

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING SEPTEMBER 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 August 21, 2024 Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #3 and #4; and (ACH) #2; FY 2024 - 2025. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that the grounds are good and we are keeping up with maintenance. We have been dealing with the fence damage replacement on the Shiloh Road border. Since our last meeting we have had five (5) burials. I sold ten (10) full liners and 13 ash liners. I 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 August savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. Steven Sharp reached Permit Sonoma. There appear to be only two (2) items to be completed on our application. They are setback of roadways and the rare Tar Flower. Steven has

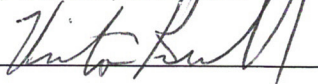
been in contact with Rincon Associates to discuss the requirements. There were 14,384 visits to our web page in August with 12 general communications and ten (10) requests for information. I advised eight (8) families on the burial process. Reallocations for August were submitted and accepted. I completed the Annual Financials questionnaire for FY 2025/2026 that predicts our next FY Financials using our current numbers. Once the final numbers are reported at the end of the next FY, a True-Up process will rectify outstanding amounts.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at October 16, 2024 Board Meeting.**
- B. Graveside Services AED and First Aid Kit. **Discussion.**
- C. Review for Employee Victor Kunkel. **Discussion.**
- D. Potential Step Increase for Employee Victor Kunkel, District Manager. **Discussion and Motion for Approval. Motion: Trustee Fuller. Vote: 4 Ayes. Motion Carried.**
- E. Cemetery Walk Through. **Following Adjournment, Board and Staff will Walk Though the Cemetery. Walk Through Completed.**

ADJOURNMENT: 10:02 AM. **Motion: Trustee Eckles. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, October 16, 2024 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.

  
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Victor Kunkel – Board Secretary

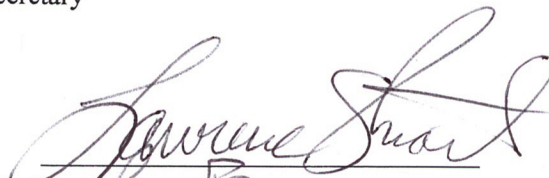
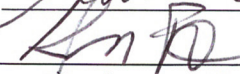
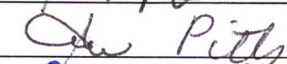
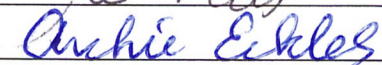
MINUTES APPROVED:

Lawrence Stimach

Richard Fuller

Ann Pitts

Archie Eckles

  
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