

# NEWCASTLE, ROCKLIN, GOLD HILL CEMETERY DISTRICT

## TRUSTEES

Mark Riemer  
Rocklin, CA 95677  
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Leonard Orsolini  
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Roy Hebard Jr.  
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## TRUSTEES

Gordon Takemoto  
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David Oseto  
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Harley Forrey  
District Manager

## MINUTES

### BOARD OF TRUSTEES MEETING

April 18, 2017

1. The meeting was called to order by Chairman, Leonard Orsolini
2. ROLL CALL - Trustees Present - Leonard Orsolini, Gordon Takemoto and Mark Riemer  
Teleconference - David Oseto  
Staff Present - Harley Forrey and Laurie McAfee  
Absent - Roy Hebard
3. PUBLIC COMMENT - None
4. MINUTES WORKSHOP - Mark made a motion to approve the minutes of the workshop meeting held March 14, 2017. Gordon seconded. All in favor, motion carried.
5. MINUTES - Mark made a motion to approve the minutes of the regular meeting held March 21, 2017. Gordon seconded. All in favor, motion carried.
6. MONTHLY BILLS - Gordon made a motion to approve the list of monthly bills for March 2017. Mark seconded. All in favor, motion carried.
7. MANAGEMENT REPORT -
  - A. Section M - Harley advised the board that fertilizer was purchased and spread over section M.
8. OLD BUSINESS -
  - A. Rocklin Cemetery Office ADA remodel Change Orders -
    1. Change Orders - Mark made a motion to approve change order 7 in the amount of \$6,877.98 for lime treatment.

April 18, 2017

B. Surveyor for new Rocklin Cemetery vault area and for drainage and area development - Harley recommended that we put the pre-installation of vaults on hold and pursue more engineering for the drainage and the completion of a pavilion. The Board agreed to table until further notice.

C. Weekend Services, staffing and fees - Harley requested that a study be conducted over a period of time, collecting data on how often a weekend service is requested and to establish if there was a high enough demand to start implementing a weekend service schedule. The Board agreed to table until further notice.

9. NEW BUSINESS -

A. Annual boot allowance - Harley requested that the annual employee boot allowance be increased from \$100.00 to \$175.00. Mark made a motion to approve the increase. The employee must provide a receipt and will only be reimbursed the amount paid up to \$175.00. Gordon seconded. All in favor, motion carried.

B. Budget Meeting - The first budget meeting for FY 2017/18 will be held in June. Dates pending.

10. CORRESPONDENCE -

A. PCA Annual Meeting - To be held August 22 - 24, 2017 at the Black Oak Casino in Tuolumne, CA. I will need to know if there is anyone interested in attending.

11. OPEN FLOOR DISCUSSION -

A. Reminder that the online Ethics & Harassment Training completion is due at the end of the month.

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