

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

**APRIL 9, 2024, BOARD MEETING MINUTES**

Tuesday, April 9, 2024, at 9:00 A.M.

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

**1. Call To Order – 9:04 AM**

1. Pledge of Allegiance

**2. Roll Call of The Board**

Present were Trustees Earl Wilson, Michael Otten, Terry Cooney, and Melinda Herzog-Landrith.  
Not Present was Trustee Marilyn Schneider.

**3. Public Comment on Any Agenda Item –**

The Chair called for Public Comment. No Public was Present to Address the Board.

**4. Consent Calendar:**

1. Approve minutes for March 12, 2024, Regular Board Meeting.
2. Approve minutes for March 27, 2024, Special Board Meeting.
3. Approve February 15 – March 31, 2024, Check Registry.

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

**5. Manager's Report:**

1. Monthly Overview:
  - i. Incidents/Information – tree removal at Old Auburn Cemetery.
  - ii. Hiring of administrative assistant.
  - iii. West Family grave buy back.
  - iv. Memorial Day planning update.
2. Financial Report.

Report Presented. No action taken.

**6. Board Discussion and Possible Action Items:**

1. Policy Review – First five pages of Personnel Policy – Reviewed. No action taken.
2. Crown Castle Lease Negotiation Review of Lease correspondence – Information Presented. No action taken.
3. Continuing/Discontinuing Use of Deeds-Interment Rights Discussion – Discussion for need of changes to verbiage and will address at next regularly scheduled Board Meeting. No action taken.

**\*\* 10:30 AM – Melinda Herzog-Landrith exited the meeting.**

4. Discussion of Sinclair family plots and monuments; possible approval of transfer to different lot - Discussion/Possible Action.

MOTION: Wilson/Otten to allow District Manager to transfer interment rights and monuments to new lot location within New Auburn Cemetery: UNANIMOUSLY PASSED.

**7. Board Comments and Informational Matters:**

1. Discussion of Initiative 1935 and Senate Bill 135. Discussion only/No action taken.
2. CAPC Conference - *Information* - 66th Annual Conference March 14-16, 2024 – San Diego: Report and Discussion of items at Conference; Ethics and harassment courses updates from attendees at conference. Discussion only/No action taken.

**8. Recess to Closed Session as Needed**

**9. Closed Session**

**10. Reconvene to Open Session**

**11. Report Any Action Taken in Closed Session**

The Board did not recess to closed session. No action taken.

**12. ADJOURNMENT: 11:10 AM**

*These Minutes have been certified and posted in accordance with the Brown Act*



**Katelan Sweeney**  
*Clerk of the Board and District Manager*