

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Regular Meeting held May 16, 2023
The agenda was posted on Thursday, May 11, 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 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 April 11, 2023.

2. Approval of Minutes for the Regular Meeting on April 18, 2023.

3. Approval of payment of the April 2023 Bills in the amount of \$14,077.86.

4. Approval of transfer of April 2023 income to Placer County in the amount of \$22,577.79.

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

F. PROJECT UPDATE - Spoke to Karen O'Neal and we will be presenting Magda with a release. Jimmy and Dean said that the Board can approve the Completion of the project since we did everything in-house. I have the letter from Sauers recommending we complete the project as well as a Notice of Completion and a Resolution for the Board to approve.

G. MANGERS REPORT

1. Operations Update -

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- a. Held our 4th Quarter training covering our injury & illness Prevention Plan, Heat Illness Prevention Plan, Defensive Driving Program and Interment Service Expectations with the team on April 27, 2023.
- b. Laurie, Melissa and I are working on creating policies and procedures for making arrangements for at-need and pre-need customers and will document our procedures in an Operations Binder and training program. We had a conference call with our attorney, Karen O'Neil, at Kirk & Simas to get her oversight and direction with the creation of the forms and procedures.
- c. Ruhkala Elementary School toured Rocklin Cemetery on May 12, 2023.
- d. We are gearing up for the increased customer traffic for the Memorial Day weekend as well as preparing for our Memorial Day Events at each location.
- e. Our attorney, Karen O'Neil, was just appointed by the Governor as a Superior Court Judge in Santa Barbara. She will be leaving Kirk & Simas on May 19th. We will require a new attorney and contact has been made with Russ Hildebrand from Jones and Mayer.
- f. Jeff reached out to Brian Pimentel at PCWA to inquire as to whether the rebate notice sent out offering customers who purchase and install a water storage tank money back will apply to the District. Per Brian, they normally must approve the project first but encouraged Jeff to submit an application regardless while he investigates. An application has been completed and submitted.
- g. The Fiscal Year 2023/2024 Budget Committee will have their first meeting on June 13th following the Workshop Meeting.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS -

1. Newcastle Water Tank Project in Newcastle Undeveloped area -
 - a. Notice of Completion - Gordon made a motion that once the job was completed to the District Managers satisfaction then he can authorize the release of the retention. Mark seconded. All in favor, motion carried.

I. REVIEW OF CORRESPONDENCE TO THE DISTRICT -

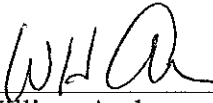
1. Email from Placer County requesting we complete Form SF-405 Registry of Public Agencies, complete a District survey and provide an Addendum to Statement of Facts and Oath of Office for each Board Member. - This has been completed by the Office Manager.

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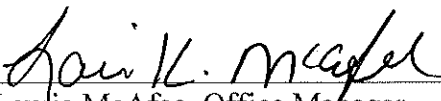
J. TRUSTEE QUESTIONS & COMMENTS -

1. Bill Andersen informed the Board that he reached out to Mr. Casey Woodbury on Tuesday, May 9, 2023 at 9:20am. There was no answer. Bill left a message requesting that Casey attend the next Board Meeting or write an email to Jeff Forrey with any of his concerns to be addressed at the board meeting. No response has been received back at this time.

K. ADJOURNMENT - Roy made a motion to adjourn the meeting. Gordon seconded. All in favor, motion carried. Meeting adjourned at 8:31am.



William Andersen, Chairman



Laurie McAfee, Office Manager