

MINUTES
SUMMIT CEMETERY DISTRICT
June 8, 2021

I. CALL TO ORDER: 9:02 a.m. by President Smith

II. ROLL CALL:

Present

Linda Smith, President
Galen Shotts, Vice President
Melvyn D. Foster, Secretary (arrived at 9:18 a.m.)
Helen Enriquez, Trustee
Myrna Eberhardt, Trustee
Donnie Sibole, Manager
Sandy Chatigny, Clerk of the Board

Absent

III. AGENDA REVIEW:

Manager Sibole needs to add an item to Agenda for approval of Property/Liability Insurance With SDRMA. Invoice arrived day after Agenda was prepared so it was not added to the Agenda.

The invoice is payment is due prior to next Board Meeting, it is not something that can wait.

A motion was made by Trustee Shotts and seconded by Trustee Enriquez to add Item D to VIII. Administrative Action/Information Section to: Recommend Approval of SDRMA Property/Liability Invoice in the amount of \$33,633.14. Motion carried by unanimous vote.

IV. PUBLIC INPUT:

Local resident Paul Davis was in attendance.

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve the May 11, 2021 minutes as presented. Motion carried by unanimous vote.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve the Profit & Loss/Financial Report for May 2021 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to approve the May 2021 Check Register/Check Listing as presented. Motion carried by unanimous vote.

VI. MANAGER'S REPORT

Trustee Enriquez asked why the Fire Crew stopped trimming trees. Manager Sibole explained that they were spending a lot of time and effort to train individuals to learn how to trim the trees but with the amount of turnover they have it did not make sense to continue the service.

Manager Eberhardt asked about the paving project at San Gorgonio. Manager Sibole explained that over time, there are areas that need to be repaved. This particular section waiting to be done

has been an issue due to water leaks. He thinks they have found the issue and corrected the problem. The project is not urgent so waiting will not be an issue for the Cemetery.

VII. SAFETY REPORT

Housekeeping, Workplace Violence Awareness Prevention Response, 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 Eberhardt and seconded by Trustee Shotts to approve the Workers Comp Invoice for 2021/2022 in the amount of \$18,753.37. Motion carried by unanimous vote.
- B. Discussion was held on whether it made sense to buy an electric utility cart rather than a gas one. Manager Sibole does not think so. The cart will be used in Banning and it needs a lot of power to be able to go up the hill. He does not think an electric cart would have the necessary power. A motion was made by Trustee Shotts and seconded by Trustee Eberhardt to approve the purchase of a John Deere Utility Cart at a cost not to exceed \$11,380.68 for the San Gorgonio Memorial Park. Motion carried by unanimous vote.
- C. Discussion was held on the usage and spending limits on individual credit cards. Board satisfied that a credit card is necessary for the Foreman at Sunnyslope. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve a company credit card for Foreman Bruce Torola. Motion carried by unanimous vote.
- D. Discussion was held regarding what SDRMA Property/Liability covers. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve the payment of the Invoice from SDRMA for Property/Liability in the amount of \$33,633.14. Motion carried by unanimous vote.

IX. NEW BUSINESS

X. ADJOURNMENT:

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