

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

BOARD OF TRUSTEES SPECIAL MEETING AGENDA
August 5, 7:00 P.M., in the District Office

1. CALL TO ORDER –

ROLL CALL:

- () Stephen Barnes () Rob Bostock () Harry Deffenbaugh () Douglas Domer
() Francis Lincoln () Robert Stark-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 June 3, 2024 Regular Meeting Minutes.

4. 3b. FINANCES - Approval of the financial reports and fund balances YTD August 2, 2024 and operating expense checks issued for the months of June, July, and MTD August 2, 2024. **(PG2)**

4. TIMED ITEMS

4a. 7:10 P.M. – PUBLIC INPUT

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

4c. 7:20 P.M. – Consideration for FY 2024-25 Adopted Budget. **(PG7)**

4d. 7:30 P.M. – Consideration for Independent Employee Contract for Cemetery Management.**(PG25)**

4e. 7:35 P.M. – Biennial review of Conflict of Interest Code. **(PG30)**

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 October 7, 2024

Posted August 2, 2024

By/For: Gloria Fong, District Secretary

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

JUNE 2024

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3502	-99.00	ROB BOSTOCK CK 3502 OUTLAWED	29.50	-99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3593	99.00	STEPHEN C BARNES STIPEND - 6/3 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3594	99.00	ROB BOSTOCK STIPEND - 6/3 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3595	99.00	HARRY DEFFENBAUGH STIPEND - 6/3 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3596	99.00	DOUGLAS DOMER STIPEND - 6/3 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3597	99.00	FRANCIS LINCOLN STIPEND - 6/3 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3598	36.37	LAKE COUNTY WASTE SOLUTIONS INC WASTE DISPOSAL	14.00	36.37
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3599	34.95	AT&T PHONE LINE CHARGES 5/13-6/12	12.00	34.95
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3600	26.81	PG&E ELECTRIC CHARGES 5/15 - 6/12	30.00	35.69
		ELECTRIC CHARGES 4/16 - 5/14	30.00	27.58
		ELECTRIC CHARGES 3/15 - 4/15	30.00	-36.46

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3601	350.00	BRUCE EBINGER		
		WEEKEND 419B	23.80	200.00
		CREMATION INTERMENT 419B	23.80	150.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3602	600.00	GLORIA FONG		
		ADMINISTRATIVE SVCS - JUN	23.80	600.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3603	320.00	ROBERT STARK		
		GROUNDS MAINT	18.00	320.00

Warrant Total \$1,863.13

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

JULY 2024

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3604	973.00	GOLDEN STATE RISK MANAGEMENT AUTHORITY GL DIVIDEND	15.12	973.00
3605	200.00	BRUCE EBINGER SEXTON 419B	23.80	200.00
3606	99.00	ROB BOSTOCK STIPEND - 8/7 BOARD MTG-REPL CK 3502	29.50	99.00
3607	36.92	LAKE COUNTY WASTE SOLUTIONS INC WASTE DISPOSAL	14.00	36.92
3608	39.75	PG&E ELECTRIC CHARGES 6/13-7/15	30.00	39.75
3609	600.00	GLORIA FONG ADMINISTRATIVE SVCS - JULY	23.80	600.00
3610	320.00	ROBERT STARK GROUNDS MAINT	18.00	320.00
3611	800.00	BEE MOUA HEADSTONE DEPOSIT 213,214	69.91	800.00
3612	34.95	AT&T PHONE LINE CHARGES 6/13-7/12	12.00	34.95

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

JULY 2024

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3613	105.21	KELSEYVILLE LUMBER		
		TOP SOIL & PLANT FERTILIZATION	18.00	74.39
		TOP SOIL & PLANT FERTILIZATION	18.00	18.22
		TOP SOIL & PLANT FERTILIZATION	18.00	47.96
		RETURN	18.00	-35.36

