

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

BOARD OF TRUSTEES AGENDA
April 3, 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 February 6, 2023 Regular Meeting Minutes. **(PG3)**

3b. FINANCES - Approval of the financial reports and fund balances YTD April 3, 2023 and operating expense checks issued for the months of February, March, and MTD April 3, 2023. **(PG5)**

4. TIMED ITEMS

4a. 7:10 P.M. – PUBLIC INPUT

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

4c. 7:20 P.M. – Consideration for request of upright marker 24” (w) x 18” (h) x 3” (d). Placed on the agenda by Sexton Bruce Anderson at the request of the Cha Family. **(PG11)**

4d. 7:25 P.M. – Consideration for Recommended Fiscal Year 2023-2024 Budget. Placed on the agenda by District Secretary Gloria Fong. **(PG15)**

4e. 7:35 P.M. – Consideration for Resolution No. 2022-23-02, A Resolution Appropriating Contingencies for cost of website hosting. Placed on the agenda by District Secretary Gloria Fong. **(PG26)**

4f. 7:40 P.M. – Consideration for Resolution No. 2022-23-03, A Resolution Appropriating Contingencies for cost of cement liners. Placed on the agenda by District Secretary Gloria Fong. **(PG27)**

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 5, 2023

Posted March 31, 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 MEETING MINUTES
February 6, 2023, 7:00 P.M., in the District Office

1. **CALL TO ORDER** – *Chairperson Bostock called meeting to order at 7:00 p.m.*

ROLL CALL:

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

Chairperson Bostock recognized members of the Grand Jury, Barbara, Jim and Evelyn, who are in attendance to observe.

2. **APPROVAL OF AGENDA** – *Domer motion to approve agenda, seconded by Patrick. AYES: 5. ABSENT/NOT VOTING: 0.*

3. **APPROVAL OF CONSENT ITEMS** – *Domer motion to consent items, seconded by Barnes. AYES: 5. ABSENT/NOT VOTING: 0.*

3a. **MINUTES** - Discussion, possible approval of the December 5, 2022 Regular Meeting Minutes. **(PG2)**

3b. **FINANCES** - Approval of the financial reports and fund balances YTD February 6, 2023 and operating expense checks issued for the months of December, January, and MTD February 6, 2023. **(PG4)**

4. **TIMED ITEMS**

4a. 7:10 P.M. – PUBLIC INPUT

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

4c. 7:20 P.M. – Consideration for Election of Calendar Year 2022 Officers. Placed on the agenda in accordance with Board Bylaws and General Provisions. **(PG11)**

Bostock relinquished gavel to nominate Gloria as secretary. Bostock rescinded nomination and motion all current officers remain in place as they are, which are Bostock as Chairperson, Barnes as Vice Chairperson and Gloria as secretary, seconded by Domer. AYES: 5. ABSENT/NOT VOTING: 0.

4d. 7:25 P.M. – Consideration for the addition to cemetery rules and regulations of days (Memorial Day, 4th of July and Veteran’s Day) Glenbrook Cemetery District sets flag out. Placed on the agenda at the requestion of the Board. **(PG16)**

Domer motion to continue to set flags as volunteer effort and not have in rules and regulation, seconded by Patrick. AYES: 5. ABSENT/NOT VOTING: 0.

4e. 7:35 P.M. – Consideration for Streamline website services for amount not to exceed \$50 per month. Placed on the agenda by District Secretary Gloria Fong. **(PG19)**

Patrick motion to approve and go with Streamline, seconded by Domer. AYES: 5. ABSENT/NOT VOTING: 0.

5. **NON TIMED ITEMS**

5a. **Cemetery Operation Reports**

District Secretary Fong reports on behalf of Sexton Ebinger that there have been no services since last meeting.

District Secretary Fong responded to Grand Jury member Evelyn's question about whether District has a credit card, which there has been no need to have. Most purchases have been made on account District has with Kelseyville Lumber.

District Secretary Fong informed the Board that she answered basic questions such as names of the Board, how vacancies are filled, # of burials, most famous person buried, The Grand Jury Grand Jury has chosen to look into cemetery districts this year and they include Lower Lake, Kelseyville, Upper Lake and Hartley.

5b. Board Member Reports

Lincoln – He is happy to assist with posting agenda and asked about plaque in front. It was dedicated to Tom who did so much in making improvements for the cemetery and was taken early from bad lung situation.

