

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

BOARD OF TRUSTEES AGENDA
February 6, 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 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)**

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 request of the Board. **(PG16)**

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)**

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.

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BOARD OF TRUSTEES MINUTES
December 5, 2022, 7:00 P.M., in the District Office

1. **CALL TO ORDER** – Chairperson Bostock called meeting to order at 7:12 p.m.

ROLL CALL: all present

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

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

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

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

3b. **FINANCES** - Approval of the financial reports and fund balances YTD December 5, 2022 and operating expense checks issued for the months of October, November, and MTD December 5, 2022. **(PG4)**

4. **TIMED ITEMS**

4a. 7:10 P.M. – PUBLIC INPUT: *None*

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

5. **NON TIMED ITEMS**

5a. Cemetery Operation Reports:

Sexton Bruce Ebinger received from member of Grand Jury a message for return call. The member had some inquiries about the cemetery. He passed the member’s contact information to District Secretary to return the call.

During a service around Veteran’s Day, it was noticed that the flags were not out.

District Secretary informed the Board that a resolution recognizing cemetery services over realized revenue and appropriation to expense will be presented at February meeting.

5b. Board Member Reports

Domer – District Secretary answered his question about funds that aren’t used by end of year are carried over into the next fiscal year, either budgeted into reserves or used to submit balanced budget to County Auditor-Controller’s Office.

Patrick – He suggested Veteran’s Day be added as one of days flags are set out.

Barnes – He also noticed they missed setting flags out on Veteran’s Day.

Lincoln – He assisted with the posting of the agenda for this meeting and was thanked by District Secretary Fong.

Bostock – He noticed that our cemetery is one that has green grass and thanked Sexton Ebinger for this. He requested that the Board decide upon days and length of flags be set. District Secretary Fong suggested adding this to the cemetery rules and regulations and it be the same length time for all holidays (Memorial Day, 4th of July and Veterans Day), which will be

presented on February agenda for action, as well as heater because existing doesn't warm entire room.

5c. *Domer motion to adjourn the meeting at 7:37 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

		<i>DEC</i>		<i>JAN</i>		<i>FEB</i>		<i>FEB</i>		<i>UNENCUM</i>		<i>% OF</i>
		<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	\$ 32.92	\$	33.38	\$	-	\$	233.60	\$	166.40	58.4%
791	14.00	HOUSEHOLD EXPENSES	\$ 33.46	\$	32.96	\$	-	\$	230.53	\$	169.47	57.6%
791	15.12	INSURANCE - PUBLIC LIABILITY	\$ -	\$	-	\$	-	\$	938.00	\$	162.00	85.3%
791	17.00	MAINTENANCE - EQUIPMENT	\$ 8.84	\$	-	\$	-	\$	82.19	\$	417.81	16.4%
791	18.00	MAINTENANCE - BLDGS & IMPRV	\$ 718.84	\$	320.00	\$	-	\$	2,454.20	\$	2,385.80	50.7%
791	20.00	MEMBERSHIPS	\$ 34.00	\$	100.00	\$	-	\$	134.00	\$	16.00	89.3%
791	22.70	OFFICE SUPPLIES	\$ -	\$	-	\$	-	\$	80.18	\$	219.82	26.7%
791	22.71	POSTAGE	\$ -	\$	-	\$	-	\$	45.64	\$	154.36	22.8%
791	23.80	PROFESSIONAL & SPECIAL SVCS	\$ 600.00	\$	600.00	\$	-	\$	6,399.00	\$	6,976.00	47.8%
791	24.00	PUBLICATIONS & LEGAL NOTICES	\$ -	\$	-	\$	-	\$	40.28	\$	59.72	40.3%
791	27.00	SMALL TOOLS & INSTRUMENTS	\$ -	\$	-	\$	-	\$	-	\$	500.00	0.0%
791	28.30	SPECIAL DEPT. - SUPPLIES & SVCS	\$ -	\$	-	\$	-	\$	-	\$	-	0.0%
791	29.50	TRANSPORTATION & TRAVEL	\$ 495.00	\$	-	\$	495.00	\$	1,881.00	\$	1,189.00	61.3%
791	30.00	UTILITIES	\$ 11.32	\$	15.38	\$	-	\$	202.95	\$	197.05	50.7%
791	38.00	INVENTORY	\$ -	\$	-	\$	-	\$	-	\$	-	0.0%
		<u>TOTAL SERVICES & SUPPLIES</u>	<u>\$ 1,934.38</u>	<u>\$</u>	<u>1,101.72</u>	<u>\$</u>	<u>495.00</u>	<u>\$</u>	<u>12,721.57</u>	<u>\$</u>	<u>12,613.43</u>	<u>50.2%</u>
<u>OTHER</u>												
791	48.00	TAXES & ASSESSMENTS	\$ -	\$	-	\$	-	\$	-	\$	100.00	0.0%
		<u>TOTAL OTHER</u>	<u>\$ -</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>100.00</u>	<u>0.0%</u>
<u>CAPITAL OUTLAY</u>												
791	61.60	BLDG & IMPR - CURR	\$ -	\$	-	\$	-	\$	-	\$	-	0.0%
		<u>TOTAL FIXED ASSETS</u>	<u>\$ -</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>0.0%</u>
<u>CONTINGENCIES</u>												
791	90.91	CONTINGENCIES	\$ -	\$	-	\$	-	\$	-	\$	6,139.00	0.0%
		<u>TOTAL EXPENDITURES</u>	<u>\$ 1,934.38</u>	<u>\$</u>	<u>1,101.72</u>	<u>\$</u>	<u>495.00</u>	<u>\$</u>	<u>12,721.57</u>	<u>\$</u>	<u>18,852.43</u>	<u>40.3%</u>
<u>REVENUE FROM SERVICE CHARGES</u>												
466	6921	SERVICES - NON TAXABLE	\$ -	\$	-	\$	(800.00)	\$	6,990.00	\$	(6,240.00)	932.0%
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	\$ -	\$	-	\$	-	\$	-	\$	-	0.0%
492	7993	OTH REVENUE - INS PROCEEDS	\$ -	\$	-	\$	-	\$	-	\$	-	0.0%
492	8122	OPERATING TRANSFERS IN	\$ -	\$	-	\$	-	\$	-	\$	-	0.0%
502	8123	OPERATING TRANSFERS OUT	\$ -	\$	-	\$	-	\$	-	\$	-	0.0%
		<u>NET EXPENSES</u>	<u>\$ (1,934.38)</u>	<u>\$</u>	<u>(1,101.72)</u>	<u>\$</u>	<u>(1,295.00)</u>	<u>\$</u>	<u>(5,731.57)</u>	<u>\$</u>	<u>(25,092.43)</u>	
<u>GENERAL REVENUE</u>												
411	1010	PROPERTY TAX - CURR SECURED	\$ 8,419.08	\$	201.93	\$	-	\$	8,621.01	\$	7,288.99	54.2%

