

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

**BOARD OF TRUSTEES AGENDA**  
**December 4, 2023, 7:00 P.M., in the District Office**

**1. CALL TO ORDER –**

**ROLL CALL:**

- ( ) Stephen Barnes            ( ) Rob Bostock            ( ) Eric Patrick            ( ) 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 October 2, 2023 Regular Meeting Minutes. **(PG2)**

**3b. FINANCES** - Approval of the financial reports and fund balances YTD December 2, 2023 and operating expense checks issued for the months of August, September, and MTD December 2, 2023. **(PG4)**

**4. TIMED ITEMS**

**4a.** 7:10 P.M. – PUBLIC INPUT

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

**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 February 5, 2024

Posted December 1, 2023

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 MINUTES**  
**October 2, 2023, 7:00 P.M., in the District Office**

1. *Chairperson Bostock called meeting to order at 7:00 p.m.*

**ROLL CALL:**

(x) Stephen Barnes      (x) Rob Bostock      ( ) Eric Patrick      (x) Douglas Domer  
(x) Francis Lincoln      (x) Bruce Ebinger-Staff      (x) Gloria Fong-Staff

2. **APPROVAL OF AGENDA** – *Domer motioned to approve agenda, seconded by Lincoln. AYES: 4. ABSENT/NOT VOTING: 1.*

3. **APPROVAL OF CONSENT ITEMS** – *Domer motioned to approve agenda, seconded by Lincoln. AYES: 4. ABSENT/NOT VOTING: 1*

3a. MINUTES - Discussion, possible approval of the August 7, 2023 Regular Meeting Minutes. **(PG2)**

3b. FINANCES - Approval of the financial reports and fund balances YTD October 2, 2023 and operating expense checks issued for the months of August, September, and MTD October 2, 2023. **(PG4)**

3c. RESOLUTION 2023-24-01 – Correct amounts due to error in calculation for total services & supplies from \$24,635 to \$24,235 and total contingencies from \$2,496 to \$2,896 **(PG10)**

4. **TIMED ITEMS**

4a. 7:10 P.M. – PUBLIC INPUT

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

4c. 7:20 P.M. – Consideration for appointment of committee to review customer concerns and provide recommendations. Placed on the agenda by Chairman Rob Bostock. **(PG16)**

*Chairman Bostock appointed Trustees Patrick and Lincoln as chair.*

4d. 7:40 P.M. – Consideration for purchase of single lawn crypts. Placed on the agenda by District Sexton Bruce Ebinger. **(PG17)**

*Sexton Ebinger informed the Trustees pick up and delivery is available but doesn't know the cost. He was asked to find out so he may have in event there's need to purchase liner from Kelseyville Cemetery. Domer motioned to approve purchase of 3, seconded by Lincoln. AYES: 4. ABSENT/NOT VOTING: 1.*

5. **NON TIMED ITEMS**

5a. Cemetery Operation Reports

No report.

5b. Board Member Reports

Barnes – *He thanked Trustees and two grandsons of Trustee Lincoln for participation for placement of flags*

Domer – *No activity to report.*

Lincoln – *No activity other than flag detail to report.*

Bostock – *No activity to report.*

**5c.** *Domer motion to adjourn the meeting at 8:20 p.m., seconded by Lincoln. 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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ROB BOSTOCK  
Chairperson