Barnes – He reminded about getting together at the April meeting to schedule time for setting flags in May.

Domer – He has no activity to report.

Patrick – He recognized past Board Member Harry Deffenbaugh who noticed flag out front needed replacement that he and Board Member Lincoln put up.

Bostock – He has no activity to report.

The Board answered additional Grand Jury questions; 1) There are about 300 buried and a lot of veterans; 2) Other notables are the Hoberg's that date back to original resort from 1880's, Marianne Anderson where here headstone was in meadow just before Little Red School House just before being moved because it was being vandalized. She married gentleman with last name of Cobb. Gene Bates' service was attended by 250 in attendance, who was past fire chief and grounds person.

5c. *Domer motion to adjourn the meeting at 7:40 p.m., seconded by Patrick. All in attendance are in favor of adjournment.*

Respectfully submitted,

READ AND APPROVED:

GLORIA FONG
District Secretary

ROB BOSTOCK
Chairperson

GLENBROOK CEMETERY DISTRICT

Budget Summary

									<u>2022-2023</u>	
		<u>2022-2023</u>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>APR</i>	<i>UNENCUM</i>	<i>% OF</i>	<u>EST. ACTUAL</u>	
		<u>ADOPTED</u>	<i>CURR MO</i>	<i>CURR MO</i>	<i>CURR MO</i>	<i>YTD</i>	<i>BALANCE</i>	<i>BUDGET</i>		
<u>EXPENDITURES</u>										
<u>SERVICES & SUPPLIES</u>										
791	12.00	COMMUNICATIONS	\$ 400.00	\$ 33.38	\$ 33.38	\$ -	\$ 300.36	\$ 99.64	75.1%	\$ 400.50
791	14.00	HOUSEHOLD EXPENSES	\$ 400.00	\$ 33.12	\$ 33.12	\$ -	\$ 296.77	\$ 103.23	74.2%	\$ 396.13
791	15.12	INSURANCE - PUBLIC LIABILITY	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 938.00	\$ 162.00	85.3%	\$ 938.00
791	17.00	MAINTENANCE - EQUIPMENT	\$ 500.00	\$ -	\$ -	\$ -	\$ 82.19	\$ 417.81	16.4%	\$ 328.76
791	18.00	MAINTENANCE - BLDGS & IMPRV	\$ 4,840.00	\$ 320.00	\$ 320.00	\$ -	\$ 3,094.20	\$ 1,745.80	63.9%	\$ 4,106.00
791	20.00	MEMBERSHIPS	\$ 150.00	\$ -	\$ -	\$ -	\$ 134.00	\$ 16.00	89.3%	\$ 134.00
791	22.70	OFFICE SUPPLIES	\$ 300.00	\$ 2.99	\$ -	\$ -	\$ 83.17	\$ 216.83	27.7%	\$ 110.89
791	22.71	POSTAGE	\$ 200.00	\$ 37.80	\$ 7.50	\$ -	\$ 90.94	\$ 109.06	45.5%	\$ 181.88
791	23.80	PROFESSIONAL & SPECIAL SVCS	\$ 13,375.00	\$ 2,575.00	\$ (24.00)	\$ -	\$ 8,950.00	\$ 4,425.00	66.9%	\$ 13,175.00
791	24.00	PUBLICATIONS & LEGAL NOTICES	\$ 100.00	\$ -	\$ -	\$ -	\$ 40.28	\$ 59.72	40.3%	\$ 40.28
791	27.00	SMALL TOOLS & INSTRUMENTS	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	0.0%	\$ 100.00