Warrant Total \$4,008.83



GLENBROOK CEMETERY DISTRICT
WARRANT LIST

MTD AUGUST 1, 2024

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3614	99.00	STEPHEN C BARNES STIPEND - 8/5 BOARD MTG	29.50	99.00
3615	99.00	ROB BOSTOCK STIPEND - 8/5 BOARD MTG	29.50	99.00
3616	99.00	HARRY DEFFENBAUGH STIPEND - 8/5 BOARD MTG	29.50	99.00
3617	99.00	DOUGLAS DOMER STIPEND - 8/5 BOARD MTG	29.50	99.00
3618	99.00	FRANCIS LINCOLN STIPEND - 8/5 BOARD MTG	29.50	99.00
Warrant Total	\$495.00			

BOARD OF TRUSTEES, GLENBROOK CEMETERY DISTRICT

COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. 2024-25 01

A RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR 2024-2025

WHEREAS, the Adopted Budget of the Glenbrook Cemetery District has prepared and made available for public review with notice published specifying the time and place of the hearing for the purpose of adopting the Fiscal Year 2024-2025 Budget; and

WHEREAS the Board of Trustees held public hearing for discussion and consideration of Fiscal Year 2024-2025 Final Budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Glenbrook Cemetery District that:

1. The budget, as increased, modified and revised during the public hearing is hereby adopted as the Fiscal Year 2024-2025 Budget for Glenbrook Cemetery District, and includes appropriations for each of the objects and sub-objects of the expenditures listed in the Budget as amended by the Board of Trustees during public hearing and a memorandum of adopted budget delivered to the County of Lake Auditor-Controller’s Office.

2. The Fiscal Year 2024-2025 Budget Appropriations are summarized as follows:

Salaries and Benefits:	0
Services and Supplies:	28,835
Other:	270
Fixed Assets:	0
Contingencies	7,176
Reserves increase/(decrease) to	<u>3,100</u>
TOTAL	\$39,381

BE IT FURTHER RESOLVED that the Board of Trustees:

1. Has designated Secretary or Bookkeeper as having authority to approve budget transfers except from fixed assets or contingencies, pursuant to Government Code Section 29125(b).

2. Has designated Secretary or Bookkeeper as having authority to approve Inter-Fund Transfers.

3. Has required the number of two Board Trustee signatures on checks.

THIS RESOLUTION was introduced and adopted by the Board of Trustees of the Glenbrook Cemetery District on the 5th day of August, 2024 by the following vote::

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: _____

Gloria Fong, District Secretary

Signed by: _____

FRANK LINCOLN, Chairperson, Board of Trustees

COUNTY OF LAKE

MEMORANDUM

TO: Jenavive Herrington
Auditor-Controller

FROM: Glenbrook Cemetery District

Fund No: 306

SUBJECT: ADOPTED BUDGET FISCAL YEAR 2024-2025

Budget Unit: 9106

DATE: August 5, 2024

The Board of Directors of the Glenbrook Cemetery District District **DID** approve, during their public meeting on August 5, 2024, the following for ADOPTED BUDGET and for ADOPTED RESERVES/DESIGNATIONS for fiscal year 2024-2025.

Authorize Auditor-Controller to adjust Reserves/Designations as necessary: x or NO
YES

TOTAL FINANCING USES:

Total Appropriation for Budget Expenditures: (A) 36,281
(Detail by Category on Pg. 2)

Increase to Reserves/Designations: (B) 3,100
(Detail on Pg. 2)

Total Uses: 39,381

TOTAL FINANCING SOURCES:

Total Fund Balance Available as of: 6/30/2024 23,909

Total Anticipated Revenues: 7,176
(Detail on Pg. 10)

Decrease to Reserves/Designations: (B) 0
(Detail on Pg. 2)

Total Sources: 31,085

Variance: 20,809

Total ADOPTED requirements for Fiscal Year 24/25 (C) 39,381

Authorized Signature
(Chairperson of the Board **ONLY**)

Date

For additional Budget information please contact:

Danielle Dizon
Supervising Accountant-Auditor

OR

Anna Hollman
Accountant-Auditor

ADOPTED BUDGET

Budget Summary Worksheet - ADOPTED 2024-25

(Note: Category totals on this form **must** agree with category totals of budget submission. Use amounts from Recommended +/- changes made on Adopted - District's responsibility).

