AUBURN PUBLIC CEMETERY DISTRICT

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REGULAR BOARD MEETING MINUTES

Wednesday, October 21, 2026, 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

B. Roll Call of The Board: Present were Trustees Terry Cooney, Earl Wilson, Melinda Herzog-Landrith, Lori Tompkins, and Tim Sands.

C. Public Comment on Any Agenda Item: The Chair called for Public Comment, Marilyn Schneider and Layla Schackner of Wreaths Across the America were present: They announced that Layla will be replacing Marilyn as Lead Coordinator and that they will schedule a time to meet with the District Manager to go over details of the event scheduled on December 19th at 9:00 AM.

D. Consent Calendar:

1. Approve Minutes for the September 16th Regular Board Meeting.
2. Approve Check Registry for September 1st – September 30th, 2026

MOTION: Wilson/Sands to approve 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, interment rights purchases, and arrangement meetings for the month of September; The office water filter is scheduled for installation on October 19; The office was treated for a significant increase in black widow activity; Repairs by Clark's Pest Control will address animals entering the attic by chewing through the roof; We completed employee reviews and issued the appropriate cost-of-living adjustments (COLAs); The new columbariums were delivered and are scheduled to be set on October 16 - The final step will be placing new rock in the cremation garden.

MOTION: Sands/Herzog-Landrith to approve the Financial Report as presented: Unanimously Passed.

F. Board Discussion and Possible Action Items:

1. Board review of CPA proposals for the 2026 Financial Audit: **Discussion: Action Postponed until receipt of additional proposals.**

2. Discussion of Veteran's Day Flag Placement by Volunteers and District Staff: **The District Manager presented statistics and information regarding Veteran's Day and the impacts on the District. MOTION: Wilson/Herzog-Landrith: In lieu of volunteers placing a flag on each Veteran grave, the District will display two large American Flags at the entrance of both the New and Old Auburn Cemeteries for the November 11th holiday, as well as offer small flags placed in receptacles at the Main Office so that families may opt to personally honor their loved one with a flag at their gravesite: Unanimously Passed.**

3. Review of the proposed Disinterment Policy and authorizations: **MOTION: Wilson/Sands to approve the Disinterment Policy with amendments: Unanimously Passed.**

4. Discussion of fee schedule for interment rights newly released (sold back to District by family) at the Old Auburn Cemetery: **Action postponed until the next Regularly Scheduled Meeting of the Board.**

G. Board Comments, Concerns, and Informational Matters: Trustees Cooney and Wilson attended the October CAPC Conference. Trustee Cooney recommended the Board to review the District's Safety Policy; Trustee Wilson suggested meeting with local mortuaries to go over policies and guest interactions, review job descriptions; and break requirements.

H. Adjournment: 12:15 PM

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

Katelan Sweeney

Katelan Sweeney
Clerk of the Board and District Manager