791	28.30	SPECIAL DEPT. - SUPPLIES & SVCS	\$ -	\$ -	\$ 1,224.00	\$ -	\$ 1,224.00	\$ (1,224.00)	100.0%	\$ 1,500.00
791	29.50	TRANSPORTATION & TRAVEL	\$ 3,070.00	\$ 495.00	\$ -	\$ 495.00	\$ 2,376.00	\$ 694.00	77.4%	\$ 2,871.00
791	30.00	UTILITIES	\$ 400.00	\$ 15.54	\$ -	\$ -	\$ 218.49	\$ 181.51	54.6%	\$ 450.00
791	38.00	INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
		TOTAL SERVICES & SUPPLIES	\$ 25,335.00	\$ 3,512.83	\$ 1,594.00	\$ 495.00	\$ 17,828.40	\$ 7,506.60	70.4%	\$ 24,732.44
<u>OTHER</u>										
791	48.00	TAXES & ASSESSMENTS	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.0%	\$ -
		TOTAL OTHER	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.0%	\$ -
<u>CAPITAL OUTLAY</u>										
791	61.60	BLDG & IMPR - CURR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
		TOTAL FIXED ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
<u>CONTINGENCIES</u>										
791	90.91	CONTINGENCIES	\$ 6,139.00	\$ -	\$ -	\$ -	\$ -	\$ 6,139.00	0.0%	\$ -
		TOTAL EXPENDITURES	\$ 31,574.00	\$ 3,512.83	\$ 1,594.00	\$ 495.00	\$ 17,828.40	\$ 13,745.60	56.5%	\$ 24,732.44
<u>REVENUE FROM SERVICE CHARGES</u>										
466	6921	SERVICES - NON TAXABLE	\$ 750.00	\$ -	\$ -	\$ -	\$ 7,790.00	\$ (7,040.00)	1038.7%	\$ 7,790.00
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
492	7993	OTH REVENUE - INS PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
492	8122	OPERATING TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
502	8123	OPERATING TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
		NET EXPENSES	\$ (30,824.00)	\$ (3,512.83)	\$ (1,594.00)	\$ (495.00)	\$ (10,038.40)	\$ (20,785.60)		\$ (16,942.44)
<u>GENERAL REVENUE</u>										
411	1010	PROPERTY TAX - CURR SECURED	\$ 15,910.00	\$ -	\$ -	\$ -	\$ 8,621.95	\$ 7,288.05	54.2%	\$ 15,729.56
411	1015	PROP 1A, ERAF/SRAF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
411	1020	PROPERTY TAX - CURR UNSECURED	\$ 300.00	\$ 0.96	\$ -	\$ -	\$ 333.84	\$ (33.84)	111.3%	\$ 333.84
411	1025	PROPERTY TAX - SUPP 813-CURR	\$ -	\$ -	\$ -	\$ -	\$ 110.11	\$ (110.11)	100.0%	\$ 110.11
411	1030	PROPERTY TAX - PRIOR SECURED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
411	1035	PROPERTY TAX - SUPP 813-PRIOR	\$ -	\$ 1.66	\$ -	\$ -	\$ 50.02	\$ (50.02)	100.0%	\$ 50.02
411	1040	PROPERTY TAX - PRIOR UNSECURED	\$ -	\$ 1.37	\$ -	\$ -	\$ 8.62	\$ (8.62)	100.0%	\$ 8.62
441	4201	INTEREST	\$ 300.00	\$ -	\$ -	\$ -	\$ 321.54	\$ (21.54)	107.2%	\$ 321.54
453	5460	STATE HOPTR	\$ 150.00	\$ -	\$ -	\$ -	\$ 62.77	\$ 87.23	41.8%	\$ 125.54

