

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING FEBRUARY 16, 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 January 19, 2022 Regular Meeting. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #14 and #15; and (ACH) #13 and #14; FY 2021 - 2022. **Motion: Trustee Fuller. 5 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that the nice weather has allowed us to keep up on cemetery cleanup and pressurize the irrigation system after discussing with Richard at Town of Windsor. The pressurization took place on Feb. 8 and went well. Since our last board meeting, we have had (4) four services. We talked to Chris at Northbay Tree and Weed about weed control relative to turning on of the irrigation system. I have been exploring options on repairing our canon wheels.

MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on January savings realized by using CalCARD, our acceptance of Rincon's agreement to provide On-Call Services and that our attorney will commence communications with Permit Sonoma. There were 1071 visits to our web page in January, seven (7) general communications and eight (8) requests for information. As of the Trustee Meeting of January 19, 2022 our COVID-19 procedures continued. Reallocations for January were completed, submitted and accepted. The FY 2020/2021 audit is underway. All W-2's were provided to employees the second week of January and the W-3 transmittal and appropriate W-2s were submitted to the IRS at that time as well.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at March 16, 2022 Trustee Meeting.**
- B. COVID-19 Policy. **Discussion and Motion for Approval. Motion: Trustee Stimach. Vote: 5 Ayes. Motion Carried.**
- C. CSDA Special District Leadership Academy. **Discuss Attendance and Motion for Approval. Carry over until 5/18/2022 Trustee Meeting.**

ADJOURNMENT: 10:04 AM. **Motion: Trustee Fuller. Vote: 5 Ayes. Motion Carried.**

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



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Archie Eckles

Ann Pitts

Lawrence Stimach

Richard Fuller

Lyone Macias-Lazzarini

