

**NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY**  
**District Office, 850 Taylor Road, Newcastle, CA 95658**  
**Minutes for the Regular Meeting held January 19, 2021**  
The agenda was posted on Thursday, January r 14, 2021

**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), Gordon Takemoto (home), Bill Anderson (home), Roy Hebard (home)

Staff Present - Harley Forrey (at location) and Laurie McAfee (home)

Absent - None

Guest(s) - None

**C. PUBLIC COMMENT - None**

**D. AGENDA REVIEW**

**E. CONSENT AGENDA**

1. Approval of Minutes for the Workshop Meeting on December 8, 2020.

2. Approval of Minutes for the Regular Meeting on December 15, 2020.

4. Approval of payment of December 2020 bills in the amount of \$10,530.87.

5. Approval of transfer of December 2020 Income to County in the amount of \$38,060.93.

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

**F. MANGERS REPORT**

1. COVID Update - Harley obtained a letter from Placer County authorizing Cemetery staff to receive a vaccine during the Phase I clinics.

2. Price List spreadsheet for new inventory n the Garden of Roses - Moved to agenda for vote

3. Placer County Budget to Actuals report thru December 2020 - Report was reviewed by the Board.

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

1. Sidewalk at new project - Three bids were presented to the Board. Mark made a motion to approve the bid provided by Placer Concrete in the amount of \$6,224.00, pending review of their insurance. If they cannot provide the required insurance documents then the Board authorizes the District Manager to move forward with the next bid provided by Nor-Cal Asphalt in the amount of \$9,193.00. Roy seconded. All in favor, motion carried.

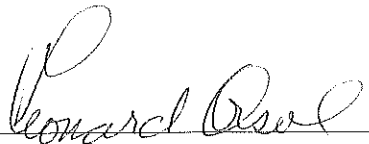
2. Bookkeeping Services - Two bids were provided to the Board. The necessity of continuing with a Bookkeeper was discussed and tabled pending confirmation from Placer County if it is required for us to obtain the services of a Bookkeeper.
3. Appointment of a new Chairman and Vice Chairman of the Board - Mark moved approval for the appointment of Leonard Orsolini to the Chairman position and William Andersen to Vice Chair. Roy seconded. All in favor, motion carried.

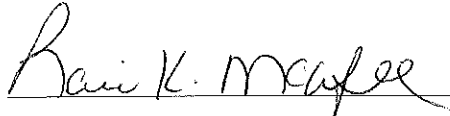
**J. REVIEW OF CORRESPONDENCE TO THE DISTRICT** - None

**K. TRUSTEE QUESTIONS & COMMENTS** -

1. Roy requested information regarding the upcoming Harassment and Ethics training.

**L. ADJOURNMENT** - Roy made a motion to adjourn the meeting. Bill seconded. All in favor, motion carried. Meeting adjourned at 7:47am.

  
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Leonard Orsolini, Vice Chairman

  
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Laurie McAfee, Office Manager