

BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING AUGUST 19, 2026

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; Trustee Glass 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 15, 2026, Regular Meeting. **Motion: Trustee Fuller, Seconded by Trustee Pitts. 4 Ayes. Motion Carried.**

RATIFICATION OF BILLS: Claims Requests #1 and #2; and (ACH) #1; FY 2026 - 2027. **Motion: Trustee Fuller, Seconded by Trustee Pitts. 4 Ayes. Motion Carried.**

GROUND MAINTENANCE SUPERVISOR'S REPORT: Grounds Maintenance Supervisor Kramarsic reported that the grounds are in good shape, but we are dealing with water issues. We requested to possibly change our 2" meter that supplies the cemetery. We lost our riding mower due to a major parts failure. Ironically, we fertilized four weeks ago. We are working to purchase a new mower and plan to repair the old mower over the winter. We have had two (2) interments since the last board meeting. We continue to sell liners. We continue to remain in contact with the Town of Windsor, North-Bay Tree and Weed, and other cemeteries.

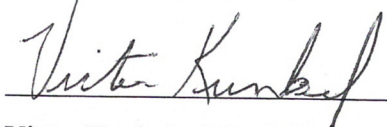
MANAGER'S/TREASURER'S REPORT: Manager Kunkel reported July savings realized by using CalCARD. Expenditures and deposits were discussed as was Shiloh Annex progress. There were 17,132 visits to our web page in July. There were six (6) general communications and eight (8) requests for information. We advised four (4) families on the burial process. July reallocations were submitted and accepted.

DISCUSSION AND ACTION ITEMS:

- A. Shiloh District Cemetery Annex. **Discussion. Further Discussion at the September 16, 2026, Board Meeting.**
- B. District Manager Position. Discussion of Jeff Kramarsic Promotion to District Manager. **Discussion.**
- C. Motion to Approve Jeff Kramarsic Promotion to District Manager and Potential Start Step, Effective November 1, 2026. **Discussion and Motion to Approve. Motion to Approve Jeff Kramarsic Promotion to District Manager, Step 6, Effective Date November 1, 2026: Trustee Fuller, Seconded by Trustee Pitts. Vote: 4 Ayes. Motion Carried.**
- D. Water Softener. Replacement of Internal Riser and Media in Both Tanks. **Discussion and Motion for Approval. Motion to Approve Expenditure of \$2,317.72: Trustee Fuller, Seconded by Trustee Glass. Vote: 4 Ayes. Motion Carried.**
- E. FY 2026/2027 Adopted Budget. **Discussion and Motion for Approval. Motion to Approve FY 2026/2027 Adopted Budget: Trustee Fuller, Seconded by Trustee Pitts. Vote: 4 Ayes. Motion Carried.**
- F. Potential Purchase of Commercial Mower. **Discussion and Motion for Approval. Motion to Approve Purchase of ExMark 48" Mower through Horizon Distributors for \$19,564.49: Trustee Fuller, Seconded by Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

ADJOURNMENT: 10:44 AM. **Motion: Trustee Fuller, Seconded by Trustee Pitts. Vote: 4 Ayes. Motion Carried.**

The next Regular meeting will be held on Wednesday, September 16, 2026, at 10:00 AM at 7130 Windsor Road, Windsor, CA 95492.



Victor Kunkel – Board Secretary

MINUTES APPROVED:

Lawrence Stimach

Ann Pitts

Richard Fuller

Elizabeth Glass

