

**Glenbrook Cemetery District**  
P.O. Box 646 12969 Bottle Rock Road  
Cobb, CA 95426  
(707) 279-4450

**BOARD OF TRUSTEES SPECIAL MEETING AGENDA**  
**April 1, 2024, 7:00 P.M., in the District Office**

**1. CALL TO ORDER –**

**ROLL CALL:**

- Stephen Barnes       Rob Bostock       VACANT       Douglas Domer
- Francis Lincoln       Bruce Ebinger-Staff       Gloria Fong-Staff

**2. APPROVAL OF AGENDA** – Consideration for items not appearing on the posted agenda, if necessary, requires the following Board action prior to consideration: (1) determination by a majority vote of the Board that an emergency situation exists (as defined in Section 54956.6 of the Brown Act); or (2) determination by a two-thirds vote of the legislative body or if less than two-thirds of the members are present, a unanimous vote of those members present, that this is a need to take immediate action and that the need for action came to the attention of the cemetery district subsequent to the agenda being posted.

**3. APPROVAL OF CONSENT ITEMS** – Consent items are expected to be routine and noncontroversial. They will be acted upon by the Board at one time without discussion. Any Board member may request that any following Consent Item be removed for later discussion.

**3a. MINUTES** - Discussion, possible approval of the March 5, 2024 Special Meeting Minutes. **(PG2)**

**3b. FINANCES** - Approval of the financial reports and fund balances YTD April 1, 2024 and operating expense checks issued for the months of March and MTD April 1, 2024. **(PG4)**

**4. TIMED ITEMS**

**4a.** 7:10 P.M. – PUBLIC INPUT

**4b.** 7:15 P.M. – CORRESPONDENCE: *None*

**4c.** 7:20 P.M. – Review of committee report from customer’s complaint / consideration for changes. Placed on agenda by committee **(PG9)**

**4d.** 7:40 P.M. – Employment agreement with Robert Stark. Placed on the agenda by Bruce Ebinger. **(PG11)**

**4e.** 7:55 P.M. – County of Lake Chapter 7 Public Auction of Tax Defaulted Properties and Objection Guidelines. Placed on the agenda by District Secretary Gloria Fong.

**5. NON TIMED ITEMS**

**5a.** Cemetery Operation Reports

**5b.** Board Member Reports

**5c.** Adjournment

REQUEST FOR DISABILITY-RELATED MODIFICATION OF ACCOMMODATION: A request for a disability-related modification or accommodation necessary to participate in the Board of Directors meeting should be made in writing to the Secretary of the Board at least 48 hours prior to the meeting.

Next meeting scheduled for June 3, 2024

Posted March 29, 2024

By/For: Gloria Fong, District Secretary

**Glenbrook Cemetery District**  
P.O. Box 646 12969 Bottle Rock Road  
Cobb, CA 95426  
(707) 279-4450

**BOARD OF TRUSTEES SPECIAL MEETING MINUTES**  
**March 5, 2024, 7:00 P.M., in the District Office**

1. *Chairperson Bostock called meeting to order at 7:06 p.m.*

**ROLL CALL:**

( ) Stephen Barnes            (x) Rob Bostock            ( ) VACANT            (x) Douglas Domer  
(x) Frank Lincoln            ( ) Bruce Ebinger-Staff    (x) Gloria Fong-Staff

2. **APPROVAL OF AGENDA** – *Domer motioned to approve agenda, seconded by Lincoln. AYES: 3. ABSENT/NOT VOTING: 2.*

3. **OATHS OF OFFICE** – *Domer administered Oaths to Rob Bostock and Frank Lincoln for 4-year terms expiring 1/1/2028.*

4. **APPROVAL OF CONSENT ITEMS** – *Domer motioned to approve consent items with finance items that are for December through February, seconded by Lincoln. AYES: 3. ABSENT/NOT VOTING: 2.*

4a. **MINUTES** - Discussion, possible approval of the December 4, 2023 Regular Meeting Minutes. **(PG3)**

4b. **FINANCES** - Approval of the financial reports and fund balances YTD December, 2024 and operating expense checks issued for the months of August, September, and MTD March 5, 2024. **(PG4)**