GLENBROOK CEMETERY DISTRICT
Budget Summary

		<u>2022-2023</u>	FEB	MAR	APR	APR	UNENCUM	% OF	<u>2022-2023</u>
		<u>ADOPTED</u>	CURR MO	CURR MO	CURR MO	YTD	BALANCE	BUDGET	<u>EST. ACTUAL</u>
453	5470 STATE AID DISASTER REV LOSS BACKF					\$ -	\$ -	0.0%	\$ -
	<u>TOTAL GENERAL REVENUE</u>	\$ 16,660.00	\$ 3.99	\$ -	\$ -	\$ 9,508.85	\$ 7,151.15		\$ 16,679.23
	<u>NET (SHORTFALL) / +</u>	<u>\$ (14,164.00)</u>	<u>\$ (3,508.84)</u>	<u>\$ (1,594.00)</u>	<u>\$ (495.00)</u>	<u>\$ (529.55)</u>	<u>\$ (13,634.45)</u>		<u>\$ (263.21)</u>
390	0000 NET BEGINNING YEAR (FUND BALANCE	\$ 26,864.00				\$ 28,110.73			\$ 28,110.73
	RESERVES (TO) / FROM	\$ (12,700.00)				\$ (13,947.00)			\$ (13,947.00)
	<u>OPERATING CASH BALANCE</u>	<u>0.00</u>				<u>13,634.18</u>			<u>\$ 13,900.52</u>
 <u>RESERVE DESIGNATIONS</u>									
391	0100 RESERVES - GENERAL	\$ 23,419.00				\$ 23,419.00			\$ 23,419.00
392	0500 RESERVES - CAPACITY EXPANSION	\$ 41,240.00				\$ 41,240.00			\$ 41,240.00
392	0600 RESERVES - BUILDING	\$ 6,000.00				\$ 6,000.00			\$ 6,000.00
	<u>TOTAL RESERVE DESIGNATIONS</u>	<u>\$ 70,659.00</u>				<u>\$ 70,659.00</u>			<u>\$ 70,659.00</u>
	 <u>CASH BALANCE</u>	 <u>\$ 70,659.00</u>				 <u>\$ 84,293.18</u>			 <u>\$ 70,395.79</u>
	 <u>PREPAY FUND 390 - CASH BALANCE</u>					 <u>\$ 17,323.32</u>			
	BEGINNING FUND BALANCE					\$ 17,259.68			
441	4201 INTEREST					\$ 63.64			
466	6921 SERVICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ -	\$ -			
491	7950 SERVICES - PRIOR YR	\$ -	\$ -	\$ -	\$ -	\$ -			
502	8123 TRANSFERS OUT					\$ -			
	<u>TOTAL</u>		\$ -	\$ -	\$ -	\$ 63.64			
	 <u>ENDOWMENT FUND 394 - CASH BALANCE</u>					 <u>\$ 37,980.14</u>			
	BEGINNING FUND BALANCE					\$ 36,730.14			
441	4201 INTEREST					\$ -			
466	6921 SERVICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ -	\$ 1,250.00			
491	7950 SERVICES - PRIOR YR	\$ -	\$ -	\$ -	\$ -	\$ -			
502	8123 TRANSFERS OUT					\$ -			
	<u>TOTAL</u>		\$ -	\$ -	\$ -	\$ 1,250.00			
	 <u>INTEREST FUND 395 - CASH BALANCE</u>					 <u>\$ 10,304.88</u>			
	BEGINNING FUND BALANCE					\$ 10,114.40			
441	4201 INTEREST					\$ 190.48			
466	6921 SERVICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ -	\$ -			
502	8123 TRANSFERS OUT					\$ -			
	<u>TOTAL</u>		\$ -	\$ -	\$ -	\$ 190.48			
	 <u>HEADSTONE FUND 396 - CASH BALANCE</u>					 <u>\$ 4,275.00</u>			
	BEGINNING FUND BALANCE					\$ 3,475.00			
441	4201 INTEREST					\$ -			
466	6991 SERVICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ -	\$ 800.00			
502	8123 TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -	\$ -			
	<u>TOTAL</u>		\$ -	\$ -	\$ -	\$ 800.00			

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3446	99.00	STEPHEN C BARNES STIPEND - 2/6 BOARD MTG	29.50	99.00
3447	99.00	ROB BOSTOCK STIPEND - 2/6 BOARD MTG	29.50	99.00
3448	99.00	DOUGLAS DOMER STIPEND - 2/6 BOARD MTG	29.50	99.00
3449	99.00	FRANCIS LINCOLN STIPEND - 2/6 BOARD MTG	29.50	99.00
3450	99.00	ERIC PATRICK STIPEND - 2/6 BOARD MTG	29.50	99.00
3451	33.12	SOUTH LAKE REFUSE COMPANY WASTE DISPOSAL	14.00	33.12
3452		VOID		
3453	15.54	PG&E ELECTRIC CHARGES 1/13 - 2/13 ELECTRIC CHARGES 12/15 - 1/12 (credit) ELECTRIC CHARGES 12/15 - 1/12(correct)	30.00 30.00 30.00	16.22 -15.38 14.70
3454	320.00	BRUCE EBINGER GROUNDS MAINT - 1/16 - 2/15 (14.25 HRS)	18.00	320.00

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

<<PG8>>

FEBRUARY 2023

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3455	640.79	GLORIA FONG		
		ADMINISTRATIVE SVCS - FEB	23.80	600.00
		REIMB OFFICE SUPPLIES (FORM 1099s)	22.70	2.99
		REIMB POSTAGE (3 BOOKS)	22.71	37.80

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3456	1,975.00	PNP CPA		
		FY 2021, 2022 AUDIT INITIAL DEPOSIT	23.81	1,975.00

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3457	33.38	AT&T		
		PHONE LINE CHARGES 1/13-2/12	12.00	33.38