Total Salaries & Employee Benefits <i>(01-11 THRU 04-00)</i>	0
Total Service & Supplies <i>(10-00 THRU 38-00)</i>	28,835
Total Other <i>(42-10 THRU 48-00)</i>	270
Total Fixed Assets <i>(60-00 THRU 63-13)</i>	0
Sub-Total	29,105
Total Contingencies	7,176
TOTAL APPROPRIATION FOR BUDGET EXPENDITURES	36,281 (A)

Increases or Decreases to Reserves/Designations - ADOPTED 2024-25

Description	Balance as of 6/30/24	(B) Increase Amount	(B) Decrease Amount <i>(enter as neg)</i>	Total Budger Yr Reserves/Desgn.
Reserve:				
General	23,419			23,419
Designation:				
Equipment Repl				0
Building	6,000			6,000
Capacity Expansion	53,895	3,100		56,995
Medical Svcs/Supps				0
Other (Identify)				0

Must be completed by District for verification by Auditor

	(A)		(B)		(C)
Total	36281	+	3,100	=	39,381

Total ADOPTED Appropriation \$ 36281 (A) and total combined increase/decrease to reserves \$ 3,100 (B) constitutes the District's Total ADOPTED Budget financing requirement of \$ 39,381 (C) for Fiscal Year 2024-25.

GLENBROOK CEMETERY DISTRICT

Budget Summary

		<u>2024-2025</u>	+(-)	<u>2024-2025</u>	2023-2024
		RECOMMENDED		ADOPTED	ACTUAL
<u>EXPENDITURES</u>					
<u>SERVICES & SUPPLIES</u>					
791	12.00 COMMUNICATIONS	\$ 450.00	\$ -	\$ 450.00	\$ 416.23
791	14.00 HOUSEHOLD EXPENSES	\$ 450.00	\$ -	\$ 450.00	\$ 382.45
791	15.12 INSURANCE - PUBLIC LIABILITY	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 945.00
791	17.00 MAINTENANCE - EQUIPMENT	\$ 500.00	\$ -	\$ 500.00	\$ 136.99
791	18.00 MAINTENANCE - BLDGS & IMPRV	\$ 4,840.00	\$ -	\$ 4,840.00	\$ 5,173.16
791	20.00 MEMBERSHIPS	\$ 250.00	\$ -	\$ 250.00	\$ 134.00
791	22.70 OFFICE SUPPLIES	\$ 500.00	\$ -	\$ 500.00	\$ 164.39
791	22.71 POSTAGE	\$ 300.00	\$ -	\$ 300.00	\$ 106.80
791	23.80 PROFESSIONAL & SPECIAL SVCS	\$ 13,875.00	\$ -	\$ 13,875.00	\$ 10,400.00
791	24.00 PUBLICATIONS & LEGAL NOTICES	\$ 100.00	\$ -	\$ 100.00	\$ 91.35
791	27.00 SMALL TOOLS & INSTRUMENTS	\$ 500.00	\$ -	\$ 500.00	\$ -
791	28.30 SPECIAL DEPT. - SUPPLIES & SVCS	\$ 2,450.00	\$ -	\$ 2,450.00	\$ 1,865.00
791	29.50 TRANSPORTATION & TRAVEL	\$ 3,070.00	\$ -	\$ 3,070.00	\$ 2,475.00
791	30.00 UTILITIES	\$ 450.00	\$ -	\$ 450.00	\$ 271.92
791	38.00 INVENTORY	\$ -	\$ -	\$ -	\$ -
	<u>TOTAL SERVICES & SUPPLIES</u>	\$ 28,835.00	\$ -	\$ 28,835.00	\$ 22,562.29
<u>OTHER</u>					
791	48.00 TAXES & ASSESSMENTS	\$ 270.00	\$ -	\$ 270.00	\$ 177.00
	<u>TOTAL OTHER</u>	\$ 270.00	\$ -	\$ 270.00	\$ 177.00
<u>CAPITAL OUTLAY</u>					
791	61.60 BLDG & IMPR - CURR	\$ -	\$ -	\$ -	\$ -
	<u>TOTAL FIXED ASSETS</u>	\$ -	\$ -	\$ -	\$ -
<u>CONTINGENCIES</u>					
791	90.91 CONTINGENCIES	\$ -	\$ 7,176.00	\$ 7,176.00	\$ -
	<u>TOTAL EXPENDITURES</u>	\$ 29,105.00	\$ 7,176.00	\$ 36,281.00	\$ 22,739.29
<u>REVENUE FROM SERVICE CHARGES</u>					
466	6921 SERVICES - NON TAXABLE	\$ 750.00	\$ -	\$ 750.00	\$ 13,780.00
466	6922 SERVICES - TAXABLE	\$ -	\$ -	\$ -	\$ 1,268.50
491	7950 SERVICES - PRIOR YR	\$ -	\$ -	\$ -	\$ -
492	7990 OTH REVENUE - MISC	\$ -	\$ -	\$ -	\$ -
492	7991 OTH REVENUE - CNCL CHECK	\$ -	\$ -	\$ -	\$ 99.00