*The Board is informed that the April agenda will include for their consideration proposed budget for fiscal year 2024-2025*

**5. TIMED ITEMS**

5a. 7:10 P.M. – PUBLIC INPUT

5b. 7:15 P.M. – CORRESPONDENCE: *None*

5c. 7:20 P.M. – Consideration for Election of Calendar Year 2024 Officers. Placed on the agenda in accordance with Board Bylaws and General Provisions **(PG10)**

*Chairperson Bostock nominates Frank Lincoln as Chairperson, Douglas Domer as Vice Chair and Gloria Fong as District Secretary, and closed nominations. Nominations seconded by Lincoln. AYES: 3. ABSENT/NOT VOTING: 2.*

**6. NON TIMED ITEMS**

6a. **Cemetery Operation Reports**

*District Secretary will contact neighboring cemeteries to see if they are interested in assisting with the sexton side of things in the interim.*

6b. **Board Member Reports**

*Lincoln – Report of findings for complaint submitted to chairperson, who thanked him for writing up. It will be on the April agenda for the board's consideration.*

*Patrick – District Secretary Gloria Fong received phone call from him stating he will not be re-applying. Although his term ended and is vacated, she asked for written statement for District's records. The Board agreed to have Bostock contact Bruce Ebinger about serving in his place.*

*Domer – His last conversation with Harry Deffenbaugh about handling the sexton side of things ended with his not accepting because of recent surgery.*

*Bostock – Robert Stark has asked about starting the grounds maintenance side, which Doug agreed to contact Bruce about having him call Robert Stark.*

**6c.** *Domer motion to adjourn the meeting at 7:32 p.m., seconded by Bostock. All in attendance are in favor of adjournment.*

Respectfully submitted,

READ AND APPROVED:

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GLORIA FONG  
District Secretary