Warrant Total \$3,512.83

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3458	33.12	SOUTH LAKE REFUSE COMPANY WASTE DISPOSAL	14.00	33.12
3459	33.38	AT&T PHONE LINE CHARGES 2/13-3/12	12.00	33.38
3460	320.00	BRUCE EBINGER GROUNDS MAINT 2/16-3/15 (ZERO HRS-INCLEMENT WEATHER)	18.00	320.00
3461	607.50	GLORIA FONG ADMINISTRATIVE SVCS - MAR REIMB POSTAGE (CERTIFIED RETURN RECEIPT)	23.80 22.71	600.00 7.50
3462	600.00	STREAMLINE WEBSITE HOSTING-ANNUAL SUBSCRIPTION	28.30	600.00
3414	0.00	CORDEIRO VAULT COMPANY INC LAWN CRYPTS (2)-EXP CODE CORRECTION LAWN CRYPTS (2)	23.80 28.30	-624.00 624.00

Warrant Total \$1,594.00

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3463	99.00	STEPHEN C BARNES STIPEND - 4/3 BOARD MTG	29.50	99.00
3464	99.00	ROB BOSTOCK STIPEND - 4/3 BOARD MTG	29.50	99.00
3465	99.00	DOUGLAS DOMER STIPEND - 4/3 BOARD MTG	29.50	99.00
3466	99.00	FRANCIS LINCOLN STIPEND - 4/3 BOARD MTG	29.50	99.00
3467	99.00	ERIC PATRICK STIPEND - 4/3 BOARD MTG	29.50	99.00
Warrant Total	\$495.00			

March 7, 2023

The Cha Family
Bee Moua (Cha)
9432 Canmoor Cir
Elk Grove, CA 95758
916-501-3052
b33nt12ia@gmail.com

Glenbrook Cobb Cemetery
Attn: Board of Governance
12969 Bottle Rock Rd
Kelseyville, CA 95451

Re: Yang Cha

Dear Glenbrook Cobb Cemetery Board Members,

My name is Bee Moua (Cha); I am the eldest of my father's sons. My father, Yang Cha, was recently laid to rest at Glenbrook Cobbs. I am writing today in regards to his marker with hopes to persuade the Board to provide an exception for an upright headstone.

We were advised by Bruce Ebinger, the Sexton of Glenbrook, that the Board decided long ago to only permit low-profile headstones for the grounds. We respect that decision and had chosen a 24x18 marker with a humble design. We submitted our design to a local mortuary and worked with Lynda. Unfortunately, she returned a drawing that was much to be desired. Though I put no blame on Lynda; if anything, she was abundantly helpful. We learned from her that laser etching on flat markers would not stand against time and weather; therefore, sandblasting is best for flats. Even learning this, the family has opted for detail. It was then suggested than an upright headstone is preferred for the detail we desire.

The design is humble and not very complex though we like to maintain the likeness of the flute and deer as much as possible. My father was a master flute musician, and he adored nature during his lifetime. I have included in this letter a sample of our design along with Lynda's drawing as seen with sandblasting. Because of the sandblasting, it is losing the detail that we wished for. I hope you understand our concerns, and will allow us to have an upright headstone in memory of our father. Thank you.

Regards,

Bee Moua Cha

P.S. – I like to recognize Bruce Ebinger as an outstanding person. He has been nothing but helpful to me and my family. He has been open-minded, understanding, and respectful to the needs of our unique culture. Thank you very much, Bruce.

Hi Gloria:

In preparation for the April 3rd Brd Mtg, and so this can be placed on the agenda, I am forwarding this letter images (3 attachments total) from the family of Yang Song Cha, Plots 213, 214, regarding the headstone dimensions (specifically), being requested by the family, vs our standard flatter headstones. I will go ahead and present this to the board on behalf of the family at the April board mtg.

Thanx

Bruce

Sent from [Mail](#) for Windows

From: [Bee Moua](#)

Sent: Tuesday, March 7, 2023 4:16 PM

To: [Bruce Ebinger](#)

Cc: [Bee Moua](#)

Subject: Letter to Glenbrook Board of Governors

Hi Bruce,

Attached is the letter to the Board, along with the sample drawing we designed, and the returned draft from

Thank you very much Bruce for submitting this on our behalf. If there are any questions, please feel free to c

Bee Moua Cha

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87 KB



3

Yang Song Cha “Tooj Phiab Tsab”

September 16, 1947
September 18, 2022



March 26, 2023

To: Board of Trustees, Glenbrook Cemetery District
From: Gloria Fong, District Secretary
Subject: Recommended Fiscal Year 2023-2024 Budget

For the Board's consideration is the attached corresponding subject item to Auditor Controller's Office, with following summarized amounts.

