

Glenbrook Cemetery District

P.O. Box 646 12969 Bottle Rock Road

Cobb, CA 95426

(707) 279-4450**BOARD OF TRUSTEES MEETING AGENDA
October 5, 2026, 7:00 P.M., in the District Office****1. CALL TO ORDER –****ROLL CALL:**

() Stephen Barnes () Rob Bostock () Harry Deffenbaugh () Patrick McCarthy
 () Francis Lincoln () Robert Stark-Staff () Gloria Fong-Staff

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

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

3a. MINUTES - Discussion, possible approval of the August 3, 2026 Regular Meeting Minutes. **(PG2)**

3b. FINANCES - Approval of the financial reports and fund balances operating expense checks issued for the months of August, September and MTD October 8, 2026. **(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 Columbarium. Placed on the agenda by Chairperson Frank Lincoln **(PG9)**

4d. 7:35 P.M. –Consideration for biennial review of Conflict of Interest. Placed on agenda by Staff. **(PG11)**

4e. 7:40 P.M. – Consideration for Resolution No. 2026-27-02, A Resolution Authorizing Check Signer(s). Placed on the agenda by Staff. **(PG18)**

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 December 7, 2026

Posted October 2, 2026

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****August 3, 2026, 7:00 P.M., in the District Office**

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

ROLL CALL:

(x) Stephen Barnes	(x) Rob Bostock	(x) Harry Deffenbaugh	(x) Patrick McCarthy
(x) Francis Lincoln	(x) Robert Stark-Staff	() Gloria Fong-Staff	

2. **APPROVAL OF AGENDA** – *It was mentioned that page 26 has the names of Douglas Domer and Eric Patrick. They are no longer trustees. Bostock motion to approve agenda, seconded by Deffenbaugh. AYES: 5. NOES: None.*

3. **APPROVAL OF CONSENT ITEMS** – *Deffenbaugh motion to approve consent items, seconded by Barnes. AYES: 5. NOES: None.*

3a. MINUTES - Discussion, possible approval of the April 6, 2026 Regular Meeting Minutes. **(PG2)**

3b. FINANCES - Approval of the financial reports and fund balances operating expense checks issued for the months of June, July and MTD August 3 2026. **(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 Resolution No. 2026-27-01, A Resolution Adopting Budget for Fiscal Year 2026-2027 Adopted Budget. Placed on the agenda by Staff. **(PG8)**

Deffenbaugh motion to approve 4c, seconded by Barnes. AYES: 5. NOES: None.

4d. 7:25 P.M. – Consideration for Columbarium. Placed on the agenda by Chairperson Frank Lincoln **(PG15)**

The Board viewed and approved of the area recommended for the columbarium. The Board moved this item be moved to the October meeting for further discussion.

4e. 7:35 P.M. – Consideration for PnPCPA Engagement Letter for the year ended June 30, 2025 and June 30, 2026 Audit. Placed on the agenda by Staff. **(PG17)**

Bostock motion to approve engagement letter with PnPCPA, seconded by Barnes. AYES: 5. NOES: None.

4f. 7:40 P.M. – Consideration for biennial review of Conflict of Interest. Placed on agenda by Staff. **(PG21)**

Form 700 provisions were discussed and request made to move to October.

4g. 7:50 P.M. – Consideration for removal of multiple trees near office building that are affecting burial sites and front wall, including cost to reset headstones. Placed on agenda by Staff.

Robert toured the Cemetery and identified all the issues that he has come across. Everything that requires outside assistance is estimated to be under Robert's spending threshold, and the Board authorizes him to spend the money and repair the problems. Robert advises that he has not yet received credit card. The Board requested that obtaining card for him be expedited.

5. NON TIMED ITEMS

5a. Cemetery Operation Reports

5b. Board Member Reports

McCarthy – Nothing to report.

Barnes – Nothing to report.

Bostock – Nothing to report.

Deffenbaugh – He requested two benches be purchased and installed for family members to sit on when visiting the Cemetery.

Lincoln – Nothing to report.

