

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING SEPTEMBER 19, 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. Please submit questions at least 24 hours prior to the meeting via email at: shilohcemetery@gmail.com and we will address them. 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 Pitts at 9:00 AM.

ROLL CALL: Chairperson Pitts X; Vice Chairperson 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: N/A

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: N/A

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of August 16, 2023 Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #3 and #4; and (ACH) #2; FY 2023 - 2024. **Motion: Trustee Stimach. 4 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Supervisor Kramarsic reported that due to moderate weather we have a grasp on our grassy areas even with the not-so-great water quality and pressure. Since our last board meeting, there have been four (4) services. This is no update on the cannon. We've been in contact with Richard from the Town of Windsor to check on water quality and pressure, and Cory from the Shiloh Golf Course to advise that a gate was locked and we could not open it. Kyle from North Bay Tree and Weed did a walk through on September 5th.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on August savings realized by using CalCARD. Expenditures, and deposits were discussed as was Shiloh Annex progress. Rincon Consultants completed their wetland and plant survey and are developing their report. LACO Associates

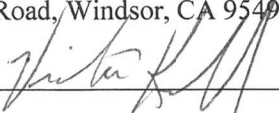
completed their topographical surveys and will develop a recommended layout when they have receive Rincon's report. August reallocations were completed and submitted.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at the October 18, 2023 Board Meeting.**
- B. Memorial Lawn Cannon. **Discussion. Further Discussion at the October 18, 2023 Board Meeting.**
- C. Board Member Search for Fifth Seat. **Discussion. Further Discussion at the October 18, 2023 Board Meeting.**
- D. Strategic Planning. **Discussion. Further Discussion at the October 18, 2023 Board Meeting.**
- E. Holidays/events relative to Shiloh. **Discussion. Further Discussion at the October 18, 2023 Board Meeting.**
- F. Adopted FY 2023/2024 Budget. **Discussion and Motion for Approval. Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- G. Review for Employee Victor Kunkel. **Discussion. Verbal Review Completed.**
- H. Potential Step Increase for Employee Victor Kunkel, District Manager. **Discussion and Motion for Approval. Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

ADJOURNMENT: 9:50 AM. **Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, October 18, 2023 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Ann Pitts
Archie Eckles
Lawrence Stimach
Richard Fuller

