

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Regular Meeting held December 17, 2025
The agenda was posted on Friday, December 12, 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, Rob Pontius and Laurie McAfee

Teleconference – None

Absent – None

Guest(s) – None

Public – Joanne English

C. PUBLIC COMMENT – Joanne English informed the Board that the Wreaths Across America program was a success. All Veterans Graves received a wreath and there were 263 people in attendance. She is already working on gathering donations for next year's program which will be on December 19, 2026.

D. AGENDA REVIEW – No changes

E. GUEST SPEAKER – None

F. CONSENT AGENDA

1. Approval of the Minutes for the Special Meeting on November 3, 2025.
2. Approval of the Minutes for the Workshop Meeting on November 12, 2025.
3. Approval of Minutes for the Regular Meeting on November 7, 2025.
4. Approval of payment of the November 2025 Bills in the amount of \$11,707.19.

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5. Approval of transfer of November 2025 income to Placer County in the amount of \$20,540.45.

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

G. PROJECT UPDATE -

1. Rocklin Pavilion Landscape Project – The project is underway. PBM Construction has graded the site and is installing concrete mow strips as well as the cobble drainage this week. With the incoming storm system, they will have to pause work for a few weeks.
2. Rocklin Drainage Project – Dennis Gray completed the grading last week and we were able to get everything cleared out and flowing so we will not flood the apartment complex going forward.
3. Newcastle Cemetery Section M Expansion – We are currently waiting on the lot pins to arrive so that staff can install them. Once installed, we will update Pontem with the new spaces, print a new sales map and start offering the new area for sale. The pins are expected to be here by January 16, 2026.

H. MANAGERS REPORT -

1. Wreaths Across America – Board was updated by Joanne English
2. NRG Holiday Party – The staff holiday party is scheduled for today, December 17, 2025, at 11:30AM.

I. BOARD DISCUSSION & POSSIBLE ACTION ITEMS – None

J. REVIEW OF CORRESPONDENCE TO THE DISTRICT –

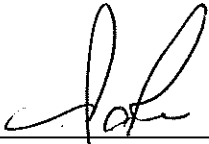
1. Second Request Letter for Special District GSRMA Board Nominations – No nominations
2. Letter Requesting qualification approval from NRG Cemetery District Board – A letter was received from an individual whose wife had passed away, and he wished for her to be inurned at the Newcastle Cemetery but does not meet the requirements to purchase at one of our cemeteries. Jeff Forrey inquired with legal counsel to see if there was a possibility of qualifying him through other means. Per counsel, since the individual who passed was an

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assistant probation office for Placer County; there is a clause that states that if a person passes away due to a disease that was contracted during the time of employment and passes away due to that disease, it can be considered as dying in the line of duty. While her position falls more under that of a Peace Officer rather than Police or Fire, it is vague and the argument can be made by the Board to allow it if they felt the district had adequate space available. Mark Riemer made a motion to approve the request. Roy seconded. All in favor, motion carried.

K. TRUSTEE QUESTIONS & COMMENTS – None

L. ADJOURNMENT - Roy made a motion to adjourn the meeting. Jenny seconded. All in favor, motion carried. Meeting adjourned at 8:35am.



Mark Riemer, Chairman



Laurie McAfee, Office Manager