

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

REGULAR BOARD MEETING MINUTES

January 21, 2026, at 9:30 A.M.

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

A. Call To Order: 9:30 AM

B. Roll Call of The Board: Present were Trustees Terry Cooney, Earl Wilson, Melinda Herzog-Landrith, and Lori Tompkins. Not present was Trustee Michael Otten.
Also present was Gus Thompson to address the Board as per the agenda: Section F, item 1.

C. Public Comment on Any Agenda Item – No Public was present to address the Board.

D. Consent Calendar:

1. Approve Minutes for the December 17, 2025, Regular Meeting.
2. Approve Check Registry for December 1 through December 31, 2025.
3. Approve Updated Donated Rose Tree Agreement

**MOTION: Wilson/Herzog-Landrith to approve Consent Calendar as presented:
Unanimously Passed.**

E. Informational Items:

1. District Manager's Monthly Report:
 - i. General Updates.
 - ii. Information and Notices.
2. Financial Report.

Manager's Report given, which detailed interments and interment right purchases for the month of December; Administrative reminders regarding upcoming CAPC seminar and 700 filings for Trustees; Updates to the SB827 requiring additional training for officials of the District; Update regarding the 23/24 and 24/25 Financial Audit completion anticipated in March 2026; Staff training and Pesticide Application Certification; Manager's meeting with other Districts; Scheduling of the 2026 Dia de Los Muertos event for October 23rd; and the hiring of an administrative assistant.

Financial Report given, no additional comments to report.

F. Board Discussion and Possible Action Items:

1. Gus Thompson to address the Board regarding a request to disinter Richard H. Barter, AKA Rattlesnake Dick, from the Old Auburn Cemetery: **9:32 AM - Mr. Thompson discussed his intention for the disinterment but did not require Board action at this time as this was a discussion only. He will update the Board as the situation progresses. He was advised that Public Cemetery Districts do require a court order under H&S Code 9069.15.**
2. Update to the District's Safe Deposit Box held at the US Bank located at 874 Lincoln Way, Auburn, CA, to remove David Weichmann from the Authorized Signature list and insert Katelan Sweeney as an authorized person, in addition to Trustees Terry Cooney and Melinda Herzog-Landrith. **MOTION: Wilson/Herzog-Landrith to approve removing David Weichmann from the Authorized Signature list of the District's Safe Deposit Box with US Bank and inserting Katelan Sweeney as an authorized person, in addition to Trustees Terry Cooney and Melinda Herzog-Landrith: Unanimously Passed.**

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3. Review and Discussion of the current structure of the District’s finances, to be held with the District’s bookkeeper, Sharon Rodgers: **Ms. Rodgers thoroughly shared the reasoning of transitioning to QuickBooks online and allowing the bookkeeping to be done more remotely, allowing transparency and consistency to be maintained – discussion also of doing a Budget modification prior to the close of the 2026 fiscal year.**

MOTION: Tompkins/Wilson to approve transitioning the District to QuickBooks Online: Unanimously Passed.

MOTION: Tompkins/Wilson to consent to remote Bookkeeping: Unanimously Passed.

4. Discussion of the current petty cash situation and reviewing an amendment to the cash policy to a no-cash policy. **The Board reviewed the current cash policy that accepted payments under \$50; to remain in line with the discontinued acceptance of cash and not having a petty cash box in the District Office, discussed the change of the current policy. Ms. Rodgers presented the Board with the final count of the Petty Cash held at the District Office as \$81.98 and recommended, per the Placer County Auditor/Controller’s Office, that the physical moneys be deposited into the District’s General Fund and that a Journal Entry for the remaining \$118.02 be allocated to miscellaneous expense to account for the total Petty Cash of \$200 as documented by the Auditor/Controller’s Office.**

MOTION: Wilson/Herzog-Landrith to adopt the presented No-Cash Policy and to allow the Journal Entry to remove the Petty Cash from the District Office: Unanimously Passed.

5. Review a revised fee schedule, proposed fee changes, and format of the general pricelist.

MOTION: Wilson/Herzog-Landrith to approve new fee schedule with an amendment regarding the Rose Tree Replanting Fee: Unanimously Passed.

- G. **Board Comments, Concerns, and Informational Matters: Trustee Tompkins requested to reschedule the Feb. 18th Regular Meeting to February 19th due to a schedule conflict – all Trustees present agreed to the change.**

- H. **Adjournment: 12:05 PM**

The next rescheduled Board of Trustees meeting will take place Thursday, February 19, 2026, at 9:30 am.

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

Katelan Sweeney
Clerk of the Board and District Manager