

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

RESCHEDULED REGULAR BOARD MEETING MINUTES

October 22, 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: 9:35 AM

1. Pledge of Allegiance

B. Roll Call of The Board: Present were Trustees Terry Cooney, Earl Wilson, Michael Otten, Melinda Herzog-Landrith, 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 September 9, 2025, Regular Meeting.
2. Approve Check Registry/Warrants for September 1 through September 30, 2025.

MOTION: Wilson/Otten to approve Consent Calendar with spelling correction to 9/9/25 Minutes: 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 rights purchases for the month of September; Staff Meetings on new process for work orders and janitorial rotations for the shop; Speaking at Rotary of Auburn; Update to the Dia de Los Muertos event; Maintenance to the District's golf cart (it finally works); Progress of the 23-25 Financial Audit; and an announcement about an upcoming Ethics Seminar.

Financial Report Given, the Board requested clarification of Membership dues for the month of September – will be addressed at the November Regular Meeting.

F. Board Discussion and Possible Action Items:

1. Review and discussion of the District's current governing policy regarding Regular Meetings with comparison to new verbiage: **Discussion/Action: The Board discussed whether the specific day of the Regular Meetings should be stated in the bylaws or change the verbiage as proposed to leave it open to Board decision as an at-need basis.**

MOTION: Herzog-Landrith/Wilson to approve proposed verbiage to be adopted into the APCD Bylaws: Unanimously Passed.

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2. Discussion of the PDF Accessibility Compliance for the District’s website: **Discussion/Action:**
Due to new legislation requiring full ADA accessibility of PDFs on websites, the Board reviewed several proposals by Streamline vis their newest program, DocAccess, to integrate the conversion of these PDFS for the District.

MOTION: Wilson/Herzog-Landrith to approve a 3-year contract vis Streamline’s DocAccess with additional protection for a total of \$3,024 cost to the District for the accessibility compliance: Unanimously Passed.

3. Review and Discussion of the District’s current Surplus Policy compared to new verbiage:
Discussion/Action:

The Board requested some changes to the structure and verbiage of the Policy and review by Counsel, to be further addressed at the November Regular Meeting.

4. Review and Discussion of the Donated Rose Tree Agreement and future rose tree policy changes:
Discussion/Action:

Discussion moved to November Regular Meeting so that Michael Otten may have time to present an alternative to ending the allowance of Rose Tree planting to the Board.

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

H. Adjournment: 12:30 pm

The next scheduled Board of Trustees meeting will take place Wednesday, November 19, 2025, 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*