5c. *Deffenbaugh motion to adjourn the meeting at 8:05 p.m., seconded by Barnes. All in attendance are in favor of adjournment.*

Respectfully submitted,

READ AND APPROVED:

Gloria Fong
District Secretary

FRANK LINCOLN
Chairperson

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

AUGUST 2026

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3882	100.00	KRISTENE WILDER PREPAY FEE 64	69.21	100.00
3883	99.00	STEPHEN C BARNES STIPEND - 8/3 BOARD MTG	29.50	99.00
3384	99.00	ROB BOSTOCK STIPEND - 8/3 BOARD MTG	29.50	99.00
3885	99.00	HARRY DEFFENBAUGH STIPEND - 8/3 BOARD MTG	29.50	99.00
3886	99.00	FRANCIS LINCOLN STIPEND - 8/3 BOARD MTG	29.50	99.00
3887	99.00	PATRICK MCCARTHY STIPEND - 8/3 BOARD MTG	29.50	99.00
3888	42.77	LAKE COUNTY WASTE SOLUTIONS INC WASTE DISPOSAL	14.00	42.77
3889	34.08	AT&T PHONE CHARGES 7/13-8/12	12.00	34.08
3890	158.19	KELSEYVILLE LUMBER SPRINKLER SUPPLIES SPRINKLER SUPPLIES	18.00 18.00	32.15 126.04
3891	577.50	DAVIS FABRICATION INC		

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

AUGUST 2026

		GATE REPAIR	18.00	577.50
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3892	600.00	GLORIA FONG		
		ADMINISTRATIVE SVCS AUG	23.80	600.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3893	450.00	ROBERT STARK		
		GROUNDS MAINT	18.00	450.00

Warrant Total \$2,457.54

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

<<PG6>>

MTD OCTOBER 8, 2026

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3894	42.77	LAKE COUNTY WASTE SOLUTIONS INC WASTE DISPOSAL	14.00	42.77
3895	36.19	AT&T PHONE LINE CHARGES 8/13-9/12	12.00	36.19
3896	450.00	ROBERT STARK GROUNDS MAINT	18.00	450.00
3897	600.00	GLORIA FONG ADMINISTRATIVE SVCS - SEPT	23.80	600.00
3898	122.00	PG&E ELECTRIC CHARGES 7/14-8/13 ELECTRIC CHARGES 8/14-9/13	30.00 30.00	59.05 62.95
3899	99.00	STEPHEN C BARNES STIPEND - 10/6 BOARD MTG	29.50	99.00
3900	99.00	ROB BOSTOCK STIPEND - 10/6 BOARD MTG	29.50	99.00
3901	99.00	HARRY DEFFENBAUGH STIPEND - 10/6 BOARD MTG	29.50	99.00
3902	99.00	FRANCIS LINCOLN STIPEND - 10/6 BOARD MTG	29.50	99.00
3903	99.00	PATRICK MCCARTHY STIPEND - 10/6 BOARD MTG	29.50	99.00
Warrant Total		\$1,745.96		

