

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING FEBRUARY 21, 2024

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 Stimach at 9:00 AM.

ROLL CALL: Chairperson Stimach X; Vice Chairperson Fuller X; Trustee Pitts X; Trustee Eckles: 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 January 17, 2023 Regular Meeting. **Motion: Vice Chairperson Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #13 and #14; and (ACH) #8; FY 2023 - 2024. **Motion: Trustee Eckles. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Supervisor Kramarsic reported that weather has been cold and wet. We have been very busy with services. Since our last board meeting, there have been seven (7) services. No update on the cannon but we're still on track for some work in February pending services. We have been dealing with liner sales; it has been a good year so far. We have sold 15 liners, and have a quote out for 17 as well.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on January savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. Rincon Consultants have promised their completed report will be sent out not later than mid-March. LACO Associates provided their completed site plan. January reallocations were completed and submitted. Quarterly taxes were completed and submitted. We paid \$1,979.00 to EDD and CDTFA.


Steven Sharpe continues to stay in touch with Permit Sonoma to advise where we are on the application/report process and seek their input.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at the March 20, 2024 Board Meeting.**
- B. Memorial Lawn Cannon. **Discussion. Further Discussion at the March 20, 2024 Board Meeting.**
- C. Board Member Search for Fifth Seat. **Discussion. Further Discussion at the March 20, 2024 Board Meeting.**
- D. Strategic Planning. **Discussion. Further Discussion at the March 20, 2024 Board Meeting. Ad Hoc Committee Formed.**
- E. Memorial Day May 27, 2024 Preparation. **Discussion. Further Discussion at the March 20, 2024 Board Meeting.**
- F. Digitization of Cemetery Records. **Supervisor Kramarsic is processing our Burial Book. Ad Hoc Committee Formed to Explore Grants.**

ADJOURNMENT: 10:22 AM. **Motion: Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, March 20, 2024 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Richard Fuller

Ann Pitts

Archie Eckles