**GLENBROOK CEMETERY DISTRICT**

Budget Summary

	<u>2023-2024</u>	OCT	NOV	DEC	DEC	UNENCUM	% OF
	<u>ADOPTED</u>	CURR MO	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	\$ 65.92	\$ 37.21	\$ -	\$ 170.57	\$ 279.43	37.9%
791 14.00 HOUSEHOLD EXPENSES	\$ 450.00	\$ -	\$ -	\$ -	\$ 143.02	\$ 306.98	31.8%
791 15.12 INSURANCE - PUBLIC LIABILITY	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 945.00	\$ 155.00	85.9%
791 17.00 MAINTENANCE - EQUIPMENT	\$ 500.00	\$ 10.38	\$ 18.89	\$ -	\$ 118.81	\$ 381.19	23.8%
791 18.00 MAINTENANCE - BLDGS & IMPRV	\$ 4,840.00	\$ 417.51	\$ 957.68	\$ -	\$ 2,489.81	\$ 2,350.19	51.4%
791 20.00 MEMBERSHIPS	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.0%
791 22.70 OFFICE SUPPLIES	\$ 500.00	\$ -	\$ -	\$ -	\$ 162.49	\$ 337.51	32.5%
791 22.71 POSTAGE	\$ 200.00	\$ -	\$ -	\$ -	\$ 66.00	\$ 134.00	33.0%
791 23.80 PROFESSIONAL & SPECIAL SVCS	\$ 9,375.00	\$ 3,715.00	\$ 600.00	\$ -	\$ 6,915.00	\$ 2,460.00	73.8%
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	\$ -	\$ -	\$ -	\$ -	\$ 2,450.00	0.0%
791 29.50 TRANSPORTATION & TRAVEL	\$ 3,070.00	\$ 693.00	\$ -	\$ 495.00	\$ 1,683.00	\$ 1,387.00	54.8%
791 30.00 UTILITIES	\$ 450.00	\$ 14.83	\$ 31.49	\$ -	\$ 198.25	\$ 251.75	44.1%
791 38.00 INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b><u>TOTAL SERVICES &amp; SUPPLIES</u></b>	<b>\$ 24,235.00</b>	<b>\$ 4,916.64</b>	<b>\$ 1,645.27</b>	<b>\$ 495.00</b>	<b>\$ 12,935.86</b>	<b>\$ 11,299.14</b>	<b>53.4%</b>
<b><u>OTHER</u></b>							
791 48.00 TAXES & ASSESSMENTS	\$ 270.00	\$ -	\$ -	\$ -	\$ -	\$ 270.00	0.0%
<b><u>TOTAL OTHER</u></b>	<b>\$ 270.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 270.00</b>	<b>0.0%</b>
<b><u>CAPITAL OUTLAY</u></b>							
791 61.60 BLDG & IMPR - CURR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b><u>TOTAL FIXED ASSETS</u></b>	<b>\$ -</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><u>TOTAL EXPENDITURES</u></b>	<b>\$ 27,401.00</b>	<b>\$ 4,916.64</b>	<b>\$ 1,645.27</b>	<b>\$ 495.00</b>	<b>\$ 12,935.86</b>	<b>\$ 14,465.14</b>	<b>47.2%</b>
<b><u>REVENUE FROM SERVICE CHARGES</u></b>							
466 6921 SERVICES - NON TAXABLE	\$ 750.00	\$ -	\$ -	\$ -	\$ 5,400.00	\$ (4,650.00)	720.0%
466 6922 SERVICES - TAXABLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
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><u>NET EXPENSES</u></b>	<b>\$ (26,651.00)</b>	<b>\$ (4,916.64)</b>	<b>\$ (1,645.27)</b>	<b>\$ (495.00)</b>	<b>\$ (7,436.86)</b>	<b>\$ (19,214.14)</b>	
<b><u>GENERAL REVENUE</u></b>							
411 1010 PROPERTY TAX - CURR SECURED	\$ 15,910.00	\$ -	\$ -	\$ -	\$ -	\$ 15,910.00	0.0%
411 1015 PROP 1A, ERAF/SRAF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
411 1020 PROPERTY TAX - CURR UNSECURED	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.0%
411 1025 PROPERTY TAX - SUPP 813-CURR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
411 1030 PROPERTY TAX - PRIOR SECURED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
411 1035 PROPERTY TAX - SUPP 813-PRIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

