

**MINUTES  
SUMMIT CEMETERY DISTRICT  
November 12, 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 Smith and seconded by Trustee Enriquez to approve the October 14th, 2025 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 October 2025 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve the October 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:**

Holiday Safety and Wellness was the safety topic for this month.  
Shop and Fire Extinguisher inspections were completed.

**VIII. ADMINISTRATIVE ACTION/INFORMATION:**

- A. Pat Spafford from Spafford and Landry presented the 2024/2025 Audit to the Board. He explained the audit revealed no issues or concerns. The Cemetery District is in good financial shape and staff, as usual, was cooperative in providing information. Mr. Spafford answered questions from board members. Board members were satisfied with the Audit.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve moving forward with the Abandoned Grave Reclamation at a cost not to exceed \$20,000. Lin McGillvray to reach out to Law Firm Best, Best, and Krieger to begin the process. Board is pleased to hear that staff followed through with this from what was discussed at the latest CAPC Meeting. Motion carried by unanimous vote.
- C. Linda Smith has been appointed to the Summit Cemetery Board as of October 2025 County Board of Supervisors Meeting. Trustee Smith brought her letter that she received in the mail confirming her reappointment. The confirmation letter was given to Lin McGillvray.

There are no updates on the status of getting Mary Daniel approved for appointment to the Board. Lin McGillvray is continuing to make contact with Supervisor Gutierrez's office and will continue to work on getting her appointment either approved or denied. Lin is continually checking the County Board of Supervisors' Agenda's to see if Mrs. Daniel's name is up for approval. We will provide updates as we get them.

**IX. NEW BUSINESS:**

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:51 a.m..

APPROVED:

---

**Melvin D. Foster, President**

---

**Sandy Chatigny, Clerk of the Board**