

MINUTES
SUMMIT CEMETERY DISTRICT
January 14, 2025

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

II. ROLL CALL:

Present

Melvin D. Foster, President
Helen Enriquez, Secretary
Carol Hennessy, Trustee
Donnie Sibole, District Manager

Absent

Linda Smith, Trustee
Myrna Eberhardt, Vice President
Sandy Chatigny, Clerk

III. AGENDA REVIEW:

A motion was made by Trustee Hennessy and seconded by Trustee Enriquez to add item #C Increase of Manager's Spending without Board Approval to the Agenda. Motion carried by unanimous vote.

IV. PUBLIC INPUT:

None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve the December 10, 2024 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Hennessy and seconded by Trustee Enriquez to approve the Profit & Loss/Financial reports for December 2024 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Enriquez to approve the December 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:

Defensive Driving 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 Enriquez and seconded by Trustee Hennessy to approve the cancellation of San Gorgonio Memorial Park Contracts for Lola Valdez and Juana Palacios for non- payment. Motion carried by unanimous vote.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve costs for employees and Board Members to attend the CAPC Annual conference March 13-15, 2025. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Enriquez to approve Manager Sibole an increase in the amount he can spend without Board approval from the current \$5000.00 to \$10,000.00 due to inflation and increased costs. Motion carried by unanimous vote.

IX. NEW BUSINESS:

X. ADJOURNMENT:

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

APPROVED:

Melvin D. Foster, President

Sandy Chatigny, Clerk of the Board