

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

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

ROLL CALL: Chairperson Fuller X; Vice Chairperson Stimach _; 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 #13 and #14, and (ACH) #11 and #12; FY 2019/2020. **Motion: Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

Grounds Maintenance Supervisor Kramarsic reported that, due to drier conditions, we increased pruning, leaf blowing and mowing. We intend to suspend Green Waste service in the next few weeks. Relative to the Oak Lawn project we added 46 new plots and have already sold 2 upright plots. Winter equipment maintenance is completed.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on new burials, income and expenditures, sales and deposits, FY 2020 savings realized by using CalCARD, citizen communication through our new Web Page, SDC Annex progress, New audit firm progress, and new computer equipment purchase.

DISCUSSION AND ACTION ITEMS:

- A. Memorial Day Commemoration. **Discussion. Ad Hoc Committee formed consisting of Trustee Fuller and Eckles.**
- B. Windsor Day Parade. **Discussion. Discussed. Manager to check on existing banners. Employees Klein and Hale to drive Cemetery Vehicle in parade.**

- C. Shiloh District Cemetery Web Page. **Discussion. Discussed. Manager to add events to web page.**
- D. Shiloh District Cemetery Annex. **Discussion. Further discussion at March 18, 2020 Trustee Meeting.**
- E. Search for Independent Audit Firm. **Discussion. Further discussion at March 18, 2020 Trustee Meeting.**
- F. Search for Outside Design Firm. **Discussion. Dropped.**
- G. Memorial Lawn Canon Cleanup. **Discussion. Further discussion at March 18, 2020 Trustee Meeting.**
- H. Pre-need Sales. **Discussion and Motion for Approval. Discussed. Motion to limit full burials to be one "At-Need" plus one individual only, effective February 19, 2020. Consequent elimination of associated installment agreements effective February 19, 2020. Trustee Meyers. Vote: 4 Ayes. Motion Carried.**

ADJOURNMENT: 10:13 AM. **Motion: Trustee Meyers. 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



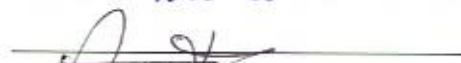
Lawrence Stimach



Archie Eckles



Lewis Meyers



Ann Pitts