

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JULY 15, 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 _; Trustee Meyers X; Trustee Pitts X; Staff: Manager Kunkel X; Grounds Maintenance Supervisor Kramarsic X.

PUBLIC COMMENT: Five general contacts though Web Page.

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None.

CORRESPONDENCE: None.

MEETING PAUSED at 9:05 am for interview with Sergeant Brent Kidder of Windsor Police Department to Discuss Safety Precautions for Shiloh District Cemetery Staff at Large Services.

MEETING RESUMED at 9:25 am.

APPROVAL OF MINUTES: Approve Minutes of June 17, 2020 Regular Meeting. **Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #23 and #24, and (ACH) #19 and #20; FY 2019/2020. **Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

Grounds Maintenance Supervisor Kramarsic reported that grounds maintenance is going as planned and irrigation is being monitored irrigation more closely due to the recent hot spells. Grounds Maintenance Supervisor Kramarsic is also working on a project that may lead to a change in how we manage graveside services. It is a serious topic due to staff safety concerns and must be weighed relative to the needs of the community. Upon Grounds Maintenance Supervisor Kramarsic's return, he notified the Town of Windsor, North Bay Tree and Weed and Sonoma Resource Recovery that he returned full time.

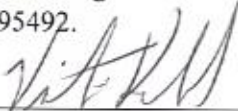
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on FY 2020 savings realized by using CalCARD, SDC Annex progress, the search for legal representation, new audit firms progress, web page, progress on the repair of minor damage to office/garage building by Cintas driver, Payroll Protection Program (PPP) Federal Loan, new burials, income and expenditures, sales and deposits.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at August 19, 2020 Trustee Meeting.**
- B. Independent Counsel. **Discussion. Further discussion at August 19, 2020 Trustee Meeting.**
- C. Memorial Lawn Canon. **Discussion. Further discussion at August 19, 2020 Trustee Meeting.**
- D. Payroll Protection Plan. **Discussion.**
- E. Automatic Paycheck Deposit for Staff. **Discussion. To be added to Agenda for Discussion and Motion at September 16, 2020 Trustee Meeting.**
- F. Cost of Living Increase. **Discussion and Motion for Approval. Motion to Apply 2% Cost of Living Increase to Full Time Salary Schedule Effective July 1, 2020. Motion: Trustee Meyers. Vote: 4 Ayes Motion Carried.**
- G. Annual Review for District Manager Kunkel. **Discussion.**
- H. Potential Step Increase for District Manager Kunkel. **Discussion and Motion for Approval. Motion: Trustee Stimach. Vote: 4 Ayes Motion Carried.**
- I. FY 2020/2021 Cola Increase. **Discussion and Motion for Approval.** See (F) above.
- J. Approve Continued Staff Employment, Wages, and Benefits though the August 19, 2020 Regular Meeting of the Shiloh Board of Trustees 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.**
- K. Add Ad Hoc Committee to Search District 4 for Cemeteries to Include in Shiloh District Cemetery District. **Discussion and Motion for Approval. Tabled until August 19, 2020 Trustee Meeting.**

ADJOURNMENT: 10:15 AM. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, July 15, 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