

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING December 16, 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 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 Fuller at 9:00 AM.

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

MEMBERS OF THE PUBLIC:

Mark Velasquez, Esq.
Darcy Kremin, Rincon Consultants, Inc.
Torin Snyder, Rincon Consultants, Inc.
Mary Bean, First Carbon Solutions.

PUBLIC COMMENT: Discussion of Water Assessment and Biological related Proposals for Shiloh District Cemetery Annex.

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: None.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approve Minutes of November 18, 2020 Regular Meeting. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #9 and #10: and (ACH) #8 and #9; FY 2020 - 2021. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that grounds maintenance is back to normal due to reasonable weather, there have been five services since the last meeting, NorthBay Tree Weed and Feed performed their monthly pre-emergent spray and the town of Windsor performed a water transfer test involving Tow of Santa Rosa reclaimed water.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on FY 2020/2021 savings realized by using CalCARD, our attorney's initiating conversation with two counting firms to address the reporting of the annex relative to our attempting to secure a new Use Permit from the County, web page activity, COVID-10 protection efforts for staff and families and completion of Direct Deposit for staff payroll.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at January 20, 2021 Trustee Meeting.**
- B. Memorial Lawn Canon. **Discussion. Further discussion at January 20, 2021 Trustee Meeting.**
- C. COVID-19 Legal Updates. **Discussion of AB685 COVID-19 Workplace Outbreak Reporting Requirements, Effective January 1, 2021.**
- D. Approve Continued Staff Employment, Wages and Benefits through the January 20, 2021 Regular Meeting of the Board of Trustees as due to the COVID-19 Virus Shelter in Place order as needed. **Discussion. Trustee Stimach. Vote: 5 Ayes. Motion Carried.**
- E. Elect Board Chairperson. **Discussion and motion for approval. Discussion:**
 - a. Chairperson. **Motion for Trustee Larry Stimach for Chairperson to Assume Position January 1, 2021. Motion: Trustee Pitts. Vote: 5 Ayes. Motion Carried.**
 - b. Vice Chairperson. **Motion for Trustee Anne Pitts for Vice Chairperson to Assume Position January 1, 2021. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 10:20 AM. Motion: Vice Chairperson Stimach. Vote: 5 Ayes. Motion Carried.

The next Regular meeting is on Wednesday, January 20, 2021 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

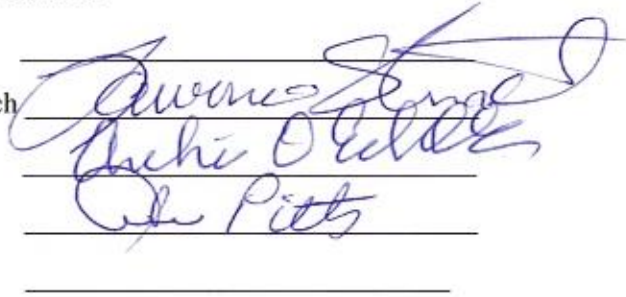
Richard Fuller

Lawrence Stimach

Archie Eckles

Lewis Meyers

Ann Pitts

Handwritten signatures in blue ink over horizontal lines. The signatures are: Lawrence Stimach (top), Archie Eckles (middle), Lewis Meyers (bottom), and Ann Pitts (bottom-most, partially obscured by the line).