

AUBURN CEMETERY DISTRICT
1040 COLLINS DRIVE • P.O. BOX 4357 • AUBURN, CALIFORNIA 95604
(530) 885-5922 • FAX (530) 885-5938

MINUTES OF THE REGULAR BOARD MEETING
November 14, 2023

I. ROLL CALL – Pledge of Allegiance

Board Members Present: Terry Cooney, Melinda Herzog-Landrith, Michael Otten, and Earl Wilson. Trustee Schneider was absent. Trustee Otten led those in attendance through the Pledge of Allegiance. The meeting was held in the conference room at the District office and commenced at 9:00 a.m.

II. PUBLIC COMMENT – Any person may address (5 minutes maximum) the Board of Trustees on any matter. However, the Board cannot discuss, or take any action on any item that is not on the agenda.
No public comment.

III. CONSENT CALENDAR

1. Approval of October 10, 2023 Regular Board Meeting Minutes, September 29, 2023 Special Board Meeting Minutes and August 8, 2023 Regular Board Meeting Minutes.
2. September 15th, 2023 – October 14th, 2023, Check Register
Adoption of the Appropriation Limit for Fiscal Year 2022/2023 \$2,308,396.00 Gann Initiative -Limitations of Government Appropriations

MOTION to approve Consent Calendar.
Otten/Cooney, motion approved.

IV. FINANCIAL ITEMS

I. Current Financial Report

The District's investment rate for September 2023 was 3.16%, Fiscal Year to Date 3.02%. The October 2023 burial income was 13% over budgeted figures.

V. MANAGER'S REPORT

- Manager Ehrman noted the Maintenance Staff will be attending a Safety Meeting at the Galt Arlo Cemetery District.
- The Manager noted new office lights installed by himself and staff.
- Reviewed the successful partnership with the State Theater
- Reviewed discussion between Auburn Police Dept. and the undeveloped cemetery area in the city's borders.
- Manager reviewed the new casket carrier to be ordered.
- Manager Ehrman offered to schedule with the Board a tour of facilities.

VI. TRUSTEES' QUESTIONS & COMMENTS

- Trustee Cooney the surplus property has been properly noticed and would like to know the time frame for moving forward.
- Trustee Cooney requested the time schedule for Sierra Pipe's pump house renovation.

VII. GOVERNANCE

1. CAPC Conference - *Information*
66th Annual Conference March 14-16, 2024 – San Diego

VIII. POLICY REVIEW

1. Personnel Policy – *Information/Action*

Item to be tabled until next month.

IX. UNFINISHED BUSINESS

1. Crown Castle Lease Negotiations – *Information/Action*

Item to be tabled until next month.

X. NEW BUSINESS

1. Review Secretary/Bookkeeper and Manager Job Descriptions – *Information/Action*

**MOTION to approve Job Descriptions with additional revisions for District Manager position.
Herzog-Landrith/Cooney, motion approved.**

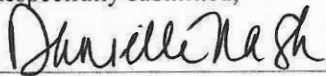
2. Personnel Recruitment – *Information/Action*

**MOTION to proceed with recruitment and salary ranges.
Herzog-Landrith/Cooney, motion approved.**

XI. ADJOURNMENT

The meeting was adjourned at 10:45 am

Respectfully submitted,



Danielle Nash
Secretary/Bookkeeper