

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING FEBRUARY 17, 2021

*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](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 Stimach at 9:00 AM.

ROLL CALL: Chairperson Stimach X; Vice Chairperson Pitts X; Trustee Fuller X; Trustee Eckles X; Trustee Meyers 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: None.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approve Minutes of January 6, 2021 Special Meeting. **Motion: Trustee Meyers. Vote: 5 Ayes. Motion Carried.**

APPROVAL OF MINUTES: Approve Minutes of January 20, 2021 Regular Meeting. **Motion: Trustee Meyers. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #13 and #14; and (ACH) #12 and #13; FY 2020 - 2021. **Motion: Trustee Meyers. Vote: 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that grounds maintenance is running as normal. We are pushing to finish using green waste so

we can shut it down to save money, satisfactory general cemetery clean up, discussion with Town of Windsor Water Dept. to determine if there any water utilities buried in the Annex and to determine where the utilities cross Shiloh Road.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on January savings realized by using CalCARD, a virtual kickoff meeting with Rincon where well drilling permits, possible dates, etc. were discussed, web page contact, completion of Q4 quarterly returns, community education, COVID-19 protection efforts for staff and families, burials, deposits and expenditures.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at March 17, 2021 Trustee Meeting.**
- B. Memorial Lawn Canon. **Discussion. Further Discussion at March 17, 2021 Trustee Meeting.**
- C. Approve Continued Staff Employment, Wages and Benefits through the March 17, 2021 Regular Meeting of the Board of Trustees as due to the COVID-19 Virus orders as needed. **Discussion and motion for approval. Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**
- D. Potential Step Increase for Grounds Maintenance Technician I Paul Klein. **Discussion and motion for approval. Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 9:33 AM. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, March 17, 2021 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



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Victor Kunkel – Board Secretary

MINUTES APPROVED:

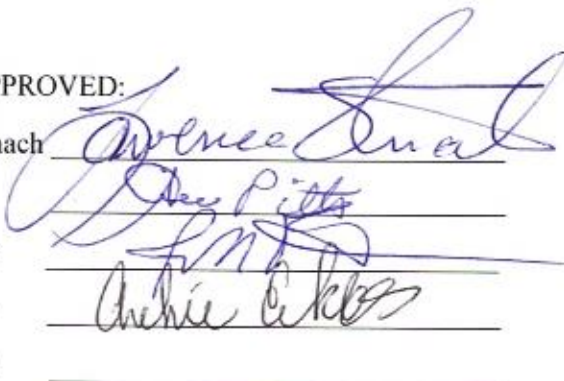
Lawrence Stimach

Ann Pitts

Richard Fuller

Archie Eckles

Lewis Meyers



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