

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING SEPTEMBER 18, 2019

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 X; 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 August 21, 2019, 2019 Regular Meeting. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #3 and #4, and (ACH) #3; FY 2019-2020. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that maintenance is on schedule, we had 6 services during this period, and we did a technology upgrade to the irrigation system starting with a Wi-Fi enabled controller.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on new burials, income and expenditures, sales and deposits, FY 2020 savings realized by using CalCARD, credit card project progress, SDC Annex progress, county audit progress, and discussed a potential change to an independent audit firm.

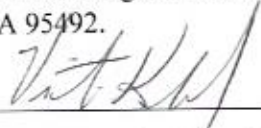
DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further discussion at October 16, 2019 Trustee Meeting.**
- B. Search for Independent Audit Firm. **Discussion. Ad Hoc committee created to aid District Manager in search. Further discussion at October 16, 2019 Trustee Meeting.**

- C. Potential Step Increase for Grounds Maintenance Supervisor Kramarsic. **Discussion and motion for approval. Motion to move Grounds Maintenance Supervisor Kramarsic to Step 4, retroactive to July 1, 2019; Trustee Stimach. Vote: 5 ayes. Motion carried.**
- D. Annual review of District Manager Kunkel. **Discussion motion for approval. Review completed. Motion moved to Item E of agenda.**
- E. Potential Step Increase for District Manager Kunkel. **Discussion and motion for approval. Motion to approve review and to move District Manager Kunkel to Step 4, retroactive to September 1, 2019; Trustee Stimach. Vote: 5 ayes. Motion carried.**

ADJOURNMENT: 10:20 AM. **Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, October 16, 2019 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 _____