

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

July 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.
Staff Present - Harley Forrey and Laurie McAfee
Teleconference - David Oseto
Guest - Larry Skidmore
3. PUBLIC COMMENT - None
4. MINUTES WORKSHOP - Gordon made a motion to approve the minutes of the workshop meeting held June 13, 2017. Mark seconded. All in favor, motion carried.
5. MINUTES - Gordon noted that a spelling error had been made in Item 4, of the regular meeting held June 20, 2017. Mark made a motion to approve the minutes with the spelling correction. David seconded. All in favor, motion carried.
6. MONTHLY BILLS - Mark made a motion to approve the list of monthly bills for June 2017. Gordon seconded. All in favor, motion carried.
7. MANAGEMENT REPORT -
 - A. Equipment Purchase - Harley informed the Board that he was obtaining some quotes for commercial lawn mowers and Gators and will begin purchasing as was approved by the Board in the regular meeting held June 20, 2017 under "New Business", item E.
 - B. Bid Docs for Newcastle Niche Project - Harley informed the Board that he obtained the Bid Documents used by the County. Revision had been made to suit the Districts needs and a draft was given to Mark for review.
 - C. Toyota Tacoma Auto Accident - Harley informed the Board that employee, Rob Pontius, had been in an auto accident, our insurance carrier had been informed and we were already in the process of getting a quote for repair.

8. OLD BUSINESS -

- A. Rocklin Cemetery Office ADA Remodel - Harley informed the Board that the light switch in the attic has been installed and we have passed our final inspection with the City of Rocklin. Job is complete.
- B. Facha Property - Larry Skidmore from Aronowitz Skidmore Lyon, presented and discussed a draft for "Right of First Refusal Agreement". Mark made a motion to move forward with the draft as proposed. Gordon seconded. All in favor, motion carried.
- C. Rocklin Cemetery Pavilion - Harley spoke with the City of Rocklin about what they will require in order for us to renovate the current shop building that is on the premises. They will look into and get back to him.
- D. Newcastle Niches - Harley informed the Board that he has verified, if we hire a company to build the niches off site it would not be considered Public Works. It is considered material only. The Board requested that we inquire with attorney, Mark Velasquez, as to whether we must put the material purchase out for bid.
- E. Mr. Howell's inquiry into markers at Newcastle - Mark made a motion that a letter be written in response to Mr. Howell's marker request. Gordon seconded. All in favor, motion carried.

9. NEW BUSINESS -

- A. Fiscal Year 2017/2017 Employee Wage Increase - Mark made a motion to approve the 3% increase as proposed in the FY 17/18 Preliminary Budget. Gordon seconded. All in favor, motion carried.

10. CORRESPONDENCE -

- A. Letter from Steve Winther regarding the Newcastle Cemetery Niche area was opened and read to the Board. Chairman of the Board, Leonard Orsolini will prepare and send a letter of response to Mr. Winther.

11. OPEN FLOOR DISCUSSION -

- A. Employee Appreciation BBQ - Mark proposed that the Board hold a BBQ for the staff on September 12, 2017, to be funded by the district but not to exceed \$150.00. Gordon seconded. All in favor, motion carried.

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