

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING JANUARY 17, 2024

*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](mailto: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 Stimach at 9:00 AM.

ROLL CALL: Chairperson Stimach X; Vice Chairperson Fuller X; Trustee Pitts X; Trustee Eckles: 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 20, 2023 Regular Meeting. **Motion: Vice Chairperson Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #11 and #12; and (ACH) #7; FY 2023 - 2024. **Motion: Trustee Pitts. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Supervisor Kramarsic reported that weather has been cold and wet. Holiday wreaths have been cleaned up and a big cemetery clean-up is being planned. Green Waste has been turned off which will save Shiloh \$483.62 per month. Since our last board meeting, there have been 2 services. There is no update on the cannon but we're still on track for some work in February.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on November savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. Rincon Consultants have completed a draft of their report. LACO Associates have developed a draft site plan and we have been talking with them about details; Rincon's report is necessary to complete their report.

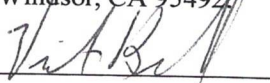
November reallocations were completed and submitted. Steven Sharpe has been in touch with Permit Sonoma to advise where we are on the application/report process and seek their input.

**DISCUSSION AND ACTION ITEMS:**

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at the February 21, 2024 Board Meeting.**
- B. Memorial Lawn Cannon. **Discussion. Further Discussion at the February 21, 2024 Board Meeting.**
- C. Board Member Search for Fifth Seat. **Discussion. Further Discussion at the February 21, 2024 Board Meeting.**
- D. Strategic Planning. **Discussion. Further Discussion at the February 21, 2024 Board Meeting.**
- E. Memorial Day May 27, 2024 Preparation. **Discussion. Further Discussion at the February 21, 2024 Board Meeting.**
- F. Potential One Step Increase for Paul Klein, Grounds Maintenance Technician II. **Discussion. Motion to Approve, Effective January 16, 2024: Vice Chairperson Fuller. Vote: 4 Ayes. Motion Carried.**
- G. Polyguard Liner Order. **Discussion. Motion to Approve; Not To Exceed \$24,978.00: Vice Chairperson Fuller. Vote: 4 Ayes. Motion Carried.**
- H. Conversion of Grounds Maintenance Supervisor Pay Basis from Hourly to Salaried. **Discussion. Motion to Approve at Current Step Level, Effective February 1, 2024: Trustee Eckles. Vote: 3 Ayes, 1 Nay. Motion Carried.**

**ADJOURNMENT: 9:47 AM. Motion: Chairperson Stimach. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, February 21, 2024 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.

  
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Victor Kunkel – Board Secretary

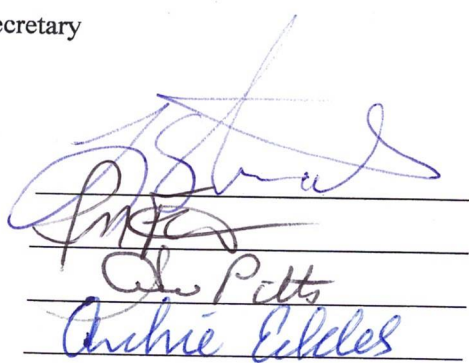
**MINUTES APPROVED:**

Lawrence Stimach

Richard Fuller

Ann Pitts

Archie Eckles

  
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