

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING MARCH 16, 2022

*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](mailto: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 Eckles at 9:00 AM.

ROLL CALL: Chairperson Eckles X; Vice Chairperson Pitts X; Trustee Stimach X; Trustee Fuller X; Trustee Macias-Lazzarini: 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 February 16, 2022 Regular Meeting. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #16 and #17; and (ACH) #15; FY 2021 - 2022. **Motion: Trustee Fuller. 5 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that beautiful weather has promoted growth. We are keeping up on mowing and establishing line in preparation for Memorial Day event. Since our last board meeting, we have had five (5) services. The Town of Windsor delivered a letter of intent for maintenance and repairs resulting on water being turned off. The Town of Windsor also provided our yearly Reclaimed Water Site Supervisor training the Grounds Maintenance Technician II Klein and Grounds Maintenance Supervisor Kramarsic.

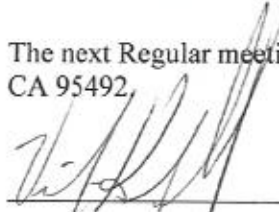
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on February savings realized by using CalCARD, communication with Rincon and our attorney to get the project moving. Grounds Maintenance Supervisor Kramarsic and Manager Kunkel met with attorney Mark Velasquez who committed to call Permit Sonoma. There were 1,049 February visits to our webpage. COVID-19 regulations have relaxed in that masks are no longer required for employees visiting our breakroom. Our office remains closed to the public. However, we will have up to two visitors come in by appointment for burial arrangements. Masks continue to be required by all visitors. Reallocations for February were completed, submitted and accepted. The FY 2020/20201 audit was nearly complete as of the March 16, 2022 meeting. I directed our accounting firm to complete the Special District's Financial Transaction Report (FTR) and GASB 69 Compensation Report that are required by the state government. They were completed and submitted.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at April 20, 2022 Trustee Meeting.**
- B. Memorial Day Preparation. **Discussion. Further Discussion at April 20, 2022 Trustee Meeting.**
- C. Potential One Step Increase for Grounds Maintenance Supervisor Kramarsic. CSDA Special District Leadership Academy. **Discuss and Motion for Approval. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 10:04 AM. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, April 20, 2022 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.

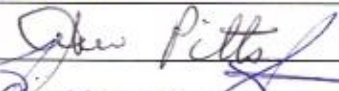
  
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Victor Kunkel – Board Secretary

MINUTES APPROVED:

Archie Eckles



Ann Pitts



Lawrence Stimach



Richard Fuller



Lylene Macias-Lazzarini

