

**NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY**  
**Rocklin Cemetery Office, 4090 Kannasto Street, Rocklin, CA 95677**  
**Minutes for the Regular Meeting held November 19, 2024**  
The agenda was posted on Thursday, November 14, 2024

**A. CALL TO ORDER**

Chairman Mark Riemer called the meeting to order at 8:08am.

**B. ROLL CALL**

Trustees Present - Bill Andersen, Grant Kageta, Roy Hebard and Mark Riemer

Staff Present - Jeff Forrey, Rob Pontius, Jaymee Cowling and Laurie McAfee

Teleconference - None

Absent - Gordon Takemoto

Guest(s) -None

Public - None

**C. PUBLIC COMMENT - None**

**D. AGENDA REVIEW -**

**E. CONSENT AGENDA**

1. Approval of the Minutes for the Workshop Meeting on October 8, 2024.
2. Approval of Minutes for the Regular Meeting on October 15, 2024.
3. Approval of payment of the October 2024 Bills in the amount of \$15,693.62.
4. Approval of transfer of September 2024 income to Placer County in the amount of \$31,287.61.

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

**F. PROJECT UPDATE -**

1. Rocklin Cemetery Restroom and Pavilion - Board took a tour of the job site to see the progress. No action taken.

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**G. MANAGERS REPORT -**

1. 2023-2024 Fiscal Audit - The audit will be performed by our auditor, Scott German, at our regular Board Meeting in January 2025. We have learned that to get the OPEB (Other Post Employment Benefits) included in the audit, we will have to hire an actuarial firm or a consultant that offers GASB75 valuation services to calculate the OPEB debt for the auditor which would delay completion of the audit. Our auditor offered the option of listing OPEB in the "Opinion" portion of the audit report for this year.
2. 1<sup>st</sup> Quarter Financial Status - So far we are on track for budget. Tax revenues are slow to post but that is typical compared to previous years. We are at 64% on the Fixed Asset Budget with a few items left to purchase. Percentage of expenses are a little high but that is due to retirement, workman's comp and insurance that are always due at the beginning of the fiscal year.
3. LAFCO - Their representative, Michelle McIntyre, is still on schedule to attend the Roseville Cemetery District Board meeting in December regarding the reconfiguration of the boundaries. An update will be provided later in December. Jeff Forrey inquired into why the lawsuit between Nevada's Cemetery District and Auburn Cemetery was not on record and had been informed that the matter was settled out of court.
4. Holiday Party - Reminder that the Holiday Party is scheduled for December 11, 2024 at 11:30am in the Newcastle Cemetery Pavilion.

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

1. PARS Investment - Options for investment were provided and reviewed. Roy made a motion to invest 500 thousand dollars at level 2 Strategy Allocation. Bill seconded. All in favor, motion carried.
2. Workplace Violence Prevention Plan (WVPP) - Jeff presented the Board with a proposed plan and informed them that while attending the annual CAPC Education Seminar this year, he learned that it is requirement that all businesses with ten or more employees must have a WVPP in place. Bill made a motion to approve the proposed plan. Grant seconded. All in favor, motion carried.


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

1. LAFCO - South Placer Fire Protection District - We received communication from LAFCO informing us that South Placer Fire Protection District has submitted a bid to replace the Town of Loomis' contracted ambulance services with American Medical Response (AMR) with their ambulance services. The hearing, should anyone wish to attend, is scheduled for December 11, 2024.

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

**K. ADJOURNMENT - Roy made a motion to adjourn the meeting. Grant seconded. All in favor, motion carried. Meeting adjourned at 9:04am.**

  
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Mark Riemer, Chairman

  
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Laurie McAfee, Office Manager