

**MINUTES**  
**SUMMIT CEMETERY DISTRICT**  
**July 9, 2024**

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

**II. ROLL CALL:**

**Present**

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

**Absent**

**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 Eberhardt to approve the June 11<sup>th</sup>, 2024 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Smith and seconded by Trustee Enriquez to approve the Profit & Loss/Financial reports for June 2024 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Smith to approve the June 2024 Check Register/Check Listings and credit card purchases as mailed. Motion carried by unanimous vote.

**VI. MANAGERS REPORT**

No changes to the 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 carried by Trustee Eberhardt and seconded by Trustee Enriquez to approve the SDRMA Liability insurance premium in the amount of \$39,161.68. Motion carried by unanimous vote.
- B. A motion was made by Trustee Eberhardt and seconded by Trustee Smith to approve the SDRMA Worker's Compensation Premium in the amount of \$ 36,929.85. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve the Proposed Publicly Available Pay Schedule as presented. Motion carried by unanimous vote.
- D. A motion was made by Trustee Smith and seconded by Trustee Eberhardt to approve payment in full for the CalPERS Unfunded Liability in the amount of \$154,693. Motion carried by unanimous vote.
- E. A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to approve the 2024/2025 Summit Cemetery District Budget with changes made to the calendar year reflecting the 2024/2025 Budget Year on the official budget that will be sent to Riverside County. Motion carried by unanimous vote.
- F. A motion was made by Trustee Smith and seconded by Trustee Hennessy to approve the bid from Carlson Masonry in the amount of \$11,860 for an enclosure for a dumpster enclosure, a new mailbox, and a covering for the drainage ditch at Sunnyslope Cemetery. Motion carried by unanimous vote.
- G. Manager Sibole left the room while the Board discussed his performance and performed his evaluation.

In open session, with Manager Sibole in the room, a motion was made by Trustee Hennessy and seconded by Trustee Eberhardt to approve a 5% pay increase for Manager Sibole effective on the next payroll. Motion carried by unanimous vote.

**IX. NEW BUSINESS:**

Trustee Eberhardt commented on how nice the block wall looks.  
Manager Sibole explained that a primer and sealant have been added to the wall in certain areas. It should help to make any graffiti removal easier, should the wall be tagged.

**X. ADJOURNMENT:**

Trustee Enriquez left the meeting at 10:30.  
There being no further business, the meeting was adjourned at 10:45.