

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Regular Meeting held July 16, 2024
The agenda was posted on Thursday, July 16, 2024

A. CALL TO ORDER

Vice Chairman Gordon Takemoto called the meeting to order at 8:00am.

B. ROLL CALL

Trustees Present - Gordon Takemoto, Grant Kageta and Bill Andersen

Staff Present - Jeff Forrey, Robert Pontius and Laurie McAfee

Teleconference - Roy Hebard and Mark Riemer (entered at 8:03)

Absent - None

Guest(s) - Jimmy Pinocchio

Public - None

C. PUBLIC COMMENT - None

D. AGENDA REVIEW -

E. CONSENT AGENDA

1. Approval of Minutes for the Workshop meeting on June 11, 2024.

2. Approval of Minutes for the Regular Meeting on June 18, 2024.

4. Approval of payment of the June 2024 Bills in the amount of \$13,151.34.

5. Approval of transfer of May 2024 income to Placer County in the amount of \$37,093.33.

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

F. PROJECT UPDATE -

1. Rocklin Cemetery Restroom and Pavilion - The project has gone out to bid. So far there are 37 plan holders.

G. MANAGERS REPORT -

1. PARS Presentation - Bryan from PARS is scheduled to attend the August 20th Regular Meeting.

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2. NRG Holiday Party - The holiday party is scheduled for Wednesday, December 11, 2024. Randy Peters will be catering.
3. CPR & First Aid Training - Training is scheduled for Wednesday, July 24, 2024 from 10:30 - 3. Training will be done by Golden State Risk Management and is \$50.00 per employee.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS -

1. Rocklin Cemetery Restroom and Pavilion - No action at this time.
2. Proposal to add Juneteenth to the Employee Holiday Schedule - Jeff informed the Board that it was brought to his attention that other Districts were closing on Juneteenth. He reached out to other Cemetery Districts to confirm. His recommendation was to add the holiday to the list of scheduled holidays. Bill made a motion to approve adding the holiday. Grant seconded. Roy and Mark abstained. All in favor, motion carried.
3. Professional Services for Construction Administration
 - a. Amendment 1 for the Newcastle Sidewalk - This amendment changes the Contingency Budget to include additional services requested by the Board for improvements for new storm water facilities, roadway improvements and ADA parking in the amount of \$4,920.00. Also included is a change to the Contingency Budget for the Rocklin Restroom and Pavilion project for design layout and alternatives in the amount of \$3,811.00. Total additional cost for Amendment 1 is in the amount of \$8,731.00. Bill made a motion to approve the amendment. Grant seconded. Roy and Mark abstained. All in favor, motion carried.
 - b. Amendment 2 for the Rocklin Cemetery Restroom and Pavilion - This amendment is for Construction Administration services during construction. An estimated of 10 hours for a total of \$31,200.00 is proposed. Bill made a motion to approve Amendment 2. Grant seconded. Roy and Mark abstained. All in favor, motion carried.

I. REVIEW OF CORRESPONDENCE TO THE DISTRICT -

1. Placer County Grand Jury Follow Up - We received correspondence in the mail from the Placer County Grand Jury regarding the results of the October 24, 2023 visit. We are in compliance and there were no recommendations for corrections.

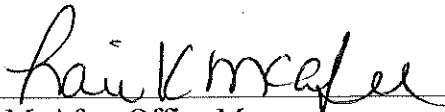
J. TRUSTEE QUESTIONS & COMMENTS - None

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K. ADJOURNMENT - Bill made a motion to adjourn the meeting. Grant seconded. Roy and Mark abstained All in favor, motion carried. Meeting adjourned at 8:22am.



Mark Riemer, Chairman



Laurie McAfee, Office Manager