

MINUTES
SUMMIT CEMETERY DISTRICT
October 14, 2025

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

II. ROLL CALL:

Present

Absent

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

III. AGENDA REVIEW:

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 September 9, 2025 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 September 2025 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Smith to approve the September 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:

Earthquake Readiness was the safety topic for this month.
Shop and Fire Extinguisher inspections were completed.

VIII. ADMINISTRATIVE ACTION/INFORMATION:

- A. Trustee Smith received a call from the Riverside County Board of Supervisors confirming that her reappointment is scheduled on the October 21, 2025 Agenda. She inquired about Mary Daniel's appointment and was told it is also in the Agenda. Manager Sibole confirmed that this in the same information that he and Lin McGilvray were given.

IX. NEW BUSINESS:

Updates were given by the Trustees and Assistant Manager Torola regarding the CAPC Meeting. Much of the information was regarding lawsuits. A big one is making sure that our Website is ADA compliant, especially for those that are blind. We need to check on getting our Website compliant if it is not already.

Also heard about reclaiming graves. It is a process, but can be done.

Overall, attendees felt there was a lot of good information and their time was well spent.

Reminder that next Board Meeting is going to be on Wednesday November 12th due to the November 11th holiday.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:50a.m..

APPROVED:

Melvin D. Foster, President

Sandy Chatigny, Clerk of the Board