

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING MAY 17, 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 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 Vice Chairperson Eckles 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: Trustee Fuller will be absent for June, July and August 2023 Board Meetings. He will call in to participate.

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of April 19, 2023 Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #20 and #21 and #22; FY 2022 - 2023. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Manager Kramarsic reported that due to nice weather, we have been able to get a good head start on Memorial Day preparations; burials and progress on the Cannon wheels.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on April savings realized by using CalCARD. Expenditures, and deposits were discussed as was Shiloh Annex progress. Rincon Consultants


have started their wetland surveys. The board will vote on the LACO proposal today. If approved, topographical and preliminary surveys will be started ASAP. There were 2,396 visits to our webpage in April. Community education was discussed. Reallocations for April were completed, submitted and accepted. Our FY 2021/2022 annual audit is complete and I provided a copy to the board backed up by emailing the audit to each member of the board. Memorial Day Commemoration preparations are complete.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at June 21, 2023 Board Meeting.**
- B. Memorial Lawn Cannon. **Discussion. Further Discussion at June 21, 2023 Board Meeting.**
- C. Memorial Lawn Cannon Quote from Lavell Machine. **Discussion and Motion to Approve Proposal not to Exceed \$1,627.00 by Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- D. LACO Associates Agreement for Civil Engineering Services to Include Surveying and Engineering and Respective Reporting for Shiloh Annex. **Discussion and Motion to Approve Proposal not to Exceed \$92,800.00 by Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- E. Memorial Day Event. **Discussion. Further Discussion and Review at June 21, 2023 Board Meeting.**
- F. Potential One Step Increase for Timothy Hale, Grounds Maintenance Technician I. **Discussion and Motion to Approve: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- G. FY 2023/2024 Preliminary Budget Approval. **Discussion and Motion to Approve: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

ADJOURNMENT: 9:57 AM. **Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, June 21, 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