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FRANK LINCOLN  
Chairperson

GLENBROOK CEMETERY DISTRICT

Budget Summary

	<u>2023-2024</u>	MAR	APR	APR	UNENCUM	% OF
	<u>ADJUSTED</u>	CURR MO	CURR MO	YTD	BALANCE	BUDGET
<b><u>EXPENDITURES</u></b>						
<b><u>SERVICES &amp; SUPPLIES</u></b>						
791 12.00 COMMUNICATIONS	\$ 450.00	\$ 35.34	\$ -	\$ 311.38	\$ 138.62	69.2%
791 14.00 HOUSEHOLD EXPENSES	\$ 450.00	\$ 36.67	\$ -	\$ 273.57	\$ 176.43	60.8%
791 15.12 INSURANCE - PUBLIC LIABILITY	\$ 1,023.00	\$ -	\$ -	\$ 945.00	\$ 78.00	92.4%
791 17.00 MAINTENANCE - EQUIPMENT	\$ 500.00	\$ -	\$ -	\$ 118.81	\$ 381.19	23.8%
791 18.00 MAINTENANCE - BLDGS & IMPRV	\$ 4,840.00	\$ 320.00	\$ -	\$ 3,769.81	\$ 1,070.19	77.9%
791 20.00 MEMBERSHIPS	\$ 250.00	\$ -	\$ -	\$ 134.00	\$ 116.00	53.6%
791 22.70 OFFICE SUPPLIES	\$ 500.00	\$ -	\$ -	\$ 164.39	\$ 335.61	32.9%
791 22.71 POSTAGE	\$ 200.00	\$ 40.80	\$ -	\$ 106.80	\$ 93.20	53.4%
791 23.80 PROFESSIONAL & SPECIAL SVCS	\$ 9,375.00	\$ 600.00	\$ 200.00	\$ 8,250.00	\$ 1,125.00	88.0%
791 24.00 PUBLICATIONS & LEGAL NOTICES	\$ 100.00	\$ -	\$ -	\$ 43.91	\$ 56.09	43.9%
791 27.00 SMALL TOOLS & INSTRUMENTS	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	0.0%
791 28.30 SPECIAL DEPT. - SUPPLIES & SVCS	\$ 2,450.00	\$ 600.00	\$ -	\$ 1,865.00	\$ 585.00	76.1%
791 29.50 TRANSPORTATION & TRAVEL	\$ 3,070.00	\$ 297.00	\$ 396.00	\$ 2,079.00	\$ 991.00	67.7%
791 30.00 UTILITIES	\$ 450.00	\$ -	\$ 10.33	\$ 245.11	\$ 204.89	54.5%
791 38.00 INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 24,158.00</b>	<b>\$ 1,929.81</b>	<b>\$ 606.33</b>	<b>\$ 18,306.78</b>	<b>\$ 5,851.22</b>	<b>75.8%</b>
<b><u>OTHER</u></b>						
791 48.00 TAXES & ASSESSMENTS	\$ 347.00	\$ -	\$ -	\$ 177.00	\$ 170.00	51.0%
<b>TOTAL OTHER</b>	<b>\$ 347.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 177.00</b>	<b>\$ 170.00</b>	<b>51.0%</b>
<b><u>CAPITAL OUTLAY</u></b>						
791 61.60 BLDG & IMPR - CURR	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>TOTAL FIXED ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b><u>CONTINGENCIES</u></b>						
791 90.91 CONTINGENCIES	\$ 2,896.00	\$ -	\$ -	\$ -	\$ 2,896.00	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,401.00</b>	<b>\$ 1,929.81</b>	<b>\$ 606.33</b>	<b>\$ 18,483.78</b>	<b>\$ 8,917.22</b>	<b>67.5%</b>
<b><u>REVENUE FROM SERVICE CHARGES</u></b>						
466 6921 SERVICES - NON TAXABLE	\$ 750.00	\$ -	\$ (200.00)	\$ 11,680.00	\$ (10,930.00)	1557.3%
466 6922 SERVICES - TAXABLE	\$ -	\$ -	\$ -	\$ 1,268.50	\$ (1,268.50)	100.0%
491 7950 SERVICES - PRIOR YR	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
492 7990 OTH REVENUE - MISC	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
492 7991 OTH REVENUE - CNCL CHECK	\$ -	\$ -	\$ -	\$ 99.00	\$ (99.00)	100.0%
492 7993 OTH REVENUE - INS PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
492 8122 OPERATING TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
502 8123 OPERATING TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>NET EXPENSES</b>	<b>\$ (26,651.00)</b>	<b>\$ (1,929.81)</b>	<b>\$ (806.33)</b>	<b>\$ (5,436.28)</b>	<b>\$ (21,214.72)</b>	
<b><u>GENERAL REVENUE</u></b>						

**GLENBROOK CEMETERY DISTRICT**

**Budget Summary**

		<u>2023-2024</u>		MAR		APR		APR		UNENCUM		% OF	
		<u>ADJUSTED</u>		CURR MO		CURR MO		YTD		BALANCE		BUDGET	
411	1010	PROPERTY TAX - CURR SECURED	\$	15,910.00	\$	-	\$	-	\$	9,200.79	\$	6,709.21	57.8%
411	1015	PROP 1A, ERAF/SRAF	\$	-				\$	-	\$	-	0.0%	
411	1020	PROPERTY TAX - CURR UNSECURED	\$	300.00				\$	363.96	\$	(63.96)	121.3%	
411	1025	PROPERTY TAX - SUPP 813-CURR	\$	-				\$	65.40	\$	(65.40)	100.0%	
411	1030	PROPERTY TAX - PRIOR SECURED	\$	-				\$	-	\$	-	0.0%	
411	1035	PROPERTY TAX - SUPP 813-PRIOR	\$	-				\$	64.12	\$	(64.12)	100.0%	
411	1040	PROPERTY TAX - PRIOR UNSECURED	\$	-				\$	11.72	\$	(11.72)	100.0%	
441	4201	INTEREST	\$	300.00				\$	450.33	\$	(150.33)	150.1%	
453	5460	STATE HOPTR	\$	150.00				\$	62.15	\$	87.85	41.4%	
453	5470	STATE AID DISASTER REV LOSS BACKFILL						\$	-	\$	-	0.0%	
		<u>TOTAL GENERAL REVENUE</u>	\$	16,660.00	\$	-	\$	-	\$	10,218.47	\$	6,441.53	
		<u>NET (SHORTFALL) / +</u>	\$	<u>(9,991.00)</u>	\$	<u>(1,929.81)</u>	\$	<u>(806.33)</u>	\$	<u>4,782.19</u>	\$	<u>(14,773.19)</u>	

