

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING November 18, 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 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 Vice Chairperson Stimach at 9:00 AM.

ROLL CALL: Chairperson Fuller X (joined at 9:15 AM); Vice Chairperson Stimach X; Trustee Eckles X; Trustee Meyers X; Trustee Pitts X Staff: Manager Kunkel _; Grounds Maintenance Supervisor Kramarsic X.

PUBLIC COMMENT: None.

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approve Minutes of October 21, 2020 Regular Meeting. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #7 and #8; and (ACH) #5 and #7; FY 2020 - 2021. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that grounds maintenance is back to normal due to nice weather. There have been five services since the last meeting. NorthBay Tree and Weed performed their monthly pre-emergent straying, etc. The Town of Windsor performed a water transfer test involving the Town of Santa Rosa's reclaimed water.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on FY 2020 savings realized by using CalCARD, progress of our legal firm in helping with development of our annex, web page maintenance, community education should families call SDC prior to calling a mortuary, completion of Q3 quarterly tax filings, and completing of paperwork for direct employee payroll (first direct deposit

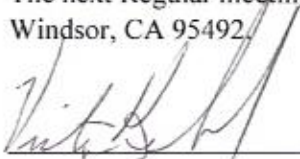
should take place on December 15, 2020 payroll depending upon Sonoma County's completion of their process), new burials, income and expenditures, sales and deposits.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at December 16, 2020 Trustee Meeting.**
- B. Memorial Lawn Canon. **Discussion. Further discussion at December 16, 2020 Trustee Meeting.**
- C. Approve Continued Staff Employment, Wages and Benefits through the December 16, 2020 Regular Meeting of the Board of Trustees as due to the COVID-19 Virus Shelter in Place order as needed. **Discussion and Motion for Approval. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**
- D. January 1, 2021 Price list. **Discussion and motion for approval. Motion: Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**
- E. Annual Gift Cards for Shiloh District Cemetery Staff. **Discussion and motion for approval to provide holiday gift cards not to exceed \$50.00 per employee. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**
- F. Holiday Meal for Shiloh District Cemetery Personnel. **Discussion and motion for approval to have annual holiday luncheon for Trustees and employees, not to exceed \$300.00. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 9:30 AM. Motion: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.

The next Regular meeting is on Wednesday, December 16, 2020 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Richard Fuller _____

Lawrence Stimach _____

Archie Eckles _____

Lewis Meyers _____

Ann Pitts _____

