

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING DECEMBER 18, 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 November 20, 2019 Regular Meeting. **Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #9 and #10, and (ACH) #8 and #9; FY 2019/2020. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

Grounds Maintenance Supervisor Kramarsic reported that maintenance is on schedule. Much effort was being placed into leaf blowing in anticipation of application of pre-emergent by vendor. Pre-emergent was applied to all dirt areas on December 15, 2019. All water and controllers have been shut off for winter. During winter the irrigation system will be cleaned and prepared for spring. Working on a strategy to run electrical to the Memorial Lawn control box.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on new burials, income and expenditures, sales and deposits, FY 2020 savings realized by using CalCARD, progress on web page, credit card, SDC Annex, change to independent audit firm, and new computer equipment projects. Manager Kunkel also reported that the FY 2017/2018 audit is complete.

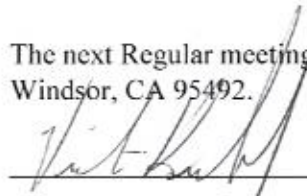
DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at January 15, 2020 Trustee Meeting.**

- B. Search for Independent Audit Firm. **Discussion. Further discussion at January 15, 2020 Trustee Meeting.**
- C. Search for Outside Design Firm. **Discussion. Further discussion at January 15, 2020 Trustee Meeting.**
- D. SDC Web Page. **Discussion. Further discussion at January 15, 2020 Trustee Meeting.**
- E. Potential Step Increase for Paul Klein. **Discussion and Motion for Approval. Discussed. Motion for Grounds Maintenance Technician I Paul Klein to be promoted from Step 7 to Step 8 if warranted by Grounds Maintenance Supervisor Kramarsic, effective January 16, 2020: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 10:26 AM. **Motion: Trustee Eckles. Vote: 5 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, January 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 

