

**MINUTES**  
**SUMMIT CEMETERY DISTRICT**  
**April 12, 2022**

**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  
Donnie Sibole, Manager  
Sandy Chatigny, Clerk of the Board

**Absent**

Myrna Eberhardt, Trustee

**III. AGENDA REVIEW:**

**IV. PUBLIC INPUT:**

Local resident Paul Davis in attendance.

**V. MINUTES, EXPENSES, FINANCIAL REPORT:**

- A. A motion was made by Trustee Shotts and seconded by Trustee Foster to approve the February 8th, 2022 minutes as presented. Motion carried by unanimous vote.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Foster to approve the Profit & Loss/Financial Reports for February and March 2022 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Foster and seconded by Trustee Shotts to approve the February and March 2022 Check Register/Check Listings as presented. Motion carried by unanimous vote.

**VI. MANAGER'S REPORT**

No additions

**VII. SAFETY REPORT**

Portable Ladder Safety was the Safety Topic for March.  
Heat Illness Prevention was the Safety Topic for April.  
Shop and Fire Extinguisher inspections were completed.

**VIII. ADMINISTRATIVE ACTION/INFORMATION**

- A. A motion was made by Trustee Enriquez and seconded by Trustee Foster to approve the Finalized Policy Manual as presented. Motion carried by unanimous vote.

- B. New Comp Time Contracts must be signed by employees. Manager Sibole presented the Board with a copy of the new form that was created by the attorney. No action necessary.
- C. Board Members are due for Ethics Training. There are 2 options.
  - 1. Receive Individual Training- Contact Lin McGillvray for information
  - 2. Group Ethics Training at Sunnyslope Office

The Board opted for the Group Ethics Training. They agreed to schedule the training for April 19<sup>th</sup>, 2022 at 9:00a.m., at the Sunnyslope District Office.

- D. The Board scheduled the Annual Cemetery Tour for May 3, 2022 at 9:00a.m. Everyone is to meet at the Sunnyslope District Office. President Smith invited Paul Davis to join on the tour.
- E. The Board had several concerns regarding the employees taking the work trucks home after work.
  - 1. Insurance Coverage
  - 2. Parking the trucks on the street/exposing them to possible theft

Manager Sibole will contact the insurance company and confirm that employees and vehicles will have coverage after regular business hours. He will also address concerns regarding where vehicles can and can not be parked. Manager Sibole will report back to the Board at the next Board Meeting. No action taken.

**IX. NEW BUSINESS**

No new business.

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:45a.m.