

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING DECEMBER 20, 2023

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. Please submit questions at least 24 hours prior to the meeting via email at: shilohcemetery@gmail.com and we will address them. 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 Pitts at 9:00 AM.

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

MEMBERS OF THE PUBLIC: N/A

PUBLIC COMMENT: N/A

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

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of November 15, 2023 Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #9 and #10; and (ACH) #6; FY 2023 - 2024. **Motion: Trustee Stimach. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Supervisor Kramarsic reported that due to great weather, staff has been focusing on keeping up with leaves and other green waste. Since our last board meeting, there have been 4 services. There is no update on the cannon. The American Legion Post III placed Christmas wreathes on Veteran's graves. Supervisor Kramarsic provided maps and was on site during the Saturday placement.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on November savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. Rincon Consultants continue to develop their report (illness has slowed their efforts a bit). LACO Associates have developed a draft site plan and we have been talking with them about details; Rincon's report is necessary to complete their report. November reallocations were completed and submitted.

DISCUSSION AND ACTION ITEMS:

- A. Elect Board Chairperson and Vice Chairperson. **Discussion. Motion to Elect Trustee Stimach to Position of Chairperson by Current Chairperson Pitts, Seconded by Trustee Fuller; and Trustee Fuller to Position of Vice Chairperson by Trustee Stimach, Seconded by Chairperson Pitts. Vote: 4 Ayes. Motion Carried.**
- B. Shiloh District Cemetery Annex. **Discussion. Further Discussion at January 17, 2024 Board Meeting.**
- C. Memorial Lawn Cannon. **Discussion. Further Discussion at January 17, 2024 Board Meeting.**
- D. Board Member Search for Fifth Seat. **Discussion. Further Discussion at January 17, 2024 Board Meeting.**
- E. Strategic Planning. **Discussion. Further Discussion at January 17, 2024 Board Meeting.**
- F. Memorial Day May 27, 2024 Preparation. **Discussion. Further Discussion at January 17, 2024 Board Meeting.**

ADJOURNMENT: 9:42 AM. **Motion: Chairperson Pitts. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, December 20, 2023 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Ann Pitts

Archie Eckles

Lawrence Stimach

Richard Fuller


