

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

BOARD OF TRUSTEES MEETING AGENDA
February 3, 2025, 7:00 P.M., in the District Office

1. CALL TO ORDER –

ROLL CALL:

- Stephen Barnes Rob Bostock VACANT 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 2, 2024 Regular Meeting Minutes. **(PG3)**

3b. FINANCES - Approval of the financial reports and fund balances YTD January, 2025 and operating expense checks issued for the months of December, January, and MTD February 3, 2025. **(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 2025 Officers. Placed on the agenda in accordance with Board Bylaws and General Provisions **(PG10)**

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 April 7, 2025

Posted January 31, 2025

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 REGULAR MEETING MINUTES
December 2, 2024 7:00 P.M., in the District Office

1. *Chairperson Lincoln called meeting to order at 7:02 p.m.*

ROLL CALL:

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

2. **APPROVAL OF AGENDA** – *Bostock motion to approve regular meeting agenda, seconded by Barnes. AYES: 4. NOES: 0. ABSENT: 1.*

3. **APPROVAL OF CONSENT ITEMS** – *Barnes motion to approve finances, seconded by Deffenbaugh. AYES: 4. NOES: 0. ABSENT: 1.*

3a. MINUTES - Discussion, possible approval of the June 3, 2024, Aug. 5, 2024 & Oct. 7, 2024 Regular Meeting Minutes. **(PG2)**

3b. FINANCES - Approval of the financial reports and fund balances YTD Dec. 2, 2024 and operating expense checks issued for the months of Oct., Nov., and MTD Dec. 2, 2024. **(PG8)**

4. **TIMED ITEMS**

4a. 7:10 P.M. – PUBLIC INPUT

4b. 7:15 P.M. – CORRESPONDENCE

4c. 7:25 P.M. – Landscape committee report/recommendation. *Postponed to Spring. No action taken.*

4d. 7:35 P.M. – Consider Resolution No. 2024-25-02, A Resolution Appropriating Contingencies for Replacement Landscape Equipment. **(PG15)** - *Tabled.*

5. **NON TIMED ITEMS**

5a. Cemetery Operation Reports **(PG16)**

Robert reported on the maintenance of grounds, covering bare grounds with leaves in preparation for seeds to take root. He was thanked for preparing grounds for flag placement; members were able to place flags on first poke. He is lining out burial site for upcoming cremation interment.

5b. Board Member Reports

Barnes – thanked everyone for putting out and picking up flag.

Bostock – helped put out flags.

Deffenbaugh – Keegan work was satisfactorily completed.

Lincoln – will be on site to help accept delivery of four liners.

5c. *Deffenbaugh motion to adjourn the meeting at 7:42 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