GLENBROOK CEMETERY DISTRICT

Budget Summary

		DEC CURR MO		JAN CURR MO		FEB CURR MO		FEB YTD		UNENCUM BALANCE		% OF BUDGET
411	1015 PROP 1A, ERAF/SRAF							\$ -		\$ -		0.0%
411	1020 PROPERTY TAX - CURR UNSECURED	\$ 7.75						\$ 332.88		\$ (32.88)		111.0%
411	1025 PROPERTY TAX - SUPP 813-CURR	\$ 110.11						\$ 110.11		\$ (110.11)		100.0%
411	1030 PROPERTY TAX - PRIOR SECURED							\$ -		\$ -		0.0%
411	1035 PROPERTY TAX - SUPP 813-PRIOR	\$ 5.07		\$ 3.16				\$ 49.50		\$ (49.50)		100.0%
411	1040 PROPERTY TAX - PRIOR UNSECURED	\$ 1.66						\$ 7.25		\$ (7.25)		100.0%
441	4201 INTEREST							\$ 100.44		\$ 199.56		33.5%
453	5460 STATE HOPTR			\$ 73.65				\$ 73.65		\$ 76.35		49.1%
453	5470 STATE AID DISASTER REV LOSS BACKFILL							\$ -		\$ -		0.0%
	<u>TOTAL GENERAL REVENUE</u>	\$ 8,543.67		\$ 278.74		\$ -		\$ 9,294.84		\$ 7,365.16		
	<u>NET (SHORTFALL) / +</u>	\$ <u>6,609.29</u>		\$ <u>(822.98)</u>		\$ <u>(1,295.00)</u>		\$ <u>3,563.27</u>		\$ <u>(17,727.27)</u>		

390	0000 NET BEGINNING YEAR (FUND BALANCE)							\$ 28,110.73				
	RESERVES (TO) / FROM							\$ (13,947.00)				
	<u>OPERATING CASH BALANCE</u>							<u>17,727.00</u>				

RESERVE DESIGNATIONS

391	0100 RESERVES - GENERAL							\$ 23,419.00				
392	0500 RESERVES - CAPACITY EXPANSION							\$ 27,293.00				
392	0600 RESERVES - BUILDING							\$ 6,000.00				
	<u>TOTAL RESERVE DESIGNATIONS</u>							<u>\$ 56,712.00</u>				

CASH BALANCE

\$ 74,439.00

PREPAY FUND 390 - CASH BALANCE

\$ 17,259.68

BEGINNING FUND BALANCE

\$ 17,259.68

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

ENDOWMENT FUND 394 - CASH BALANCE

\$ 37,980.14

BEGINNING FUND BALANCE

\$ 36,730.14

441	4201 INTEREST							\$ -				
466	6921 SERICES - NON TAXABLE	\$ -		\$ -		\$ -		\$ 1,250.00				
491	7950 SERVICES - PRIOR YR	\$ -		\$ -		\$ -		\$ -				
502	8123 TRANSFERS OUT							\$ -				
	TOTAL	\$ -		\$ -		\$ -		\$ 1,250.00				

INTEREST FUND 395 - CASH BALANCE

\$ 10,172.59

BEGINNING FUND BALANCE

\$ 10,114.40

441	4201 INTEREST							\$ 58.19				
466	6921 SERICES - NON TAXABLE	\$ -		\$ -		\$ -		\$ -				
502	8123 TRANSFERS OUT							\$ -				

GLENBROOK CEMETERY DISTRICT

Budget Summary

	DEC CURR MO	JAN CURR MO	FEB CURR MO	FEB YTD	UNENCUM BALANCE	% OF BUDGET
TOTAL	\$ -	\$ -	\$ -	\$ 58.19		
<u>HEADSTONE FUND 396 - CASH BALANCE</u>				\$ 5,275.00		
<i>BEGINNING FUND BALANCE</i>				\$ 3,475.00		
441 4201 INTEREST				\$ -		
466 6991 SERICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ 1,800.00		
				\$ 1,800.00		
502 8123 TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ -	\$ -	\$ -	\$ 1,800.00		

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

<<PG7>>

DECEMBER 2022

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3424	-1,115.40	BRUCE EBINGER <i>(note: error by County on ck 3424, check rissued)</i>		
		GROUNDS MAINT - 10/16 - 11/15 (21.75 hrs)	18.00	-320.00
		REIMB EQUIPMENT FUEL	17.00	-10.28
		REIMB EQUIPMENT FUEL	17.00	-10.12
		LOWERING 213,214	23.80	-125.00
		WEEKEND 213,214	23.80	-200.00
		CREMATION INTERMENT 146	23.80	-150.00
		SEXTON 146	23.80	-200.00
		HEADSTONE SET 146	23.81	-100.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3425		VOIDED		
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3426	99.00	STEPHEN C BARNES		
		STIPEND - 12/5 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3427	99.00	ROB BOSTOCK		
		STIPEND - 12/5 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3428	99.00	DOUGLAS DOMER		
		STIPEND - 12/5 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3429	99.00	FRANCIS LINCOLN		
		STIPEND - 12/5 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3430	99.00	ERIC PATRICK		
		STIPEND - 12/5 BOARD MTG	29.50	99.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3431	1,115.40	BRUCE EBINGER <i>(note: error by County on ck 3424, check rissued)</i>		
		GROUNDS MAINT - 10/16 - 11/15 (21.75 hrs)	18.00	320.00
		REIMB EQUIPMENT FUEL	17.00	10.28
		REIMB EQUIPMENT FUEL	17.00	10.12
		LOWERING 213,214	23.80	125.00

