

**MINUTES**  
**SUMMIT CEMETERY DISTRICT**  
**July 8, 2025**

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

**II. ROLL CALL:**

**Present**

Melvin D. Foster, President  
Helen Enriquez, Secretary  
Linda Smith, Trustee  
Carol Hennessy, Trustee  
Donnie Sibole, District Manager  
Sandy Chatigny, Clerk  
Bruce Torola, Assistant Manager

**Absent**

Myrna Eberhardt, Vice President

**III. AGENDA REVIEW:**

A motion was made by Trustee Enriquez and seconded by Trustee Smith to add Item F. Accept Mary Daniel's letter of interest to be submitted to the Riverside County Board of Supervisors. 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 to approve the June 10th, 2025 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Smith and seconded by Trustee Hennessy to approve the Profit & Loss/Financial reports for June 2025 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Smith to approve the June 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:**

Workplace Violence Prevention 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 Smith to approve Employees and Board Members expenses to attend the CAPC Education/Area Meeting on October 10<sup>th</sup> and 11<sup>th</sup>, 2025 in Ventura, CA. Attendees to notify Office Manager Lin McGillvray of their plans to attend so that she can book rooms and pay for registrations. Motion carried by unanimous vote.

9:20 President Foster had to excuse himself from the meeting. Trustee Enriquez took over the meeting from this point forward.

- B. A motion was made by Trustee Smith and seconded by Trustee Hennessy to approve the full payment of the Unfunded Liability to CalPERS in the amount of \$177,935.00 to take advantage of the 3.4% savings. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Smith to approve payment of Workers Comp Insurance in the amount of \$53,319.00. Motion carried by unanimous vote.
- D. A motion was made by Trustee Smith and seconded by Trustee Hennessy to approve payment of Liability Insurance in the amount of \$40,123.00. Motion carried by unanimous vote.
- E. Moved action item to follow Item F so Board can move into closed session
- F. A motion was made by Trustee Smith and seconded by Trustee Hennessy to accept the letter of interest from Mary Daniel and to have her letter submitted to the Riverside County Board of Supervisors to replace Trustee Eberhardt who is resigning and has relocated to another area outside of our district. Motion carried by unanimous vote.

CLOSED SESSION BEGAN AT 9:35A.M.

Board discussed Manager Sibole's Yearly Employee Evaluation.

BOARD RETURNED TO OPEN SESSION AT 9:43A.M.

- E. Item E was continued and Trustee Enriquez reported in open session that Manager Sibole has received a favorable review, with no issues to be reported. He is to receive a 5% salary increase effective on his next payroll check.

**IX. NEW BUSINESS:**

The Board welcomed Assistant Manager Torola and congratulated him on his new position. They look forward to working with him and getting to know him better.

Assistant Manager Torola thanked the Board for giving him this opportunity in his new position. He looks forward to learning new things and the challenges that are ahead.

Mary Daniel was in attendance at this morning's meeting.

**X. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9.55a.m..

APPROVED:

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**Melvin D. Foster, President**

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**Sandy Chatigny, Clerk of the Board**