

MINUTES
SUMMIT CEMETERY DISTRICT
January 11, 2022

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

II. ROLL CALL:

Present

Absent

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

III. AGENDA REVIEW:

IV. PUBLIC INPUT:

Local resident Paul Davis in attendance.

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Eberhardt and seconded by Trustee Foster to approve the December 14, 2021 minutes as presented. Motion carried by unanimous vote.
- B. A motion was made by Trustee Foster and seconded by Trustee Enriquez to approve the Profit & Loss/Financial Report for December 2021 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to approve the December 2021 Check Register/Check Listing as presented. Motion carried by unanimous vote.

VI. MANAGER'S REPORT

No additions

VII. SAFETY REPORT

No Safety Meeting/Training was done for this month.
Shop and Fire Extinguisher inspections were completed.

VIII. ADMINISTRATIVE ACTION/INFORMATION

- A. A motion was made by Trustee Foster and seconded by Trustee Shotts to approve the Policy Manual with the changes recommended by the attorney, with the understanding that the Board will review the Policy Manual every two to three years. Motion carried by unanimous vote.

- B. A motion was made by Trustee Enriquez and seconded by Trustee Foster to approve expenses for employees and Board Members that would like to attend the Annual CAPC Conference March 10-11, 2022 in Monterey, CA. Motion carried by unanimous vote.
- C. Manager Sibole presented the Board with his recommendations to no longer allow families to watch the lowering and burial of their loved ones at or near the grave and to prohibit the sprinkling of dirt on the lowered casket in the grave. This is a matter of safety to the families attending the graveside services. Manager Sibole would like there to be an addition to the Rules and Regulations stating this will no longer be available to families. Manager Sibole has contacted the attorney's office for assistance regarding how to work these changes.

A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to give Manager Sibole the authority to proceed with making the necessary additions/changes to the Rules and Regulations regarding policies for families at graveside services. Motion carried by unanimous vote.

IX. NEW BUSINESS

No new business.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:27 a.m.