390	0000	NET BEGINNING YEAR (FUND BALANCE)	\$	22,691.33				\$	22,646.35			
		RESERVES (TO) / FROM	\$	(12,700.00)				\$	(12,655.00)			
		<u>OPERATING CASH BALANCE</u>		<u>0.33</u>					<u>14,773.54</u>			

**RESERVE DESIGNATIONS**

391	0100	RESERVES - GENERAL	\$	23,419.00				\$	23,419.00			
392	0500	RESERVES - CAPACITY EXPANSION	\$	41,240.00				\$	53,895.00			
392	0600	RESERVES - BUILDING	\$	6,000.00				\$	6,000.00			
		<u>TOTAL RESERVE DESIGNATIONS</u>	\$	<u>70,659.00</u>				\$	<u>83,314.00</u>			

**CASH BALANCE**

**\$ 70,659.33** **\$ 98,087.54**

**PREPAY FUND 390 - CASH BALANCE**

**\$ 17,524.20**

*BEGINNING FUND BALANCE*

**\$ 17,438.30**

441	4201	INTEREST						\$	85.90			
466	6921	SERICES - NON TAXABLE	\$	-	\$	-	\$	-				
491	7950	SERVICES - PRIOR YR	\$	-	\$	-	\$	-				
502	8123	TRANSFERS OUT						\$	-			
		<b>TOTAL</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>85.90</b>		

**ENDOWMENT FUND 394 - CASH BALANCE**

**\$ 39,680.14**

*BEGINNING FUND BALANCE*

**\$ 38,580.14**

441	4201	INTEREST						\$	-			
466	6921	SERICES - NON TAXABLE	\$	-	\$	-	\$	1,100.00				
491	7950	SERVICES - PRIOR YR	\$	-	\$	-	\$	-				
502	8123	TRANSFERS OUT						\$	-			
		<b>TOTAL</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>1,100.00</b>		

**INTEREST FUND 395 - CASH BALANCE**

**\$ 10,915.85**

*BEGINNING FUND BALANCE*

**\$ 10,655.06**

441	4201	INTEREST						\$	260.79			
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**GLENBROOK CEMETERY DISTRICT**

**Budget Summary**

	<u>2023-2024</u> <u>ADJUSTED</u>	MAR CURR MO	APR CURR MO	APR YTD	UNENCUM BALANCE	% OF BUDGET
466 6921 SERICES - NON TAXABLE		\$ -	\$ -	\$ -		
502 8123 TRANSFERS OUT				\$ -		
<b>TOTAL</b>		\$ -	\$ -	\$ 260.79		
<b><u>HEADSTONE FUND 396 - CASH BALANCE</u></b>				<b>\$ 8,875.00</b>		
<i>BEGINNING FUND BALANCE</i>				\$ 6,575.00		
441 4201 INTEREST				\$ -		
466 6991 SERICES - NON TAXABLE		\$ (500.00)	\$ -	\$ 2,300.00		
502 8123 TRANSFERS OUT		\$ -	\$ -	\$ -		
<b>TOTAL</b>		\$ (500.00)	\$ -	\$ 2,300.00		

