

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JANUARY 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.

CALL TO ORDER: The meeting was called to order by Vice Chairperson Stimach at 9:00 AM.

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

PUBLIC COMMENT: None

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None

CORRESPONDENCE: None

APPROVAL OF MINUTES: Approve Minutes of January 15, 2019 Regular Meeting. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #11 and #12, and (ACH) #10; FY 2019/2020. **Motion: Trustee Eckles. Vote: 4 Ayes. Motion Carried.**

Grounds Maintenance Supervisor Kramarsic reported that, although weather has been wet, staff has been accumulating green waste so we can suspend that service to save money for the remainder of winter. On January 1, 2020 we also released 46 new plots in the Oak Lawn where the oak tree previously fell. Grounds Maintenance Supervisor Kramarsic's analysis shows an estimated profit of \$78,550.00.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on new burials, income and expenditures, sales and deposits, FY 2020 savings realized by using CalCARD, the launch of our web page; credit card, SDC Annex, change to independent audit firm, and new computer equipment projects.

DISCUSSION AND ACTION ITEMS:

A. Election of Board Chairperson. **Discussion and motion for approval. Discussed. Motion to nominate/elect Chairperson Fuller for Chairperson. Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

B. Shiloh District Cemetery Annex. **Discussion. Further discussion at February 19, 2020 Trustee Meeting.**

- C. Search for Independent Audit Firm. **Discussion. Further discussion at February 19, 2020 Trustee Meeting.**
- D. Search for Outside Design Firm. **Discussion. Further discussion at February 19, 2020 Trustee Meeting.**
- E. SDC Web Page. **Discussion. Further discussion at February 19, 2020 Trustee Meeting.**
- F. Memorial Lawn Canon Cleanup. **Discussion. Further discussion at February 19, 2020 Trustee Meeting.**
- G. Pre-need Sales. **Discussion and Motion for Approval. Further discussion at February 19, 2020 Trustee Meeting.**
- H. Office Computer Equipment. **Discussion and Motion for Approval. Discussed. Motion to purchase new office computer equipment for \$1,885.69. Trustee Eckles, Vote: 4 Ayes. Motion carried.**

ADJOURNMENT: 10:13 AM. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, February 19, 2020 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

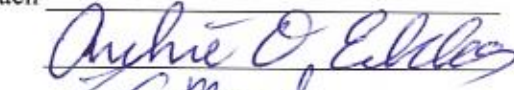
MINUTES APPROVED:

Richard Fuller

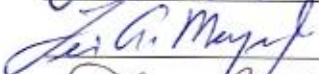


Lawrence Stimach

Archie Eckles



Lewis Meyers



Ann Pitts