GLENBROOK CEMETERY DISTRICT

Budget Summary

Fund 306		<u>2026-2027</u>	AUG	<u>2026-2027</u>	SEP	OCT	OCT	UNENCUM
		<u>RECOMMENDED</u>	<u>CURR MO</u>	<u>ADOPTED</u>	<u>CURR MO</u>	<u>CURR MO</u>	<u>YTD</u>	<u>BALANCE</u>
<u>EXPENDITURES</u>								
<u>SERVICES & SUPPLIES</u>								
791	12.00 COMMUNICATIONS	\$ 500.00	\$ 34.08	\$ 500.00	\$ -	\$ 36.19	\$ 108.27	\$ 391.73
791	14.00 HOUSEHOLD EXPENSES	\$ 500.00	\$ 42.77	\$ 500.00	\$ -	\$ 42.77	\$ 127.16	\$ 372.84
791	15.12 INSURANCE - PUBLIC LIABILITY	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -	\$ -	\$ 975.00	\$ 125.00
791	17.00 MAINTENANCE - EQUIPMENT	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
791	18.00 MAINTENANCE - BLDGS & IMPRV	\$ 6,900.00	\$ 1,185.69	\$ 6,900.00	\$ -	\$ 450.00	\$ 2,085.69	\$ 4,814.31
791	20.00 MEMBERSHIPS	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00
791	22.70 OFFICE SUPPLIES	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00
791	22.71 POSTAGE	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00
791	23.80 PROFESSIONAL & SPECIAL SVCS	\$ 9,950.00	\$ 600.00	\$ 14,700.00	\$ -	\$ 600.00	\$ 2,150.00	\$ 12,550.00
791	24.00 PUBLICATIONS & LEGAL NOTICES	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ 60.87	\$ 139.13
791	27.00 SMALL TOOLS & INSTRUMENTS	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
791	28.30 SPECIAL DEPT. - SUPPLIES & SVCS	\$ 2,450.00	\$ -	\$ 2,450.00	\$ -	\$ -	\$ -	\$ 2,450.00
791	29.50 TRANSPORTATION & TRAVEL	\$ 3,070.00	\$ 495.00	\$ 3,070.00	\$ -	\$ 495.00	\$ 990.00	\$ 2,080.00
791	30.00 UTILITIES	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 122.00	\$ 229.11	\$ 270.89
791	38.00 INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SERVICES & SUPPLIES		\$ 27,870.00	\$ 2,357.54	\$ 32,620.00	\$ -	\$ 1,745.96	\$ 6,726.10	\$ 25,893.90
<u>OTHER</u>								
791	48.00 TAXES & ASSESSMENTS	\$ 270.00	\$ -	\$ 270.00	\$ -	\$ -	\$ -	\$ 270.00
TOTAL OTHER		\$ 270.00	\$ -	\$ 270.00	\$ -	\$ -	\$ -	\$ 270.00
<u>CAPITAL OUTLAY</u>								
791	61.60 BLDG & IMPR - CURR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FIXED ASSETS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>CONTINGENCIES</u>								
791	90.91 CONTINGENCIES	\$ 10,289.00	\$ -	\$ 6,968.00	\$ -	\$ -	\$ -	\$ 6,968.00
TOTAL EXPENDITURES		\$ 38,429.00	\$ 2,357.54	\$ 39,858.00	\$ -	\$ 1,745.96	\$ 6,726.10	\$ 33,131.90
<u>REVENUE FROM SERVICE CHARGES</u>								
466	6921 SERVICES - NON TAXABLE	\$ 750.00	\$ (100.00)	\$ 750.00	\$ -	\$ -	\$ (300.00)	\$ 1,050.00
466	6922 SERVICES - TAXABLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
491	7950 SERVICES - PRIOR YR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
492	7990 OTH REVENUE - MISC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
492	7991 OTH REVENUE - CNCL CHECK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
492	7993 OTH REVENUE - INS PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
492	8122 OPERATING TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
502	8123 OPERATING TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>GENERAL REVENUE</u>								
411	1010 PROPERTY TAX - CURR SECURED	\$ 17,860.00	\$ -	\$ 17,860.00	\$ -	\$ -	\$ -	\$ 17,860.00
411	1015 PROP 1A, ERAF/SRAF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411	1020 PROPERTY TAX - CURR UNSECURED	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
411	1025 PROPERTY TAX - SUPP 813-CURR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411	1030 PROPERTY TAX - PRIOR SECURED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411	1035 PROPERTY TAX - SUPP 813-PRIOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411	1040 PROPERTY TAX - PRIOR UNSECURED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
441	4201 INTEREST	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00

