

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING JANUARY 19, 2022

*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 Eckles at 9:00 AM.

ROLL CALL: Chairperson Eckles X; Vice Chairperson Pitts X; Trustee Stimach X; Trustee Fuller X; Trustee Macias-Lazzarini: 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 December 15, 2021 Regular Meeting. **Motion: Vice Chairperson Pitts. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #12 and #13; and (ACH) #11 and #12; FY 2021 - 2022. **Motion: Vice Chairperson Pitts. Vote: 5 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that the nice weather has allowed staff to blow the complete cemetery numerous times and that pre-emergent weed control has been applied. We also had a very good frost so the grass and plants have been on pause. There were (4) four services since the last board meeting.

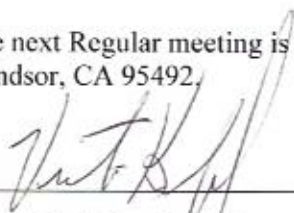
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on December savings realized by using CalCARD, Rincon submitted their Proposal to Provide On-Call Services. There were 949 visits to our web page in December, five (5) general communications and five (5) requests for information. As of the Trustee Meeting of January 19, 2022 our COVID-19 procedures continued. Reallocations for December were completed, submitted and accepted. The FY 2020/2021 audit is underway.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at February 16, 2022 Trustee Meeting.**
- B. COVID-19 Policy. **Discussion and Motion for Approval. Tabled Until February 19, 2022 Trustee Meeting.**
- C. Rincon Consultants, Inc. Proposal for On-Call Services. **Discussion and Motion for Approval. Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**
- D. Revised Employee Manual. **Discussion and Motion for Approval. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**
- E. Potential One Step Increase for Grounds Maintenance Technician II Paul Klein. **Discussion and Motion for Approval. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 9:40 AM. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, February 16, 2022 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.

  
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Victor Kunkel – Board Secretary

MINUTES APPROVED:

Archie Eckles

Ann Pitts

Lawrence Stimach

Richard Fuller

Lyone Macias-Lazzarini

  
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