Attached is:

- 10-page Recommended Budget FY 2023-2024 transmittal to the County Auditor Controller. Please note there are no budget to the trust accounts fund 390, 394, 395 and 396, as these are not typically budgeted accounts, and are displayed to show their current balances.
- 2-page Budget Summary (see page 5 of the agenda packet). This is intended for use in providing current year estimated actual.

Expenditure Highlights for 2023-2024 Recommended (pg1 of 3-page Budget Summary): 2023-2024 amounts are same as 2022-2023 adopted with following adjustments.

- Acct 791.23.80 Professional & Specialized Services: Decreased \$4,000 over current year 2022-2023 adopted for cost in bi-annual audit.
- Acct 791.28.30 Specialized Departmental – Supplies & Services: This is expense account is used to replenish vault/liner. 2023-2024 is adjusted for this cost and also for the annual website hosting cost.
- Acct 791.90.91 Contingencies: 2023-2024 decreased compared to 2022-2023. This amount is dependent upon this fiscal year's ending operating cash balance. It will be higher if \$13,900 operating cash balance turns out to be higher or less if lower.

Revenue Highlights:

- All revenue from service charges and general are estimated as same as this fiscal year's adopted.

COUNTY OF LAKE

MEMORANDUM

TO: Jenavive Herrington
Auditor-Controller

FROM: Glenbrook Cemetery District

SUBJECT: RECOMMENDED BUDGET FISCAL YEAR 2023-2024

DATE: April 3, 2023

The Board of Directors of the Glenbrook Cemetery District District **DID** approve, during their public meeting on April 3, 2023, the following for RECOMMENDED BUDGET and for RECOMMENDED RESERVES/DESIGNATIONS for fiscal year 2023-2024.

Total Appropriation for Budget Expenditures: (A) 28910

Authorize Auditor-Controller to adjust Reserves/Designations as necessary

YES or X
NO

Increase to Reserves/Designations:

Reserve:

General 0

Designation:

Equipment Replacement 0

Building 0

Capacity Expansion 2,400

Medical Services & Supplies 0

Other (Identify) 0

Total Reserves/Designations (page 2): (B) 2,400

Total recommended requirements for Fiscal Year 23/24 (C) 31,310

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

Date

For additional Budget information please contact:

Marcy Harrison
Chief Deputy Auditor-Controller

Jenavive Herrington
Auditor-Controller

RECOMMENDED BUDGET

Budget Summary Worksheet - RECOMMENDED 2023-24

(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>22835</u>
Total Other	<u>100</u>
Total Fixed Assets	<u>0</u>
Sub-Total	<u>22935</u>
Total Contingencies	<u>5975</u>
TOTAL APPROPRIATION FOR BUDGET EXPENDITURES	<u>28910</u> (A)

Increases or Decreases to Reserves/Designations - RECOMMENDED 2023-24

Description	Balance as of 6/30/23 <small>(*Use latest Balance Sheet Data)</small>	(B) Increase Amount	(B) Decrease Amount	Total Budger Yr Reserves/Desgn.
Reserve:				
General	<u>23,419</u>	<u>0</u>	<u>0</u>	<u>23,419</u>
Designation:				
Equipment Repl	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Building	<u>6,000</u>	<u>0</u>	<u>0</u>	<u>6,000</u>
Capacity Expansion	<u>41,240</u>	<u>2,400</u>	<u>0</u>	<u>43,640</u>
Medical Svcs/Supps	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other (Identify)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Must be completed by District for verification by Auditor

Total	<u>(A) 28910</u>	+	<u>(B) 2,400</u>	=	<u>(C) 31,310</u>
Total RECOMMENDED Appropriation \$	<u>28910</u>				(A) and total combined increase/
decrease to reserves \$	<u>2,400</u>				(B) constitutes the District's Total RECOMMENDED
Budget financing requirment of \$	<u>31,310</u>				(C) for Fiscal Year 2023-24.