GLENBROOK CEMETERY DISTRICT  
WARRANT LIST

MARCH 2024

<b>Warrant #</b>	<b>Amount</b>	<b>Payable to / Description</b>	<b>Exp.Code</b>	<b>Exp.Amt</b>
3564	99.00	ROB BOSTOCK STIPEND - 3/5 BOARD MTG	29.50	99.00
3565	99.00	DOUGLAS DOMER STIPEND - 3/5 BOARD MTG	29.50	99.00
3566	99.00	FRANCIS LINCOLN STIPEND - 3/5 BOARD MTG	29.50	99.00
3567	36.67	LAKE COUNTY WASTE SOLUTIONS INC WASTE DISPOSAL	14.00	36.67
3568	35.34	AT&T PHONE LINE CHARGES 2/13-3/12	12.00	35.34
3569	600.00	STREAMLINE WEBSITE HOSTING-ANNUAL SUBSCRIPTION	28.30	600.00
3570	500.00	SURVIVOR SHARE TR UTD HOBERG FAM REV LIV TR RETURN HEADSTONE DEPOSIT #295	69.91	500.00
3571	320.00	BRUCE EBINGER GROUNDS MAINT 2/16-3/15 (1 HR)	18.00	320.00
3572	640.80	GLORIA FONG ADMINISTRATIVE SVCS - MAR REIMB POSTAGE	23.80 22.71	600.00 40.80
<b>Warrant Total</b>	<b>\$2,429.81</b>			

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GLENBROOK CEMETERY DISTRICT  
WARRANT LIST

MTD APRIL 1, 2024

<b>Warrant #</b>	<b>Amount</b>	<b>Payable to / Description</b>	<b>Exp.Code</b>	<b>Exp.Amt</b>
3573	200.00	SURVIVOR SHARE TR UTD HOBERG FAM REV LIV TR RETURN HEADSTONE SETTING #295	69.21	200.00
3574	10.33	PG&E ELECTRIC CHARGES 2/14-3/14	30.00	10.33
3575	200.00	BRUCE EBINGER SEXTON 419B	23.80	200.00
3576	99.00	STEPHEN C BARNES STIPEND - 4/1 BOARD MTG	29.50	99.00
3577	99.00	ROB BOSTOCK STIPEND - 4/1 BOARD MTG	29.50	99.00
3578	99.00	DOUGLAS DOMER STIPEND - 4/1 BOARD MTG	29.50	99.00
3579	99.00	FRANCIS LINCOLN STIPEND - 4/1 BOARD MTG	29.50	99.00
<b>Warrant Total</b>	<b>\$606.33</b>			



To- Board of Directors  
Glenbrook Cemetery

From - Director Lincoln  
Director Patrick

Subject- Complaint Received from Ms Barbara Galvan

### Summary

On 5-16-23, Ms Galvan contacted Bruce Ebinger regarding the interment of her husband. Mr Ebinger met with Ms Galvan on this date to survey the cemetery and choose a plot. Ms Galvan chose plot number 44 and signed a contract to have her husband interred at Glenbrook Cemetery. Ms Galvan chose 5-23-23 as the date of the funeral.

On 5-23-23, The minister conducting the service met with Mr Ebinger in preparation for the funeral. The following concern was discussed –

Possible water in the grave

Mr Ebinger assured the minister that any water in the grave would not be an issue for the service. The minister understood the situation.

On June 6, 2023, Ms Galvan drafted a formal letter containing the following issues.

- 1. Identify the source of water in my husband's grave.*
- 2. Blackout grave sites in close proximity to my husband's, should the water table be the issue.*
- 3. Locate another site at Glenbrook for my husband's remains if needed.*
- 4. Glenbrook should not deny a family the right to be present when the casket is lowered, especially when it's part of a ceremonial ritual.*
- 5. Should Glenbrook continue to require the grave be dug the day prior to burial, for the purpose of addressing any issues, the grave needs to be inspected the day of the dig and the early the next morning.*
- 6. Develop a price list. Include digging grave site, plot, and any other associated costs, for residents and non-residents. If prices vary indicate current cost with "Subject to change"*
- 7. Transparency with the Board should be mandatory regarding issues or complaints involving a grave site or burial service.*
- 8. Bruce needs some form of sensitivity training.*
- 9. Bruce should be instructed to show respect and always remain professional either in person or on the phone with clients. There is no place for an inflated EGO when grieving families are discussing arrangements.*

*10. Any cost involving moving my husband to another site, at Glenbrook or to another cemetery will be absorbed by Glenbrook.*

*11. When a burial will be delayed due to available grave digger, possibly consider permitting a qualified family member to dig the grave. A Certificate of Insurance in the amount of the amount of \$1,000,000 naming Glenbrook as additional insurance will protect you.*

*12. Possibly consider requesting all contractors provide Glenbrook with Certificate of Insurance naming Glenbrook as additional insured. This may have protected you in the case off the contractor who didn't recognize an issue with water in my husband's grave.*

## **Investigation**

Issues 1, 2, 3, 5 and 10

At Glenbrook Cemetery expense, arrangements were made to determine if any water was present in the area of plot 44.