GLENBROOK CEMETERY DISTRICT

Budget Summary

		<u>2024-2025</u>	+(-)	<u>2024-2025</u>	2023-2024
		RECOMMENDED		ADOPTED	ACTUAL
492	7993 OTH REVENUE - INS PROCEEDS	\$ -	\$ -	\$ -	\$ -
492	8122 OPERATING TRANSFERS IN	\$ -	\$ -	\$ -	\$ -
502	8123 OPERATING TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -
	<u>NET EXPENSES</u>	\$ (28,355.00)		\$ (35,531.00)	\$ (7,591.79)
<u>GENERAL REVENUE</u>					
411	1010 PROPERTY TAX - CURR SECURED	\$ 15,910.00	\$ -	\$ 15,910.00	\$ 16,197.50
411	1015 PROP 1A, ERAF/SRAF	\$ -	\$ -	\$ -	\$ -
411	1020 PROPERTY TAX - CURR UNSECURED	\$ 300.00	\$ -	\$ 300.00	\$ 388.85
411	1025 PROPERTY TAX - SUPP 813-CURR	\$ -	\$ -	\$ -	\$ 194.38
411	1030 PROPERTY TAX - PRIOR SECURED	\$ -	\$ -	\$ -	\$ -
411	1035 PROPERTY TAX - SUPP 813-PRIOR	\$ -	\$ -	\$ -	\$ 90.25
411	1040 PROPERTY TAX - PRIOR UNSECURED	\$ -	\$ -	\$ -	\$ 20.57
441	4201 INTEREST	\$ 300.00	\$ -	\$ 300.00	\$ 2,555.90
453	5460 STATE HOPTR	\$ 150.00	\$ -	\$ 150.00	\$ 124.30
453	5470 STATE AID DISASTER REV LOSS BACKFILL				\$ -
	<u>TOTAL GENERAL REVENUE</u>	\$ 16,660.00		\$ 16,660.00	\$ 19,571.75
	<u>NET (SHORTFALL) / +</u>	\$ (11,695.00)		\$ (18,871.00)	\$ 11,979.96
390	0000 NET BEGINNING YEAR (FUND BALANCE)	\$ 14,795.00	\$ 7,176.31	\$ 21,971.31	\$ 22,646.35
	RESERVES (TO) / FROM	\$ (3,100.00)	\$ -	\$ (3,100.00)	\$ (12,655.00)
	<u>OPERATING CASH BALANCE</u>	0.00		0.31	\$ 21,971.31
<u>RESERVE DESIGNATIONS</u>					
391	0100 RESERVES - GENERAL	\$ 23,419.00	\$ -	\$ 23,419.00	\$ 23,419.00
392	0500 RESERVES - CAPACITY EXPANSION	\$ 56,995.00	\$ -	\$ 56,995.00	\$ 53,895.00
392	0600 RESERVES - BUILDING	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00
	<u>TOTAL RESERVE DESIGNATIONS</u>	\$ 86,414.00	\$ -	\$ 86,414.00	\$ 83,314.00
	CASH BALANCE	\$ 86,414.00		\$ 86,414.31	\$ 105,285.31
	<u>PREPAY FUND 390 - CASH BALANCE</u>				\$ 17,901.25
	<u>BEGINNING FUND BALANCE</u>			\$ 17,901.25	\$ 17,438.30
441	4201 INTEREST				\$ 462.95
466	6921 SERVICES - NON TAXABLE				\$ -
491	7950 SERVICES - PRIOR YR				\$ -
502	8123 TRANSFERS OUT				\$ -