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

<<PG8>>

DECEMBER 2022

		WEEKEND 213,214	23.80	200.00
		CREMATION INTERMENT 146	23.80	150.00
		SEXTON 146	23.80	200.00
		HEADSTONE SET 146	23.81	100.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3432	500.00	JOHN FLYNN		
		RETURN HEADSTONE DEPOSIT #216B	69.91	500.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3433	34.00	CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES		
		2023 MEMBERSHIP	20.00	34.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3434	33.46	SOUTH LAKE REFUSE COMPANY		
		WASTE DISPOSAL	14.00	33.46
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3435	32.92	AT&T		
		PHONE LINE CHARGES 11/13-12/12	12.00	32.92
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3436	11.32	PG&E		
		ELECTRIC CHARGES 9/15-10/13	30.00	-33.68
		ELECTRIC CHARGES 10/14-11/14	30.00	29.79
		ELECTRIC CHARGES 11/15-12/13	30.00	15.21
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3437	78.84	KELSEYVILLE LUMBER		
		GROUNDS MAINT MATERIAL	18.00	78.84
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3438	328.84	BRUCE EBINGER		
		GROUNDS MAINT - 11/16 - 12/15 (6 HRS)	18.00	320.00
		REIMB EQUIPMENT FUEL	17.00	8.84
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3439	600.00	GLORIA FONG		
		ADMINISTRATIVE SVCS - DEC	23.80	600.00

Warrant Total \$2,434.38

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

<<PG9>>

JANUARY 2023

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3440	100.00	PUBLIC CEMETERY ALLIANCE 2023 MEMBERSHIP	20.00	100.00
3441	32.96	SOUTH LAKE REFUSE COMPANY WASTE DISPOSAL	14.00	32.96
3442	15.38	PG&E ELECTRIC CHARGES 12/15 - 1/12	30.00	15.38
3443	33.38	AT&T PHONE LINE CHARGES 12/13-1/12	12.00	33.38
3444	320.00	BRUCE EBINGER GROUNDS MAINT - 12/16 - 1/15 (4 HRS)	18.00	320.00
3445	600.00	GLORIA FONG ADMINISTRATIVE SVCS - JAN	23.80	600.00
Warrant Total \$1,101.72				

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

MTD FEBRUARY 6, 2023

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

Warrant Total \$495.00

GLENBROOK CEMETERY DISTRICT
BOARD BYLAWS AND GENERAL PROVISIONS
Approved April 4, 2016

A. GENERAL

1. **Formation.** The Glenbrook Cemetery District is a public cemetery district formed by an order of resolution of the Board of Supervisors of Lake County, California, duly passed and adopted on December 27, 1976 Resolution No. 76-390 and exists under the provisions of the laws of the State of California.
2. **Purpose.** The provisions of these Bylaws ("Bylaws") enacted by the Board of Trustees ("Board") of the Glenbrook Cemetery District ("District") are to assist the Board of the District as it sets policy and conducts the business and affairs of the District. It is the intent and purpose of these Bylaws to help clarify and define the responsibilities of the Trustees of the District, supplement state law and to provide more specific guidelines for the actions of the Board of the District by means which are fair, fiscally responsible, and protective of the interests of the people of the District. These Bylaws express the consensus of the Board as to policy matters covered but are not intended to be exhaustive nor are they intended to restrict the otherwise lawful authority of the Board. Notwithstanding any other term, provision or condition of these Bylaws, no otherwise lawful act of the Board or the officers of the District shall be invalidated by reason of any term, provision or condition of these Bylaws.
3. **Roster of Public Agencies.** Pursuant to Government Code §53051, each time a change is made in the name of the District, the address of the District, or a change in the Trustees of the Board, a statement of facts will be filed with the Secretary of State and a copy forwarded to the Lake County Clerk within ten (10) days of the change.
4. **Applicable Law.** That which is contained in the applicable provisions of the California Health and Safety Code and applicable provisions of the California Government Code governs the actions of the District and its Board of Trustees.

B. ORGANIZATION

1. **Board of Trustees.** The District is governed by a Board of Trustees consisting of five (5) members appointed by the Lake County Board of Supervisors. The Trustees shall hold office for four (4) years and until their reappointment or appointment and qualification of their successors. All Trustees' terms shall commence at noon on the first Monday in January or upon appointment date, if after the first Monday in January, and end on the first Monday in January four years later in compliance with California Health and Safety Code §9024(a). To the extent possible, Trustees' terms shall be staggered so that no more than three (3) Trustees' terms expire in the same calendar year.
2. **Officers.** The officer of the Board of Trustees shall be a Chairperson, Vice Chairperson, and Secretary.
3. **Election of Officers.** At the first meeting of each calendar year or meeting as determined by the Board, the Board shall elect a Chairperson and Vice Chairperson, from among the trustees, to serve a term of one year and they may be re-elected to any number of consecutive terms by voting members of the Board. A Secretary may also be elected from among the trustees or a member of the District at the option of the Board. Upon the occurrence of a vacancy in one or more of the officer positions, the Board shall fill such vacancy in accordance with the law.
4. **Board Vacancies:** The office of a member of the Board of Trustees shall become vacant upon:
 - a. The death of the incumbent;
 - b. The resignation of the incumbent, which is to be presented in writing to the Board;
 - c. The Trustee's ceasing to discharge the duties of his or her office;
 - d. The physical or mental incapacitation of the incumbent due to disease, illness, or accident for a period of six (6) months or more where the remaining Board members have reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the

remainder of his or her term;

- e. His or her conviction of any felony or of any offense involving a violation of his or her official duties;
- f. His or her refusal or neglect to file his or her required Statement of Financial Interests within the time prescribed;
- g. His or her removal from legal residence inside the boundaries of the cemetery district; or
- h. His or her refusal to attend required Ethics Training meetings.

