

MINUTES
SUMMIT CEMETERY DISTRICT
November 10th, 2020

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

II. ROLL CALL:

Present

Linda Smith, President
Galen Shotts, Vice President
Helen Enriquez, Trustee
Donnie Sibole, Manager
Sandy Chatigny, Clerk of the Board

Absent

Melvin D. Foster, Secretary

III. AGENDA REVIEW:

None

IV. PUBLIC INPUT:

None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Enriquez and seconded by Trustee Shotts to approve the October 13, 2020 minutes as presented. Motion carried by unanimous vote.
- B. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to approve the Profit & Loss/Financial Report for October 2020 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to approve the October Check Register/Check Listing as presented. Motion carried by unanimous vote.

VI. MANAGER'S REPORT

Report was presented by Manager Sibole.

VII. SAFETY REPORT

Four Generations The Greatest Potential, 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 Shotts to approve CSDA Dues at a cost not to exceed \$5,478.00. Motion carried by unanimous vote.
- B. Manager Sibole presented the Board with the following updates:

Summit Cemetery District's Policy Manual has been forwarded to the attorney of record for the Cemetery. Manager Sibole has requested that the attorney advise him on the New Policies regarding restricting parties, alcohol, shade tents. Manager Sibole has not had a response or communication with the attorney as of today.

Manager Sibole recommends the Board waits on implementing the City Ordinances and posting of signs regarding the ordinances. It is his opinion that by changing the policies internally and implementing them, the need for the City Ordinances can be avoided for now.

The Board was presented with 3 Quotes from Security Companies. Manager Sibole prefers to use Imperial Security as it is a local business in the community, and he is familiar with their work.

Security guards would be hired for San Gorgonio Memorial Park only. They would be scheduled for Saturday and Sunday from 9:00am to 5:00 pm. As part of their service the Security Guards could open and close the gates. Manager Sibole wants to continue having employees opening and closing the gates for now. He is concerned that employees would be upset to lose the opportunity to earn comp time.

The Board has concerns about the attorney not responding to Manager Sibole's multiple emails and phone calls. The Board would like to know if it is possible to hire the same attorney that represents the Palm Springs and Orange County Cemeteries. Summit Cemetery District is looking to use the same policies as those two Cemeteries. It makes sense to hire an attorney that is familiar with the policies that are already in place at those two Cemeteries, especially if he was the attorney who helped write the policies.

Manager Sibole would like to continue with the current attorney and give him one more change to reply to his emails and requests.

Manager Sibole to report back to the Board at the December Board Meeting and update them on moving forward with implementing the New Policy and the status of communication with the current attorney.


IX. NEW BUSINESS:

The process has been started to have Myrna Eberhardt re-appointed as a Summit Cemetery Board Member. The County Board of Supervisors will add her re-appointment request to their Agenda and vote on the re-appointment. They will advise the Cemetery of their decision.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:49 a.m.

APPROVED:


Linda Smith, President


Sandy Chatigny, Clerk