

**NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY**  
**District Office, 850 Taylor Road, Newcastle, CA 95658**  
**Minutes for the Regular Meeting held November 19, 2025**

The agenda was posted on Friday, November 14, 2025

**A. CALL TO ORDER**

Chairman Mark Riemer called the meeting to order at 8:01 am.

**B. ROLL CALL**

Trustees Present – Mark Riemer, Gordon Takemoto, Grant Kageta, Jennifer Knisley and Roy Hebard

Staff Present - Jeff Forrey and Laurie McAfee

Teleconference – None

Absent – None

Guest(s) – None

Public – None

**C. PUBLIC COMMENT - None**

**D. AGENDA REVIEW – No changes**

**E. GUEST SPEAKER – None**

**F. CONSENT AGENDA**

1. Approval of the Minutes for the Workshop Meeting on October 8, 2025.
2. Approval of Minutes for the Regular Meeting on October 15, 2025.
3. Approval of payment of the October 2025 Bills in the amount of \$14,506.15.
4. Approval of transfer of September 2025 income to Placer County in the amount of \$45,283.88.

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

November 15, 2025

**G. PROJECT UPDATE -**

1. Rocklin Pavilion Landscape Project - Project Specification Packet has been sent in by PBM and will be given to Mark Riemer for signature. They are scheduled to start work on Monday, December 1, 2025, and the project is set to be completed on Friday, January 9, 2026.
2. Rocklin Drainage Project – Project start had been delayed due to rain. Once things have dried out sufficiently, we will reschedule Dennis Gray Excavating to come out.
3. Newcastle Cemetery Section M Expansion – The project is close to completion. The site has been surveyed and staked for placement of lot pins. The sales map is being finalized. Once completed Laurie will enter the grave spaces into our Cemetery software and we can open the area up for purchase.
4. Rezoning 20 Acres at Newcastle – As requested at a previous meeting, Jeff reached out to our attorney, Russ Hildebrand, to see if the District could be exempt from the County Zoning Codes. At this time, he has been unable to find anything that would apply to a Cemetery District. Additionally, he looked at the CA Health and Safety Code and did not find anything to exempt us there either.

Per a discussion with Engineer, Jimmy Pinocchio, he recalls in a previous meeting with the County, hearing that we did not have to go through them but mentioned we would need to take a lot of the same steps for liability reasons. If we do not take the proper steps and cause floods or damage to neighbors' property, it would open us up to lawsuits and possible fines. Mark Riemer suggested that we meet with someone from the County for further discussion.

**H. MANAGERS REPORT -**

1. Wreaths Across America – The ceremonies will take place on December 13, 2025. Newcastle Cemeteries program will begin at 11:00AM, Rocklin Cemetery at 12:00PM, Gold Hill Cemetery at 1:00PM and Ophir Cemetery at 2:00PM.
2. NRG Holiday Party – The staff holiday party is scheduled for December 17, 2025 at 11:30AM.

**I. BOARD DISCUSSION & POSSIBLE ACTION ITEMS –**

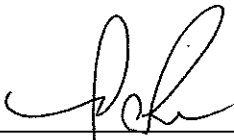
1. Surplus Disposal Log Resolution 2025-12 – The Board was presented with a resolution to dispose of six pieces of equipment via Public Surplus Auction. Roy made a motion to approve the agenda and list of items to be auctioned. Jenny seconded. All in favor, motion carried.

**J. REVIEW OF CORRESPONDENCE TO THE DISTRICT – None**

**K. TRUSTEE QUESTIONS & COMMENTS –**

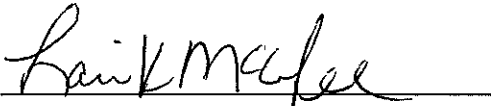
1. Gordon Takemoto asked if there was any new information on the addition of a second gate at the Rocklin Cemetery and was informed there was nothing new to report at this time.

- L. ADJOURNMENT - Roy made a motion to adjourn the meeting. Gordon seconded. All in favor, motion carried. Meeting adjourned at 8:20am.**



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Mark Riemer, Chairman



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Laurie McAfee, Office Manager