

# AUBURN PUBLIC CEMETERY DISTRICT

1040 COLLINS DRIVE • P.O. BOX 4357 • AUBURN, CALIFORNIA 95604

(530) 885-5922 • FAX (530) 885-5938

## REGULAR BOARD MEETING AGENDA

DATE: February 8<sup>th</sup>, 2022

TIME: 9:00 A.M.

PLACE: NEW AUBURN CEMETERY - 1040 COLLINS DRIVE -AUBURN, CA. 95603

The Auburn Public Cemetery District is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Clerk of the Board. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Clerk five business days prior to scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

**I. ROLL CALL – Pledge of Allegiance**

**II. PUBLIC COMMENT** – Any person may address (5 minutes maximum) the Board of Trustees on any matter. However, the Board cannot discuss, or take any action on any item that is not on the agenda.

**III. CONSENT CALENDAR**

1. Approval of January 8<sup>th</sup>, 2022, Regular Board Meeting Minutes
2. December 15<sup>th</sup>, 2021 – January 14<sup>th</sup>, 2022, Check Register
3. Cordeiro Vault Co. Purchases - \$6,983.00

*Page...2*

*Page...3*

*Page...4*

**IV. FINANCIAL ITEMS**

1. Current Financial Report  
No action to be taken information only.

*Pages..5-8*

**V. MANAGER'S REPORT**

*Pages..9-11*

**VI. TRUSTEES' QUESTIONS & COMMENTS**

**VII. GOVERNANCE**

1. **CAPC 64<sup>th</sup> Annual Conference** –  
March 10<sup>th</sup> – 12<sup>th</sup> Embassy Suites Monterey Bay

**VIII. UNFINISHED BUSINESS**

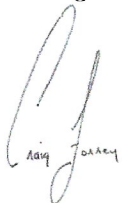
None

**IX. NEW BUSINESS**

1. **Public Request** – *Information/Action*  
Consider approval of public request. *Pages..12-19*
2. **Inventory Analysis** – Review/Discuss  
Manager Forrey presenting an Inventory Analysis . *Pages..20-22*
3. **Record Retention Policy** – *Information/Action*  
Consider approval of the new Record Retention Policy. *Pages..23-28*
4. **Donation Policy** – *Review/Discuss*  
Discussion in regard to the creation of a donation policy regarding future donations to the district for public use. *Pages..29-34*

**X. ADJOURNMENT**

*This Agenda has been certified and posted in accordance with the Brown Act:*



*Clerk of the Board*

**Next Board Meeting: March 8<sup>th</sup>, 2022**