

MINUTES
SUMMIT CEMETERY DISTRICT
December 14, 2021

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

II. ROLL CALL:

Present

Linda Smith, President
Galen Shotts, Vice President
Melvyn D. Foster, Secretary
Helen Enriquez, Trustee
Myrna Eberhardt, Trustee
Donnie Sibole, Manager

Absent

Sandy Chatigny, Clerk of the Board

III. AGENDA REVIEW:

IV. PUBLIC INPUT:

Local resident Paul Davis and Pat Spafford present.

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Shotts and seconded by Trustee Foster to approve the November 9th, 2021 minutes as presented. Motion carried by unanimous vote.
- B. A motion was made by Trustee Foster and seconded by Trustee Eberhardt to approve the Profit & Loss/Financial Report for November 2021 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Shotts to approve the November 2021 Check Register/Check Listing as presented. Motion carried by unanimous vote.

VI. MANAGER'S REPORT

No additions

VII. SAFETY REPORT

SDRMA is changing their Safety Information format beginning January 2022. There were no safety handouts provided for December.
Shop and Fire Extinguisher inspections were completed.

VIII. ADMINISTRATIVE ACTION/INFORMATION

- A. Annual 20/21 Audit was presented by Pat Spafford from Spafford & Landry. Per Mr. Spafford the Audit went well, staff was compliant, and there were no issues found.

- B. A motion was made by Trustee Enrriquez and seconded by Trustee Foster to approve the Annual License Web Hosting Fee for Cemsites at a cost not to exceed \$5400.00 Motion carried by unanimous vote.
- C. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to approve the CSDA Annual Dues of \$5752.00. Motion carried by unanimous vote.
- D. A motion was made by Trustee Eberhardt to approve Employee Recognition Gift Cards in the amount of \$40.00. Trustee Shotts made an amendment that the amount of the Recognition cards be \$50.00. A motion was made by Trustee Eberhardt and seconded by Trustee Shotts to approve the Employee Recognition Gift Cards, at the amended amount of \$50.00. Motion carried by unanimous vote.

IX. NEW BUSINESS

A brief discussion was held regarding the future CAPC Meeting scheduled for March. Discussion to be continued at a future time.

X. ADJOURNMENT:

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