

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JULY 21, 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) 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 Stimach at 9:00 AM.

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

MEMBERS OF THE PUBLIC: Lyone Macias-Lazzarini; Ron Collier.

PUBLIC COMMENT: Discussion of Wreaths Across America

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: N/A

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of June 16, 2021 Regular Meeting. **Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #24 and #25; and (ACH) #22 and #23; FY 2020 - 2021. **Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that maintenance of grounds is all on schedule and we are focusing on keeping the grounds trimmed and picked up. We remain concerned by the drought. We are spot watering as needed to save water. There were two (2) services since the last board meeting. Chris from North Bay Tree and Weed performed a walk through and discussed the water situation relative to our grassy area's health.

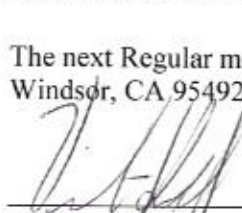
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on June and Fiscal Year savings realized by using CalCARD, Rincon's water assessment has been updated and submitted. County indicated that it looked good. June web page visits totaled 1,688, eight (8) general communications and four (4) requests for information. We have eliminated the Covid Indemnification document. End of Year requirements for County were completed. Quarterly returns and taxes were completed and sent in.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at August 18, 2021 Trustee Meeting.**
- B. Display Veteran Photo(s) and/or Stories on Future Memorial Days. **Discussion.**
- C. Wreaths Across America Wreaths for Graves of Veterans on Future Memorial Days and Christmas. **Discussion. Further Discussion and Motion to Proceed at August 18, 2021 Trustee Meeting.**
- D. Juneteenth (June 19th) Federal Holiday. **Discussion. Further Discussion and Motion at August 18, 2021 Trustee Meeting.**
- E. Review for Employee Victor Kunkel. **Discussion. Review Administered by Chairperson Stimach.**
- F. Potential Step Increase for Employee Victor Kunkel, District Manager. **Discussion and Motion for Approval. Motion: Vice Chairperson Pitts to Promote District Manager Kunkel to District Manager Step 6, Effective Date August 21, 2021. Vote: 4 Ayes. Motion Carried.**

ADJOURNMENT: 11:00 AM. **Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, August 18, 2021 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Ann Pitts

Richard Fuller

Archie Eckles





