

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Regular Meeting held January 21, 2025

The agenda was posted on Thursday, January 16, 2025

A. CALL TO ORDER

Vice Chairman Gordon Takemoto called the meeting to order at 8:00am.

B. ROLL CALL

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

Staff Present - Jeff Forrey, Melissa Shenko and Laurie McAfee

Teleconference - None

Absent - Mark Riemer

Guest(s) - None

Public - None

C. PUBLIC COMMENT - None

D. AGENDA REVIEW -

E. GUEST SPEAKER - Scott German from Fechter & Company - Postponed until February 2025.

E. CONSENT AGENDA

1. Approval of the Minutes for the Workshop Meeting on December 10, 2024.
2. Approval of Minutes for the Regular Meeting on December 17, 2024.
3. Approval of payment of the December 2024 Bills in the amount of \$9,956.10.
4. Approval of transfer of December 2024 income to Placer County in the amount of \$31,122.96.

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

F. PROJECT UPDATE -

1. Rocklin Cemetery Restroom and Pavilion - The new project completion date is looking to be March 15, 2025 which is 2-3 weeks ahead of schedule. The construction of the blocks for the pavilion and restroom should be done by end of week and the roof framing will start next week.

G. MANAGERS REPORT -

1. Changing the Board Meeting Schedule - As previously requested by the Board, Jeff checked with our attorney about the correct process to change the dates of the Board Meetings. We were advised that it should be done by formal adoption and a resolution.
2. 2nd Quarter Financial Report - Jeff presented the Board with a quarterly financial report from the County and Cemetery Sales & Interment Comparison Report for review.
3. District Manager's Mid-Year Budget and Salary Recommendations - Jeff presented the proposed mid-year budget adjustments and two possible COLA and Salary increase options for review.
4. PARS Retirement Investment - The wire of \$500,000.00 to initiate the plan was received and we are now invested. We will receive a performance evaluations later in the year.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS -

1. 2023/2024 Fiscal Year Audit - Tabled until next month.
2. Resolution to change Board Meeting Schedule - Resolution 2025-01 to change the monthly Workshop and Regular Meeting from the 2nd and 3rd Tuesday of each month to the 2nd and 3rd Wednesday of each month was presented and reviewed. Roy made a motion to approve the resolution. Grant seconded. All in favor, motion carried.
3. Mid-Year Budget and Salary Adjustments - After review of the of the Budget Adjustments and Salary Recommendation's presented in the Manager's Report, Roy made a motion for staff to bring a resolution approving the Mid-Year Budget Adjustments to the February Board Meeting. In addition, he also made a motion to approve that the recommendation made by Jeff to do a COLA increase at the start of the Fiscal Year and individual merit increase on each employee's anniversary date. Grant seconded. All in favor, motion carried.

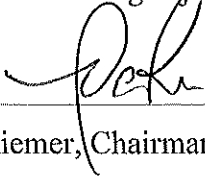
I. REVIEW OF CORRESPONDENCE TO THE DISTRICT -

1. Form 700 due April 1, 2025 - District received notice that emails went out to all Board Members and the District Manager notifying them that they must complete their Form 700 by April 1, 2025.

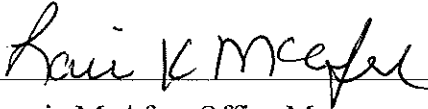
J. TRUSTEE QUESTIONS & COMMENTS -

1. Gordon asked if there was any paving planned in the budget for re-paving at Rocklin. District Manager, Jeff Forrey, let him know there was not anything in the current budget but there are plans for looking at re-paving in the next budget year.

K. ADJOURNMENT - Roy made a motion to adjourn the meeting. Grant seconded. All in favor, motion carried. Meeting adjourned at 8:53am.



Mark Riemer, Chairman



Laurie McAfee, Office Manager