

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING SEPTEMBER 15, 2021

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.

This will be a virtual (conference call) Regular Meeting due to Covid-19. Should the public wish to participate, please submit questions prior to the meeting via email at shilohcemetery@gmail.com and we will address them. The phone number to dial is 1 310-372-7549. The Conference Code is 286045. Please dial in a few moments early as we will start promptly. During the meeting, please mute your phone.

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

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

MEMBERS OF THE PUBLIC: Lyone Macias-Lazzarini; Jennifer Mendoza

PAUSE at 9:03 AM: Lyone Macias-Lazzarini was Sworn in as a Trustee at 9:06 AM by Jennifer Mendoza, Field Representative, Representing Supervisor James Gore, 4th District, County of Sonoma. Meeting resumed at 9:06 AM.

PUBLIC COMMENT: N/A

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: N/A

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of August 18, 2021 Regular Meeting. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #3 and #4 and #5: and (ACH) #3 and #4; FY 2021 - 2022. **Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that general maintenance is still on track; that Grounds Maintenance Technician I Hale has

returned full time; that the lawns still look ok considering the heat waves and water cutbacks. We have had 4 services since the last board meeting. We checked with the Town of Windsor water department for possible policy updates and there were none; talked with Polyguard about possibly placing an order, discussed upcoming monthly walk through with Chris at North Bay Tree and Weed.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on August savings realized by using CalCARD, the next phase of Rincon supervised biological report of our Annex, our experiences with Supervisor Gore as a result of Trustee Fuller's comments to the Board of Supervisors; August web page visits totaled 1,3607. There were seven (7) general communications and eight (8) requests for information. August Reallocations and 1/4ly taxes are in process and will be filed in advance of the end of month deadlines.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at October 20, 2021 Trustee Meeting.**
- B. Order Full Burial Liners. **Discussion and Motion for Approval. Motion: Trustee Fuller Moved to Purchase up to 68 Liners at \$232.00 or \$15,840.00 as needed. Vote: 5 Ayes. Motion Carried.**
- C. Adopted Budget. **Discussion and Motion for Approval. Motion: Trustee Fuller Moved to Accept Adopted FY 2021/2022 Budget and Transmit to County of Sonoma. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 9:50 AM. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, October 20, 2021 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Ann Pitts

Richard Fuller

Archie Eckles

Lylene Macias-Lazzarini

