

MINUTES
SUMMIT CEMETERY DISTRICT
September 9, 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
Mary Daniel

Absent

Myrna Eberhardt, Vice President

III. AGENDA REVIEW:

IV. PUBLIC INPUT:

None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Smith and seconded by Trustee Hennessy to approve the August 12, 2025 minutes as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Hennessy and seconded by Trustee Smith to approve the Profit & Loss/Financial reports for August 2025 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to approve the August 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:

Office Ergonomics 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 accept, with regret, the resignation letter from Trustee Myrna Eberhardt, effective immediately. Motion carried by unanimous vote.
- B. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to submit Mary Daniel's letter of interest to Riverside County Board of Supervisors to replace the vacancy from Myrna Eberhardt's resignation. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Smith to approve Trustee Enriquez to the position of Vice President, replacing Trustee Eberhardt, and to move Trustee Hennessy to the position of Secretary, replacing Trustee Enriquez. Motion carried by unanimous vote.
- D. Bruce Torola and Sandy Chatigny gave the Board a quick report on the Senior Day Resource Event. They both felt it was a good day of getting the word out that Summit Cemetery is here to help our communities with their burial needs.
- E. A motion was made by Trustee Enriquez and seconded by Trustee Hennessy to move the November 11, 2025 meeting to November 12, 2025 as it falls on Veteran's Day. Motion carried by unanimous vote.

IX. NEW BUSINESS:

Manager has attempted to contact Sandra Wheeler on 2 occasions and has not been able to get ahold of her to schedule a time and date to have her attend a Board Meeting. He will continue to try to contact her.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:30a.m..

APPROVED:

Melvin D. Foster, President

Sandy Chatigny, Clerk of the Board