

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING APRIL 20, 2022

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 Eckles at 9:00 AM.

ROLL CALL: Chairperson Eckles X; Vice Chairperson Pitts X; Trustee Stimach X; Trustee Fuller X; Trustee Macias-Lazzarini: 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 16, 2022 Regular Meeting. **Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #18 and #19; and (ACH) #16 and #17; FY 2021 - 2022. **Motion: Trustee Fuller. 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that unstable weather in addition to no reclaimed water (Town of Windsor performing maintenance) wind, rain and frost have kept staff jumping. Since our last board meeting, we have had one (1) service. We have hit a snag with the repair of wheels on the cannon. The pins that hold the threaded wheel cups in place have been welded. This will make it very difficult to remove the wheels. We'll keep working on it. Chris from Northbay Tree and Weed did his walk through, Richard from Town of Windsor

called on 4/4 to advise that reclaimed water had been turned off for maintenance. He then call on 4/8 and advised that the repairs were finished a week early and we were able to pressurize our system. Chris and Kyle from Northbay Tree and Weed both stopped by again to do another walk through.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on February savings realized by using CalCARD, communication with attorney Mark Velasquez who called Permit Sonoma to help get our Annex project moving. There were 1,050 March visits to our webpage. Reallocations for March were completed, submitted and accepted. The FY 2020/20201 audit was completed and sent to County. I directed our accounting firm to complete the Special District's Financial Transaction Report (FTR) and GASB 68 Compensation Report that are required by the state government. They were completed and submitted. Q1/2022 Quarterly returns were submitted to IRS, EDD and CDTFA.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at May 18, 2022 Trustee Meeting.**
- B. Memorial Day Preparations. **Discussion. Further Discussion at May 18, 2022 Trustee Meeting.**
- C. CAPC 64th Annual Conference Review. **Discussion. Conference Reviewed.**
- D. Potential Step Increase for Grounds Maintenance Technician I Timothy Hale. **Discussion and motion for approval. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**
- E. Non-Resident Burials. **Discussion and Motion for Approval. Carried over to May 18, 2022 Trustee Meeting.**
- F. Preliminary FY 2022 – 2023 Budget. **Discussion and Motion for Approval. Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 10:33 AM. Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.

The next Regular meeting is on Wednesday, May 18, 2022 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Archie Eckles

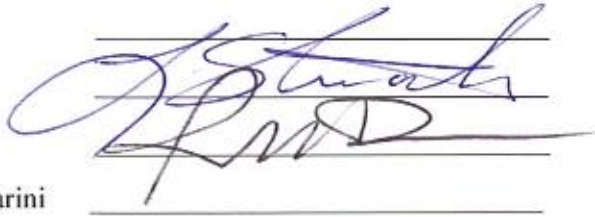


Ann Pitts

Lawrence Stimach

Richard Fuller

Lyone Macias-Lazzarini



A handwritten signature in blue ink, appearing to read 'Lawrence Stimach', is written over a set of four horizontal lines. The signature is fluid and cursive, with the first name 'Lawrence' written above the second name 'Stimach'. The lines are evenly spaced and extend across the width of the signature.