

MINUTES
SUMMIT CEMETERY DISTRICT
November 14, 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
Donnie Sibole, District Manager
Sandy Chatigny, Clerk

Absent

Myrna Eberhardt, Trustee

III. AGENDA REVIEW:

No additions or changes

IV. PUBLIC INPUT:

Carol Hennessy, Lin McGillvray, and Pat Spafford were in attendance.

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Enriquez and seconded by Trustee Foster to approve the October 17th minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Foster to approve the Profit & Loss/Financial reports for October 2023 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Foster and seconded by Trustee Enriquez to approve the October 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:

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

VIII. ADMINISTRATIVE ACTION/INFORMATION:

- A. Pat Spafford presented the 2022/2023 Audit. There were no findings or issues. The Audit went well, staff was cooperative. Summit Cemetery District is in a good financial position and had a good year in 2022.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Foster to recommend to the County Board of Supervisors that Carol Hennessy replace former Trustee Galen Shotts for the term 1/4/24 to 1/3/28.
And request the current Board Members be reappointed as follows:
Helen Enriquez for term 1/4/24 to 1/3/28
Melvin Foster for term 1/4/24 to 1/3/28
Linda Smith for term 1/2/21 to 1/6/25.
Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Foster to approve expenses for Board Members and employees that would like to attend the CAPC Meeting in San Diego March 14-16, 2024. Motion carried by unanimous vote.

IX. NEW BUSINESS:

Manager Sibole received a text message on November 13, 2023 from Trustee Myrna Eberhardt stating she will not be relocating. She has rescinded her resignation effective 11/13/23.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:51.

APPROVED:

Linda Smith, President

Sandy Chatigny, Clerk of the Board