



SUMMARY REPORT

Agenda Date: 7/9/2024

To: Board of Supervisors

Department or Agency Name(s): County Administrator's Office

Staff Name and Phone Number: Jennie Brown 707-565-3275

Vote Requirement: Majority

Supervisory District(s): Countywide

Recommended Action:

Approve the Appointment of Sharen Lee Spencer Snyder to the Green Valley Cemetery District Board of Trustees to serve a term beginning July 9, 2024, and ending January 5, 2025. (Countywide)

Executive Summary:

The Board of Supervisors are responsible for appointments to over 75 Boards, Commissions, Committees, and Task Forces. Vacancies and upcoming expiring appointments are posted on the County's list of Boards, Commissions, Committees, and Task Forces website.

Rule 50 of the Board Rules of Procedures states that the Clerk of the Board shall convene staff to review prospective countywide appointments and make appointment recommendations to the Board. The current item recommends the appointment of Sharen Lee Spencer Snyder to the Green Valley Cemetery District Board of Trustees.

Discussion:

The Green Valley Cemetery District was created to assume responsibility for the management and care of cemeteries within its boundaries per Health and Safety Code 9001 (2). Located in rural Graton, the Green Valley Cemetery District "district" encompasses two historical cemeteries; the Gilliam Cemetery founded in 1852 and the Green Valley Cemetery founded in 1862. The district is governed by a Board of Trustees composed of 3-5 members responsible for the management and administrative record keeping for these cemeteries to include site burial and plot sales records, ongoing grounds care and improvements, and the preparation and submittal of annual reports. In April of 2023, the third district trustee resigned from the board resulting in the loss of quorum as membership fell below the majority required. This item recommends the appointment of Sharen Lee Spencer Snyder to serve the remainder of the unscheduled vacancy term and meeting the requirement for quorum by increasing trustee membership to three.

Sharen Lee Spencer Snyder is a long-term resident of Graton and frequent visitor of the Gilliam Cemetery, located within the Green Valley Cemetery District. Sharen visits Gilliam Cemetery weekly to care for the burial site and community garden planted for and named after her late son, Aden Spencer Joseph. Sharen worked in the arts, accounting, and event planning fields before her retirement lead to her current role as a personal trainer and Pilates instructor. Sharen would like to dedicate her time and apply her skills and knowledge to serving the Green Valley Cemetery District.

Strategic Plan:

Agenda Date: 7/9/2024

N/A

Prior Board Actions:

N/A

FISCAL SUMMARY

Narrative Explanation of Fiscal Impacts:

N/A

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Recommended Appointment Application

Related Items “On File” with the Clerk of the Board:

None