

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MARCH 18, 2020

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. Note: meeting was a virtual meeting due to Sonoma County Medical Officer's Shelter in Place Order.

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: Vice Chairperson Stimach Volunteered for another four years as Vice Chairperson. His term now expires in March of 2024.

CORRESPONDENCE: None

APPROVAL OF MINUTES: Approve Minutes of February 19, 2020 Regular Meeting. **Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**

APPROVAL OF MINUTES: Approve Minutes of March 4, 2020 Special Closed Meeting. **Motion: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #15 and #16, and (ACH) #13 and #14; FY 2019/2020. **Motion: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.**

Grounds Maintenance Supervisor Kramarsic reported on services, that the grounds were continuing to dry out, the filling of sunken graves, re-sodding the sunken grass plots, Green Waste disposal has been discontinued, saving \$381.67 per month, and maintenance of the lowering device.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on new burials, income and expenditures, sales and deposits, FY 2020 savings realized by using CalCARD, attendance at, and review of, the CAPC 62nd annual conference, SDC Annex progress, search for legal representation, search for and selection of audit firm, web page, new computer equipment purchase, and minor damage to office/garage building by Cintas driver.

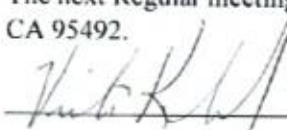
DISCUSSION AND ACTION ITEMS:

- A. Memorial Day Commemoration. **Discussion. Include canon on future agendas on this topic.**

- B. Windsor Day Parade. **Discussion. Vice Chairperson Stimach to drive Trustee Pitt's Model A. Chairperson Fuller to look into magnetic signs for Model A Doors.**
- C. Shiloh District Cemetery Annex. **Discussion.**
- D. Independent Counsel. **Discussion.**
- E. Create Ad Hoc Committee: Standardized Employment Questionnaire. **Discussion. Chairperson Fuller and Vice Chairperson Stimach to review personnel hiring policy, procedure manual.**
- F. Memorial Lawn Canon Cleanup. **Discussion. Moved to item A in future.**
- G. Part Time Employment. **Discussion. Initial discussion of plan to research abandoned graves and develop list, research history of certain Veterans. Tabled for two months.**
- H. Participation in Windsor Expo and Job Fair. **Discussion and Motion for Approval. Died for lack of motion.**
- I. Endowment Care Modifications. **Discussion and Motion for Approval. Motion to approve adding Endowment Care for every grave opening to include full and cremains burials: Trustee Pitts. Vote: 5 ayes. Motion Carried.**
- J. Independent Audit Firm Selection. **Discussion and Motion for Approval. Motion to hire new independent audit firm: Vice Chairperson Stimach. Vote: 5 ayes. Motion Carried.**

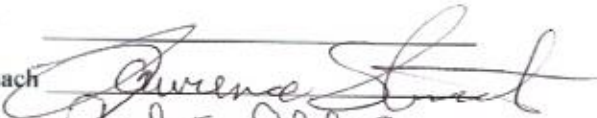
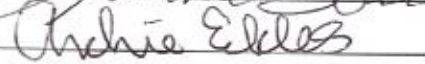
ADJOURNMENT: 10:38 AM. Motion: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.

The next Regular meeting is on Wednesday, April 15, 2020 at 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 