

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING MAY 15, 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 April 17, 2024 Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #19 and #20; and (ACH) #10; FY 2023 - 2024. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Supervisor Kramarsic reported that Memorial Day preparation is on schedule and will be complete in time for the Commemoration. Since our last board meeting, we have had five (5) services. Liner sales have been brisk! The board will be asked to approve another order at the June 18, 2024 board meeting. The cannon is complete and ready for the Memorial Day Commemoration. We have been in regular contact with Chris at North Bay Tree and Weed, Richard at the Town of Windsor, and cemeteries about liners.

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. Steven Sharp, as previous reported, submitted all reports etc. to Permit Sonoma. They acknowledged receipt but have not returned attempted communications since. We expected this. There were 11,963 visits to our web page in April with 11 general communications and ten (10) requests for information. I advised nine (9) families

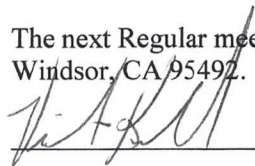
on the burial process. Reallocations for April were submitted and accepted. Quarterly taxes were completed, filed and acknowledged. Taxes were \$1,235.00. The FY 2024/2025 Preliminary Budget was requested with a deadline of May 24, 2024. It has been completed and will be presented at the May 15, 2024 Board Meeting as an action item.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at June 18, 2024 Board Meeting.**
- B. Memorial Lawn Cannon. **Discussion. Project Complete.**
- C. Board Member Search for Fifth Seat. **Discussion. Further Discussion at June 18, 2024 Board Meeting.**
- D. Memorial Day May 27, 2024 Preparation. **Discussion. Preparation is Nearly Complete.**
- E. Preliminary FY 2024 - 2025 Budget. **Discussion and Motion to Approve: Vice Chairperson Fuller. Vote: 4 Ayes. Motion Carried.**
- F. Memorial Bench for Former Trustees Lee Dysart and Charles Betschart. **Discussion. Further Discussion at June 18, 2024 Board Meeting.**


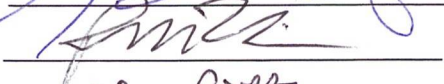
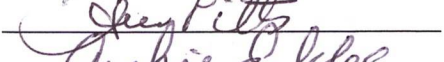

ADJOURNMENT: 9:54 AM. **Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Tuesday, June 18, 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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