

**NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY**  
**District Office, 850 Taylor Road, Newcastle, CA 95658**  
**Minutes for the Regular Meeting held September 21, 2021**  
The agenda was posted on Thursday, September 16, 2021

**A. CALL TO ORDER**

Chairman Leonard Orsolini called the meeting to order at 7:59am.

**B. ROLL CALL**

Trustees Present - Leonard Orsolini, Gordon Takemoto, Mark Riemer and Bill Anderson

Teleconference - Roy Hebard

Staff Present - Jeff Forrey, Laurie McAfee and Amy Regan

Absent - None

Guest(s) - Jimmy Pinocchio

**C. PUBLIC COMMENT - None**

**D. AGENDA REVIEW**

**E. CONSENT AGENDA**

1. Approval of Minutes for the Workshop Meeting on August 10, 2021.
2. Approval of Minutes for the Regular Meeting on August 17, 2021.
3. Approval of payment of the August Bills in the amount of \$14,481.40.
4. Approval of transfer of August 2021 income to Placer County in the amount of \$47,506.61.

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

**F. MANGERS REPORT**

1. Update on open Admin position - The position was filled by Amy Regan and she began work on September 13, 2021.
2. Employee Handbook Updates - A few minor updates will be made to the Handbook and reissued to the Employees.
3. Aramark Services/Uniforms - Jeff had a meeting with representatives from Aramark regarding our dissatisfaction with their service. We will be consulting our attorney and looking into other options to bring to the Board.
4. Newcastle - See Board Discussion and Possible Action Items.
5. Training through Golden State Risk Management Authority - The will be conducting Tailgate Safety training on October 19, 2021 prior to the Employee Appreciation luncheon.

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

1. New Water Tank Project in Newcastle Undeveloped area - Jeff informed the Board that PCWA will be sending out a representative to discuss the access road to the new water tank location. Different tank options were provided in a packet from Sauers Engineering and presented by Jimmy Pinocchio. It was recommended by Jimmy and Newcastle staff that the Board move forward with the 240 gallon, welded steel tank. Mark made a motion to move forward with the tank recommended. Gordon seconded. Roy abstained. All in favor, motion carried.
2. Newcastle Maintenance Staffing- It was requested by the District Manager and the Grounds Foreman the need to hire a fourth Grounds Crew member at Newcastle. Gordon made a motion to accept the recommendation. Bill seconded. Roy abstained. All in favor, motion carried.
3. Budgeted Equipment Update - Jeff informed the Board that the cost of the Pro gator and mower previously budgeted for Fiscal Year 2021/2022 has increased in price by \$6,300.00 combined and asked that the Board approve the cost increase. Mark made a motion to approve the cost increase and allow us to proceed with the purchase. Bill seconded. Roy abstained. All in favor, motion carried.
4. New Hire Medical Coverage pursuant to CalPers Policy - Per the CalPers contract for medical coverage, there is no waiting period to offer new hires coverage and must be offered upon hire. It was requested that since there is no waiting period for medical, could we also waive the ninety (90) day waiting period for Dental and Vision as stated in our Employee Handbook. Mark made a motion to approve waiving the waiting period for Dental and Vision. Bill seconded. Roy abstained. All in favor, motion carried.

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

**I. TRUSTEE QUESTIONS & COMMENTS -**

1. Gordon asked for an update on the CA Special Districts Association (CSDA) Special District COVID Fund. Laurie informed him that no additional information had been provided yet and that she was waiting on an email from the CSDA representative.

K. **ADJOURNMENT** - Bill made a motion to adjourn the meeting. Mark seconded. Roy abstained. All in favor, motion carried. Meeting adjourned at 8:33am.

  
\_\_\_\_\_  
Leonard Orsolini, Chairman

  
\_\_\_\_\_  
Laurie McAfee, Office Manager