SHILOH DISTRICT CEMETERY
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING SEPTEMBER 17, 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 Pitts X; Trustee Fuller X; Staff: Manager Kunkel X; Grounds Maintenance Supervisor Kramarsic X.

MEMBERS OF THE PUBLIC: LIZ GLASS AND SUSAN MCGINNIS

PUBLIC COMMENT: N/A

TRUSTEE COMMENTS/STATEMENT OF CONFLICT OF INTEREST: N/A

CORRESPONDENCE: N/A

APPROVAL OF MINUTES: Approve Minutes of August 20, 2025, Regular Meeting. **Motion: Trustee Fuller, Seconded by Trustee Pitts. 3 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims requests #3 and #4 and (ACH) Claim #2; FY 2025 - 2026. **Motion: Trustee Pitts, Seconded by Trustee Fuller. 3 Ayes. Motion Carried.**

GROUNDS MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that the grounds look good. We are staying on top of maintenance as well as adding some retrofit projects that have to do with irrigation. The modifications look promising. Since our last board meeting, we have had five (5) interments. I have sold 12 wholesale liners since our last meeting. We continue to communicate with the Town of Windsor, North-Bay Tree and Weed, and 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 the Shiloh Annex. There were 10,993 visits to our web page in August with ten (10) general communications and ten (10) requests for information. We advised seven (7) families on the general burial process. August reallocations were submitted and accepted

DISCUSSION AND ACTION ITEMS:

A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at October 15, 2025, Board Meeting.**

B. Fifth Board Member. Discussion. **Discussion. Further Discussion at October 15, 2025, Board Meeting.**

C. Adopted Budget, FY 2025 - 2026. **Discussion and Motion for Approval. Motion to Approve Adopted FY 2025 – 2025 Budget: Trustee Fuller, Seconded by Trustee Pitts. Vote: 3 Ayes. Motion Carried.**

ADJOURNMENT: 10:52 AM. **Motion: Trustee Fuller, Seconded by Trustee Pitts. Vote: 3 Ayes. Motion Carried.**

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

Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Ann Pitts

Richard Fuller