

MINUTES
SUMMIT CEMETERY DISTRICT
December 12, 2023

I. CALL TO ORDER: 9:00 a.m. by President Smith

II. ROLL CALL:

Present

Linda Smith, President
Melvyn D. Foster, Secretary
Helen Enriquez, Trustee
Myrna Eberhardt, Trustee
Donnie Sibole, District Manager

Absent

Sandy Chatigny, Clerk

III. AGENDA REVIEW:

No additions or changes

IV. PUBLIC INPUT:

None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve the November 14th minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Foster and seconded by Trustee Eberhardt to approve the Profit & Loss/Financial reports for November 2023 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve the November 2023 Check Register/Check Listings and credit card purchases as mailed. Motion carried by unanimous vote.

VI. MANAGERS REPORT

Manager Sibole presented his report to the board with no additions or changes.

VII. SAFETY REPORT:

Employee Wellness was the Safety Topic for this month.
Shop and Fire Extinguisher inspections were completed.

VIII. ADMINISTRATIVE ACTION/INFORMATION:

- A. A motion was made by Trustee Foster and seconded by Trustee Enriquez to approve CemSites Annual Licensing Fee in the amount of \$5955.00. Motion carried by unanimous vote.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve Employee Recognition Gift cards. Motion carried by unanimous vote.

IX. NEW BUSINESS:

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:48.