

**MINUTES**  
**SUMMIT CEMETERY DISTRICT**  
**June 10, 2025**

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

**II. ROLL CALL:**

**Present**

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

**Absent**

Myrna Eberhardt, Vice President

**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 May 13th, 2025 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Smith and seconded by Trustee Enriquez to approve the Profit & Loss/Financial reports for May 2025 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Enriquez to approve the May 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:**

Wildfire Smoke Hazards was for this month.  
Shop and Fire Extinguisher inspections were completed.

**VIII. ADMINISTRATIVE ACTION/INFORMATION:**

- A. A motion was made by Trustee Hennessy and seconded by Trustee Enriquez to create a Hiring Committee for the Interview and Hiring process of a New Assistant District Manager/Trainee that will include all four Board Members. The application process to begin this week and end on June 20, 2025, with Interviews scheduled on June 25, 2025. Motion carried by unanimous vote.
- B. Board Members, Don Foster, Helen Enriquez, and Carol Hennessy attended the Annual Cemetery Tour last week. Manager Sibole let the Board know that the employees enjoyed getting to see the Board and say “Hi.”. The Board enjoyed the Tour and had only positive comments. No action taken.
- C. At the time the Agenda was prepared, CAPC has made an inquiry as to whether Summit Cemetery District would be interested in being a “Featured Cemetery” at the Ventura meeting in October. Manager Sibole was going to ask the Board if there was any interest, but CAPC has since found a cemetery to fill the spot. No action taken.

**IX. NEW BUSINESS:**

Trustee Enriquez wanted to let the Board know that there is a new Director for the Laura May Stewart Foundation. He had randomly stopped by Sunnyslope Cemetery and met Foreman Bruce Torola. He was very pleased with the tour Foreman Torola gave him and the way that he was treated. Foreman Torola was not aware of the Director’s position and gave him the same courteous, respectful attention he gives to all visitors.

Mary Daniel joined the meeting this morning. She is interested in joining the Cemetery Board. There are no vacancies at this time, but the resignation of Myrna Eberhardt is expected. Trustee Eberhardt is no longer residing in the District.

The Board recommended Mrs. Daniel email a letter of interest along with her qualifications, experience, etc directly to Manager Sibole to keep, should Trustee Eberhardt resign.

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 10:00.

APPROVED:

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**Melvin D. Foster, President**

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**Sandy Chatigny, Clerk of the Board**