

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY
District Office, 850 Taylor Road, Newcastle, CA 95658
Minutes for the Regular Meeting held June 18, 2024
The agenda was posted on Thursday, June 13, 2024

A. CALL TO ORDER

Chairman Mark Riemer called the meeting to order at 8:02am.

B. ROLL CALL

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

Staff Present - Jeff Forrey and Laurie McAfee

Teleconference - None

Absent - None

Guest(s) - Jimmy Pinocchio (left meeting at 8:32am)

Public - None

C. PUBLIC COMMENT - None

D. AGENDA REVIEW -

E. CONSENT AGENDA

1. Approval of Minutes for the Workshop meeting on May 14, 2024.
2. Approval of Minutes for the Regular Meeting on May 21, 2024.
4. Approval of payment of the May 2024 Bills in the amount of \$10,865.74.
5. Approval of transfer of May 2024 income to Placer County in the amount of \$62,454.51.

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

F. PROJECT UPDATE -

1. Rocklin Cemetery Restroom and Pavilion - The specifications for the project are not yet complete. There is still some information that Jimmy Pinocchio is waiting on before they can be presented to the Board for voting. The Board discussed the options for power to the new pavilion and bathroom and the possibility of moving the existing power panel in Block 7. This would require the assistance of PG&E which could result in a high expense and delay to the project.

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G. MANAGERS REPORT -

1. Meeting with Ryan from PARS - A date will be selected at a later time when all Board Members can attend.
2. CSDA Trial Membership - Jeff is signing up for a 6 month trial membership and offered the option for the Board to take advantage of the trial membership as well.
3. MOU for Services with Placer County - Their fee increased from \$3,172.93 to 6,907.60 due to an increase in total transactions that touched multiple areas of the County offices, so they raised the General Accounting/Accounts Payable cost.
4. Newcastle Sidewalk and Parking Lot Project Notice of Completion - The work is complete. The only things remaining are the final billing for retention and to file the Notice of Completion.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS -

1. Rocklin Cemetery Restroom and Pavilion - No action at this time.
 - a. Design/Plans
2. PARS - Manager's Recommendation letter, Resolution 2024-8, Sample Agreement for Admin Services and fee schedule - The documents were presented to the Board for review. There is no deadline for when the Board must sign and move forward with the agreement and decide initial amount of investment. Roy made a motion to approve the resolution. Bill seconded. All in favor, motion carried.
3. Urn Vault Price Adjustment - Our cost to purchase our oversized urn vaults has increased to \$105.53 per vault. Staff is requesting that we increase our cost to the customers from \$90.00 to \$150.00. Roy made a motion to approve the increase. Grant seconded. All in favor, motion carried.
4. Resolution 2024-07 - District Manager Salary Range - The Resolution proposes that the Salary Range for the District Manager be adjusted to \$110,000.00 to \$125,000.00 beginning July 1, 2024. Grant made a motion to approve the resolution. Bill seconded. All in favor, motion carried.
5. Newcastle Sidewalk and Parking Lot Project
 - a. Notice of Completion - Roy made a motion to authorize the Notice of Completion. Gordon seconded. All in favor, motion carried.

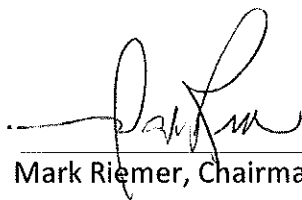
I. REVIEW OF CORRESPONDENCE TO THE DISTRICT - None

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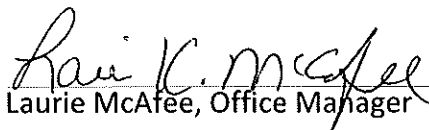
J. TRUSTEE QUESTIONS & COMMENTS -

1. Bill commented that he was very pleased with the Newcastle Pavilion sidewalk and Parking Lot Pavilion Contractor, TCW and their quick and professional response to the fixes that we requested regarding the slope of the concrete.
2. Mark asked Jeff for an update on the PCA Training and Conference in Santa Cruz. Jeff informed the Board that the topics covered were the Brown Act, Board Meetings, Eligibility Policy, Work Place Violence and Customer Relations. It was a small group of people but very informative.

K. ADJOURNMENT - Roy made a motion to adjourn the meeting. Bill seconded. All in favor, motion carried. Meeting adjourned at 9:05am.



Mark Riemer, Chairman



Laurie McAfee, Office Manager