**GLENBROOK CEMETERY DISTRICT**

**Budget Summary**

		<u>2023-2024</u>	OCT	NOV	DEC	DEC	UNENCUM	% OF
		<u>ADOPTED</u>	CURR MO	CURR MO	CURR MO	YTD	BALANCE	BUDGET
411	1040	PROPERTY TAX - PRIOR UNSECURED	\$ -			\$ -	\$ -	0.0%
441	4201	INTEREST	\$ 300.00			\$ -	\$ 300.00	0.0%
453	5460	STATE HOPTR	\$ 150.00			\$ -	\$ 150.00	0.0%
453	5470	STATE AID DISASTER REV LOSS BACKFILL				\$ -	\$ -	0.0%
		<u>TOTAL GENERAL REVENUE</u>	\$ 16,660.00	\$ -	\$ -	\$ -	\$ 16,660.00	
		<u>NET (SHORTFALL) / +</u>	\$ (9,991.00)	\$ (4,916.64)	\$ (1,645.27)	\$ (495.00)	\$ (7,436.86)	\$ (2,554.14)

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>2,554.49</u>		

**RESERVE DESIGNATIONS**

391	0100	RESERVES - GENERAL	\$ 23,419.00			\$ 23,419.00		
392	0500	RESERVES - CAPACITY EXPANSION	\$ 53,940.00			\$ 53,895.00		
392	0600	RESERVES - BUILDING	\$ 6,000.00			\$ 6,000.00		
		<u>TOTAL RESERVE DESIGNATIONS</u>	<u>\$ 83,359.00</u>			<u>\$ 83,314.00</u>		

**CASH BALANCE** **\$ 83,359.33** **\$ 85,868.49**

**PREPAY FUND 390 - CASH BALANCE** **\$ 17,438.30**

		<u>BEGINNING FUND BALANCE</u>				\$ 17,438.30		
441	4201	INTEREST				\$ -		
466	6921	SERVICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ -		
491	7950	SERVICES - PRIOR YR	\$ -	\$ -	\$ -	\$ -		
502	8123	TRANSFERS OUT				\$ -		
		<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

**ENDOWMENT FUND 394 - CASH BALANCE** **\$ 39,280.14**

		<u>BEGINNING FUND BALANCE</u>				\$ 38,580.14		
441	4201	INTEREST				\$ -		
466	6921	SERVICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ 700.00		
491	7950	SERVICES - PRIOR YR	\$ -	\$ -	\$ -	\$ -		
502	8123	TRANSFERS OUT				\$ -		
		<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700.00</b>		

**INTEREST FUND 395 - CASH BALANCE** **\$ 10,655.06**

		<u>BEGINNING FUND BALANCE</u>				\$ 10,655.06		
441	4201	INTEREST				\$ -		
466	6921	SERVICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ -		
502	8123	TRANSFERS OUT				\$ -		
		<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

**HEADSTONE FUND 396 - CASH BALANCE** **\$ 8,475.00**

		<u>BEGINNING FUND BALANCE</u>				\$ 6,575.00		
441	4201	INTEREST				\$ -		
466	6991	SERVICES - NON TAXABLE	\$ (500.00)	\$ 800.00	\$ -	\$ 1,900.00		
502	8123	TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -		
		<b>TOTAL</b>	<b>\$ (500.00)</b>	<b>\$ 800.00</b>	<b>\$ -</b>	<b>\$ 1,900.00</b>		

GLENBROOK CEMETERY DISTRICT  
WARRANT LIST

OCTOBER 2023

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3517	500.00	SARA MAY HEADSTONE DEPOSIT 141	69.91	500.00
3518	32.99	AT&T PHONE LINE CHARGES 8/13-9/12	12.00	32.99
3519	550.00	BRUCE EBINGER CREMATION INTERMENT 147TL SEXTON 147TL WEEKEND 147TL	23.80 23.80 23.80	150.00 200.00 200.00
3520	99.00	STEPHEN C BARNES STIPEND - 10/2 BOARD MTG	29.50	99.00
3521	99.00	ROB BOSTOCK STIPEND - 10/2 BOARD MTG	29.50	99.00
3522	99.00	DOUGLAS DOMER STIPEND - 10/2 BOARD MTG	29.50	99.00
3523	99.00	FRANCIS LINCOLN STIPEND - 10/2 BOARD MTG	29.50	99.00
3524	99.00	ERIC PATRICK STIPEND - 10/2 BOARD MTG	29.50	99.00
3525	1,265.00	CORDEIRO VAULT COMPANY INC LAWN CRYPTS (3)	23.80	1,265.00

