

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 MINUTES

February 11, 2025, at 9:00 A.M.

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

- A. **Call To Order: 9:07 AM**
- B. **Administering of the Oath of Office for the new Trustee, Lori Tompkins:** District Manager, Katelan Sweeney, administered the oath with Lori Tompkins.
- C. **Roll Call of The Board:** Present were Trustees Terry Cooney, Earl Wilson, Michael Otten, Melinda Herzog-Landrith, and Lori Tompkins.
- D. **Public Comment on Any Agenda Item** – The Chair asked for Public Comment, there was no public present to address the Board.
- 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.

MOTION: Wilson/Otten to approve the consent calendar as presented: Unanimously passed.

- 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.

Report given: Trustee Wilson questioned the accuracy of the financial reporting, which will be addressed with the upcoming accounting review and plan for the District. The district manager gave a general update of the cemetery and District operations: There was concern expressed by a family regarding the timing of the front gates, updating employee compliance courses, and the official close of escrow for the Surplus Property.

- G. **Closed Session: 9:40 AM**
 - 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: 10:10 AM**
- I. **Report Any Action Taken in Closed Session:** The District Manager was asked to leave the office for the Board to conduct their review; this took place from 9:42 to 10:15, at which the manager was invited back into the office. There was then further discussion of the descriptions for the Administrative Assistant and Foreman.
- J. **Board Discussion and Action Items:**
 - 1. Approval of District Manager administrative duties pertaining to bookkeeping. **Discussion only, no action taken.**

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

2. Approval of contract and salary for District Manager. **Discussion/Action:**

**MOTION: Herzog-Landrith/Tompkins to approve District Manager monthly vehicle allowance of \$750 as discussed: Ayes, 4: Cooney, Wilson, Herzog-Landrith, and Tompkins
Nays, 1: Otten**

**MOTION: Wilson/Otten to approve Employment Contract with District Manager as presented:
Unanimously passed.**

**MOTION: Herzog-Landrith/Tompkins to approve District Manager Salary of \$95,000 as discussed:
Ayes, 4: Wilson, Otten, Herzog-Landrith, and Tompkins
Nays, 1: Cooney**

3. Approval of Administrative Assistant updated description and salary scale. **Discussion/Action:**

MOTION: Wilson/Otten to approve the description and salary as revised: Unanimously passed.

4. Approval of Maintenance Foreman description and salary scale. **Discussion/Action:**

MOTION: Otten/Wilson to approve the description and salary as presented: Unanimously passed.

5. Review of the nominations to fill vacant seat on LAFCO. **Discussion/Action:**

Trustee Earl Wilson requested to be nominated.

MOTION: Otten/Tompkins to approve his nomination: Unanimously passed.

K. Board Comments, Concerns, and Informational Matters: None to be reported.

L. Adjournment: 12:35 PM

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

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



Katelan Sweeney
Clerk of the Board and District Manager