

**MINUTES
SUMMIT CEMETERY DISTRICT
February 13, 2024**

I. CALL TO ORDER: 9:05 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
Sandy Chatigny, Clerk

Absent

III. AGENDA REVIEW:
No Changes

IV. PUBLIC INPUT:
None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Enriquez and seconded by Trustee Foster to approve the January 9, 2024 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 January 2024 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Foster to approve the January 2024 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:

Slip and Falls 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 Enriquez and seconded by Trustee Foster to approve the Costco Membership Renewal in the amount of \$720.00. Motion carried by unanimous vote.
- B. Manager Sibole explained the need for the Phase 1 Environmental Site Assessment. Each Board Member was provided with a copy of the proposal.
- C. Trustee Foster, Trustee Eberhardt, Trustee Enriquez and President Smith were all given their 700 Forms to be completed and signed. All forms were returned to Manager Sibole.
- D. Manager Sibole encouraged all Board Members to attend the Sexual Harassment Training scheduled on February 20, 2024 from 10am to 12pm in the San Geronio office. Those not attending will need to have the training done on their own through a webinar at their earliest convenience.

IX. NEW BUSINESS:

Update on Board Appointments.

Manager Sibole has been in contact with the County Board of Supervisors office and was told they were in the process of scheduling phone appointments with Supervisor Gutierrez for Trustee Enriquez, Trustee Foster, President Smith and potential board member Carol Hennessy.

President Smith confirmed that she has had her phone appointment already.

Everyone else has their appointments scheduled next week.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:28.