GLENBROOK CEMETERY DISTRICT

Budget Summary

	<u>2024-2025</u> RECOMMENDED	+(-)	<u>2024-2025</u> ADOPTED	2023-2024 ACTUAL
TOTAL				\$ 462.95
 <u>ENDOWMENT FUND 394 - CASH BALANCE</u>				
<i>BEGINNING FUND BALANCE</i>			\$ 40,280.14	\$ 38,580.14
441 4201 INTEREST				\$ -
466 6921 SERICES - NON TAXABLE				\$ 1,700.00
491 7950 SERVICES - PRIOR YR				\$ -
502 8123 TRANSFERS OUT				\$ -
TOTAL				\$ 1,700.00
 <u>INTEREST FUND 395 - CASH BALANCE</u>				
<i>BEGINNING FUND BALANCE</i>			\$ 12,177.69	\$ 10,655.06
441 4201 INTEREST				\$ 1,522.63
466 6921 SERICES - NON TAXABLE				\$ -
502 8123 TRANSFERS OUT				\$ -
TOTAL				\$ 1,522.63
 <u>HEADSTONE FUND 396 - CASH BALANCE</u>				
<i>BEGINNING FUND BALANCE</i>			\$ 9,375.00	\$ 6,575.00
441 4201 INTEREST				\$ -
466 6991 SERICES - NON TAXABLE				\$ 2,800.00
502 8123 TRANSFERS OUT				\$ -
TOTAL				\$ 2,800.00

RECOMMENDED BUDGET

Budget Summary Worksheet - RECOMMENDED 2024-25

(Note: Category totals on this form must agree with category totals of budget submission - District's responsibility).

Total Salaries & Employee Benefits	<u>0</u>
Total Service & Supplies	<u>28,835</u>
Total Other	<u>270</u>
Total Fixed Assets	<u>0</u>
Sub-Total (must equal Grand Total Expenses pg 8)	<u>29,105</u>
Total Contingencies	<u> </u>
TOTAL APPROPRIATION FOR BUDGET EXPENDITURES	<u>29,105</u> (A)

Increases or Decreases to Reserves/Designations - RECOMMENDED 2024-25

Description	*Balance as of 5/9/24 <small>(*Use latest Balance Sheet Data)</small>	(B) Increase Amount	(B) Decrease Amount <small>(enter as neg)</small>	Total Budger Yr Reserves/Desgn.
Reserve:				
General	<u>23,419</u>	<u> </u>	<u> </u>	<u>23,419</u>
Designation:				
General/Unreserved	<u> </u>	<u> </u>	<u> </u>	<u>0</u>
Equipment Repl	<u> </u>	<u> </u>	<u> </u>	<u>0</u>
Building	<u>6,000</u>	<u> </u>	<u> </u>	<u>6,000</u>
Capacity Expansion	<u>53,895</u>	<u>3,100</u>	<u> </u>	<u>56,995</u>
Medical Svcs/Supps	<u> </u>	<u> </u>	<u> </u>	<u>0</u>
Other (Identify)	<u> </u>	<u> </u>	<u> </u>	<u>0</u>

Must be completed by District for verification by Auditor

Total	<u>(A)</u> <u>29105</u>	+	<u>(B)</u> <u>3,100</u>	=	<u>(C)</u> <u>32,205</u>
-------	----------------------------	---	----------------------------	---	-----------------------------

Total RECOMMENDED Appropriation \$ 29,105 (A) and total combined increase/decrease to reserves \$ 3,100 (B) constitutes the District's Total RECOMMENDED Budget financing requirement of \$ 32,205 (C) for Fiscal Year 2024-25.

