

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING NOVEMBER 20, 2019

We welcome public comment regarding any subject not on the agenda during the time identified for "Public Comment." All matters requiring a response will be forwarded to staff. Presentations made under "Public Comment" are normally restricted to three (3) minutes in length per meeting unless the Chairperson specifically authorizes additional time. If you have special needs because of a disability that makes it difficult for you to participate in the meeting, or you require assistance or auxiliary aids to participate in the meeting, please contact Victor Kunkel at (707) 838-6684 by at least noon the day preceding the meeting. We will attempt to accommodate your disability. Materials related to open session items on this agenda that are submitted to the Board after distribution of the agenda packet are available for public inspection during normal business hours at the office of the Shiloh District Cemetery, located at 7130 Windsor Road, Windsor, CA 95492.

CALL TO ORDER: The meeting was called to order by Chairperson Fuller at 9:00 AM.

ROLL CALL: Chairperson Fuller X; Vice Chairperson Stimach X; Trustee Eckles X; Trustee Meyers X; Trustee Pitts X; Staff: Manager Kunkel X; Grounds Maintenance Supervisor Kramarsic X.

PUBLIC COMMENT: None

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None

CORRESPONDENCE: None

APPROVAL OF MINUTES: Approve Minutes of October 16, 2019 Regular Meeting. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #7 and #8, and (ACH) #6 and #7; FY 2019-2020. **Motion: Trustee Meyers. Vote: 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that maintenance is on schedule, the fires deposited lots of ash on the grounds; due to the season, there is lots of leaf cleanup, sales and use of grave liners, seasonal shift for the Ratio Controller has taken place thus saving water and collaboration with the Town of Windsor.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on new burials, income and expenditures, sales and deposits, FY 2020 savings realized by using CalCARD, credit card project progress, SDC Annex progress, progress on the change to an independent audit firm and status of replacement computer and phone equipment.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at December 18, 2019 Trustee Meeting.**
- B. Search for Independent Audit Firm. **Discussion. Further discussion at December 18, 2019 Trustee Meeting.**

- C. Search for Outside Design Firm. **Discussion. Further discussion at December 18, 2019 Trustee Meeting.**
- D. SDC Web Page. **Discussion. Demonstrated progress. Further discussion at December 18, 2019 Trustee Meeting.**
- E. Liner Purchase. **Discussion and motion for approval. Discussed. Motion for liner purchase from Polyguard for \$13,126.04; Trustee Stimach. Vote: 5 Ayes. Motion Carried.**
- F. Charlie Brown Christmas Tree Grove (Adopt-a-Tree). **Discussion and motion for approval. Discussed. Died for lack of tree availability.**
- G. Annual Gift Cards for Shiloh District Cemetery Staff. **Discussion and motion for approval. Discussed. Trustee Stimach. Vote: 5 Ayes. Motion Carried.**
- H. Holiday Meal for Shiloh District Cemetery Personnel. **Discussion and motion for approval. Discussed. Motion for holiday meal not to exceed \$400.00; Trustee Pitts. Vote: 5 Ayes. Motion Carried.**
- I. California Association of Public Cemeteries, 62nd Annual Conference. **Discussion and motion for approval. Discussed. Motion for two staff and one trustee to attend: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 10:27 AM. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, December 18, 2019 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



 Victor Kunkel – Board Secretary

MINUTES APPROVED: 
 Richard Fuller _____
 Lawrence Stimach  _____
 Archie Eckles  _____
 Lewis Meyers  _____
 Ann Pitts  _____