

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING APRIL 19, 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](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 Pitts at 9:00 AM.

ROLL CALL: Chairperson Pitts 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: N/A

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of March 15, 2023 Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #17 and #18 and #19: and (ACH) #15; FY 2022 - 2023. **Motion: Trustee Eckles. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Manager Kramarsic reported that the grounds have been drying out nicely due to nice weather. We are beginning preparation for our Memorial Day event including specialized mowing and fertilizing. We met with Town of Windsor and received our site supervisor training.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on March savings realized by using CalCARD. Expenditures, and deposits were discussed as was Shiloh Annex progress. The board

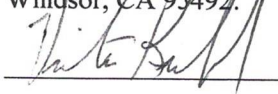
approved the Rincon Consultants proposal for biological studies as required by Permit Sonoma. There were 2,411 visits to our webpage in March. Community education was discussed. Reallocations for March were completed, submitted and accepted. Our FY 2021/2022 annual audit is complete and I provided a draft to the board.

DISCUSSION AND ACTION ITEMS:

- A. Elect Vice Chairperson. **Discussion and Motion to Elect Trustee Eckles to Position of Vice Chairperson by Trustee Stimach, Seconded by Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- B. Shiloh District Cemetery Annex. **Discussion. Further Discussion at May 17, 2023 Board Meeting.**
- C. Rincon Consultants Client Services Agreement to include Biological Resources and Regulatory Permitting Services and Report for Shiloh Annex. **Discussion and Motion to Approve Proposal not to exceed \$14,008.00 by Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- D. Memorial Lawn Cannon. **Discussion. Further Discussion at May 17, 2023 Board Meeting.**
- E. Memorial Day Event. **Discussion. Further Discussion at May 17, 2023 Board Meeting.**
- F. Potential One Step Increase for Grounds Maintenance Supervisor Jeff Kramarsic. **Discussion and Motion to Approve: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- G. CAPC 65<sup>th</sup> Annual Conference Review. **Discussion and Review by Grounds Maintenance Kramarsic and District Manager Kunkel.**

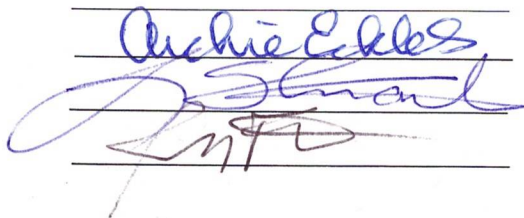
ADJOURNMENT: 10:25 AM. **Motion: Trustee Eckles. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, May 17, 2023 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.

  
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Victor Kunkel – Board Secretary

MINUTES APPROVED:

- Ann Pitts
- Archie Eckles
- Lawrence Stimach
- Richard Fuller

  
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