

MINUTES
SUMMIT CEMETERY DISTRICT
October 17, 2023

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

II. ROLL CALL:

Present

Absent

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

III. AGENDA REVIEW:

A motion was made by Trustee Enriquez and seconded by Trustee Foster to add the following two items to the agenda:

- B. Invoice from Spafford and Landry for Audit at a cost of \$11,033.41 that was received after Board Packets were mailed
- C. Myrna Eberhardt's resignation letter

Motion carried by unanimous vote.

IV. PUBLIC INPUT:

Carol Hennessy was in attendance.

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Foster and seconded by Trustee Enriquez to approve the September 19th minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve the Profit & Loss/Financial reports for August 2023 and September 2023 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve the August 2023 and September 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:

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

VIII. ADMINISTRATIVE ACTION/INFORMATION:

- A. SDRMA acknowledged the Summit Cemetery District for having no paid claims for property liability losses for the past year and for having no workplace accidents or liabilities for the past 5 years. The letters were provided to Board Members in their Board Packets.
- B. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve the Invoice from Spafford and Landry for services rendered on the Audit for 2022/2023 at a cost not to exceed \$11,033.41. Motion carried by unanimous vote.
- C. Trustee Eberhardt provided the Board with a letter of her intent to resign due to her relocating out of the district. The final date of her service is yet to be determined by her moving schedule. She wanted the Board to be aware of her plans and will provide a date as to when she is leaving as the information becomes available.

IX. NEW BUSINESS:

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:45.