

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING APRIL 21, 2021

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 Stimach at 9:00 AM.

ROLL CALL: Chairperson Stimach X; Vice Chairperson Pitts X; Trustee Fuller _; Trustee Eckles X; Trustee Meyers 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: Chairperson Stimach Discussed Trustee Compensation.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approve Minutes of March 17, 2021 Regular Meeting. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #17 and #18: and (ACH) #16 and #17; FY 2020 - 2021. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that maintenance on grounds is going well. The Town of Windsor turned on reclaimed water on April 1, 2021 and the supervisor retrained Paul Klein and Jeff Kramarsic for SDC property. Reclaimed water was used to pressurize our irrigation systems on April 6, 2021. The Town of Windsor mowed the Annex for us which we very much appreciate.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on March savings realized by using CalCARD, and that the late charges for the 2016/2017 were refunded due to negotiating a longer grace period and backdating it to 2016/2017. Drilling of the three (3) wells on our annex for the ground water assessment has been completed. Two (2) were dry and one (1) showed water at 18 feet. Our web page had 528 hits and multiple families were advised on the burial process in the name of community education. We discussed continued COVID-19 protection efforts for staff and families, burials, deposits and expenditures. Manager Kunkel also reported that the FY 2019/2020 audit is complete, and we were in the process of developing the FY 2021/2022 Preliminary Budget. The annual Financial Transaction Report and Special Districts Government Compensation Report have been completed and submitted. Q1 quarterlies were completed and submitted.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at May 19, 2021 Trustee Meeting.**
- B. Memorial Lawn Canon. **Discussion. Remove from Agenda.**

ADJOURNMENT: 9:41 AM. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, May 19, 2021 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach	
Ann Pitts	
Richard Fuller	
Archie Eckles	_____