

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

OCTOBER 8, 2024, REGULAR BOARD MEETING MINUTES

October 8, 2024, at 9:00 A.M.

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

I. Call To Order: 9:00 AM

1. Pledge of Allegiance

II. Roll Call of The Board – Present were Trustees Earl Wilson, Terry Cooney, Michael Otten, Melinda Herzog-Landrith; Not present was Trustee Marilyn Schneider. Also present was Attorney Robert Hunt and Real Estate Broker Ken Noack.

III. Public Comment on Any Agenda Item – The Chair called for Public Comment. No Public was present to address the Board.

IV. Consent Calendar

1. Approve Minutes for the September 10, 2024, Regular Board Meeting; Approve Minutes for the September 24, 2024, Special Board Meeting.
2. Approve September 1 – September 30, 2024, Check Registry.

MOTION: Cooney/Otten to Approve Consent Calendar as Presented: UNANIMOUSLY PASSED.

V. Informational Items

1. District Manager's Monthly Report:
 - i. General Updates
 - ii. Incidents/Information
2. Financial Report.

Report Given, No Action Taken.

VI. Board Discussion and Possible Action Items

1. Board to discuss recent proposal for consideration and possible approval of offer to purchase Surplus Property. **Discussion/Action.**

MOTION: Otten/Herzog-Landrith to accept purchase offer with contingency of changing from a 60-day to 45-day escrow: 4 Ayes – Wilson, Cooney, Otten, and Herzog-Landrith. UNANIMOUSLY PASSED.

MOTION: Cooney/Otten to authorize Board President Earl Wilson to sign and initial as approved by the Board, all Escrow and Transfer documents: UNANIMOUSLY PASSED.

2. Board to discuss possible crosswalk improvements at the Old Auburn Cemetery. **Discussion/Action. Discussion only, no action taken.**
3. Board to discuss the current needs of the District to fulfil the Administrative Assistant position and description, and how it applies to the MOU agreement with the Secretary/Bookkeeper position. **Discussion/Action. Discussion only, no action taken.**

VII. Board Comments, Concerns, and Informational Matters: None to report

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

VIII. **Recess to Closed Session: Board did NOT recess to closed session.**

IX. **Closed Session:**

1. Public Employee Appointment, pursuant to Gov. Code section 54957.
Position Title: District Manager


X. **Reconvene to Open Session:**

XI. **Report Any Action Taken in Closed Session: NONE, Board did not recess to closed session.**

XII. **Adjournment: 11:26 AM**

The next scheduled Board of Trustees meeting will take place Tuesday, November 12, 2024, 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.