

SHILOH DISTRICT CEMETERY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING AUGUST 21, 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 July 17, 2024 Regular Meeting. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #1 and #2; and (ACH) #1; FY 2024 - 2025. **Motion: Trustee Fuller. 4 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that the grounds continue to be generally ok. We are pruning and doing hand watering in trouble spots. Our reclaimed water supply has been very good since July 1<sup>st</sup> with a minimum of system backwashing necessary. Since our last board meeting we have had six (6) interments. Supervisor Kramarsic will report on August sales of liners at the September 18, 2024 Board Meeting. Supervisor Kramarsic has been in communication with the Town of Windsor, Polyguard (liners), Windsor Golf Course, North-Bay Tree and Weed, and other cemeteries throughout the month.

MANAGER'S/TREASURER'S REPORT: MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported on July savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. Steven Sharp reached Permit Sonoma. It appears that there are only two (2) items to be completed on our application: final establishment of the setbacks for the wetlands and the status of

the Tar Flower; one of the four species of which is endangered. Steven has been attempting to contact Rincon Associates to discuss the requirements. There were 13,517 visits to our web page in July with 13 general communications and 11 requests for information. I advised ten (10) families on the burial process. Reallocations for July were submitted and accepted. I completed the "true up" questionnaire for Golden State Risk Management. Information packets for Chairperson Stimach and Vice Chairperson Fuller's attendance at the fall CAPC education meeting were provided to each.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at September 18, 2024 Board Meeting.**
- B. Graveside Services AED and First Aid Kit. **Discussion. Staff will use Existing First Aid Kits and Existing AED.**
- C. Parade Participation. **Discussion.**
- D. Dia de las Muertos (Oct. 31 through Nov. 2, 2024). **Discussion.**
- E. Adopted Budget. **Discussion and Motion to Approve: Vice Chairperson Fuller. Vote: 4 Ayes. Motion Carried.**
- F. Cemetery Walk Through. **Following Adjournment, Board and Staff will Walk Though the Cemetery. Carried over to September 18, 2024 Board Meeting.**

ADJOURNMENT: 9:55 AM. **Motion: Trustee Eckles. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, September 18, 2024 at 9:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Richard Fuller

Ann Pitts

Archie Eckles

