

**MINUTES
SUMMIT CEMETERY DISTRICT
February 11, 2025**

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

II. ROLL CALL:

Present

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

Absent

III. AGENDA REVIEW:

A motion was made by Trustee Enriquez and seconded by Trustee Eberhardt to add an additional quote from L.O. Lynch Well in the amount of \$92, 353.00 to Item B. The quote was received after the Board Packets were mailed. Motion carried by unanimous vote.

IV. PUBLIC INPUT:

None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Hennessy and seconded by Trustee Eberhardt to approve January 14, 2025 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Eberhardt and seconded by Trustee Smith to approve the Profit & Loss/Financial reports for January 2025 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve the January 2025 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:

Slips and Falls 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 lowest bid from American Asphalt in the amount of \$9000.00 per Manager Sibole's recommendation. Motion carried by unanimous vote.
- B. A motion was made by Trustee Hennessy and seconded by Trustee Smith to approve the bids from L.O. Lynch in the amount of \$8000.00 to pull and inspect the well, and the second bid in the amount of \$92,353.00 for possible repairs, with the understanding this quote is the worst case scenario, which is why it is so high. Manager Sibole does not think the well will need a complete overhaul but wants to be prepared in case it does. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve the Engagement Letter presented from Best Best & Krieger Attorney's at Law. Motion carried by unanimous vote.
- D. A motion was made by Trustee Eberhardt and seconded by Trustee Enriquez to approve the Costco Membership for Employees and Trustees in the amount of \$780.00 for 19 members. Motion carried by unanimous vote.
- E. Form 700, Statement of Economic Interest was distributed to Board Members for their review and signatures. Forms returned to Manager Sibole upon completion.

IX. NEW BUSINESS:

Update on security at the Beaumont Cemeteries. There was approximately \$5000.00 worth of tools and equipment stolen from the Sunnyslope Cemetery. Manager Sibole has been working closely with the foremen at the two cemeteries to secure the buildings that house the equipment and tools. Manager Sibole explained that the steps being taken will hopefully deter or slow down future robberies. It is very difficult to make the areas completely secure, but they are doing their best. Foreman Bruce Torola has been closely monitoring the camera security system at Sunnyslope making sure it is working as it should and working on fortifying everything he can inside as well.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:44.

APPROVED:

Melvin D. Foster, President

Sandy Chatigny, Clerk of the Board