

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING DECEMBER 18, 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 November 20, 2024, Regular Meeting. **Motion: Trustee Pitts. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #9 and #10; and (ACH) #5; FY 2024 - 2025. **Motion: Trustee Eckles. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Grounds are in good shape; we had green waste turned off again. There have been two internments since our last meeting. I will have the 12-month totals for liners at the January 15, 2025, meeting. Shiloh acted as host for placement of the American Legion placement of holiday wreaths on our veteran's graves. My family and I volunteered to help the Legion. We continue to stay in communication with the Town of Windsor, Polyguard, Windsor Golf Course, North Bay Tree and Weed and with other cemeteries.

MANAGER'S/TREASURER'S REPORT: 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. Steven Sharp participated in a meeting with Rincon, LACO and Permit

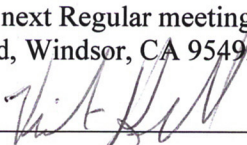
Sonoma and is working with Permit Sonoma to craft a document what will encompass hearing waivers, etc. There were 8,162 visits to our web page in November with eight (8) general communications and seven (7) requests for information. We advised seven (7) families on the burial process. Reallocations for November were submitted and accepted.

**DISCUSSION AND ACTION ITEMS:**

- A. Shiloh District Cemetery Annex. **Discussion and Motion for Approval.**
- B. Board Meeting Start Time. **Discussion and Motion for Approval. Motion to Move Start Time of Regular Board Meetings to 10:00 AM Effective at Next Meeting, January 15, 2025; Chairperson Stimach, Seconded by Trustee Eckles. Vote: 4 Ayes. Motion Carried.**
- C. Board Officer Annual Election. **Discussion and Motion. Motion to Re-elect Trustee Stimach to Position of Chairperson; and Trustee Pitts to Position of Vice Chairperson effective January 1, 2025; Trustee Pitts, Seconded by Trustee Eckles. Vote: 4 Ayes. Motion Carried.**
- D. Potential One Step Increase for Paul Klein, Grounds Maintenance Technician II. **Discussion and Motion for Approval. Motion to Promote Paul Klein to Grounds Maintenance Technician II, Step 7, effective January 16, 2025; Trustee Fuller, Seconded by Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

**ADJOURNMENT: 9:29 AM. Motion: Trustee Pitts, Seconded by Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, January 15, 2025, at 10:00 AM at 7130 Windsor Road, Windsor, CA 95492.

  
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Victor Kunkel – Board Secretary

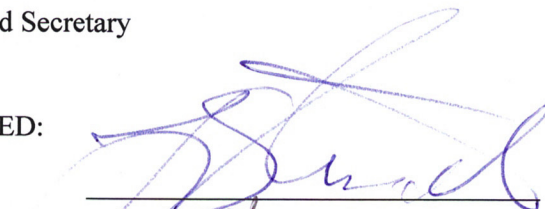
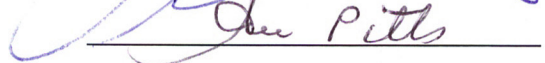
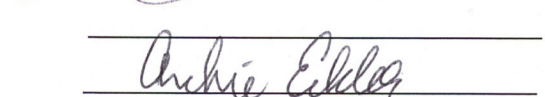
**MINUTES APPROVED:**

Lawrence Stimach

Ann Pitts

Richard Fuller

Archie Eckles

  
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