

C. PUBLIC COMMENT - None

D. PRELIMINARY REVIEW OF AGENDA ITEMS FOR MEETING TO BE HELD

March 21, 2023- No further action(s) taken.

E. ADJOURNMENT - Mark made a motion to adjourn the meeting. Gordon seconded. All in favor, motion carried. Meeting adjourned at 9:17am.

William Andersen, Chairman

Laurie McAfee, Office Manager

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.

March 21, 2023

- 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.

March 21, 2023

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

Newcastle, Rocklin, Gold Hill Cemetery District

Expenses by Vendor Detail

Final March 2023- Checks 17612 - 17657

Bare Bones Workwear	17612	Uniforms	135.70
	17650	Uniform	208.97
Bart Industries	17613	Equipment Maintenance	89.68
	17651	Grounds supplies & Equipment Maintenance	277.00
Baxter Canyon Water Co.	17614		19.00
Brookcrest By Culligan Water	17615	VOID: We canceled account and they took the wate	0.00
Dog Waste Depot	17616	Waste bags	235.50
Green Acres Nursery & Supply	17617	Turf Maintenance	44.24
	17652	Rose Tree	70.82
Holland Supply, Inc.	17618	Interment Tools	598.13
Jeff Forrey	17619	Fuel, Pavilion set up equipment	637.08
Merry Maids	17620		150.00
	17643		150.00
P. G. & E.	17621		83.16
Public Cemetery Alliance	17622	Fee to attend conference	25.00
Recology Auburn Placer	17623		362.21
Standard Insurance Co. - Dental	17624	900686 00001 - Dental Ins.	119.75
Streamline	17625	Website	300.00
Valley Rock Landscape	17626	Road base	157.86
Vic Mazur	17627	Uniform pants	215.37
Walker's Office Supplies, Inc.	17628	See bill	150.90
	17657	Office Supplies	114.20
Wells Fargo Business Visa Card	17629	Rob's Card	78.27
	17630	Jaymee's Card	282.97
	17631	Jeff's Card	1,185.11
AT&T (Uverse)	17632		63.49
	17638		64.75
AT&T Mobility	17633	828818747	188.21
Pathian Administrators	17634	Vision	173.29
Ruhkala Monument Co.	17635		690.00
South Placer Municipal Utility District	17636		270.00
Wave	17637		131.14
CA Department of Tax and Fee Admin.	17639		650.00
Gordon Takemoto	17640		300.00
Kirk & Simas	17641		38.00
Mark A Riemer	17642		300.00
Pape Machinery	17644		336.11
Roy Hebard Jr.	17645		300.00
S House C	17646		315.00

Newcastle, Rocklin, Gold Hill Cemetery District

Expenses by Vendor Detail

Final March 2023- Checks 17612 - 17657

Bare Bones Workwear	17612	Uniforms	135.70
William Andersen	17647		300.00
America's Tire	17648	Tire Repair	178.78
Anderson's Sierra Pipe Co.	17649	Irrigation	90.89
	17653	CAPC Conference, fuel reimbursement	1,332.35
Nextiva	17654	VOIP Phones	241.68
	17655	900686 00001 - Dental Ins.	928.04
U. S. Postmaster	17656	Stamps	315.00
Harland Clarke Check	EFT		212.09
TOTAL			<u>13,109.74</u>