On June 20, 2023, Ms Galvan met with Rob Bostock (President of the Board of Directors) and Greg Clouse at the cemetery. The purpose of the meeting was to witness the excavation of the plot adjacent to plot 44 and determine if there was any water present in the ground. Mr Clause conducted the excavation. Upon completion, it was noted by all parties that no water was present in the excavated area. Therefore, moving the gravesite is unnecessary.

Issue 4

Neither the minister, nor Ms Galvan, mentioned any traditions that were to be performed. Had the traditions been mentioned, Mr Ebinger would have accommodated them.

Issue 6

Mr Ebinger reviewed the price list with Ms Galvan prior to her signing the contract. A current list of prices is maintained by Glenbrook Cemetery. The list is presented to anyone requesting it and is discussed with potential clients prior to formalizing the contract. The price list will be uploaded to the Glenbrook Cemetery website.

Issue 7

The Cemetery District has been transparent with Ms Galvin and invited her to witness both the excavation of the plot adjacent to plot 44 and to attend the meetings of the Board of Directors.

Items 8 and 9

The allegations are unsubstantiated, and no witnesses were identified. Any discussions with Mr Ebinger are personnel issues and are confidential.

Items 11 and 12

The Board has discussed the potential delay of a funeral due to the unavailability of a grave digger. This has not been an issue in the past. Additionally, the water issue was due solely to the high-water table at Glenbrook.

### **Conclusions**

The allegations raised by Ms Galvan are numerous.

Regarding issues 1, 2, 3, 5 and 10, there is no evidence that water was in the grave. Ms Galvan presented nothing to support this suspicion, and it was later proven to be false. It should be noted that an underground burial is susceptible to seepage.

Regarding issue 4, the Board agrees that the family should have the right to be present when the casket is lowered into the gravesite. Had Mr Ebinger been made aware of this request before the service, arrangements would have been made to accommodate the request.

Regarding issue 7, the Glenbrook Cemetery price list is already public and will be uploaded to the cemetery's website.

Regarding items 8 and 9, personnel issues are considered confidential and will not be discussed.

Regarding items 11 and 12, there has been no history of a burial being delayed due to the unavailability of a grave digger. Until this issue presents itself, the Board will not take any action.

\_\_\_\_\_, **INDEPENDENT EMPLOYEE CONTRACT**  
**FOR EXTRA HELP**

This agreement is entered into as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and effective as of the \_\_\_\_ day of, between the Glenbrook Cemetery District, (“the Company”) and \_\_\_\_\_, (“the Contractor”).

It is agreed that for the hourly sum of \$\_\_\_\_\_ (xxxxxxx Dollars), payable not later than the last day of the month, that will perform the following duties for the Glenbrook Cemetery District:

**District Grounds and Improvements-** Includes, but is not limited to:

Under general supervision of the cemetery manager, maintain of cemetery grounds, buildings and equipment, This may include performance of routine landscape of cemetery grounds, performance of installation, repair, and maintenance of irrigation system, maintenance of cemetery equipment and grounds tools, performance of routine and minor maintenance or repair of cemetery equipment, ensure office, restroom, and storage areas are kept clean, organized, while observing all safety rules.

Principle Tasks- Includes, but is not limited to:

Open and close burial sites and maintain landscaping. This may include planting, transplanting, fertilizing, watering, cultivating, spraying, pruning, mowing.

Operate and maintain all types of mowers and turf maintenance equipment.

Clean and perform minor repairs to District buildings and related facilities

Operate and maintain other equipment used in maintenance and beautification.

Keep tools and equipment clean and in safe working condition

Install and repair sprinkler systems

Perform variety of concrete work, including setting markers and monuments

Operate backhoe, small and large tractor, vault-mobile and a variety of hand tools for opening and closing burial sites.

