

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

BOARD OF TRUSTEES MEETING MINUTES
April 6, 2026, 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 (x) Patrick McCarthy
(x) Francis Lincoln (x) Robert Stark-Staff (x) Gloria Fong-Staff

2. **APPROVAL OF AGENDA** – *Deffenbaugh motion to approve agenda, seconded by Barnes. AYES: 5. NOES: 0.*
3. **APPROVAL OF CONSENT ITEMS** – *Deffenbaugh motion to approve consent items, seconded by Barnes. AYES: 5. NOES: 0.*

3a. **MINUTES** - Discussion, possible approval of the February 2, 2026 Regular Meeting Minutes. (PG2)

3b. **FINANCES** - Approval of the financial reports and fund balances YTD March 2026 and operating expense checks issued for the months of February, March and MTD April 6, 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 Fiscal Years Ending June 30, 2023 and June 30, 2024 Management Representation Letter and acceptance of Financial Statements. Placed on the agenda by Staff. (PG10)

Deffenbaugh motion to accept financial statements, seconded by Barnes. AYES: 5. NOES: 0.

4d. 7:20 P.M. – Consideration for Purchase Policy change/update. Placed on the agenda by Staff.

Bostock motion to double limits from 2010 of \$500 to \$1000 for Sexton and of \$100 to \$200 for District Secretary, seconded by Barnes. AYES: 5. NOES: 0.

4e. 7:25 P.M. – Consideration for Staff rate increase(s). Placed on the agenda by Trustee Rob Bostock.

Bostock motion to increase Robert Stark's monthly rate from \$320 to \$450, seconded by Deffenbaugh. AYES: 5. NOES: 0.

4f. 7:25 P.M. – Consideration for District Credit Card. Placed on the agenda by Staff. (PG15)

Item tabled to time when an credit card application is available to present for consideration.

NON TIMED ITEMS

4g. **Cemetery Operation Reports**

Sexton Robert Stark reports irrigation system turned on during last couple months of dry weather and mowing is about a month ahead. Family members are holding wedding ceremony on May 9th near mother's place of rest. In addition to account with Kelseyville Lumber, having a credit card can help cover fuel purchases, equipment and maintenance repair and part, which is convenient over an expense reimbursement.

District Secretary Gloria Fong reports County Auditor-Controller announced changed to chart of accounts because it is changing its finance system to Workday. There has been no communication about whether or not check stock needs to be change.

4h. Board Member Reports

McCarthy – Nothing to report.

Barnes – Asking to schedule Friday, May 22nd at 10 am for setting flags.

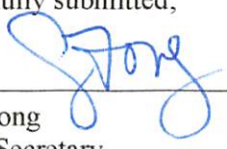
Lincoln – Asking to look into flag replacement and its lighting; he'll be speaking to Brian at Kelseyville Cemetery regarding their Niche columbarium.

Bostock – Nothing to report.

Deffenbaugh – He's looking into a plaque for Bruce Ebinger.

- 4i. *Deffenbaugh motion to adjourn the meeting at 7:44 p.m., seconded by Bostock. All in attendance are in favor of adjournment.*

Respectfully submitted,



Gloria Fong
District Secretary

READ AND APPROVED:



FRANK LINCOLN
Chairperson