

**MINUTES  
SUMMIT CEMETERY DISTRICT  
December 9, 2025**

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

**II. ROLL CALL:**

**Present**

Melvin D. Foster, President  
Helen Enriquez, Vice President  
Linda Smith, Trustee  
Carol Hennessy, Secretary  
Donnie Sibole, District Manager  
Sandy Chatigny, Clerk  
Bruce Torola, Assistant Manager  
Mary Daniel

**Absent**

**III. AGENDA REVIEW:**

**IV. PUBLIC INPUT:**

None

**V. MINUTES, EXPENSES, FINANCIAL REPORT:**

- A. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve the November 12th, 2025 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Smith and seconded by Trustee Hennessy to approve the Profit & Loss/Financial reports for November 2025 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Smith to approve the November 2025 Check Register/Check Listing and credit card purchases as presented. Motion carried by unanimous vote.

**VI. MANAGERS REPORT**

No changes to the report

**VII. SAFETY REPORT:**

Housekeeping, Safer Workplace 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 approve the Quote from Brenneisen Metalworks in the amount of \$12,000.00 for the gates at Sunnyslope Cemetery. Motion carried by unanimous vote.
- B. A motion was made by Trustee Hennessy and seconded by Trustee to increase the Employee Recognition Cards to \$100.00 per employee. Motion carried by unanimous vote.

**IX. NEW BUSINESS:**

Manager Sibole informed the Board that Summit Cemetery District's Website is now ADA compliant. The Board was excited to hear this news and thanked him for taking care of the situation so quickly. They were happy to hear that the two things that came up at the CAPC meeting in October have been addressed.

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:40a.m..

APPROVED:

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**Melvin D. Foster, President**

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**Sandy Chatigny, Clerk of the Board**