Vacancies are to be filled promptly and in compliance with Health and Safety Code §9024 and Government Code §1779 which required that board vacancies be filled within 90 days. All vacancies shall be filled by action of the Lake County Board of Supervisors. A vacancy must be reported to the Clerk of the Board of Supervisors within 10 days.

5. **Duties of Trustees - General.** The Trustees' duties shall be legislative in nature. They shall be to formulate, adopt and implement the policy, rules and regulations for the operation and management of the District.

- a. **Open Meetings.** The Trustees shall conduct their business for the public benefit, abiding by the California "Open Meeting Law" (Government Code §54950 et seq. commonly called the "Ralph Brown Act") as interpreted by court decisions and Attorney General opinions, concerning the requirements for open meetings of governmental agencies in California.
- b. **Sound Judgment.** They shall exercise sound and prudent judgment in conducting the business of the District and shall deal always in an ethical, honest, straight-forward, open and above-board manner with the community, the Board and the staff.

6. **Finances and Budgets.** The Trustees shall in all ways prudently manage, preserve and account for the District's financial resources. They shall review and approve a budget annually. They shall provide, within applicable budget limitations, adequate personnel, equipment and materials for the operation and maintenance of the District.

7. **Personnel.** The Board shall establish Personnel Policies which shall provide for the recruitment, selection, retention, evaluation, discipline and termination of District employees, or contract for these services as they deem necessary.

8. **Board Studies.** The Board shall study ways of improving the District and the services the District provides.

9. **Collective Action.** The Board shall act collectively and they shall function as a Board, rather than as individuals, to adopt public policies and Board procedures for guidance of the Board and Staff.

10. **Community Relations.** The Board shall assist in building positive community relations.

11. **Official Functions.** The Board shall represent the District at official functions that pertain to the District as required.

12. **Litigation.** The Board shall initiate legal action when appropriate, and vigorously defend the District against unwarranted claims or demands.

13. **Education:** Upon the appointment of any new Board Member the newly appointed Trustee shall be acquainted with the law governing public cemetery districts, District Bylaws, Policies and Procedures, Rules and Regulations, the Brown Act (Open Meeting Laws), the District's annual budget, and current issues under study by the Board of Trustees.

14. **Budgets:** The Board shall plan for the following year's expenditures and prepare a budget annually as required by the Lake County Auditor. This budget shall be based on the income estimated to be provided from tax funds as well as on income from projected plot sales and interest earned.

15. **Audits:** The Board shall ensure that audits by a CPA are conducted at least every two years.
16. **Records:** The Board shall cause to be prepared and maintained in their original form or by any other method that can produce reproduction of original an accurate and current records of:
- Location of sites where persons have acquired interment rights, including the names and addresses of the persons who have acquired these interment rights and the location of plots where interment rights are available for acquisition.
 - All remains interred, including name of each person, his or her age at the time of death, place of death, date of interment, the interment plot and the name and address of the funeral director.

C. MEETINGS

- Regular Meetings.** The regular meetings of the Board shall normally be held on the first Monday of every other month, starting with February and shall normally commence at the hour of 7 p.m. at the cemetery office. Notwithstanding the foregoing, the starting time and date of the meeting may be adjusted by order of the Chairperson to accommodate expected business.
- Special Meetings.** Special Meetings may be called at any time by the Board's Chairperson or by a majority of the Board, by delivering personally by electronic means or by mail written notice of such meeting to each Trustee and by posting notice and agenda of the meeting at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered.
- Emergency Meetings.** Emergency Meetings may be called, without compliance with the 24 -hour notice requirement, in the case of any emergency situation involving matters upon which prompt action is necessary as set forth in Government Code §54956.5.
- Closed Sessions.** Closed sessions may be called during a regular or a special meeting and no member of the public may attend closed sessions except to witness, or witnesses or other necessary or authorized persons. The general reason for a closed session as set forth in Government Code §54954.5 must be made public in the Agenda of a regular meeting, and in the advance notice of a special meeting. Following a closed session, the Chairperson shall announce any action taken by the Board during such closed session to the extent such action does not breach any person's right to privacy. The discussion in closed session and minutes of closed session are to be kept confidential and may not be made public except by court order.
- Quorums.** A quorum is established as a majority of the total membership of the District Board. The District Board, which has a total membership of five (5) members, requires three (3) members be present to conduct a meeting and requires three (3) votes in agreement to pass a motion, Resolution or Ordinance, except in instances where Government Code requires a larger number of votes to pass an action item.
- Meeting Procedures.** The Chairperson, when present, shall preside at all meetings of the Board; shall immediately call the members to order and proceed with the business of the Board. The proceedings of the Board shall be conducted in accordance with the provisions of law applicable thereto and generally accepted rules of order and parliamentary procedure, except as otherwise expressly established from time to time by a majority of the total membership of the Board. Except as they conflict with the California Government Code, Robert's Rules of Order shall govern all questions of procedures.
- Meeting Attendance.** Each member shall be in his or her respective seat at the hour set for each meeting. Any member not present when the Board is called to order shall be designated in the minutes as absent. If a member arrives after a meeting commences, the Secretary shall record his or her arrival in the minutes. Non-attendance at Board meetings for a period of three (3) consecutive months, shall be considered a resignation from the Board, except with an excuse accepted by the Board. If any member of

the Board is unable to attend a meeting, the Board member shall, except for an emergency absence, notify the Board Chairperson, or designated representative prior to the meeting

8. **Agenda Organization.** The business of each regular meeting of the Board shall be in the order as printed on the agenda or as directed by the Chairperson of the Board.

9. **Materials for Non-Agenda Items:** Any Board member intending to introduce a special item not contained in the agenda shall deliver copies of such items to each Board member and to the public before the opening of the meeting. Non-agenda items presented in this manner may be discussed but no action may be taken on them.

10. **Board Discussions.** When any Board member wishes to speak, the Board member shall address the Chairperson. Speakers shall confine their remarks to the questions under debate and avoid disparaging personal attacks or comments.

11. **Motions and Seconds.** Each motion made by any member of the Board shall require a Second. Seconds may be made by any member of the Board, including the Chairperson. The minutes are to reflect the names of which member of the Board voted or abstained.

