

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING FEBRUARY 15, 2023

*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) Regular Meeting due to Covid-19. 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 Chairperson Pitts at 9:00 AM.

ROLL CALL: Chairperson Pitts X; Vice Chairperson Macias-Lazzarini \_; Trustee Eckles X; Trustee Stimach X; Trustee Fuller: X; Staff: Manager Kunkel X; Grounds Maintenance Supervisor Kramarsic X.

MEMBERS OF THE PUBLIC: N/A

PUBLIC COMMENT: We received a thank you card from the Engel family. The Women of Windsor organization commented positively on the Shiloh District Cemetery.

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: Trustee Stimach discussed Grants with our local Supervisor.

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of January 18, 2023 Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #13 and #14: and (ACH) #12 and #13; FY 2022 - 2023. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Manager Kramarsic reported that the grounds were cleaned up between the big storms we had. The team is doing equipment maintenance in the shop during storms and making sure that drains stay clean. We continue to monitor the grounds. There have

been (2) two burials since our last meeting. Regarding the cannon, Chairperson Pitts and Trustee Fuller are working on options. Trustee Fuller is working on getting a bid.

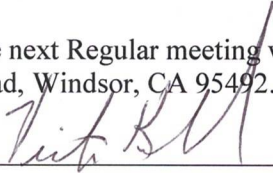
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on January savings realized by using CalCARD. Expenditures, and deposits were discussed as was Shiloh Annex progress; we received an initial Consulting Services Agreement which will be presented to the Board at the February 15 board meeting. There were 2,242 visits to our webpage in January. Community education was discussed. Reallocations for January were completed, submitted and accepted. Quarterly taxes were completed and submitted. Our tax exposure was \$1,868.01. Our Governmental Financial Transaction Report was submitted and accepted. Appropriate information was given to our auditor for our FY 2021/2022 annual audit.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at March 15, 2023.**
- B. Sharpe & Associates Agreement for Professional Planning Consultant Services. **Discussion and Motion to Approve Agreement not to exceed \$5,000.00: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- C. Potential One Step Increase for Employee Paul Klein. **Discussion and Motion to Approve: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

ADJOURNMENT: 10:00 AM. **Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, March 15, 2023 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.

  
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Victor Kunkel – Board Secretary

MINUTES APPROVED:


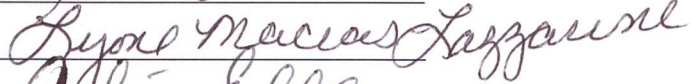

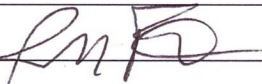
Ann Pitts

Lyone Macias-Lazzarini

Archie Eckles

Lawrence Stimach

Richard Fuller

  
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