

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING August 19, 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](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 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: Four general contacts though Web Page.

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approve Minutes of July 15, 2020 Regular Meeting. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #1 and #2, and (ACH) #1 and #2; FY 2019/2020. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

Grounds Maintenance Supervisor Kramarsic reported that grounds maintenance is going as planned. We are applying additional water due to extreme heat. We have been working on the irrigation system in general and have turned the corner on repair and correctly mapping the system. We continue to work on a proactive way to safety of grave side services. Our Kawasaki Mule is in need of replacement. We will address this on agenda item G. Grounds Maintenance Supervisor Kramarsic also emailed Chief Ruben Martinez to thank him for having Sergeant Brent Kidder attend our July 15, 2020 Trustee Meeting to listen and advise us on large services. NorthBay Tree, Weed and Feed performed his monthly walkthrough to review the grounds.

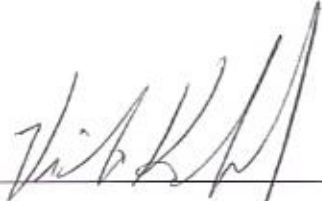
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on FY 2020 savings realized by using CalCARD, upcoming appointment of Legal Firm: to be addressed on agenda item F, final audit information transfer to new audit firm, annex appeal, webpage, completion of repair to damaged office/garage, completion and payment of quarterly taxes and COVID-19 protection for large services: to be addressed on Agenda Item E, new burials, income and expenditures, sales and deposits.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at September 16, 2020 Trustee Meeting.**
- B. Memorial Lawn Canon. **Discussion. Further discussion at September 16, 2020 Trustee Meeting.**
- C. Part Time Office Employee. **Discussion. Tabled until February 17, 2021 Trustee Meeting.**
- D. Day of the Dead (October, 31 – November 2, 2020). **Discussion on Sponsorship. Tabled until September 16, 2020 Trustee Meeting.**
- E. COVID-19 Protection for Families and SDC. **Discussion and motion for approval. Motion: Trustee Pitts to include indemnification letter for signature by family and creation of laminated signed indicating mandatory masks to be placed at each cemetery entrance. Vote: 4 ayes. Motion Carried**
- F. Independent Counsel Appointment. **Discussion and motion for approval. Motion: Trustee Pitts to appoint BBk (Best Best & Kreiger, Attorneys at Law as council for Shiloh District Cemetery. Vote: 4 ayes. Motion Carried.**
- G. Purchase of John Deere 855D Gator. Discussion and motion for approval. **Discussion and Motion for Approval. Motion: Trustee Pitts to purchase John Deere 855D for \$16,708.67: Vote: 4 ayes. Motion Carried.**
- H. Approve Continued Staff Employment, Wages and Benefits through the September 16, 2020 Regular Meeting of the Board of Trustees as due to the COVID-19 Virus Shelter in Place order as needed. **Discussion and Motion for Approval. Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**
- I. Add Ad Hoc Committee to Search District 4 for Cemeteries to Include in Shiloh District Cemetery District. **Discussion and Motion for Approval. Tabled until September 16, 2020 Trustee Meeting.**

ADJOURNMENT: 9:45 AM. **Motion: Vice Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, September 16, 2020 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



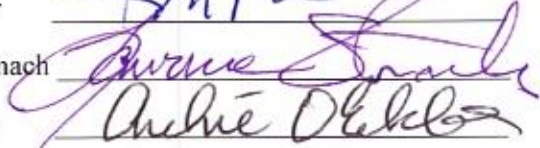
Victor Kunkel – Board Secretary

MINUTES APPROVED:

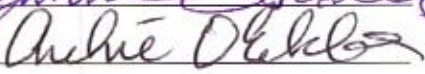
Richard Fuller



Lawrence Stimach



Archie Eckles



Lewis Meyers

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Ann Pitts

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