

MINUTES
SUMMIT CEMETERY DISTRICT
June 11, 2024

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

II. ROLL CALL:

Present

Melvyn D. Foster, President
Helen Enriquez, Secretary
Linda Smith, Trustee
Carol Hennessy, Trustee
Donnic Sibole, District Manager
Sandy Chatigny, Clerk

Absent

Myrna Eberhard, Vice President

III. AGENDA REVIEW:

No Changes

IV. PUBLIC INPUT:

None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Smith and seconded by Trustee Enriquez to approve the May 14th, 2024 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Hennessy and seconded by Trustee Smith to approve the Profit & Loss/Financial reports for May 2024 as mailed. Motion carried by unanimous vote.
- C. Trustee Hennessy had a question regarding Ck #14194 on the Check Register/Check Listing. Manager Sibole asked Office Manager McGillvray and she quickly explained that it was not a double entry, just a Quick Books entry that had not been removed prior to printing the reports. Satisfied with the answer to the question, a motion was made by Trustee Hennessy and seconded by Trustee Enriquez to approve the May 2024 Check Register/Check Listings and credit card purchases as mailed. Motion carried by unanimous vote.

VI. MANAGERS REPORT

Update on the Water Lines at San Gorgonio Memorial Cemetery. Due to the cost and time frame of replacing the water lines, Manager Sibole has determined it will be best to patch areas and prepare for a future project of moving water lines during a slower watering season. The areas are currently hand watered and he would like to see if he can get them on a timed system for as much of the lower section as possible. It will likely be a big project to have it done correctly and now is not the best time to attempt this project.

VII. SAFETY REPORT:

Outdoor Hazards 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 Hennessy to recommend the re- appointment of Trustee Myrna Eberhardt for another term beginning January 3, 2025 and ending January 3rd 2029. Motion carried by unanimous vote.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Smith to approve and adopt the Workplace Violence Prevention Plan provided. Motion carried by unanimous vote.
- C. A motion was made by Trustee Smith and seconded by Trustee Hennessy to add the adopted Workplace Violence Prevention Plan to Summit Cemetery District's Policy Manual and distribute to all employees. Motion carried by unanimous vote.

IX. NEW BUSINESS:

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9.30.