

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING JANUARY 20, 2021

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 Stimach at 9:00 AM.

ROLL CALL: Chairperson Stimach X; Vice Chairperson Pitts X; Trustee Fuller X; Trustee Eckles X; Trustee Meyers 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: None.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approve Minutes of December 16, 2020 Regular Meeting. **Motion: Vice Chairperson Pitts. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #11 and #12: and (ACH) #10 and #11; FY 2020 - 2021. **Motion: Vice Chairperson Pitts. Vote: 5 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that grounds maintenance is mostly back to normal with off and on rain, burials and COVID. There have been four services since the last meeting, and staff will perform a general cemetery cleanup beginning on Jan. 25, 2021. Signs were posted on Jan. 11, 2021. NorthBay Tree Weed and Feed performed their monthly pre-emergent spray and walk through. The Town of Windsor was contacted to determine how much water is released on SRMP property during summer and we learned it is 80k – 120k gal. per day.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on January savings realized by using CalCARD, the proposals from Rincon Consultants and FIRSTCARBON Solutions. Our selection will secure reports the county needs in an effort to secure a new Use Permit for our annex, web page activity, community education, COVID-19 protection efforts for staff and families and completion of Direct Deposit for staff payroll, burials, deposits and expenditures.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at Feb. 17, 2021 Trustee Meeting.**
- B. Memorial Lawn Canon. **Discussion. Further Discussion at Feb. 17, 2021 Trustee Meeting.**
- C. Approve Continued Staff Employment, Wages and Benefits through the Feb. 17, 2021 Regular Meeting of the Board of Trustees as due to the COVID-19 Virus Shelter in Place order as needed. **Discussion and motion for approval. Motion: Trustee Fuller. Vote: 5 Ayes. Motion carried.**
- D. Updated Rules and Regulations. **Discussion and motion for approval. Motion to adopt Updated Rules and Regulations: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

ADJOURNMENT: 9:30 AM. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

The next Regular meeting is on Wednesday, February 17, 2021 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Ann Pitts

Richard Fuller

Archie Eckles

Lewis Meyers







