

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Regular Meeting held February 16, 2021
The agenda was posted on Thursday, February 11, 2021

A. CALL TO ORDER

Chairman Leonard Orsolini 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) - Scott German of Fechter & Company

C. PUBLIC COMMENT - None

D. AGENDA REVIEW

E. CONSENT AGENDA

1. Approval of Minutes for the Workshop Meeting on January 12, 2021.

2. Approval of Minutes for the Regular Meeting on January 19, 2020.

4. Approval of payment of January 2021 bills in the amount of \$10,919.19.

5. Approval of transfer of January 2021 Income to County in the amount of \$29,422.79.

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

F. MANGERS REPORT

1. New fence at Rocklin Cemetery - The fence rope was cut. Harley has replaced it with cable.

2. Sidewalk at new project (Block 7) update - California Asphalt will begin pouring the walkway on March 3, 2021.

3. Water Tank project at Newcastle - Harley and Jimmy Pinocchio will be meeting with Pioneer Steel Water Tanks on Wednesday, February 17, 2021, to walk the site.

4. E-Signature - The District has began implementing the use of E-Signature.

G. BOARD DISCUSSION & POSSIBLE ACTION ITEMS -

1. Audit for FY 2019/2020 (to be presented by Scott German of Fechter & Co.)
 - a. Representation Letter - Letter was presented to Board in meeting packet
 - b. Presentation of draft - Scott presented and went over in detail the Audit draft.

Mark made a motion to accept and approve the representation letter and Audit draft as presented. Roy seconded. All in favor, motion carried.

2. Bookkeeping Services (Item was tabled from January 19, 2021 meeting pending inquiry to Placer County) - Per communications with Andrew Sisk from the Placer County Auditor Controllers office, there is no requirement for the District to hire outside Bookkeeping services. After further discussion, Roy made a motion to discontinue the use of a Bookkeeper to come in twice a year and review our books. Gordon seconded. All in favor, motion carried.
3. Property Rights Determination - The Board discussed the transfer of a plot from one of our Owners to an ex-spouse per order of the court. Roy made a motion to approve the transfer. Bill seconded. All in favor, motion carried.

Mark Riemer left the meeting at 7:56am

H. CLOSED SESSION - Matter was postponed to be discussed at a Special Meeting to be held February 24, 2021 at 11:00am

1. Public Employment (§ 54957(b)(1)) P Title: District Manager

J. REVIEW OF CORRESPONDENCE TO THE DISTRICT -

1. Form 700 due April 1, 2021 - Board was reminded of due date.
2. Local Agency Formation Commission (LAFCO) Open nominations - Board was provided with copies.
3. California Association of Public Cemeteries (CAPC) Board of Directors elections - Board was provided with copies.

K. TRUSTEE QUESTIONS & COMMENTS -

L. ADJOURNMENT - Roy made a motion to adjourn the meeting. Gordon seconded. All in favor, motion carried. Meeting adjourned at 8:17am.



Leonard Orsolini, Chairman

Laurie McAfee, Office Manager