13.00 Food

14.00 Household Expense

_____450

15.10 Insurance-Other

15.12 Insurance-Public Liability

_____1,100

15.13 Fire & Comprehensive

17.00 Maintenance-Equipment

_____500

18.00 Maintenance-Buildings & Imprvmnts

_____4,840

19.40 Medical Supplies

20.00 Memberships

_____250

22.70 Office Expense-Supplies

_____500

22.71 Office Expense-Postage 300

22.72 Office Expense-Book & Periodicals

23.80 Professional & Specialized Services 13,875

24.00 Publications & Legal Notices 100

25.00 Rents & Leases-Equipment

26.00 Rents & Leases-Buildings & Improv

27.00 Small Tools & Instruments 500

28.30 Special Departmental-Supplies & Services 2,450

28.48 Special Departmental-Ambulance Expense

29.50 Transportation & Travel

3,070

30.00 Utilities

450

38.00 Inventory Items

TOTAL SERVICES AND SUPPLIES

\$ 28,835

OTHER

42.10 Principal & Interest-Notes & Loans

42.11 Principal & Interest-Advances

47.00 Rights of Way

48.00 Taxes & Assessments

270

52.10 Other Charges-Contrib. to Non-Co Gov Agen

53.50 Resource Management

TOTAL OTHER

\$ 270

FIXED ASSETS

MUST LIST ALL FIXED ASSETS *IN DETAIL* BY ITEM AND DOLLAR AMOUNT

60.00 Land

61.60 Buildings & Improvements-Current

61.69 Buildings & Improvements-Prior

62.71 Equipment-Office

62.72 Equipment-Autos & Light Trucks

62.73 Equipment-Shop

62.74 Equipment-Other

62.76 Equipment-Fire Hose

62.79 Equipment-Prior Years

63.04 Const. in Progress-Water Sys

63.13 Const. in Progress-Bldg & Imp

TOTAL FIXED ASSETS

\$ 0

GRAND TOTAL EXPENSES

\$ 29,105



JOB - OPENING



WE ARE LOOKING FOR

**The Glenbrook Cemetery District is seeking a
Sexton/Cemetery Manager.**

**The position is part time with the total hours
dependent upon demand for the cemetery's services.**

The pay is \$20 an hour.

**The duties include, but are not limited to, the
supervision of cemetery grounds, buildings, and
equipment.**

**Additional duties include family assistance, to include
plot selection and maintenance of records.**

**If interested, please forward a Letter of Interest
addressed to -**

**Board of Trustees
Glenbrook Cemetery District
PO Box 646
Cobb, California 95426**

The letter shall include -

**Qualifications
Past Experience
At least 3 personal (non-family) references**

_____, **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: _____

18 July 2024

Board of Directors
Glenbrook Cemetery District
P.O. Box 646
Cobb, CA 95426

Dear Directors and Mr. Lincoln:

I am applying for your position of Sexton and attach my CV for your review. I have lived on Cobb for 25 years and was on the Grand Jury panel that reviewed the County's cemeteries two terms ago, so I am somewhat familiar with Glenbrook. Although I retired last year, I want still to be productive and believe that your needs and my abilities would be a good match. Although never specifically employed as a therapist, I have filled the role of crisis/grief counselor at all of my jobs.

My references are:

1. Jim Cyr (Kelseyville)
2. Christina Morehead (Cobb)
3. David Peters (Cobb)

Thank you for your consideration.

Sincerely,



Beverly Benedict Hill

CURRICULUM VITAE

Beverly Benedict Hill

Education

Vassar College, Poughkeepsie, NY, BA, Biology, 1964

Mills College, Oakland, CA, MA, Psychology, 1983

University of San Francisco, San Francisco, CA, MLS, 1984

Employment

Administrative Assistant, Johns Hopkins Hospital, Baltimore, MD
1964-66

Intake Clerk, Tulane Medical Center, New Orleans, LA
1966-68

Medical Editor, Dept. of Surgery, UC Medical Center, San Francisco
1968-1984

Litigation Assistant, Munger Tolles & Olson, San Francisco, CA
1984-86

Litigation Paralegal, Steinberg & Emery, Santa Rosa, CA
1986-89

Senior Litigation Paralegal, Abbey, Weitzenberg, Santa Rosa, CA
1989-2018

Adoption Coordinator, SPCA of Lake County (Part-time), Kelseyville, CA
2001-16

Legal Assistant, JC Chrisp Law Firm, Clearlake, CA
2018-2023

Volunteer Activities

Lake County Fire Safe Council

California Highway Patrol

Lake County Civil Grand Jury (7 terms)