12. **Required Staff Attendance.** The Cemetery Sexton shall attend all regular and special meetings of the Board unless otherwise specified by the Board.

13. **Agenda Preparation.** The Secretary shall direct the preparation of the agenda for the regular bi-monthly meetings for delivery and posting no later than three (3) days prior to the date of the meeting (Government Code §54954.2) or as required by the Board.

14. **Agenda Contents.** The agenda shall include those matters designated by the Chairperson or any Trustee, complete with all appropriate papers and reports relating to each matter, addressed to the Board for action. The agenda shall list the items for the Board's consideration by number with a brief statement of the subject matter sufficiently defined to apprise the public of the matter to be considered for each of the items.

15. **Agenda Distribution.** Any written material given to a majority of the Board must be made available to the general public so long as those writings are public records. If these writings are distributed to members of the Board before the meeting, such writings must be made available to the public before the meeting. By the same token, any writings distributed to the Board during the course of the meeting must also be made available to the public at that time and will comply with Government Code §54957.5. The major exceptions to the obligation to provide the public with access to any writings distributed to the Board members are those that deal with matters properly discussed in closed sessions or protected under Government Code §6250 et. seq. which are to remain confidential. The Board may establish a reasonable fee schedule for copies of public records.

16. **Audience Comment and Seating.** Any member of the public wishing to address the Board shall first be asked to identify himself or herself, if they are willing to do so. Unless addressing the Board or entering or leaving the board room, all persons in the audience shall remain seated in the seats provided. It is the Board's intent to accommodate all persons who wish to attend open public meetings.

17. **Recording Meetings.** Any person attending an open and public meeting of the District shall have the right to record the proceedings with an audio or video tape recorder or a still or motion picture camera as long as such recording does not cause a persistent disruption of the proceedings. (Government Code §54953.5)

18. **Demonstrations Prohibited.** All demonstrations during meetings, including cheering, yelling, whistling, hand clapping, and foot stomping, are prohibited. The exception to the right of the public to

attend all meetings of the Board applies to those who attempt to disrupt the conduct of the meeting. In the event that any meeting is willfully disrupted, and order cannot be restored by the removal of the individuals who are interrupting the meeting, the Board may order the meeting room cleared and continue in session. However, only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press and other news media, except those participating in the disturbance shall be allowed to attend any session held pursuant to this exception. (Government Code §54957.9.)

D. POWERS, DUTIES AND COMPENSATION

1. Chairperson. Duties of the chairperson shall be to:

- a. Preside at all meetings of the Board and have the same rights as the other trustees in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. When introducing a motion, the Chairperson must vacate his/her chair, but may second a motion without vacating. A majority vote of the trustees is required for approval on each action taken and the vote shall be recorded of each trustee.
- b. Keep the meeting discussions aimed at agenda issues, and move the Board along toward decisions and shall be guided by Robert's Rules of Order, which is amended to allow discussions of an agenda item by the trustees prior to a motion being made on an agenda item.
- c. Exercise general supervision over the business, papers, and property of the Board, and shall execute all formal documents on behalf of the Board, attested by the Secretary.
- d. Represent the full Board in public announcements or utterances, and shall speak on behalf of the Board only in support of the decisions of the full Board, unless authority is delegated.
- e. Work with the Secretary, as necessary, in preparing the Board agenda
- f. Sign all legal documents.

2. Vice Chairperson. The duties of the Vice Chairperson shall be to:

- a. Preside, in the absence of the Chairperson, over all meetings of the Board. When the Chairperson is disabled or has vacated his/her chair, all duties of his/her office shall temporarily devolve upon the Vice Chairperson.
- b. If the Chairperson and Vice Chairperson of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

3. Secretary. The duties of the Secretary shall be to:

- a. Perform the duties required by law and all duties devolving upon such office.
- b. Keep a true and complete record of the proceedings of the Board and shall have charge of all the books, documents and papers which properly belong to that office.
- c. The Secretary is authorized by the Board of Directors to attend the closed sessions to record the minutes.
- d. Attest all District resolutions and ordinances, or other documents as required.

1. **Trustees.** Each Trustee shall be entitled to request information, assistance, and financial or legal advice from the Board, regarding matters involving the affairs of the District.

E. BOARD COMPENSATION

1. The Glenbrook Cemetery District Board elects not to use public funds to compensate Trustees for attending meetings of the Board of Trustees or any required training. Trustees shall be allowed actual and necessary traveling and incidental expenses incurred in the performance of official business of the District such as attending required training sessions, as approved by the Board. (Health and Safety Code §9031.)

F. BYLAWS AND POLICY AMENDMENTS

1. Bylaws and all Policies of the Glenbrook Cemetery District shall be reviewed annually. Except as otherwise provided by law, any guideline contained herein may be suspended or amended at any time by action of the entire Board, and without notice.

GLENBROOK CEMETERY DISTRICT
P.O. Box 646, Cobb, CA 95426
12969 Bottle Rock Road, Kelseyville, CA 95451
(707) 279-4450

RULES AND REGULATIONS

The mission of Glenbrook Cemetery District is to provide a peaceful environment for those we love and a serene place to visit.

1. DEFINITIONS

As used in these Rules and Regulations for Glenbrook Cemetery District, the following terms shall have the following meanings:

- A. "Board" shall mean the Board of Trustees of Glenbrook Cemetery District.
- B. "District" shall mean the Glenbrook Cemetery District.
- C. "Cemetery" shall mean the Cemetery Manager, or designee.
- D. "Lot Owner" shall mean one who has purchased burial rights.
- E. "Family member" is defined as any spouse, by marriage or otherwise, domestic partner, child or stepchild, by natural birth or adoption, parent, brother, sister, half-brother, half-sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, first cousin, or any person denoted by the prefix "grand" or "great," or the spouse of any of these persons.

2. CARE OF GRAVES and CEMETERY GROUNDS

Control of the Cemetery grounds is governed by the Board.

