

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

FEBRUARY 11, 2025, REGULAR BOARD MEETING AGENDA

February 11, 2025, at 9:00 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:**
 - 1. Pledge of Allegiance
- B. **Administering of the Oath of Office for new Trustee, Lori Tompkins.**
- C. **Roll Call of The Board.**
- D. **Public Comment on Any Agenda Item** – The Board of Trustees of the Auburn Public Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public may address matters within the subject matter jurisdiction of the Board of Trustees. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.
- E. **Consent Calendar:**
 - 1. Approve Minutes for the January 14, 2025, Regular Board Meeting.
 - 2. Approve Check Registry for January 1 through January 31, 2025.
- F. **Informational Items:**
 - 1. District Manager’s Monthly Report:
 - i. General Updates
 - ii. Information and Reminders
 - iii. Special District Financial Transactions Report
 - 2. Financial Report.
- G. **Closed Session:**
 - 1. Public Employee Appointment, pursuant to Gov. Code section 54957. Position Titles: District Manager Review and Employment Contract; Administrative Assistant, and Maintenance Foreman.
- H. **Reconvene to Open Session:**
- I. **Report Any Action Taken in Closed Session:**
- J. **Board Discussion and Action Items:**
 - 1. Approval of District Manager administrative duties pertaining to bookkeeping. **Discussion/Action.**
 - 2. Approval of contract and salary for District Manager. **Discussion/Action.**

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

3. Approval of Administrative Assistant updated description and salary scale. **Discussion/Action.**
4. Approval of Maintenance Foreman description and salary scale. **Discussion/Action.**
5. Review of the nominations to fill vacant seat on LAFCO. **Discussion/Action.**

K. Board Comments, Concerns, and Informational Matters:

L. Adjournment:

The next scheduled Board of Trustees meeting will take place Tuesday, March 11, 2025, at 9:00 am.

This Agenda has been certified and posted in accordance with the Brown Act.



Katelan Sweeney
Clerk of the Board and District Manager

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at Auburn Public Cemetery District, 1040 Collins Drive, Auburn, CA 95603 or on the District's website at www.auburncemetery.com

In compliance with the Americans with Disabilities Act, the Auburn Public Cemetery District will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the District Manager at 530-885-5922 to make such a request. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.