

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MAY 20, 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.

This will be a virtual (conference call) Special Meeting due to the Covid-19 Shelter in Place order. Should the public wish to participate, please submit questions prior to the meeting via email at 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 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: Five general contacts though Web Page.

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approve Minutes of April 15, 2020 Regular Meeting. **Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**

APPROVAL OF MINUTES: Approve Minutes of April 29, 2020 Special Meeting. **Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #19 and #20, and (ACH) #17; FY 2019/2020. **Motion: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.**

Grounds Maintenance Supervisor Kramarsic reported on services, that the grounds maintenance technicians have been working two days per week and on call for services. We will move to three/four days per week soon. Pre-emergent has been applied to our grounds and pest traps have been set. The Town of Windsor has mowed our five acre Annex. Potential release to return to work full time on June 29, 2020 with potential 10 hours per week limited duty in the interim.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on new burials, income and expenditures, sales and deposits, FY 2020 savings realized by using CalCARD, SDC Annex progress, the

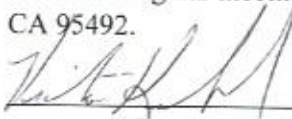
search for legal representation, new audit firm, web page, progress on the repair of minor damage to office/garage building by Cintas driver, PC to Mac migration and Q1 quarterly tax completion.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at June 17, 2020 Trustee Meeting.**
- B. Independent Counsel. **Discussion. Further discussion at June 17, 2020 Trustee Meeting.**
- C. Part Time Employment. **Discussion. Tabled until January 20, 2020 Trustee Meeting.**
- D. Start Historical Record with Local Historical Society. **Discussion. Tabled until October 21, 2020 Trustee Meeting.**
- E. Memorial Lawn Canon. **Discussion. Further discussion at June 17, 2020 Trustee Meeting.**
- F. Memorial Day Commemoration. **Discussion and Motion for Approval. Motion to Cancel Commemoration due to COVID-19 Emergency: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.**
- G. Approve Continued Staff Employment, Wages, and Benefits though the June 17, 2020 Regular Meeting of the Shiloh Board of Trustees due to the COVID-19 Virus Shelter in Place Order. **Discussion and Motion for Approval. Motion: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.**
- H. Cremation Interment Charges for Indigents and other Monetarily Challenged District Residents who's Monetary Situation is Directly Related to the COVID-19 Emergency. Discussion and Motion for Approval. **Motion to Withdraw Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried (withdrawn).**
- I. Potential Step Increase for Employee Timothy Hale, GMT I. **Discussion and motion for approval. Motion to Approve Potential Increase upon Management Approval: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 10:06 AM. Motion: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.

The next Regular meeting is on Wednesday, June 17, 2020 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Richard Fuller

Richard Fuller

Lawrence Stimach

Lawrence Stimach

Archie Eckles

Archie Eckles

Lewis Meyers

Ann Pitts

Ann Pitts