

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

March 18, 2026, at 9:30 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, Melinda Herzog-Landrith, and Lori Tompkins; Not present was Trustee Michael Otten.
- 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 Rescheduled February 26, 2026, Regular Meeting.
 - 2. Approve Check Registry for February 1 through 28, 2026.

**MOTION: Wilson/Herzog-Landrith to approve the consent calendar as presented:
Unanimously Passed.**

- E. **Informational Items:**
 - 1. District Manager's Monthly Report.
 - 2. Financial Report.

Manager's Report given, which detailed interments and interment right purchases for the month of February; There was a release of keys, cellphone and credit cards were released to the District Manager from the Placer County Sheriff from a previous incident; The petty cash box has now been fully closed and removed from the main office; Notice of a public hearing regarding the property located on the west side of Collins Drive; Close-out for filing 700 Forms for Trustees; Finalization of the contract for fire mediation by use of goat grazing with NM Ranch and the timeline of that occurring; Update regarding budget modification to be reported at the next regular Board meeting and regarding finalization of the 23/24 and 24/25 financial audit; Letter of unclaimed property from the State Controller's Office.

Financial Report given, additional comments regarding budget modification and clarification in preparation for the 26/27 Budget to be addressed in the April Regular Meeting.

- F. **Board Discussion and Possible Action Items:**
 - 1. Paula Celick, the new Wreaths Across America coordinator to address the Board regarding the 2026 Wreaths Across America Ceremony: **Discussion/Action: Ms. Celick addressed the Board and announced that she will not be the next coordinator. She said that she will assist in the recruitment process and discussed other ways of building the donation amounts of wreaths for the District.**

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2. Board Discussion and possible action regarding the ongoing absence of an Auburn Public Cemetery District Trustee: **Discussion/Action: The Board reviewed the District By-Laws and Government Code §1770 (g) referring to Trustees, which both state that an office becomes vacant on the happening of “his or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.” This meeting was now the fourth meeting without a specific Trustee attending; therefore, action was taken.**

MOTION: Herzog-Landrith/Tompkins that pursuant to the District By-Laws, the Board declares the seat vacant, with the condition that the District will send the Trustee a certified letter allowing them to contest the decision: Unanimously Passed.

3. Board to review renewing the Public Cemetery Alliance Membership: **Discussion/Action: Board assessed the current fee and the benefits of renewing the membership.**

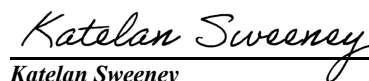
MOTION: Wilson/Tompkins to renew PCA Membership: Unanimously Passed.

4. Review of the District’s Disinterment Regulations: **Discussion Only: Broad discussion of the current regulations, mainly regarding covering the District’s liability and staff safety; District Manager to contact District counsel to improve regulations and create a Disinterment Policy.**

- G. Board Comments, Concerns, and Informational Matters: Herzog-Landrith, none to report; Tompkins – requested to reschedule the April Regular Board Meeting due to a schedule conflict, the Board unanimously agreed to move the meeting to Monday, April 13, 2026 at 9:30 AM; Wilson, none to report; Cooney – stated upcoming meeting with a Trustee and County Rep to discuss the Colfax Cemetery District, will follow-up at next regular meeting.**

- H. Adjournment: 11:15 AM**

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



Katelan Sweeney
Clerk of the Board and District Manager