

**MINUTES**  
**SUMMIT CEMETERY DISTRICT**  
**December 10, 2024**

**I. CALL TO ORDER:** 9:08 a.m. by President Foster

**II. ROLL CALL:**

**Present**

Melvin D. Foster, President  
Myrna Eberhard, Vice President  
Helen Enriquez, Secretary  
Linda Smith, Trustee  
Donnie Sibole, District Manager  
Sandy Chatigny, Clerk

**Absent**

Carol Hennessy, Trustee

**III. AGENDA REVIEW:**

No Changes

**IV. PUBLIC INPUT:**

None

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

- A. A motion was made by Trustee Enriquez and seconded by Trustee Smith to approve the November 12, 2024 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve the Profit & Loss/Financial reports for November 2024 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Smith to approve the November 2024 Check Register/Check Listing and credit card purchases as presented. Motion carried by unanimous vote.

**VI. MANAGERS REPORT**

No changes to the report

**VII. SAFETY REPORT:**

Housekeeping 101 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 Smith and seconded by Trustee Enriquez to approve the Annual Licensing for CemSites at a cost not to exceed \$6255.00. Motion carried by unanimous vote.
- B. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve Employee Recognition Cards for employees and the Security Guard at San Gorgonio in the amount of \$75.00 per card. Motion carried by unanimous vote.

**IX. NEW BUSINESS:**

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:40.

APPROVED:

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**Melvin D. Foster, President**

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**Sandy Chatigny, Clerk of the Board**