

**MINUTES**  
**SUMMIT CEMETERY DISTRICT**  
**September 19, 2023**

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

**II. ROLL CALL:**

**Present**

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

**Absent**

**III. AGENDA REVIEW:**

A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to add item B. to the Agenda, as bid was not available at the time Board Packets were mailed.

Bid from Carlson Masonry for Block Wall Project at Sunnyslope Cemetery 2<sup>nd</sup> Phase in the amount of \$63,280.00. Motion carried by unanimous vote

**IV. PUBLIC INPUT:**

Carol Hennessy was in attendance.

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

- A. A motion was made by Trustee Foster and seconded by Trustee Enriquez to approve the August 8<sup>th</sup> minutes as mailed, with the following corrections:  
Include the 2nd motion on Item B. Bid for Z & L Paving and Correct the Approval of the Budget to read 2023/2024. Motion carried by unanimous vote.
- B. Report is unavailable due to computer issues with Quick Books Upgrade. Will have them available at next month's Board Meeting for review. Will not be any Board Approval since no report is available.
- C. Report is unavailable due to computer issues with Quick Books Upgrade. Will have report available at next month's Board Meeting. The Credit Card Statement is included in the Board Packet, will not be voted on at this time. Will include it with next month's reports and review at next month's Board Meeting along with the Expenses and Check Listing.

**VI. MANAGERS REPORT**

The Bid from Carlson Masonry was not available when Board Packets were mailed.

Sibole explained the different phases of the Block Wall Project at Sunnyslope Cemetery.

The second phase will be at the East Side of the property and continue where the existing block wall stops and continue the length of the property to 1<sup>st</sup> Street.

The plan is to continue the block wall on the North Side of the property on 1<sup>st</sup> Street, but it will take some time to proceed with that due to the work being done by the City of Beaumont. Manager Sibole will provide updates as they become available on the status of that phase.

New computers were ordered at Best Buy and the plan was to have the New Quick Books update completed and be able to print reports and have them available for the Board this morning, but Best Buy notified Lin McGillvray that they were not going to arrive on time and our appointment to get the update completed was cancelled. They have not given an update as to when they may arrive. Ms. McGillvray will be calling them this morning for an update. Due to these issues, there are no financial reports available, but Manager Sibole will gladly provide one done by hand if the Board would like him to. The Board would prefer to wait for the printed reports at next month's meeting.

## **VII. SAFETY REPORT:**

Ergonomic Tips for Remote Workstations 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 Foster to approve the Edison License Agreement for \$9873.72. Motion carried by unanimous vote.

B. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve the bid from Carlson Masonry for the Second Phase of the Wall Project, on the East side of the property at Sunnyslope Cemetery at a cost not to exceed \$63,280.00. Motion carried by unanimous vote.

## **IX. NEW BUSINESS:**

Manager Sibole updated the Board on the purchase negotiations on the Veile Property.

Offers were made and the negotiations stopped. On advice of the realtor, will give it time and

see if the seller decides to make a counter- offer. There is nothing more to be done at this time.

Manager Sibole is continuing to search for other properties.

Trustee Foster said he may know of a property that may be available for sale in the near future.

Two Board Members will not be in attendance at the Board Meeting scheduled for October 10<sup>th</sup>. Therefore, there will not be a quorum and the meeting will be rescheduled on October 17, 2023.

**X. ADJOURNMENT:**

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

APPROVED:

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**Linda Smith, President**

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**Sandy Chatigny, Clerk of the Board**