GLENBROOK CEMETERY DISTRICT

Budget Summary

		<u>2026-2027</u>	AUG	<u>2026-2027</u>	SEP	OCT	OCT	UNENCUM
Fund 306		<u>RECOMMENDED</u>	<u>CURR MO</u>	<u>ADOPTED</u>	<u>CURR MO</u>	<u>CURR MO</u>	<u>YTD</u>	<u>BALANCE</u>
453	5460 STATE HOPTR	\$ 150.00		\$ 150.00			\$ -	\$ 150.00
453	5470 STATE AID DISASTER REV LOSS BACKFILL						\$ -	\$ -
	<u>TOTAL GENERAL REVENUE</u>	\$ 20,810.00	\$ -	\$ 20,810.00	\$ -	\$ -	\$ -	\$ 20,810.00
	<u>NET (SHORTFALL) / +</u>	<u>\$ (16,869.00)</u>	<u>\$ (2,457.54)</u>	<u>\$ (18,298.00)</u>	<u>\$ -</u>	<u>\$ (1,745.96)</u>	<u>\$ (7,026.10)</u>	<u>\$ (11,271.90)</u>
390	0000 NET BEGINNING YEAR (FUND BALANCE)	\$ 21,369.00		\$ 23,564.30			\$ 23,564.30	
	RESERVES (TO) / FROM	\$ (4,500.00)		\$ (4,500.00)			\$ (4,500.00)	
	<u>OPERATING CASH BALANCE</u>	<u>0.00</u>		<u>766.30</u>			<u>12,038.20</u>	
<u>RESERVE DESIGNATIONS</u>								
391	0100 RESERVES - GENERAL	\$ 24,301.00		\$ 24,301.00			\$ 24,301.00	
392	0500 RESERVES - CAPACITY EXPANSION	\$ 62,395.00		\$ 62,395.00			\$ 57,895.00	
392	0600 RESERVES - BUILDING	\$ 6,000.00		\$ 6,000.00			\$ 6,000.00	
	<u>TOTAL RESERVE DESIGNATIONS</u>	<u>\$ 92,696.00</u>		<u>\$ 92,696.00</u>			<u>\$ 88,196.00</u>	
	<u>CASH BALANCE</u>	<u>\$ 92,696.00</u>		<u>\$ 93,462.30</u>			<u>\$ 100,234.20</u>	
	<u>PREPAY FUND 390 - CASH BALANCE</u>						<u>\$ 21,181.19</u>	
	BEGINNING FUND BALANCE						\$ 21,181.19	
441	4201 INTEREST						\$ -	
466	6921 SERICES - NON TAXABLE	\$ -		\$ -	\$ -	\$ -	\$ -	
491	7950 SERVICES - PRIOR YR	\$ -		\$ -	\$ -	\$ -	\$ -	
502	8123 TRANSFERS OUT						\$ -	
	<u>TOTAL</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
	<u>ENDOWMENT FUND 394 - CASH BALANCE</u>						<u>\$ 41,230.14</u>	
	BEGINNING FUND BALANCE						\$ 41,230.14	
441	4201 INTEREST						\$ -	
466	6921 SERICES - NON TAXABLE	\$ -		\$ -	\$ -	\$ -	\$ -	
491	7950 SERVICES - PRIOR YR	\$ -		\$ -	\$ -	\$ -	\$ -	
502	8123 TRANSFERS OUT						\$ -	
	<u>TOTAL</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
	<u>INTEREST FUND 395 - CASH BALANCE</u>						<u>\$ 16,834.70</u>	
	BEGINNING FUND BALANCE						\$ 16,834.70	
441	4201 INTEREST						\$ -	
466	6921 SERICES - NON TAXABLE	\$ -		\$ -	\$ -	\$ -	\$ -	
491	7950 SERVICES - PRIOR YR	\$ -		\$ -	\$ -	\$ -	\$ -	
502	8123 TRANSFERS OUT						\$ -	
	<u>TOTAL</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
	<u>HEADSTONE FUND 396 - CASH BALANCE</u>						<u>\$ 3,575.00</u>	
	BEGINNING FUND BALANCE						\$ 4,075.00	
441	4201 INTEREST						\$ -	
466	6991 SERICES - NON TAXABLE	\$ -		\$ -	\$ -	\$ -	\$ (500.00)	
502	8123 TRANSFERS OUT	\$ -		\$ -	\$ -	\$ -	\$ -	
	<u>TOTAL</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (500.00)</u>	



BLAST IT. MONUMENTS PO BOX 1644 JACKSON CA. 95642 209-304-4054

TO: GLENBROOK CEMETERY
BOTTLE ROCK RD..
KELSEYVILLE. CA 95451

Ship To:
SAME

SALESPERSON	QUOTE #	DATE CALLED	PRESENTED	LEAD TIME	PROJECT NAME
MARK JURICKOVICH	00026029	04/16/2026	03/10/2026	4 Months on Average	ICC