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GLENBROOK CEMETERY DISTRICT  
WARRANT LIST

<<PG7>>

OCTOBER 2023

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3526	99.00	FRANCIS LINCOLN REPL CK 3449 STIPEND - 2/6 BOARD MTG	29.50	99.00
3527	99.00	ERIC PATRICK REPL CK 3430 STIPEND - 12/5 BOARD MTG	29.50	99.00
3528	32.93	AT&T PHONE LINE CHARGES 9/13-10/12	12.00	32.93
3529	14.83	PG&E ELECTRIC CHARGES 9/15 - 10/16	30.00	14.83
3530	97.51	KELSEYVILLE LUMBER HEADSTONE RE-AFFIXING TOOL LANDSCAPING SUPPLIES	18.00 18.00	17.15 80.36
3531	1,630.38	BRUCE EBINGER GROUNDS MAINT - 9/16 - 10/15 (21.75 hrs) REIMB EQUIPMENT FUEL HEADSTONE SETTING 84 SEXTON 122 LOWERING 122 SEXTON 27 LOWERING 27 SEXTON 458TL CREMATION INTERMENT 458TL WEEKEND 458TL	18.00 17.00 23.80 23.80 23.80 23.80 23.80 23.80 23.80	320.00 10.38 100.00 200.00 125.00 200.00 125.00 200.00 150.00 200.00
3532	600.00	GLORIA FONG ADMINISTRATIVE SVCS - OCT	23.80	600.00

Warrant Total \$4,916.64

GLENBROOK CEMETERY DISTRICT  
WARRANT LIST

<<PG8>>

NOVEMBER 2023

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3533	37.21	AT&T PHONE LINE CHARGES 10/13-11/12	12.00	37.21
3534	31.49	PG&E ELECTRIC CHARGES 10/16 - 11/13	30.00	31.49
3535	69.20	KELSEYVILLE LUMBER LANDSCAPING SUPPLIES	18.00	69.20
3536	568.48	JAK DRILLING & PUMP WELL PUMP REPAIR	18.00	568.48
3537	338.89	BRUCE EBINGER GROUNDS MAINT - 10/16 - 11/15 (49.25 hrs) REIMB EQUIPMENT FUEL REIMB EQUIPMENT FUEL	18.00 17.00 17.00	320.00 9.28 9.61
3538		VOID		
3539	800.00	ESTHER OERTEL HEADSTONE DEPOSIT #91	69.91	800.00
3540	600.00	GLORIA FONG ADMINISTRATIVE SVCS - NOV	23.80	600.00

**Warrant Total \$1,645.27**



GLENBROOK CEMETERY DISTRICT  
WARRANT LIST

<<PG9>>

MTD DECEMBER 4, 2023

<b>Warrant #</b>	<b>Amount</b>	<b>Payable to / Description</b>	<b>Exp.Code</b>	<b>Exp.Amt</b>
3541	99.00	STEPHEN C BARNES STIPEND - 12/4 BOARD MTG	29.50	99.00
3542	99.00	ROB BOSTOCK STIPEND - 12/4 BOARD MTG	29.50	99.00
3543	99.00	DOUGLAS DOMER STIPEND - 12/4 BOARD MTG	29.50	99.00
3544	99.00	FRANCIS LINCOLN STIPEND - 12/4 BOARD MTG	29.50	99.00
3545	99.00	ERIC PATRICK STIPEND - 12/4 BOARD MTG	29.50	99.00
<b>Warrant Total</b>	<b>\$495.00</b>			

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