

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

JANUARY 14, 2025, REGULAR BOARD MEETING MINUTES

January 14, 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 Earl Wilson, Terry Cooney, Michael Otten; Marilyn Schneider, and Melinda Herzog-Landrith.

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 December 10, 2024, Regular Board Meeting; Approve Minutes for the December 16, 2024, Special Board Meeting.
2. Approve Check Registry for December 1 through December 31, 2024.

MOTION: Otten/Schneider to approve the consent calendar as presented: Unanimously passed.

E. Informational Items

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

Report given: Cooney requested detailed copy of the District Credit Card statement; The district manager updated the Board as to as to an incident with a van backing into the office building; gave a general update of the District and will look into an outside consulting firm to assist with reconciliations for the upcoming fiscal 2023/2024 annual audit.

F. Closed Session: 10:00 AM

1. Public Employee Appointment, pursuant to Gov. Code section 54957. Position Titles: District Manager Review and Employment Contract; Administrative Assistant and Maintenance Foreman.

G. Reconvene to Open Session: 11:25 AM

H. Report Any Action Taken in Closed Session:

- **The consensus of the Board is that a contract with the District Manager is appropriate and agreed to an ADHOC Committee consisting of Terry Cooney and Marilyn Schneider to propose an employment agreement between the District Manager and the Auburn Public Cemetery District.**
- **After reviewing the Administrative Assistant description, the Board agreed to proceed with the creation and filling of the position.**

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

I. Board Discussion and Action Items

1. Approval of contract and salary for District Manager. **Discussion only, no action taken.**
2. Approval of Administrative Assistant description and salary scale. **Discussion/Action:**

MOTION: Cooney/Otten to accept the proposed MOU salary scale and description as presented: Unanimously passed.

3. Approval of Maintenance Foreman description and salary scale. **Discussion only, no action taken.**
4. Review the Designation of Applicant's Agent Resolution for the FEMA disaster grant originally applied for following the 2022/2023 storm damage. **Discussion/Action:**

MOTION: Otten/Wilson to update the agent designation: Unanimously passed.

5. Election of New Officers. **Discussion/Action:**

Board Nomination for Terry Conney for President: Four Ayes – Herzog-Landrith, Wilson, Otten, Cooney; One Abstain – Schneider; Confirmed for Cooney as President effective February 1, 2025.

Board Nomination for Earl Wilson for Vice-President: Four Ayes – Herzog-Landrith, Cooney, Otten, Wilson; One Abstain – Schneider; Confirmed for Wilson as Vice-President effective February 1, 2025.

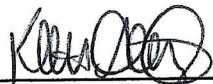
J. Board Comments, Concerns, and Informational Matters:

Marilyn Schneider gave an update from the Board of Supervisors as to her resignation; we are awaiting confirmation of her resignation and confirmation of appointment for a new Trustee to fill her position.

K. Adjournment: 11:45 AM

The next scheduled Board of Trustees meeting will take place Tuesday, February 11, 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