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<u>6 Column Double Sided Columbarium with 48 D Size Niches. 1 Units Equals 48 Niches Total</u> Double-sided columbarium are ideal as a freestanding memorial for both outdoor and indoor spaces. Made of solid black/gray granite tiles, this columbarium is both respectful and stylish and is perfect for your interment needs. The 6 Column Double-Sided Memorial Columbarium holds 48 niches. Each niche will hold 1-2 cremations. Niche options are available at a different price up to 48 niches per unit. Total unit measures: 82.75"W x 28.5"D x 57" H, Niche opening 11.5"x11.5". Please Note: Please contact us for additional information and updated availability and pricing. Price per unit includes all labor and materials. INCLUDES: Delivery and all set up. ALL ORDERS: Subject to any Tariffs Implemented at time of shipment/arrival.	\$15,658.00	\$15,658.00
SUBTOTAL			\$15,658
			Tax?
(VALID FOR 30 DAYS) PROJECT PRICE			\$15,658.00

If you have any questions concerning this quote, please call Mark Jurickovich 209-304-4054 Owner Blast It, Monuments.

THANK YOU FOR YOUR BUSINESS!

Signed as ACCEPTED: _____ on: _____

Terms: 1/2 down (\$7,829.00) due within 30 days of Quote to Customer to place Order. Visa, MasterCard (there is a +3.5% fee for any CC payments) and check payments accepted. Balance of (\$7,829.00) due upon production completion. Photos provided by manufacturer for verification.



To: Board of Trustees, Glenbrook Cemetery District

From: Gloria Fong, District Secretary

Date: September 30, 2026

Subject: Conflict of Interest Code

The County Clerk's Office noticed the district of its biennial review for its Conflict of Interest Code and requires the return of the attached verification.

Adopted October 6, 2014, Resolution 2014-15 01:

- 1) Designates the 5 Board of Trustees, who are the positions that make or participate in the making of governmental decisions; and,
- 2) Requires designees to disclose:
 - a. All investments; and,
 - b. All business positions in which the designee is a director, trustee, officer, partner, employee or any position of management; and,
 - c. Interests in real property; and,
 - d. All sources of income which may be foreseeably be affected materially by decisions made by those holding the designated position.
- 3) By incorporation of reference, the Fair Political Practices Commission, California Code of Regulations, Title 2, §18730,
 - a. Designates times and circumstances designated positions are required to file statements of disclosure; and,
 - b. Designates position to determine when he/she must disqualify themselves from making, participating in making, or using position to influence the making of any decision.

And as such, it is recommended that the Board approve the return of the attached 2026 Local Agency Biennial Notice, completed acknowledging "no amendment is required" and Board Chair signs as having verified aforementioned.



COUNTY OF LAKE

Office of the County Clerk/Auditor-Controller
Courthouse-255 North Forbes Street
Lakeport, CA 95453
Telephone (707) 263-2311
FAX (707) 263-2310
Email: clerk@lakecountyca.gov

<<PG12>>
Jenavive Herrington
County Clerk/Auditor-Controller

Ref. No 26L-135

June 30, 2026

Dear Filing Agency,

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

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

- Your agency's current Conflict of Interest code
- 2026 Local Agency Biennial Notice.
- 2026 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

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

If no amendments are required please indicate by marking the box "No amendment is required." Please return this form to the Auditor-Controller's office no later than **October 1, 2026**.

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

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

Thank you.

Jenavive Herrington
County Clerk/Auditor-Controller

By: Kristopher Allen
Deputy County Clerk

2026 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

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

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

☐ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

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

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

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

Verification (to be completed if no amendment is required)

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

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2026**, or by the date specified by your agency, if earlier, to:

County Clerk's Office
Attn: Form 700 Filings
255 N. Forbes St. Rm 209
Lakeport, CA 95453

PLEASE DO NOT RETURN THIS FORM TO THE FPFC.

www.fppc.ca.gov
FPFC Advice: advice@fppc.ca.gov (866.275.3772)
Page 1 of 1

FAIR POLITICAL PRACTICES COMMISSION

2026 Conflict of Interest Code

Biennial Notice Instructions for Local Agencies

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

By July 1, 2026: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By October 1, 2026: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2026 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in *more than one county* and will contact them.

