

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING SEPTEMBER 21, 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 August 17, 2022 Regular Meeting. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

APPROVAL OF MINUTES: Approve Minutes of August 31, 2022 Regular Meeting. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #3 and #4: and (ACH) #3 and #4; FY 2022 - 2023. **Motion: Trustee Pitts. 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that the reclaimed water situation is better to the source retuning to the original pond. The grass has turned a positive corner and is looking pretty good. However, the Town of Windsor indicated that they will shut water off for approx. three weeks in October for repairs. In response, I had a meeting with

Dave Ernst, Waste Water Superintendent for the Town of Windsor, on September 15. He now has a better understanding of the cemetery and myself. There have been seven (7) since the last meeting.

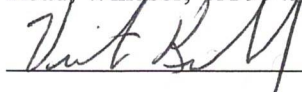
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on August savings realized by using CalCARD. Shiloh Annex progress was discussed; our Annex application was accepted as was the check for \$8,222.00. An actual planner has been assigned and is analyzing requirements. There were 1,861 visits to our webpage in August. Community education was discussed. COVID19 Protection for families and staff were discussed. Reallocations for August were completed, submitted and accepted.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at October 19, 2022 Trustee Meeting.**
- B. Shiloh Private Well Assessment Cost. **Discussion. Further Discussion at October 19, 2022 Trustee Meeting.**
- C. Rural Cemetery Work Party. **Discussion. Further Discussion at October 19, 2022 Trustee Meeting.**
- D. Endowment Care Clarification. **Discussion and Motion for Approval. Carried over to October 19, 2022 Trustee Meeting.**
- E. Review for Employee Victor Kunkel. **Discussion.**
- F. Potential Step Increase for Employee Victor Kunkel, District Manager. **Discussion and Motion for Approval. Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 10:09 AM. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

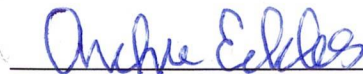
The next Regular meeting will be held on Wednesday, October 19, 2022 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



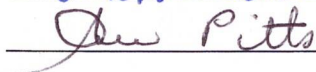
Victor Kunkel – Board Secretary

MINUTES APPROVED:


Archie Eckles



Ann Pitts



Lawrence Stimach



Richard Fuller



Lyone Macias-Lazzarini

