

MINUTES
SUMMIT CEMETERY DISTRICT
August 11, 2026

I. CALL TO ORDER: 9:02 a.m. by President Enriquez

II. ROLL CALL:

Present

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

Absent

III. AGENDA REVIEW:

- A. A motion was made by Trustee Hennessy and seconded by Trustee Foster to add Item B. Bank Letter Change Authorization to the current Agenda. This letter is needed to make the necessary changes to the bank account and Manager Sibole was only notified yesterday that it was necessary. Motion carried by unanimous vote.

IV. PUBLIC INPUT:

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Daniel and seconded by Trustee Hennessy to approve the minutes dated July 14, 2026, 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 July 2026 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Foster to approve the July 2026 Check Register/Check Listing and credit card purchases as mailed. Motion carried by unanimous vote.

VI. MANAGERS REPORT

No changes or additions.

VII. SAFETY REPORT:

Hazard Communications was the safety topic for this month.
Shop and Fire Extinguisher inspections were completed.

VIII. ADMINISTRATIVE ACTION/INFORMATION:

**Closed Session began at 9:30 am to discuss Manager's Evaluation.
Manager Sibole was asked to excuse himself during the discussions.**

The Board returned to regular session at 10:05 am.

A. President Enriquez reported the following:

1. Manager Sibole is doing an excellent job.
2. The Board appreciates how he has looked to the future of the cemetery and has made strategic changes to staff, planning for future retirements. The Board enjoys the narrative of his Manager Reports and are given a clear idea of what is happening at the cemetery sites.
3. The Board is encouraging Manager Sibole to work closely with Assistant Manager Torola and begin the process of Assistant Manager Torola transitioning into the Manager position. They would like Assistant Manager Torola to take on more responsibilities and more of Manager Sibole duties as Manager Sibole continues to mentor Assistant Manager Torola.
4. The Board would like Manager Sibole to continue the work on getting the new Metal building built and continue to work with the City of Beaumont on this.
5. There are no concerns with Manager Sibole's work or management.
6. Manager Sibole is to receive a 5% pay increase effective immediately which will bring his yearly salary to \$152,318.40.

B. A motion was made by Trustee Hennessy and seconded by Trustee Daniel to approve the Bank Letter Change of Signers Authorization to remove Chris Radke as a signer and add Chris Walton as a signer to the Wells Fargo Bank Account as presented. Motion carried by unanimous vote.

IX. NEW BUSINESS:

Trustee Smith will not be at the September Board Meeting.

The Board likes the changes that were made to the signs at Sunnyslope Cemetery.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:16a.m.

APPROVED:

Helen Enriquez, President

Sandy Chatigny, Clerk of the Board