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

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

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

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

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



Conflict of Interest Code EXHIBIT A

Entity: Cemetery District

Agency: Glenbrook Cemetery District

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

Total: 1



Disclosure Descriptions EXHIBIT B

Entity: Cemetery District
Agency: Glenbrook Cemetery District

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



List of Positions with Filer Names

Last Name	First Name	Middle Name	Position	Start Date
Cemetery District				
Glenbrook Cemetery District				
Barnes	Stephen	C.	Director	03/22/2016
Bostock	Rob	S.	Director	05/27/2008
Domer	Douglas		Director	02/06/2018
Lincoln	Francis		Director	09/14/2021
McCarthy	Patrick		Director	04/22/2025
Patrick	Eric		Director	04/04/2022

Agency Total: 6

To: Board of Trustees, Glenbrook Cemetery District

From: Gloria Fong, District Secretary

Date: September 30, 2026

Subject: Resolution No. 2026-27-02, A Resolution Authorizing Check Signer(s)

This attached resolution authorizing the signing of checks by individual that has been delegated authority by Glenbrook Cemetery District.

With the County's new Workday financial system, one of the processes has changed to allow checks to be signed by a member of Glenbrook Cemetery District. Staff will submit check information electronically for County to process. Once processed (within 48 hours), the Glenbrook Cemetery District member will sign the checks.

The prior process required the signed checks to be taken to the County Auditor-Controller office, allow 48 hours for County Auditor-Controller to process, then return to pick up checks dropped off at their office.

This will streamline the time in dropping off and picking up checks.

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

RESOLUTION NO. 2026-27 02

A RESOLUTION AUTHORIZING CHECK SIGNER(S)

WHEREAS, the Glenbrook Cemetery District meets on the first Monday of every other even month; and,

WHEREAS, various vendors are paid during the month; and,

WHEREAS, Glenbrook Cemetery District Board of Trustees would like to give those individuals holding the positions of the District Secretary and or Sexton the authority to sign checks drawn on Glenbrook Cemetery District funds in the County Treasury; and,

WHEREAS, the Board of Trustees hereby adopts this Resolution for Signing Checks as the instrument to properly set forth those individuals authorized to sign checks as well as the names and offices of duly appointed individuals; and,

WHEREAS, individuals in the positions designated as check signers change from time to time.

NOW, THEREFORE, BE IT RESOLVED that the Glenbrook Cemetery District Board of Trustees hereby appoints the District Secretary and or Sexton, as the authorized representatives to sign checks drawn on Glenbrook Cemetery District funds in the County Treasury to pay out debts in an expedient and timely manner.

THIS RESOLUTION was introduced and adopted by the Board of Trustees of the Glenbrook Cemetery District on the 5th day of October, 2026 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: _____
Gloria Fong, District Secretary

Signed by: _____
Frank Lincoln, Chairperson, Board of Trustees

CERTIFICATE OF APPOINTMENT OF DEPUTY AND OATH OF OFFICE

STATE OF CALIFORNIA }
 ss.
County of Lake }

I, JENAVIVE HERRINGTON, Auditor-Controller for the County of LAKE, State of California, do hereby appoint

SIGNER'S NAME

Deputy,

limited to signing checks drawn on DIST NAME FUND (F3XXX) in the County Treasury, as approved by the District Board, in and for said County of Lake

IN WITNESS WHEREOF I hereunto set my hand this Xrd day of September 2026.

JENAVIVE HERRINGTON

AUDITOR-CONTROLLER/COUNTY CLERK

STATE OF CALIFORNIA }
 ss.
County of Lake }

I, SIGNER'S NAME, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature: _____

Subscribed and sworn to before me, this Xrd day of September 2026.

JENAVIVE HERRINGTON, COUNTY CLERK-AUDITOR

BY: _____
County Clerk / Chief Deputy / Deputy