

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING September 16, 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 Chairperson Fuller at 9:00 AM.

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

PUBLIC COMMENT: Four general contacts though Web Page.

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approve Minutes of August 19, 2020 Regular Meeting. **Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #3 and #4; and (ACH) #3 and #4; FY 2020 - 2021. **Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that grounds maintenance is going as planned. We continue to apply additional water due to extreme heat. Our efforts for grave side service safety are working well. We have had two COVID-19 burials so far. We took delivery of the new John Deere Gator and are in the process of cleaning the old Mule up for sale. NorthBay Tree and Weed performed the monthly servicing.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on FY 2020 savings realized by using CalCARD, the appointment of our new legal firm, BBk Attorneys at Law, the highly successful completion of our first independent audit, annex appeal, webpage, new burials, income and expenditures, sales and deposits.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discuss at October 21, 2020 Trustee Meeting.**
- B. Memorial Lawn Canon. **Discussion. Further discussion at October 21, 2020 Trustee Meeting.**
- C. Day of the Dead (October 31 – November 2, 2020). **Discussion on Sponsorship. Events cancelled due to COVID-19.**
- D. Automatic Deposit of Staff Paychecks. **Discussion and Motion for Approval. Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**
- E. Approve Continued Staff Employment, Wages and Benefits through the October 21, 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: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**
- F. Add Ad Hoc Committee to Search District 4 for Cemeteries to Include in Shiloh District Cemetery District. **Discussion and Motion for Approval. Motion to Begin Search, Committee to be led by Trustee Eckles: Trustee Eckles. Vote: 4 Ayes. Motion Carried.**
- G. FY 2020/20201 Adopted Budget. **Discussion and Motion for Approval. Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

ADJOURNMENT: 9:57 AM. **Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, October 21, 2020 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



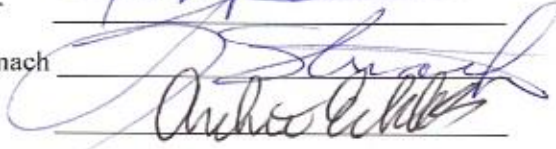
Victor Kunkel – Board Secretary

MINUTES APPROVED:

Richard Fuller



Lawrence Stimach



Archie Eckles



Lewis Meyers



Ann Pitts