

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Regular Meeting held October 15, 2025
The agenda was posted on Friday, October 10, 2025

A. CALL TO ORDER

Chairman Mark Riemer called the meeting to order at 8:00am.

B. ROLL CALL

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

Staff Present - Jeff Forrey and Laurie McAfee

Teleconference – None

Absent – Jennifer Knisley

Guest(s) – None

Public – None

Jennifer Knisley arrived at 8:01am

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 September 10, 2025.
2. Approval of Minutes for the Regular Meeting on September 17, 2025.
3. Approval of payment of the September 2025 Bills in the amount of \$12,740.80.
4. Approval of transfer of September 2025 income to Placer County in the amount of \$38,309.15.

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

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G. PROJECT UPDATE -

1. Rocklin Pavilion Landscape Project – Our engineer, Jimmy Pinochio has reached out to three other landscape companies, PBM Construction, Westcon Construction and Dominguez Landscaping to see if they are interested in the project. The only company that is interested is PBM Construction. They completed a walk-through of the project with Jimmy and will submit a bid early next week. Additionally, Jimmy is continuing negotiations with J Walt on the bid that they submitted.

H. MANAGERS REPORT -

1. 1st Quarter Financial Reporting – In July, our PARS Investment earned \$1,254.62 in interest and in August we earned \$8,182.40 for a total of \$9,437.02 in interest. This brings our total pension investment to \$529,705.46 as of August 31, 2025.

For our Fiscal Year 25/26 Budget to Actuals, we are under budget for our Non-Capital Investments. Services and Supplies for Grounds are at 23% of budget. For our Office Supplies and Expenses, we are also under budget at 22%.

For our Fiscal Year 25/26 Budget to Actuals, we are currently performing over our budgeted amount for revenues. Our investment income is 33%, other fees and charges (opening/closing) is at 31% and Miscellaneous (property, vault, urns, vases and lease agreement) is at 35%

2. GSRMA Deductible – Per Jake with GSRMA, there is no deductible for General Liability claims however, there is limit per occurrence.

- I. CLOSED SESSION -** The Board will recess to a Closed Session for the following purpose:
Conference with Legal Counsel – Potential Litigation pursuant to Government Code Section 54956.9(d)(2)
Number of Case(s): One (1) – Entered closed session at 8:10am.

- J. RECONVENE TO OPEN SESSION –** Re-entered open session at 8:11 am. Nothing to report.

K. BOARD DISCUSSION & POSSIBLE ACTION ITEMS –

1. Employee Grave Purchases – Research shows that currently there is no viable option available to the District to allow non qualifying employees to purchase grave space. No action taken.

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2. Veteran Marker Project – A request was made by Joanne English to reach out to families of all Veterans who do not have a Veteran Marker or Medalion to indicate their service and to advise that they do have the option of obtaining one through the VA. On the recommendation of staff, it was advised that we do not authorize this project due to the sensitivity of the matter.

L. REVIEW OF CORRESPONDENCE TO THE DISTRICT –

1. GSRMA Cemetery Nomination Letter – A letter was sent out by GSRMA requesting nominations to fill the vacant seat for a cemetery district representative on their Board of Directors. No nominations were received.

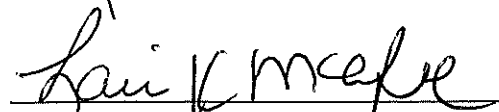
M. TRUSTEE QUESTIONS & COMMENTS –

1. Trustee, Jennifer Knisley inquired about the Day of the Dead program at the Rocklin Cemetery. Jeff advised that the program is still scheduled to take place and that Gloria Beverage with the Rocklin Historical Society has been in touch with our Rocklin Forman. The Board requested that Jeff reaches out to the Rocklin Police Department to make certain they are aware of the event and that staff reach out to Gloria to remind her that we need a certificate of insurance.
2. Jeff Forrey addressed the Board to inform them about a customer complaint regarding a flower vase that was stuck and damaged in the process of removal. The customer wants the vase insert to be replaced. Jeff wanted to know if the Board approved of him handling situations such as this himself or if the Board wanted it to be presented to them. Board consensus is that Jeff could handle these day-to-day operational situations.

- N. ADJOURNMENT** - Roy made a motion to adjourn the meeting. Grant seconded. All in favor, motion carried. Meeting adjourned at 8:44am.



Mark Riemer, Chairman



Laurie McAfee, Office Manager