- A. Additional plantings, copings or other additions to the burial site are not permitted because of maintenance purposes. Old coverings, other than grass on the sites, when allowed to continue shall be maintained by the relatives. Any construction on or around the burial site is prohibited on the cemetery grounds. Donations of trees or shrubs are acceptable but will be selected and planted under direction of cemetery personnel.
- B. Flowers may be placed only in the vases provided in the ground or marker foundation, or if not available, in unbreakable containers placed at the head of the grave. Flowers in such containers shall be removed as they become unsightly and placed in containers provided for that purpose. Unauthorized containers or objects (i.e. statues, toys, bottles, cans, jugs, ornaments) will be removed and disposed by the Cemetery. The Cemetery is not responsible for loss, damage or misplacement of unauthorized containers or objects.
- C. To honor the Veterans, Glenbrook Cemetery places flags throughout the Cemetery grounds before the weekend of Memorial Day (and removed the morning after) and before Veterans Day (and removed the morning after).
- D. No person shall gather flowers, remove any item, disturb or trespass on any plot for which burial rights are not held.

- E. Any tree, shrub, plant or landscaping situated on or near any plot becoming detrimental or unsightly to the cemetery grounds may be removed by the Cemetery, as deemed necessary or as authorized by the Board of Lot Owner requests.
- F. Any combustible material is prohibited on Cemetery grounds.
- G. All chemical application shall be performed by the Cemetery.
- H. Alcoholic beverages, glass containers, controlled substances, horses, dogs, skate boards or roller blades are not allowed on the cemetery grounds.
- I. Parking of unauthorized vehicle is prohibited and may be towed away at the owner's expense. Vehicles are limited to the pavement and designated parking areas.

3. BURIALS

Lot owners, morticians, and other authorized persons shall comply with the following regulations in the use of plots for burial purposes.

- A. No burials or disinterment can be permitted without a permit for disposition of human remains issued by the proper authority. The mortuary of choice of the next of kin will be responsible for making the arrangements for interment with a contractor and the Cemetery. All work and materials supplied by the contractor shall be billed by the contractor to the mortuary or to the next of kin.
- B. During inclement weather burials will be done only at discretion of cemetery personnel due to health safety and liability, and rescheduled amongst the parties.
- C. Cremations of up to four (4) are allowed in designated 4 feet by 4 feet plots.
- D. A minimum of 48-hours notice must be given before any interment or disinterment.
- E. Standard burial casket containers constructed of concrete, steel, copper and wood must be used for all burials except for burial of cremated remains. The District will allow fiberglass urns for the burial of cremated remains. Cement Liners must be used for all burials except cremations, and may be purchase from the District. Cremated pet remains are required to be placed in a separate urn and must be interred simultaneously with an individual.
- F. No casket shall be opened before, during or following a service without the direct permission of the deceased's family and then only under the direct supervision of the funeral director in charge.
- G. No burial shall be made until charges for such services have been paid in advance to the Cemetery.
- H. The Cemetery has the right to refuse any burial product that does not meet Cemetery requirement.
- I. The District will not accept interments on Saturdays, Sundays or legal holidays without a special fee. Interments will normally be permitted Monday through Friday between the hours of 9 a.m. and 4 p.m.
- J. No lot owner shall allow any burial to be made in his or her plot for remuneration.
- K. Burial or disinterment during inclement will be at the discretion of the Cemetery due to health, safety and liability.

4. FEES and CHARGES

All fees of the District shall be subject to change at the discretion of the Board. A schedule of the current fees shall be available for inspection at all reasonable hours in the office of the District.

- A. In addition to the fees, the Board shall establish the non-refundable amount to be paid by purchasers of cemetery lots for deposit into the Endowment Care Fund in accordance with Health and Safety Section 8738.
- B. Non-resident fees shall be charged as permitted in accordance with Health and Safety Section 9068(b) for burial of a person who is not living or paying property taxes at the time of death and meeting the criteria of Health and Safety Section 9061.
- C. The District does not purchase burial rights. It is the responsibility of the lot owner for any re-sale and will be subject to District approval.
- D. Payment in full is due and payable prior to burial.

5. LEGAL PROVISIONS

In addition to the provision established by law for the operation (the Business & Profession Code - Cemetery Law, the California Code of Regulations - Cemetery Law, but primarily by the California Health & Safety Code), the following apply.

- A. Burials shall be limited family members, as permitted under Health and Safety, commencing with Section 9060.

6. HEADSTONE/MARKER REGULATION

As permitted with Health and Safety Section 9052(a), the District requires a marker be placed on the burial site. The headstone deposit will be refunded if a marker is placed within sixty (60) days.

- A. If at the end of the sixty (60) day period no headstone or marker is placed, the District will use the deposit to purchase one and have it installed.
- B. This condition applies to both full burials and cremation burials.
- C. No marker will be permitted that exceeds one (1) inch above ground level.
- D. Headstones or markers are the responsibility of the plot owner.

The District building is to be used for the Board's regular and special meetings, Memorial Day celebration, family gatherings before and after funeral services. Caskets with deceased persons are not permitted in the Cemetery Board or office rooms.

BY FOLLOWING THE ABOVE GUIDELINES, WE ENCOURAGE PEOPLE TO KEEP THEIR GRAVE SITES LOOKING NICE BUT WE WISH TO KEEP IT IN UNITY AND HARMONY WITH THE REST OF THE CEMETERY.

THE CEMETERY DISTRICT IS NOT RESPONSIBLE FOR LOSS OR DAMAGE BEYOND ITS REASONABLE CONTROL.

From: Madison Wallace madison@getstreamline.com

Subject: Nice to meet you today!

Date: December 19, 2022 at 5:00:13 PM

To: Gloria Fong

Hi Gloria,

Thank you for spending time with me today!

Here's a summary of what we discussed:

- Streamline will migrate all of your website content and domain name.
- Our platform provides website hosting, a payments platform, and unlimited support/training.
- We ask for ~2 hours of your time for onboarding and training.

Here are the materials for you:

1. [Website link](#)
2. [Quote](#)

I've attached some useful documents as well.

Let me know if you have any questions!

