

NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY DISTRICT

TRUSTEES

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TRUSTEES

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Harley Forrey
District Manager

MINUTES

BOARD OF TRUSTEES MEETING

March 21, 2017

1. The meeting was called to order by Chairman, Leonard Orsolini
2. ROLL CALL - Trustees Present - Leonard Orsolini, Gordon Takemoto, Mark Riemer and Roy Hebard
Teleconference - David Oseto
Staff Present - Harley Forrey and Laurie McAfee
3. PUBLIC COMMENT - None
4. MINUTES WORKSHOP - Roy made a motion to approve the minutes of the workshop meeting held February 14, 2017. Gordon seconded. All in favor, motion carried.
5. MINUTES - Roy made a motion to approve the minutes of the regular meeting held February 21, 2017. Gordon seconded. All in favor, motion carried.
6. MONTHLY BILLS - Mark made a motion to approve the list of monthly bills for February 2017. Roy seconded. All in favor, motion carried.
7. MANAGEMENT REPORT -
 - A. Facha Property - Harley spoke with Paul Aronowitz from Aronowitz Skidmore Lyon, informing him that there is a "For Sale" sign posted at the property again. He had made a call to the seller representative, Sharon, asking to set up a meeting but was not getting any response back. Paul placed a call to Sharon himself and was able to speak with her regarding the District's desire to purchase the property. He followed up the discussion with an email to Sharon and cc'd Harley.
 - B. Dead tree near shop area at Newcastle Cemetery - Harley informed the Board that he had a tree removed near the shop area because it was splitting and leaning over the road therefore posing a risk of causing damage or harm. Another tree, also near the shop, was topped to prevent any damage that could happen to the shop building if it fell over.

- C. Employee Evaluations - Harley informed the Board that he would begin employee reviews the first week in April and presented a copy of the evaluation form he would be using.

8. OLD BUSINESS -

A. Rocklin Cemetery Office ADA remodel Change Orders -

- 1. Revised contract from Architect, Craig Miers - Mark made a motion to approve the additional \$300.00 for reimbursables. Roy seconded. All in favor, motion carried.
- 2. Change Orders - Mark made a motion to approve change orders 4, 5 and 6. Roy seconded. All in favor, motion carried.

- B. Surveyor for new Rocklin Cemetery vault area and Newcastle niche area - Mark made a motion to accept the quote from Warren Consulting Engineers regarding the Newcastle niche area in the amount of \$2,500.00 and to revisit the Rocklin survey until after a meeting takes place with the City. Roy seconded. All in favor, motion carried.

9. NEW BUSINESS -

- A. Temp employees - Harley proposed that the board approve bringing on our two temp employees, Joe Bonacorso and Ricky Jackson full time at a rate of \$25.00 per hour. There will be no buy out charge from the temp agency. Roy made a motion to approve the request. Gordon seconded. All in favor, motion carried.
- B. Weekend Services - Harley proposed that the District begin to offer weekend services. Mark requested that Harley put together a proposal to show cost and scheduling and present it at the next board meeting.
- C. Budget Committee - Chairman, Leonard Orsolini appointed Roy Hebard and Mark Reimer to the budget committee for FY 17/18.

10. CORRESPONDENCE - None

11. OPEN FLOOR DISCUSSION -

- A. David mentioned that some of the dates for the minutes posted to the NRG Website were incorrect. Laurie responded that it will be corrected.

12. ADJOURNMENT - Mark made a motion to adjourn the meeting. Gordon seconded. All in favor, motion carried.