

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Regular Meeting held March 17, 2020
The agenda was posted on Thursday, March 12, 2020

A. CALL TO ORDER

Chairman Gordon Takemoto called the meeting to order at 7:00am.

B. ROLL CALL

Trustees Present - Leonard Orsolini

Teleconference - Mark Riemer (home), Roy Hebard (home), Gordon Takemoto (home), Bill Anderson (home)

Staff Present - Harley Forrey and Laurie McAfee

Absent - None

Guests - None

C. PUBLIC COMMENT

None

D. CONSENT AGENDA

1. Approval of Minutes for the Workshop Meeting on February 11, 2020.
2. Approval of Minutes for the Regular Meeting on February 18, 2020.
3. Approval of payment of February 2020 bills in the amount of \$14,869.82.
4. Approval of transfer of February 2020 Income to County in the amount of \$44,880.25.

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

E. MANGERS REPORT

1. Financial Review - Harley provided the Board with the monthly Financial Report from Placer County thru February 2020.
2. Equipment Show at Fair Oaks Park - Due to the COVID-19 pandemic, the equipment show has been canceled.
3. Budget Meeting - The first budget meeting is scheduled for May 12, 2020.

March 17, 2020

F. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

1. Property development at Newcastle and Rocklin Cemetery - No action at this time.
2. 2018/2019 Audit Draft - Roy made a motion to approve the draft. Mark seconded. All in favor, motion carried.
3. Facha Property - No action at this time.
4. Employee Handbook - Mark made a motion to approve staff working with the attorney to adjust the Employee Handbook to reflect the grounds crew lunch break changing from an hour to a half hour. Bill seconded. All in favor, motion carried.

EMERGENCY ACTION ITEM

1. Laptop - Mark made a motion to approve the purchase of a laptop not to exceed \$1,000.00 to enable the Office Manager to work from home in case of a mandatory quarantine during the COVID-19 pandemic.


G. REVIEW OF CORRESPONDENCE TO THE DISTRICT

None

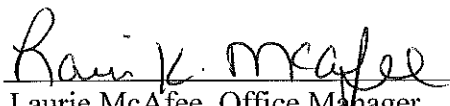
H. TRUSTEE QUESTIONS & COMMENTS

1. Mark requested that we add an item to all future agendas for the Board to have the option to review the agenda and add any emergency action items.

- I. ADJOURNMENT** - Roy made a motion to adjourn the meeting. Mark seconded. All in favor, motion carried. Meeting adjourned at 7:21am.



Leonard Orsolini, Vice Chairman



Laurie McAfee, Office Manager