Best Regards,

Madison Wallace

Account Executive





Book a meeting with me [here!](#)

Direct phone: 805-979-8998



<https://www.getstreamline.com>

Need inspiration? Browse our website gallery [here!](#)

 District Web...line (CA).pdf 132 KB	 CA-website-...-tips (1).pdf 1.4 MB	 Competitor f...rison (1).pdf 86 KB	 Streamline T...rview (1).pdf 1.2 MB
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From: Madison Wallace madison@getstreamline.com
Subject: Re: Nice to meet you today!
Date: January 31, 2023 at 7:43:53 AM
To: GloriaFong

Good morning Gloria,
Yes, here is the updated quote: [Glenbrook Cemetery Quote](#)
The price for CSDA members would be \$42.

Best Regards,

Madison Wallace

Senior Account Executive
Book a meeting with me [here!](#)
Direct phone: 805-979-8998



<https://www.getstreamline.com>

Need inspiration? Browse our website gallery [here!](#)

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Prefer fewer emails from me? Click [here](#)

On Mon, Jan 30, 2023 at 11:48 PM, Gloria Fong wrote: _____

Hi Madison,
The Board meets 2/6. Can quote expiration be extended to 2/7?

Also, I forget. What is cost for CSDA members? I think it worked out to the cemetery district's favor if it became member of CSDA.

Thank you,
~gloria
Gloria Fong
District Secretary
Glenbrook Cemetery District

Sent from my iPad

On Dec 20, 2022, at 10:44 AM, Madison Wallace <madison@getstreamline.com> wrote:

Yes, of course! If you want them to have access as well I can add their email so they can test it out as well.

Best Regards,

Madison Wallace
Account Executive
Direct phone: 805-979-8998

<https://www.getstreamline.com>

Need inspiration? Browse our website gallery [here](#)

On Tue, Dec 20, 2022 at 8:56 AM Gloria Fong wrote:
Madison,

I can share website line with cemetery district members?

On Dec 19, 2022, at 5:00 PM, Madison Wallace <madison@getstreamline.com> wrote:

Hi Gloria,

Thank you for spending time with me today!

Here's a summary of what we discussed:

- Streamline will migrate all of your website content and domain name.
- Our platform provides website hosting, a payments platform, and unlimited support/training.
- We ask for ~2 hours of your time for onboarding and training.

Here are the materials for you:

1. [Website link](#)
2. [Quote](#)

I've attached some useful documents as well.

Let me know if you have any questions!

Best Regards,

Madison Wallace

Account Executive

Book a meeting with me [here!](#)

Direct phone: 805-979-8998

<streamline-logo-1.png>

<https://www.getstreamline.com>

Need inspiration? Browse our website gallery [here!](#)

<District Website Proposal_ Streamline (CA).pdf><CA-website-compliance-2257-tips (1).pdf><Competitor feature matrix - Copy of Competitor Comparison (1).pdf><Streamline Training _Support Overview (1).pdf>



Glenbrook Cemetery District

Quote created: January 31, 2023 Reference: 20230131-073830131

**Glenbrook Cemetery
District**
Cobb, 95426-0646

Gloria Fong
gloria_fong@icloud.com
707-350-1517

Comments

Madison Wallace - Account Executive Streamline



Products & Services

Streamline Web 15k-50k

1 x \$50.00 / month

Monthly subtotal	\$50.00
Total	\$50.00

This quote expires on February 15, 2023

Purchase terms

Questions? Contact me



Madison Wallace

Account Executive

madison@getstreamline.com

+18059798998

Streamline

2321 P Street

Sacramento CA 95816

US



STREAMLINE

The Special District Website Engine

Response to Proposed Website

Streamline introduction

Streamline is a website development system built specifically for special districts and local agencies. Our intention is to provide a product that lets district staff focus on what they do best: deliver services to their customers. We know many special districts don't have IT staff, and our vision is to empower them with web technology that makes their lives easier, not harder.

Platform overview: key features

- **Meeting dashboard.** The meeting dashboard is designed to help special districts keep up to date with Brown Act requirements.
- **Agenda reminders.** Use the agenda reminder functionality to send an email to your Board Secretary before the Brown Act deadline, so you never forget to post your agenda online.
- **Transparency dashboard** helps track for SDLF (Special District Leadership Foundation) certification, as well as best practices. See what content is suggested to be considered a transparent organization, or filter to see only the four state requirements.
- **Clear indication of State compliance.** The transparency dashboard clearly indicates the website content required by the State and allows you to create and publish this content with ease.
- **Compliance with all current and upcoming government requirements** (for example, the recently-passed law requiring posting of most recent agenda to the home page).
- **Full ADA / Section 508 compliance** for visitors with disabilities, as required by the federal government.
- **Responsive and mobile friendly**
- **Easily embed anything:** MailChimp, Constant Contact, Survey Monkey, Google Maps, PayPal, social media feeds , and even calendars into any page in seconds.

The Process

1. **Site set-up:** Streamline builds your new website (*~15 minutes*)
2. **Content migration (if applicable):** District staff or Streamline transfers content from the old website to the new, Streamline website (*Time TBD*)
3. **Training:** District staff members complete an online training session with our Customer Success Manager (*1 hour*)
4. **Go-Live:** Take your new website live to the world using our free, or your custom, domain

What your Streamline subscription includes

Technology	Setup and training	Ongoing support
Easy-to-use website tool allows you to control your content - no more waiting on a vendor or IT.	Initial website setup is free, and done before we meet - including information architecture (menu) best practices.	Unlimited support is included for anyone on your staff responsible for updating the website.
Built-in ADA compliance (the platform is fully accessible out of the “box”).	Introduction to your state requirements so you know what needs to be posted.	Support system is built into your website - get help with the click of a button.
State-specific transparency dashboard with checkpoints for all posting requirements.	Training for your anyone on your staff via remote meeting to help you learn the system.	Unlimited hosting of content and files so you never have to “upgrade” your account.
Meeting dashboard with agenda reminders, one-click agenda and minute upload that takes seconds.	Free domain included (acmemud.specialdistrict.org) or connect your own custom domain / web address.	Extensive knowledge base of how-to articles and getting started guides are available 24/7.
Ongoing improvements to existing features included at no cost - your software will never be out of date.	Free SSL security certificate so that your site is served over https and visitors are protected.	Can't figure out how to send your question? That's ok, you'll have our technical support number, too.
<p><i>And if (when) your state passes additional website mandates, Streamline Web will be updated to help you comply as effortlessly as possible.</i></p>		

California Website Compliance Checklist

Use this checklist to keep your district's website compliant with State and Federal requirements.

