

MINUTES
SUMMIT CEMETERY DISTRICT
September 20, 2022

I. CALL TO ORDER: 8.55 a.m. by President Smith

II. ROLL CALL:

Present

Absent

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

III. AGENDA REVIEW:

A motion was made by Trustee Shotts and seconded by Trustee Enriquez to add:
Item D. Amendment to Policy Manual to the Agenda.
Motion carried by unanimous vote.

IV. PUBLIC INPUT:

Lin McGillvray was in attendance for today's meeting.

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Foster and seconded by Trustee Eberhardt to approve the August 9th, 2022 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Foster and seconded by Trustee Shotts to approve the Profit & Loss/Financial Reports for August 2022 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve the August 2022 Check Register/Check Listings as mailed. Motion carried by unanimous vote.

VI. MANAGER'S REPORT

Manager Sibole is still currently trying to locate property for purchase. He has a few properties that he is interested in. He explained to the Board that if he wants to make any offers on properties, it will need to happen quickly and he may be calling an Emergency Meeting in the future for the Board's approval.

VII. SAFETY REPORT

Hand Tool Safety was the Safety Topic for this month.
Shop and Fire Extinguisher inspections were completed.

VIII. ADMINISTRATIVE ACTION/INFORMATION

- A. Sandra Wheeler gave a Zoom presentation of the accounts held with Stiffel. She did explain that while the market has taken a hit, the investments are still earning interest. It has been a volatile year, the worst in history for the bond market Sandra answered all questions and provided a printout of all accounts for their review.
- B. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to table the approval of the Revised Publicly Available Pay Schedule until the next Board Meeting to give the Board time to research and review the Proposed Pay Schedule with the exception of the proposed salary schedule for the Assistant Foreman/Trainee Position. They will include that with Item D. Motion carried by unanimous vote.
- C. Manager Sibole left the meeting, Lin McGillvray left the meeting. Discussion was held regarding Manager Sibole's job performance. The Board agreed that he continues to do a great job and they are very happy with his leadership. They would like to more community outreach on behalf of the Cemetery District. They will suggest that he delegate this responsibility to an employee if he does not feel he is comfortable doing community outreach and speaking himself. They are happy that he has increased advertising and is promoting the Cemeteries and what services are available.

Manager Sibole joined the meeting. The Board reviewed their evaluation with Manager Sibole. He received outstanding marks overall, but they recommend that he get more involved with the Community or delegate it to another employee as well as continue to search out land for purchase.

- 1. A motion was made by Trustee Enriquez and seconded by Trustee Shotts to approve a 5% COLA pay increase for Manager Sibole effective on his next paycheck. Motion carried by unanimous vote.
 - 2. A second motion was made by Trustee Enriquez and seconded by Trustee Shotts to recommend that Manager Sibole give up to an 8.7% COLA to employees effective on their next paycheck. Motion carried by unanimous vote, with Trustee Foster abstaining for the vote.
- D. A discussion was held regarding the changes to the Policy Manual. Additions to the Manager Trainee description, Cemetery Foreman description, and Groundskeeper II responsibilities, the deletion of the Groundskeeper III Position, and the creation of the Assistant Foreman/Trainee Position.

Manager Sibole stated his reasons for making these changes and answered all questions from the Board.

A motion was made by Trustee Shotts and seconded by Trustee Eberhardt to make the above changes and additions to the current Policy Manual, to approve the Assistant Foreman Position with a salary range beginning at \$26.00 to \$35.00 per hour. Motion carried by unanimous vote.

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IX. NEW BUSINESS

Next scheduled Board Meeting will be October 11, 2022 at 9:00am at the Sunnyslope Office. Trustee Shotts and Trustee Enriquez will not be attending.

The Board Members were asked to forward any suggestions or changes they have to the Publicly Available Pay Schedule to either Manager Sibole or Sandy Chatigny prior to October 4th, 2022.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:45a.m.