

AUBURN PUBLIC CEMETERY DISTRICT

1040 COLLINS DRIVE • P.O. BOX 4357 • AUBURN, CALIFORNIA 95604
(530) 885-5922 • FAX (530) 885-5938 EMAIL admin@auburncemetery.com

MARCH 11, 2025, REGULAR BOARD MEETING MINUTES

March 11, 2025, at 9:00 A.M.

District Office - New Auburn Cemetery - 1040 Collins Drive -Auburn, Ca. 95603

- A. Call To Order: 9:04 am**
- B. Roll Call of The Board:** Present were Trustees Terry Cooney, Earl Wilson, and Michael Otten; Melinda Herzog-Landrith arrived at 9:12 am. Not present was Trustee Lori Tompkins.
- C. Public Comment on Any Agenda Item:** The Chair asked for Public Comment, there was no public present to address the Board.
- D. Consent Calendar:**
1. Approve Minutes for the February 11, 2025, Regular Board Meeting.
 2. Approve Check Registry for February 1 through February 28, 2025.

MOTION: Wilson/Herzog-Landrith to approve Consent Calendar, with amendments to the February 11 Board Meeting Minutes: Unanimously approved.

- E. Informational Items:**
1. District Manager's Monthly Report:
 - i. General Updates
 - ii. Information and Reminders
 - iii. Update on RSG LAFCO Survey and RMAP
 2. Financial Report.

Report given: Based on the District Manager's report on the financial statements, there was a request for clarity between the types of reports, this will be addressed in the next month for future reporting. The Manager gave an update on an insurance claim for a vehicle backing into the building, as well as notification of completion of reporting for the District's Insurance and LAFCO.

F. Board Discussion and Action Items:

1. Rick Wood, Chief Finance and Operations Officer for CSDA, to address the Board regarding District accounting options. **Discussion/Action.**

Mr. Wood addressed the Board and presented several options to assist the District in preparation of the 2023/2024 audit and streamlining future financial management.

MOTION: Wilson/Herzog-Landrith to authorize District Manager to hire an outside accounting firm for preparations of the audit, with the budget not to exceed \$15,000.00 - 3 Ayes: Cooney, Wilson, and Herzog-Landrith; 1 Nay: Otten

2. Review of nominations to fill a vacant seat on the CSDA Board of Directors. **Discussion/Action. Discussion only; No action taken.**

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G. Board Comments, Concerns, and Informational Matters: None to report.

H. Adjournment: 10:45 am

The next scheduled Board of Trustees meeting will take place Tuesday, April 8, 2025, at 9:00 am.

These minutes have been certified and posted in accordance with the Brown Act.



Katelan Sweeney
Clerk of the Board and District Manager