

SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING FEBRUARY 19, 2025

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 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 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 January 15, 2025, Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #13 and #14; and (ACH) #7; FY 2024 - 2025. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that the parks and grounds are in good shape. We have been able to get caught up with mowing and edging but everything is growing unseasonable fast. Pre-emergent has been sprayed on the dirt areas. Since our last board meeting, we have had two (2) interments. Liner sales have been brisk, and I'll submit my Jan/Feb numbers at the March 19, 2025 meeting. I'll need to order liners soon. That has caused me to think about additional equipment because we'll need to unload pallets off the box truck on delivery. I'm looking at forklifts, telehandlers and skid steer equipment. I've looked at all three and have quotes. We continue to stay in communication with the Town of Windsor, Polyguard, Windsor Golf Course, North Bay Tree and Weed and with other cemeteries.

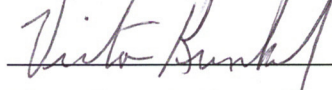
MANAGER'S/TREASURER'S REPORT: MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on January savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. Steven Sharp is on top of Permit Sonoma. There has been no reported progress. There were 9,095 visits to our web page in January with eight (8) general communications and seven (7) requests for information. We advised five (5) families on the burial process. Q4 quarterly taxes were completed, submitted and accepted. The annual Financial Transaction Report (FTR) was completed, submitted and accepted. The FY 2023/2024 audit has been started with Compensated Absences and Unearned Income reports completed.

DISCUSSION AND ACTION ITEMS:

- A. **Shiloh District Cemetery Annex. Discussion. Further Discussion at March 19, 2025, Board Meeting.**
- B. **Memorial Day, May 26, 2025. Discussion. Further Discussion at March 19, 2025, Board Meeting.**
- C. **Concrete Bid from Garrison Concrete. Discussion and Motion for Approval. Motion for concrete pad not to exceed \$5,300.00 Motion: Chairperson Stimach, Seconded by Trustee Fuller, not to exceed \$5,300.00. Vote: 4 Ayes. Motion Carried.**

ADJOURNMENT: 10:41 AM. **Motion: Trustee Eckles. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, March 19, 2025, at 10:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Ann Pitts

Richard Fuller

Archie Eckles