Budget Summary

		<u>2024-2025</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>FEB</u>	<u>UNENCUM</u>	<u>% OF</u>
		<u>ADOPTED</u>	<u>CURR MO</u>	<u>CURR MO</u>	<u>CURR MO</u>	<u>YTD</u>	<u>BALANCE</u>	<u>BUDGET</u>
<u>EXPENDITURES</u>								
<u>SERVICES & SUPPLIES</u>								
791	12.00 COMMUNICATIONS	\$ 450.00	\$ 38.24	\$ 37.36	\$ -	\$ 257.34	\$ 192.66	57.2%
791	14.00 HOUSEHOLD EXPENSES	\$ 450.00	\$ 35.45	\$ 35.45	\$ -	\$ 216.86	\$ 233.14	48.2%
791	15.12 INSURANCE - PUBLIC LIABILITY	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 973.00	\$ 127.00	88.5%
791	17.00 MAINTENANCE - EQUIPMENT	\$ 500.00	\$ -	\$ 129.67	\$ -	\$ 129.67	\$ 370.33	25.9%
791	18.00 MAINTENANCE - BLDGS & IMPRV	\$ 4,840.00	\$ 320.00	\$ 320.00	\$ -	\$ 3,968.66	\$ 871.34	82.0%
791	20.00 MEMBERSHIPS	\$ 250.00	\$ 134.00	\$ -	\$ -	\$ 134.00	\$ 116.00	53.6%
791	22.70 OFFICE SUPPLIES	\$ 500.00	\$ -	\$ 139.20	\$ -	\$ 175.19	\$ 324.81	35.0%
791	22.71 POSTAGE	\$ 300.00	\$ -	\$ -	\$ -	\$ 63.51	\$ 236.49	21.2%
791	23.80 PROFESSIONAL & SPECIAL SVCS	\$ 13,875.00	\$ 2,800.00	\$ 600.00	\$ -	\$ 8,325.00	\$ 5,550.00	60.0%
791	24.00 PUBLICATIONS & LEGAL NOTICES	\$ 100.00	\$ -	\$ -	\$ -	\$ 43.91	\$ 56.09	43.9%
791	27.00 SMALL TOOLS & INSTRUMENTS	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	0.0%
791	28.30 SPECIAL DEPT. - SUPPLIES & SVCS	\$ 2,450.00	\$ 1,566.24	\$ -	\$ -	\$ 1,566.24	\$ 883.76	63.9%
791	29.50 TRANSPORTATION & TRAVEL	\$ 3,070.00	\$ 495.00	\$ -	\$ 495.00	\$ 2,079.00	\$ 991.00	67.7%
791	30.00 UTILITIES	\$ 450.00	\$ 12.29	\$ 17.22	\$ -	\$ 227.61	\$ 222.39	50.6%
791	38.00 INVENTORY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL SERVICES & SUPPLIES		\$ 28,835.00	\$ 5,401.22	\$ 1,278.90	\$ 495.00	\$ 18,159.99	\$ 10,675.01	63.0%
<u>OTHER</u>								
791	48.00 TAXES & ASSESSMENTS	\$ 270.00	\$ -	\$ 133.00	\$ -	\$ 133.00	\$ 137.00	49.3%
TOTAL OTHER		\$ 270.00	\$ -	\$ 133.00	\$ -	\$ 133.00	\$ 137.00	49.3%
<u>CAPITAL OUTLAY</u>								
791	61.60 BLDG & IMPR - CURR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL FIXED ASSETS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<u>CONTINGENCIES</u>								
791	90.91 CONTINGENCIES	\$ 7,176.00	\$ -	\$ -	\$ -	\$ -	\$ 7,176.00	0.0%
TOTAL EXPENDITURES		\$ 36,281.00	\$ 5,401.22	\$ 1,411.90	\$ 495.00	\$ 18,292.99	\$ 17,988.01	50.4%
<u>REVENUE FROM SERVICE CHARGES</u>								
466	6921 SERVICES - NON TAXABLE	\$ 750.00	\$ 1,550.00	\$ -	\$ -	\$ 1,690.00	\$ (940.00)	225.3%
466	6922 SERVICES - TAXABLE	\$ -	\$ -	\$ -	\$ -	\$ 634.25	\$ (634.25)	100.0%
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		\$ (35,531.00)	\$ (3,851.22)	\$ (1,411.90)	\$ (495.00)	\$ (15,968.74)	\$ (19,562.26)	
<u>GENERAL REVENUE</u>								
411	1010 PROPERTY TAX - CURR SECURED	\$ 15,910.00	\$ 9,715.44	\$ -	\$ -	\$ 9,715.44	\$ 6,194.56	61.1%
411	1015 PROP 1A, ERAF/SRAF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
411	1020 PROPERTY TAX - CURR UNSECURED	\$ 300.00	\$ 18.48	\$ -	\$ -	\$ 388.11	\$ (88.11)	129.4%
411	1025 PROPERTY TAX - SUPP 813-CURR	\$ -	\$ 1.05	\$ -	\$ -	\$ 1.05	\$ (1.05)	100.0%
411	1030 PROPERTY TAX - PRIOR SECURED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

GLENBROOK CEMETERY DISTRICT

Budget Summary

		<u>2024-2025</u>	DEC	JAN	FEB	FEB	UNENCUM	% OF	
		<u>ADOPTED</u>	CURR MO	CURR MO	CURR MO	YTD	BALANCE	BUDGET	
411	1035	PROPERTY TAX - SUPP 813-PRIOR	\$ -	\$ 4.89		\$ 42.32	\$ (42.32)	100.0%	
411	1040	PROPERTY TAX - PRIOR UNSECURED	\$ -	\$ 2.29		\$ 5.11	\$ (5.11)	100.0%	
441	4201	INTEREST	\$ 300.00			\$ 840.75	\$ (540.75)	280.3%	
453	5460	STATE HOPTR	\$ 150.00			\$ -	\$ 150.00	0.0%	
453	5470	STATE AID DISASTER REV LOSS BACKFILL				\$ -	\$ -	0.0%	
		<u>TOTAL GENERAL REVENUE</u>	\$ 16,660.00	\$ 9,742.15	\$ -	\$ -	\$ 10,992.78	\$ 5,667.22	66.0%
		<u>NET (SHORTFALL) / +</u>	\$ (18,871.00)	\$ 5,890.93	\$ (1,411.90)	\$ (495.00)	\$ (4,975.96)	\$ (13,895.04)	

390	0000	NET BEGINNING YEAR (FUND BALANCE)	\$ 22,853.89			\$ 22,646.35		
		RESERVES (TO) / FROM	\$ (3,982.00)			\$ (12,655.00)		
		<u>OPERATING CASH BALANCE</u>	<u>0.89</u>			<u>5,015.39</u>		

RESERVE DESIGNATIONS

391	0100	RESERVES - GENERAL	\$ 24,301.00			\$ 24,301.00		
392	0500	RESERVES - CAPACITY EXPANSION	\$ 56,995.00			\$ 56,995.00		
392	0600	RESERVES - BUILDING	\$ 6,000.00			\$ 6,000.00		
		<u>TOTAL RESERVE DESIGNATIONS</u>	<u>\$ 87,296.00</u>			<u>\$ 87,296.00</u>		

		CASH BALANCE	<u>\$ 87,296.89</u>			<u>\$ 92,311.39</u>		
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PREPAY FUND 390 - CASH BALANCE **\$ 17,901.25**