Assist with installing concrete vaults

Set up lowering device, chairs and tent for funeral services

Assist in location of burial sites and layouts.

Other related work as required.

Assist with ensuring invoices are appropriate and submitted for processing.

Report all complaints and inquiries received on matters pertaining to the District.

Responsible for returning communication within 48 hours.

This Agreement shall not render the Contractor an employee of the Company for any purpose. The Contractor is and will remain an independent contractor in his/her relationship to the Company. The Company shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The Contractor shall have no claim against the Company hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

The Company may terminate this Agreement at any time by 10 working days' written notice to the Contractor. In addition, if the Contractor is convicted of any crime of offense, fails or refuses to comply with the written policies or reasonable directive of the Company, is guilty of serious misconduct in connection with performance hereunder, or materially breaches any provision of this Agreement, the Company at any time may terminate the engagement of the Contractor immediately and without prior written notice to the Contractor.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above.

GLENBROOK CEMETERY DISTRICT

"CONTRACTOR"

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_, **INDEPENDENT EMPLOYEE CONTRACT**  
**FOR CEMETERY MANAGEMENT**

This agreement is entered into as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and effective as of the day of, between the Glenbrook Cemetery District, (“the Company”) and \_\_\_\_\_, (“the Contractor”).

It is agreed that for the hourly sum of \$\_\_\_\_\_ (xxxxxx Dollars), payable not later than the last day of the month, that will perform the following duties for the Glenbrook Cemetery District:

**District Grounds and Improvements-** Includes, but is not limited to:

Supervise maintenance of cemetery grounds, buildings and equipment, This may include supervision and or performance of routine landscape of cemetery grounds, supervision and or performance of installation, repair, and maintenance of irrigation system, supervision, instruction, and operation and or maintenance of cemetery equipment and grounds tools, supervision and or performance of routine and minor maintenance or repair of cemetery equipment, ensure office, restroom, and storage areas are kept clean, organized, and in a safe manner, ensure all safety rules are observed. This may include directing and instructing extra help to assist in the maintenance. Supervise construction and beautification of cemetery grounds and facilities. This may include participation in the design and preparation of specifications for the construction of buildings and other facilities.

**Principle Tasks-** Includes, but is not limited to:

Assist families with plot selection, deeds, payments and direct them to the proper source for specific questions.

Assist with reports of the District activities for presentation and preparation of the agenda to the Board at scheduled meetings.

Assist with Meeting all federal, state and county burial regulations. This may include assisting with development, implementation and making recommendations to the Board of Trustees involving district policy and procedures.

Assist with maintaining records of plots, plot sales, burials and cremations by names, dates and other pertinent information. Assist with Filing burial certificates with the appropriate Recorder’s Office.

Assist with annual preparation of the preliminary fiscal year budget for presentation to the Board for discussion and approval. Assist with preparation and in making recommendations to the Board for the Final budget.

Keep the Board of Trustee’s informed regarding significant changes in cemetery grounds and related facilities.

Assist with biannually, making available all records and other necessary information to an independent auditor for the required biannual audit.

Attend all Regular and Special Board meetings unless otherwise excused.

Responsible for ensuring invoices are appropriate and submitted for processing.

Investigate all complaints and inquiries received on matters pertaining to the District.

Other duties as assigned

This Agreement shall not render the Contractor an employee of the Glenbrook Cemetery District for any purpose. The Contractor is and will remain an independent contractor in her relationship to the Board of Trustees of the Glenbrook Cemetery District. The Company shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The Contractor shall have no claim against the Company hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

The Company may terminate this Agreement at any time by 10 working days' written notice to the Contractor. In addition, if the Contractor is convicted of any crime of offense, fails or refuses to comply with the written policies or reasonable directive of the Company, is guilty of serious misconduct in connection with performance hereunder, or materially breaches any provision of this Agreement, the Company at any time may terminate the engagement of the Contractor immediately and without prior written notice to the Contractor.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above.

GLENBROOK CEMETERY DISTRICT

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_