

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING APRIL 15, 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](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 Fuller at 9:00 AM. Note: meeting was a virtual meeting due to Sonoma County Medical Officer's Shelter in Place Order.

ROLL CALL: Chairperson Fuller X; Vice Chairperson Stimach X; Trustee Eckles \_; Trustee Meyers X; Trustee Pitts X; Staff: Manager Kunkel X; Grounds Maintenance Supervisor Kramarsic X.

PUBLIC COMMENT: None

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None

CORRESPONDENCE: None

APPROVAL OF MINUTES: Approve Minutes of March 18, 2020 Regular Meeting. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

APPROVAL OF MINUTES: Approve Minutes of March 23, 2020 Special Closed Meeting. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

APPROVAL OF MINUTES: Approve Minutes of April 7, 2020 Special Closed Meeting. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #17 and #18, and (ACH) #15 and #16; FY 2019/2020. **Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

Grounds Maintenance Supervisor Kramarsic reported on services, that the grounds maintenance technicians have been on call due to the shelter in place orders placed by our county medical officer. We come in two days every two weeks to trim and clean the grounds. . Pre-emergent has been applied to our grounds.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on cemetery status since the shelter in place orders were instituted. We are an essential business and Manager Kunkel staffs the office daily to attend to the things that must be taken care of during a given month, whether we are open or closed, including payroll, accounts payable, federal, state and local documentation and addressing the public. Manager Kunkel also 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, selection of audit firm, web page, and progress on the repair of minor damage to office/garage building by Cintas driver.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at May 20, 2020 Trustee Meeting.**
- B. Independent Counsel. **Discussion. Further discussion at May 20, 2020 Trustee Meeting.**
- C. Part Time Employment. **Discussion. Tabled until May 20, 2020 Trustee Meeting.**
- D. Start Historical Record with Local Historical Society. **Discussion. Tabled until May 20, 2020 Trustee Meeting.**
- E. Memorial Lawn Canon. **Discussion. Tabled until May 20, 2020 Trustee Meeting.**
- F. Memorial Day Commemoration. **Discussion and Motion for Approval. Tabled until May 20, 2020 Trustee Meeting.**

ADJOURNMENT: 9:38 AM. **Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, May 20, 2020 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



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Victor Kunkel – Board Secretary

MINUTES APPROVED:

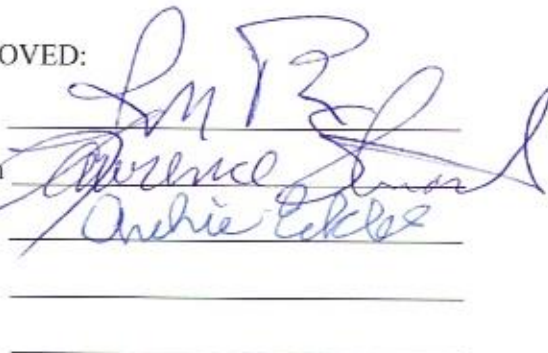
Richard Fuller

Lawrence Stimach

Archie Eckles

Lewis Meyers

Ann Pitts



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