Lake County Animal Control Advisory Board

Lake County Suicide Fatality Review Committee



COUNTY OF LAKE

Office of the County Clerk/Auditor-Controller

Courthouse-255 North Forbes Street

Lakeport, CA 95453

Telephone (707) 263-2311

FAX (707) 263-2310

Email: countyclerk@lakecountyca.gov

<<PG30>>

Jenavive Herrington

County Clerk/Auditor-Controller

Ref. No 24L-181

June 3, 2024

Glenbrook Cemetery District

P.O. Box 646

Cobb, CA 95426

Dear Agency,

The Political Reform Act requires every local government agency to review its Conflict of Interest code biennially.

Enclosed please find a copy of the following documents from the Fair Political Practices Commission:

Your agency's current Conflict of Interest code

2024 Local Agency Biennial Notice.

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

Please review these documents and the Conflict of Interest Code for your agency. If amendments to the code are necessary, please notify us by marking the appropriate box on the Biennial Notice. The amended code must then be approved by your Board Members and forwarded to the Auditor-Controller's Office within 90 days. Upon reviewing the amended Conflict of Interest Code, it will be forwarded to the Board of Supervisors for approval. Please note, the amended code will not be effective until it has been approved by the Board of Supervisors.

If no amendments are required please indicate by marking the box "No amendment is required." Please return this form to the Auditor-Controller's office no later than October 1, 2024.

The Fair Political Practices Commission (FPPC) offers free advice by phone at (866) ASK-FPPC or by email at advice@fppc.ca.gov. More information is also available on the FPPC's website at www.fppc.ca.gov.

Please do not hesitate to contact me at (707) 263-2311 if you have any questions.

Thank you.

Jenavive Herrington

County Clerk/Auditor-Controller

By: Kristopher Allen

Deputy County Clerk

FAIR POLITICAL PRACTICES COMMISSION

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By July 1, 2024: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By October 1, 2024: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in *more than one county* and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

Lake County Clerk
255 N. Forbes St.
Lakeport, CA 95453

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



Conflict of Interest Code EXHIBIT A

Entity: Cemetery District

Agency: Glenbrook Cemetery District

Position	Disclosure Category	Files With
Director	DIST-01,02,03,04	County of Lake

Total: 1



Disclosure Descriptions

EXHIBIT B

Entity: Cemetery District
Agency: Glenbrook Cemetery District

Disclosure Category	Disclosure Description
DIST-01,02,03,04	Positions designated to be in this category shall disclose as follows: (a) All income, investments, interests, and business positions in any business entity which does now or is likely to do business within the District. Positions in this category shall disclose interests in real property or interests (or business positions) in any business, which owns real property, if the property is located within the District or within two miles of its boundaries, and disclose all income and investment interests, and business positions in any business entity or source of income which are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District for which the designated employee is Manager, Director, or Employee. Positions in this category shall also disclose all income and investment interests, and business positions in any business entity or source of income which does business with the District or has done business with the District during the two years prior to the time a statement is required to be filed hereunder which manufacture or sell supplies, books, machinery, or equipment of the type utilized by the District in which the designated employee is Director, Manager or an employee.



List of Positions with Filer Names

Last Name	First Name	Middle Name	Position	Start Date
Cemetery District				
Glenbrook Cemetery District				
Barnes	Stephen	C.	Director	03/22/2016
Bostock	Rob	S.	Director	05/27/2008
Domer	Douglas		Director	02/06/2018
Lincoln	Francis		Director	09/14/2021
Patrick	Eric		Director	04/04/2022

Agency Total: 5