Public Records Act

SB 929

Our district has created and maintains a website

Passed in 2018, all independent special districts must have a website that includes contact information (and all other requirements) by Jan. 2020

SB 272

Our Enterprise System Catalog is posted on our website

All local agencies must publish a catalog listing all software that meets specific requirements—free tool at getstreamline.com/sb272

AB 2853 (optional):

We post public records to our website

This bill allows you to refer PRA requests to your site, if the content is displayed there, potentially saving time, money, and trees

The Brown Act

AB 392:

Agendas are posted to our website at least 72 hours in advance of regular meetings, 24 hours in advance of special meetings

This 2011 update to the Act, originally created in 1953, added the online posting requirement

AB 2257:

A link to the most recent agenda is on our home page, and agendas are searchable, machine-readable and platform independent

Required by Jan. 2019—text-based PDFs meet this requirement, Microsoft Word docs do not

State Controller Reports

Financial Transaction Report:

A link to the Controller's "By the Numbers" website is posted on our website

Report must be submitted within seven months after the close of the fiscal year—you can add the report to your site annually, but posting a link is easier

Compensation Report:

A link to the Controller's PublicPay website is posted in a conspicuous location on our website

Report must be submitted by April 30 of each year—you can also add the report to your site annually, but posting a link is easier

Healthcare District Websites

AB 2019:

If we're a healthcare district, we maintain a website that includes all items above, plus additional requirements

Including budget, board members, Municipal Service Review, grant policy and recipients, and audits

Open Data

AB 169:

Anything posted on our website that we call "open data" meets the requirements for open data

Defined as "retrievable, downloadable, indexable, and electronically searchable; platform independent and machine readable" among other things

Section 508 ADA Compliance

CA gov code 7405:

State governmental entities shall comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973

Requirements were updated in 2018—if you aren't sure, you can test your site for accessibility at achecker.ca



California Special Districts Association
Districts Stronger Together

csda.net



STREAMLINE
Website compliance made easy

getstreamline.com

Example from Tule:	https://tuletechnologies.com/water-use-and-plant-stress-monitoring-method-comparison									
	Streamline Web	Wordpress	CivicPlus	Granicus (Vision)	Squarespace	Wix	Custom Built		Drupal	SIPA (colorado) https://sipa.colorado.gov/
Build for	Special Districts	Businesses / nonprofits	Government	Government	Small businesses	Small businesses	Anyone		Businesses (developers, marketers, agencies)	
Setup fee required?	No	Yes (\$15k +)	Yes (\$25k +)	Yes (\$35k +)	No	No	Yes (\$15k +)		No	
Monthly cost	\$10 and up - average is \$150 (pricing is based on organization size)	\$25 / month billed annually for self-service. must get quote for managed service	Varies	Varies	\$26	\$40	Varies (often \$150 / hour for support, base hosting fee \$150 +)		Varies- looks like there is a free version or add on's	
Contract commitment	Monthly	Monthly	Annual +	Annual +	Monthly	Monthly	Varies			
Site setup timeline	Days	Weeks	Months	Year	Days	Days	Months			
Technical expertise required to set up site?	No	Yes	Yes	Yes	No	No	Yes			
Technical expertise required to manage site?	No	No	No	No	No	No	Yes			
Local Government specific tools and features?	Yes	No	Yes	Yes	No	No	No		No	
Pre-loaded content for Special District compliance requirements?	Yes	No	No	No	No	No	No		No	
State-specific compliance checklists and validation?	Yes	No	No	No	No	No	No		No	
Accessible / ADA and Section 508 compliant out of the "box"?	Yes	No	No	No	No	No	No		No	
Built-in ADA Scanner and remediation guide?	Yes	No	Yes* Partner	No	No	Yes* Limited	No			
Training	Free personalized training, online tutorials and regular client webinars	Online tutorials	Personalized training included in initial site build cost	Personalized training included in initial site build cost	Online tutorials	Online tutorials	Paid		Online tutorials, trainings from other organizations	
Customer Support	Unlimited free phone and email support	Online tutorials	Email and phone support	Email and phone support	Online tutorials and email	Online tutorials and email	Varies, typically \$150 / hour		Look up on own/ask other Drupal community members, email	
Unlimited hosting and storage?	Yes	No	No	No	Yes	No	No			
Security (SSL certificate) included free	Yes	Additional cost	Additional cost	Yes	Yes	Only on the \$500 / month plan	Additional cost			
Free software improvements and ongoing updates	Yes	No	No	No	Yes	Yes	No			

The Brown Act: new agenda requirements

Tips for complying with AB 2257 by January, 2019

Placement:

What it says: An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda.

What that means: Add a link to the **current agenda directly to your homepage**. It cannot be in a menu item or otherwise require more than a single click to open the agenda.

Exception:

What it says: A link to the agenda management platform may be added to the home page instead of a link directly to the current agenda, if the agency uses an integrated agenda management platform that meets specified requirements, including, among others, that the current agenda is the first agenda available at the top of the integrated agenda management platform.

What that means: If you use an agenda management system, you may add a link to that system directly to your homepage (again, not in a menu item), if the format of the agenda meets the requirements below, and if the current agenda is the first at the top of the list.

Format:

What it says: [agenda must be] Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications. Platform independent and machine readable. Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

What that means: You cannot add Word Docs or scanned (image-based) PDFs of your agenda to your website—Word Docs are not platform independent (the visitor must have Word to read the file), and scanned PDFs are not searchable. Instead, **keep your agenda separate from the packet** and follow these steps:

1. From Word or other document system: Export agenda to PDF
2. Add that agenda to your website (or to your agenda management system), and include a link to that agenda on your homepage
3. Then, you can print the agenda, add it to your pile of documents for the packet, and scan that to PDF - just keep the packet separate from the agenda (only the agenda must meet AB 2257)
4. Keep the link on the homepage until the next agenda is available, then update the link

Questions? Contact sloane@getstreamline.com or dillong@csga.net