SALARIES AND EMPLOYEE BENEFITS

1.11 Salaries & Wages-Permanent	_____
1.12 Salaries & Wages-Temporary	_____
1.13 Salaries & Wages-Overtime, Holiday, Stby	_____
1.14 Salaries & Wages-Other, Term	_____
2.21 Retirement Contributions-FICA	_____
2.22 Retirement Contributions-PERS	_____
2.23 Retirement Contributions-Co Paid Employee Con	_____
2.28 Retirement Contributions-Deferred Comp	_____
3.30 Insurance-Health/Life	_____
3.31 Insurance-Unemployment	_____
3.32 Insurance-Opt Out	_____
3.39 Insurance-State Disability	_____
4.00 Worker's Compensation	_____

TOTAL SALARIES AND EMPLOYEE BENEFITS \$ **0**

SERVICE AND SUPPLIES

11.00 Clothing & Personal Supplies	_____

12.00 Communications	_____ 400

14.00 Household Expense	400

15.10 Insurance-Other	

15.12 Insurance-Public Liability	1100

15.13 Fire & Comprehensive	

17.00 Maintenance-Equipment	500

18.00 Maintenance-Buildings & Imprvmnts	4840

19.40 Medical Supplies	

20.00 Memberships	150

22.70 Office Expense-Supplies	300

22.71 Office Expense-Postage	<u>200</u>

22.72 Office Expense-Book & Periodicals	<u> </u>

23.64 Valley Fire-Services & Supplies	<u> </u>

23.80 Professional & Specialized Services	<u>9375</u>

24.00 Publications & Legal Notices	<u>100</u>

25.00 Rents & Leases-Equipment	<u> </u>

26.00 Rents & Leases-Buildings & Improv	<u> </u>

27.00 Small Tools & Instruments	<u>500</u>

28.30 Special Departmental-Supplies & Services	<u>1500</u>

28.48 Special Departmental-Ambulance Expense _____

29.50 Transportation & Travel 3070

30.00 Utilities 400

38.00 Inventory Items _____

TOTAL SERVICES AND SUPPLIES \$ 22835

OTHER

42.10 Principal & Interest-Notes & Loans _____

47.00 Rights of Way _____

48.00 Taxes & Assessments 100

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

TOTAL OTHER \$ 100

FIXED ASSETS

PLEASE 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

TOTAL FIXED ASSETS

\$ 0

GRAND TOTAL EXPENSES

\$ 22935

BOARD OF TRUSTEES, GLENBROOK CEMETERY DISTRICT
COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. 2022-23 02

**A RESOLUTION APPROPRIATING CONTINGENCIES
FOR COST OF WEBSITE HOSTING**

WHEREAS, GOVERNMENT CODE 29125, provides that transfers and revisions from contingencies may be available for specific appropriation by a four-fifths vote of the Board at a regular or special meeting of which all members have had reasonable notice; and,

WHEREAS, the Board of Trustees of Glenbrook Cemetery District was presented and approved at its February 6, 2023 meeting Streamline for website hosting.

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

Decrease 306-9106-791.90-91 Contingencies \$600

Increase 306-9106-791.28-30 Special Dept Supplies & Services \$600

THIS RESOLUTION was introduced and adopted by the Board of Trustees of the Glenbrook Cemetery District on the 3rd day of April, 2023 by the following vote::

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: _____

Gloria Fong, District Secretary

Signed by: _____

ROB BOSTOCK, Chairperson, Board of Trustees

BOARD OF TRUSTEES, GLENBROOK CEMETERY DISTRICT
COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. 2022-23 03

**A RESOLUTION APPROPRIATING CONTINGENCIES
FOR COST OF CEMENT LINERS**

WHEREAS, GOVERNMENT CODE 29125, provides that transfers and revisions from contingencies may be available for specific appropriation by a four-fifths vote of the Board at a regular or special meeting of which all members have had reasonable notice; and,

WHEREAS, the Glenbrook Cemetery District maintains an inventory and makes available for resale cement liners.

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

Decrease 306-9106-791.90-91 Contingencies \$624

Increase 306-9106-791.28-30 Special Dept Supplies & Services \$624

THIS RESOLUTION was introduced and adopted by the Board of Trustees of the Glenbrook Cemetery District on the 3rd day of April, 2023 by the following vote::

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: _____

Gloria Fong, District Secretary

Signed by: _____

ROB BOSTOCK, Chairperson, Board of Trustees