

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JANUARY 18, 2023

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 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 Pitts at 9:00 AM.

ROLL CALL: Chairperson Pitts X; Vice Chairperson Macias-Lazzarini X; Trustee Eckles X; Trustee Stimach X; Trustee Fuller: 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:

Trustee Stimach discussed Grants.

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of December 21, 2022 Regular Meeting. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #11 and #12: and (ACH) #10 and #11; FY 2022 - 2023. **Motion: Trustee Eckles. 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Manager Kramarsic reported that the grounds are wet and sloppy due to heavy rains. The team is making sure that drains stay clean and monitoring the grounds. There have been (4) four burials since our last meeting. The trash company was called and turned off Green Waste for the winter which will save over \$400.00 per month.

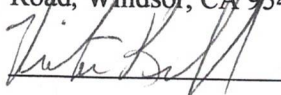
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on December savings realized by using CalCARD. Expenditures, and deposits were discussed as was Shiloh Annex progress; our appointment with Steven Sharpe went very well. He appears to be very experienced and well versed in dealing with Permit Sonoma and Use Permits. We received an initial Consulting Services Agreement which be presented to the Board at the February 15 board meeting. There were 2,109 visits to our webpage in December. Community education was discussed. Reallocations for December were completed, submitted and accepted. Quarterly taxes were completed and submitted. Our tax exposure was \$1,868.01.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at February 15, 2023 Trustee Meeting.**
- B. Independent Audit Proposal for Fiscal years ending in 2022, 2023 and 2024 to Include Audit and State Controller's Special Districts Financial Transactions Report; Not to Exceed \$9,500.00 per fiscal year. **Discussion. Motion to Approve Independent Audit Proposal: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**
- C. Price List Revision for Calendar Year 2023. **Discussion. Motion to Approve Revised Price List Dated February 1, 2023: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 9:59 AM. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

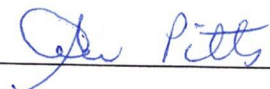
The next Regular meeting will be held on Wednesday, February 15, 2023 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Ann Pitts

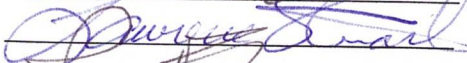


Lyone Macias-Lazzarini



Archie Eckles

Lawrence Stimach



Richard Fuller