

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

December 17, 2025, at 9:30 A.M.

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

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

A. Call To Order: 9:30 AM

B. Roll Call of The Board: Present were Trustees Terry Cooney, Earl Wilson and Melinda Herzog-Landrith; Not present were Trustees Michael Otten and Lori Tompkins.

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

D. Consent Calendar:

1. Approve Minutes for the November 19, 2025, Regular Meeting.
2. Approve Check Registry for November 1 through November 30, 2025.

**MOTION: Wilson/Herzog-Landrith to approve the 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 November; Veteran's Day flag placements and volunteer turnout; an update as to the status of the Financial Audit and access to prior employee CalCard statements, as well as the Auditor completing our annual Special District Financial Transaction Report; the monthly employee safety meeting covering winter safety and reinforcing back safety awareness; renewal of the District's pesticide permit; acquisition of a new Jumping Jack Rammer (grave tamper); and lastly, a reminder for registration for the March CAPC Seminar.

Financial Report given; no inquiries about this report.

F. Board Discussion and Possible Action Items:

1. Discussion of a request by the Harris family to install an angel statue at their family's graveside:
Discussion only: Suggestion by Wilson to modify the Donated Bench Policy to incorporate statue regulations that fit within the bench restrictions; will be further discussed with the family by the District Manager to present again to the Board as needed.

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2. Review and Discussion of a new Special Event Policy for the District: **Discussion only: Several suggestions to revise certain aspects and will be presented to the Board at a future meeting, once revisions are refined.**

3. Review and Discussion of the Donated Rose Tree Agreement and proposed Rose Tree policy; moved from the October and November Regular Meetings: **Discussion/Action: The Board reviewed and asked for one revision to the Rose Tree Agreement to have the planting fee removed and instead to refer to the most current price list.**
MOTION: Herzog-Landrith/Wilson to approve the Rose Tree Policy: Unanimously passed.

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

H. Adjournment: 11:40 AM

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

Katelan Sweeney
Clerk of the Board and District Manager