

BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING APRIL 15, 2026

*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 10:00 AM.

ROLL CALL: Chairperson Stimach X; Vice Chairperson Pitts X; Trustee Fuller X; Trustee Glass 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 March 18, 2026, Regular Meeting. **Motion: Trustee Pitts, Seconded by Trustee Glass. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims Requests #18 and #19; and (ACH) #9; FY 2025 - 2026. **Motion: Trustee Pitts, Seconded by Trustee Fuller. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that we are continuing to prepare the grounds for our Memorial Day Commemoration. Supervisor Kramarsic continues to work from a back scheduled calendar with very good results. Art for the flyer was done and submitted to the Manager. The banners will be hung up at SDC and a 2<sup>nd</sup> one will be taken to the fire house. It's a well-oiled machine at SDC and we all know what, when, how and where things need to be for all of us. We have had (0) interments. We have sold a couple of liners. We continue to remain in contact with the Town of Windsor, North-Bay Tree and Weed, and other cemeteries.

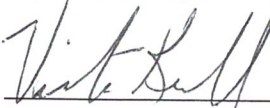
MANAGER'S/TREASURER'S REPORT: MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported March savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. There were 13,704 visits to our web page in March. There were ten (10) general communications and eight (8) requests for information. We advised five (5) families on the burial process. March reallocations were submitted and accepted. Q1 2026 Quarterly Taxes are in process. The annual Government Compensation in CA (GCC) report was completed and filed.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at the May 20, 2026, Board Meeting.**
- B. Employee Benefits. **Discussion. Discussed; No Further Discussion.**
- C. Signage and Lighting. **Discussion. Tabled Until After Memorial Day Commemoration.**
- D. Memorial Day Commemoration. **Discussion. Further Discussion at the May 20, 2026, Board Meeting.**
- E. Potential One Step Increase for Jeff Kramarsic, Grounds Maintenance Supervisor. **Discussion and Motion to Approve, Effective April 1, 2026, -to Grounds Maintenance Supervisor, Step 10: Trustee Fuller, Seconded by Trustee Pitts. Vote: 4 Ayes. Motion Carried.**
- F. Cement Work. Discussion and Motion for Approval. **Discussion and Motion to Approve Cement Work not to exceed \$5,100.00: Trustee Fuller, Seconded by Trustee Glass. Vote: 4 Ayes. Motion Carried.**
- G. FY 2026/2027 Preliminary Budget. Discussion and Motion for Approval. **Carried Over to the May 20, 2026, Board Meeting.**

ADJOURNMENT: 10:47 AM. **Motion: Trustee Pitts, Seconded by Trustee Glass. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, May 20, 2026, at 10:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Ann Pitts

Richard Fuller

Elizabeth Glass

