

# 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

August 12, 2025, at 9:00 A.M.

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

**A. Call To Order: 9:00 AM**

**B. Roll Call of The Board: Present were Trustees Terry Cooney, Earl Wilson, Michael Otten, Melinda Herzog-Landrith. Excused was Trustee Lori Tompkins.**

**Also present was June Haugen of the Auburn State Theater to address the Board; Patrick Clark, consultant, arrived at 9:30 AM to address the Board.**

**C. Public Comment on Any Agenda Item** – The Chair called for Public Comment; No public was present to address the Board.

**D. Consent Calendar:**

1. Approve Minutes for the July 8, 2025, Regular Board Meeting and the July 16, 2025, Special Meeting.
2. Approve Check Registry/Warrants for July 1 through July 31, 2025.

**MOTION: Wilson/Herzog-Landrith to approve with amendment on the check detail to change correct verbiage of ‘consultant services’ for general counsel fees in lieu of ‘general fund’:  
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 purchases for the month; a recommendation by the DM to review the District’s Surplus Policy due to an aged-out maintenance vehicle with repair issues; update of the District’s pesticide permit; completion of the Eagle Scout project that replaced damaged or missing flag poles utilized for the Memorial Day ceremony; review and notes on the recent PCA education seminar in Grass Valley; and the beginning of the FY 23/24 and 24/25 audits to be commencing simultaneously.**

**Financial Report given, no queries to report.**

**F. Board Discussion and Possible Action Items: Item 3 is continued from the Special Board Meeting on July 16, 2025**

1. June Haugen of the Auburn State Theater address the Board regarding the upcoming Coco movie screening and Dia de los Muertos event at the New Auburn Cemetery on October 24, 2025:

**MOTION: Otten/Wilson to approve authorization for the Auburn State Theater to utilize the New Auburn Cemetery grounds for the event on October 24, 2025, from 5:00 – 10:00 PM: Unanimously Passed.**

2. Consideration and review of updating the District’s Purchasing and Contract Policy: **The Trustees reviewed the current policy compared to an example but requested further input from the District’s counsel before any further discussion; Topic tabled until a later date.**

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3. Discussion of changing the day of the District's Regularly Scheduled Meetings: **Tabled until the next regularly scheduled Board meeting.**
- G. Recess to Closed Session: 9:45 AM**
- H. Closed Session:**
1. Pursuant to Section 54957 of Government Code, Discussion with Patrick Clark, Consultant, regarding Negotiations with the IUOE, Local No. 39.
- I. Reconvene to Open Session: 10:20 AM**
- J. Report Any Action Taken in Closed Session: No Action to Report.**
- K. Board Comments, Concerns, and Informational Matters: None to Report.**
- L. Adjournment: 11:10 AM**

**The next scheduled Board of Trustees meeting will take place Tuesday, September 9, 2025, at 9:00 am.**

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

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*Katelan Sweeney*  
*Clerk of the Board and District Manager*