

**MINUTES**  
**SUMMIT CEMETERY DISTRICT**  
**December 13, 2022**

**I. CALL TO ORDER:** 9:06 a.m. by President Smith

**II. ROLL CALL:**

**Present**

Linda Smith, President  
Melvyn D. Foster, Secretary  
Myrna Eberhardt, Trustee  
Helen Enriquez, Trustee  
Donnie Sibole, Manager  
Sandy Chatigny, Clerk of the Board

**Absent**

Galen Shotts, Vice President

**III. AGENDA REVIEW:**

No Additions

**IV. PUBLIC INPUT:**

Paul Davis was in attendance.

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

- A. A motion was made by Trustee Foster and seconded by Trustee Enriquez to approve the November 8, 2022 minutes as mailed. 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 November 2022 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve the November 2022 Check Register/Check Listings as mailed. Motion carried by unanimous vote.

**VI. MANAGERS REPORT**

**VII. SAFETY REPORT**

Workplace Violence 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 Eberhardt to approve the Annual Cemsites License Renewal Fee at a cost not to exceed \$5670.00. Motion carried by Unanimous vote.

- B. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve Employee Recognition Cards in the amount of \$50.00 for each Summit Cemetery District Employee. Motion carried by unanimous vote.
- C. A motion was made by Trustee Foster and seconded by Trustee Enriquez to approve the Proposed Publicly Available Pay Schedule dated 12/13/2022. Motion carried by unanimous vote.

**IX. NEW BUSINESS**

Trustee Enriquez brought a black and white photo of the decorative Breast Cancer Awareness area from another cemetery that she had seen at the CAPC Conference. It is difficult to see it clearly and appreciate it's beauty. She will contact the cemetery, request color photos, and share at a future Board Meeting. The Board is open to looking into having something similar built in an area that is unusable for burials.

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:35a.m.