

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MARCH 20, 2024

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. Please submit questions at least 24 hours prior to the meeting via email at: shilohcemetery@gmail.com and we will address them. 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 Fuller at 9:00 AM.

ROLL CALL: Chairperson Stimach ; Vice Chairperson Fuller X; Trustee Pitts X; Trustee Eckles: 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 February 21, 2024 Regular Meeting. **Motion: Trustee Pitts. 3 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #15 and #16; and (ACH) #9; FY 2023 - 2024. **Motion: Trustee Eckles. 3 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Supervisor Kramarsic reported that weather has been ok and we have been able to do a fair amount of cleanup. We are working to get caught up on edging and mowing. Since our last board meeting, there have been two (2) services. We have sold 16 liners since the last meeting. The cannon has been completely pressure washed. We will order paint and during an upcoming stretch of nice weather will paint it, and paint and install the wheels. We attended the CAPC meeting in mid-March. The agenda was a little light, but it was a very good meeting from the standpoints of talking to vendors and to get our (Victor's and mine) Ethics training done. Importantly, what I realized from certain sessions that we at Shiloh are VERY lucky with the way we run. The group effort we have between staff and board is like a well-oiled machine. Through our communication, we avoid the mistakes that other cemeteries make. I thank you as board members for being an integral part of our efforts to keep Shiloh the jewel that it is. Another thing we realized is the importance of how well the Grounds Maintenance Supervisor and the General Manager work together on the scope of Shiloh. We

have been in regular contact with Chris and North Bay Tree and Weed, Richard and the Town of Windsor, and many cemeteries about liners.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on February savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. Both Rincon and LACO provided their final reports to Steven Sharpe. He reviewed them and forwarded them to Permit Sonoma and discussed next steps with our planner. There were 2,570 visits to our web page in February with 10 general communications and nine (9) requests for information. I advised seven (7) families on the burial process. Reallocations for February were submitted and accepted. The FY 2022/2023 Audit is now complete. We had a good year; finishing in the black at \$109,993.00, or 8.56%, over the previous fiscal year.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at the April 17, 2024 Board Meeting.**
- B. Memorial Lawn Cannon. **Discussion. Further Discussion at the April 17, 2024 Board Meeting.**
- C. Board Member Search for Fifth Seat. **Discussion. Further Discussion at the April 17, 2024 Board Meeting.**
- D. Strategic Planning. **Discussion. Further Discussion and Motion at the April 17, 2024 Board Meeting.**
- E. Memorial Day May 27, 2024 Preparation. **Discussion. Further Discussion at the April 17, 2024 Board Meeting.**
- F. Digitization of Cemetery Records. **Discussion. Died Due to No Request for Motion.**
- G. Virtual Private Network (VPN). **Discussion. Died Due to No Current Need.**
- H. Purchase of Cemetery Trailer. **Discussion and Motion to Approve; Not to Exceed \$6,000.00 "Out the Door;" Trustee Eckles. Vote: 3 Ayes. Motion Carried.**

ADJOURNMENT: 10:10 AM. Motion: Trustee Eckles. Vote: 3 Ayes. Motion Carried.

The next Regular meeting will be held on Wednesday, April 17, 2024 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Richard Fuller

Ann Pitts

Archie Eckles