BEGINNING FUND BALANCE \$ 17,901.25

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

ENDOWMENT FUND 394 - CASH BALANCE **\$ 40,380.14**

BEGINNING FUND BALANCE \$ 40,280.14

441	4201	INTEREST				\$ -		
466	6921	SERVICES - NON TAXABLE	\$ 250.00	\$ -	\$ -	\$ 500.00		
491	7950	SERVICES - PRIOR YR	\$ -	\$ -	\$ -	\$ (400.00)		
502	8123	TRANSFERS OUT				\$ -		
		TOTAL	\$ 250.00	\$ -	\$ -	\$ 100.00		

INTEREST FUND 395 - CASH BALANCE **\$ 12,655.42**

BEGINNING FUND BALANCE \$ 12,177.69

441	4201	INTEREST				\$ 477.73		
466	6921	SERVICES - NON TAXABLE	\$ -	\$ -	\$ -	\$ -		
502	8123	TRANSFERS OUT				\$ -		
		TOTAL	\$ -	\$ -	\$ -	\$ 477.73		

HEADSTONE FUND 396 - CASH BALANCE **\$ 4,075.00**

BEGINNING FUND BALANCE \$ 9,375.00

441	4201	INTEREST				\$ -		
466	6991	SERVICES - NON TAXABLE	\$ 500.00	\$ -	\$ -	\$ (5,300.00)		
502	8123	TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -		
		TOTAL	\$ 500.00	\$ -	\$ -	\$ (5,300.00)		

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

DECEMBER 2024

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3663	99.00	STEPHEN C BARNES STIPEND - 12/2 BOARD MTG	29.50	99.00
3664	99.00	ROB BOSTOCK STIPEND - 12/2 BOARD MTG	29.50	99.00
3665	99.00	HARRY DEFFENBAUGH STIPEND - 12/2 BOARD MTG	29.50	99.00
3666	99.00	DOUGLAS DOMER STIPEND - 12/2 BOARD MTG	29.50	99.00
3667	99.00	FRANCIS LINCOLN STIPEND - 12/2 BOARD MTG	29.50	99.00
3668	2,200.00	PNP CPA FY 2023, 2024 AUDIT DEPOSIT	23.81	2,200.00
3669	1,566.24	POLYGUARD & CO OUTER BURIAL CONTAINER (4)	28.30	1,566.24
3670	38.24	AT&T PHONE LINE CHARGES 11/13-12/12	12.00	38.24
3671	12.29	PG&E ELECTRIC CHARGES 11/13-12/12	30.00	12.29
3672	35.45	LAKE COUNTY WASTE SOLUTIONS INC		

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

DECEMBER 2024

WASTE DISPOSAL

14.00

35.45

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3673	34.00	CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES 2025 MEMBERSHIP	20.00	34.00

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3674	100.00	PUBLIC CEMETERY ALLIANCE 2025 MEMBERSHIP	20.00	100.00

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3675	320.00	ROBERT STARK GROUNDS MAINT	18.00	320.00

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3676	600.00	GLORIA FONG ADMINISTRATIVE SVCS - DEC	23.80	600.00

Warrant Total \$5,401.22



GLENBROOK CEMETERY DISTRICT
WARRANT LIST

JANUARY 2025

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3677-3679		VOIDED		
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3680	129.67	KELSEYVILLE LUMBER SMALL EQUIPMENT FUEL, CLEAN SUPPLIES	17.00	129.67
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3681	35.45	LAKE COUNTY WASTE SOLUTIONS INC WASTE DISPOSAL	14.00	35.45
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3682	17.22	PG&E ELECTRIC CHARGES 12/13-1/13	30.00	17.22
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3683	37.36	AT&T PHONE LINE CHARGES 12/13-1/12	12.00	37.36
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3684	133.00	CALIFORNIA DEPT OF TAX & FEE ADMINISTRATION 2023 USE TAX	48.00	133.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3685	320.00	ROBERT STARK GROUNDS MAINT	18.00	320.00
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3686	739.20	GLORIA FONG ADMINISTRATIVE SVCS - JAN REIMB PRINTER INK	23.80 22.70	600.00 139.20
Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3687-3689		VOIDED		

Warrant Total \$1,411.90

GLENBROOK CEMETERY DISTRICT
WARRANT LIST

MTD FEBRUARY 2025

Warrant #	Amount	Payable to / Description	Exp.Code	Exp.Amt
3690	99.00	STEPHEN C BARNES STIPEND - 2/3 BOARD MTG	29.50	99.00
3691	99.00	ROB BOSTOCK STIPEND - 2/3 BOARD MTG	29.50	99.00
3692	99.00	HARRY DEFFENBAUGH STIPEND - 2/3 BOARD MTG	29.50	99.00
3693	99.00	DOUGLAS DOMER STIPEND - 2/3 BOARD MTG	29.50	99.00
3694	99.00	FRANCIS LINCOLN STIPEND - 2/3 BOARD MTG	29.50	99.00
Warrant MTD 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:
- a. 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.
 - b. 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

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.