

**NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY**  
**District Office, 850 Taylor Road, Newcastle, CA 95658**  
**Minutes for the Regular Meeting held February 18, 2025**  
The agenda was posted on Friday, February 14, 2025

**A. CALL TO ORDER**

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

**B. ROLL CALL**

Trustees Present - Mark Riemer, Gordon Takemoto, Bill Andersen, Roy Hebard and Grant Kageta  
Staff Present - Jeff Forrey and Laurie McAfee  
Teleconference - None  
Absent - None  
Guest(s) - Scott German  
Public - None

**C. PUBLIC COMMENT - None**

**D. AGENDA REVIEW - No Action**

**E. GUEST SPEAKER - Scott German from Fechter & Company - Scott presented and a draft of the Fiscal Year 2023/2024 Audit and answered Board questions.**

**E. CONSENT AGENDA**

1. Approval of the Minutes for the Workshop Meeting on January 14, 2025.
2. Approval of Minutes for the Regular Meeting on January 21, 2025.
3. Approval of payment of the January 2025 Bills in the amount of \$12,716.65.
4. Approval of transfer of January 2025 income to Placer County in the amount of \$15,359.23.

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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**F. PROJECT UPDATE -**

1. Rocklin Cemetery Restroom and Pavilion – The CMU Blocks have been completed. J-Walt has now moved on to framing the restroom roof. There is an additional change order from J-Walt for the framing brackets that had to be made for the pavilion. It came to \$15,083.00. We are still waiting on the change order from Jimmy for the structural engineering. Over the course of the project, we have noticed that the asphalt on the main road is failing fast due to the heavy machinery. We are inspecting the roads and are starting to work on a plan to present to the Board on repairing and sealing them.

**G. MANAGERS REPORT -**

1. Mid-Year Budget and Salary Adjustments - A lower quote for the installation of an electric roll-up door in the Newcastle Pavilion was obtained which means that the amount indication in Resolution 2025-02 of \$15,000.00 is higher than the actual cost will be.
2. LAFCO - Board Members Mark Riemer, Gordon Takemoto, District Manager Jeff Forrey, Office Manager Laurie McAfee and Foreman Rob Pontius and Jaymee Cowling attended a Zoom call on February 13<sup>th</sup> with RSG, Inc., to review the questionnaire we completed at their request, clarify any of our answers and answer any questions we had. They plan to have their report to LAFCO regarding their study on the sphere of influence by August 2025.

**H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS -**

1. 2023/2024 Fiscal Year Audit - Roy made a motion to approve the budget as presented by Scott German. Gordon seconded. All in favor, motion carried.
2. Resolution 2025-02 for Mid-Year Budget Adjustment - Roy made a motion to approve the resolution. Bill seconded. All in favor, motion carried.
3. Resolution 2025-03 for Maintenance and Administration Wage Scale - Roy made a motion to approve the resolution. Grant seconded. All in favor, motion carried.
4. Resolution 2025-04 to increase District Manager's Wells Fargo Credit Card Limit - Roy made a motion to approve the resolution. Grant seconded. All in favor, motion carried.

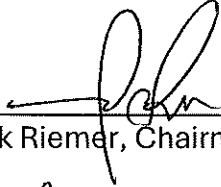
**I. REVIEW OF CORRESPONDENCE TO THE DISTRICT -**

1. Call for Nominations to fill vacant seat on the LAFCO Board - No nominations

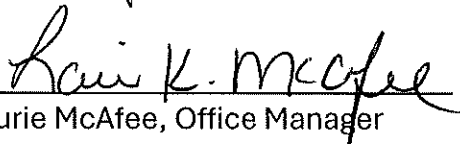
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**J. TRUSTEE QUESTIONS & COMMENTS – None**

- K. ADJOURNMENT** - Gordon made a motion to adjourn the meeting. Roy seconded. All in favor, motion carried. Meeting adjourned at 8:58am.



Mark Riemer, Chairman



Laurie McAfee, Office Manager