

**MINUTES
SUMMIT CEMETERY DISTRICT
September 8, 2026**

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

II. ROLL CALL:

Present

Helen Enriquez, President
Carol Hennessy, Vice President
Don Foster, Trustee
Mary Daniel, Trustee
Donnie Sibole, District Manager
Sandy Chatigny, Clerk

Absent

Linda Smith, Secretary
Bruce Torola, Asst Manager

III. AGENDA REVIEW:

No Changes

IV. PUBLIC INPUT:

None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Hennessy and seconded by Trustee Foster to approve the minutes dated August 11, 2026, as mailed. Motion carried by unanimous vote.
- B. A motion was made by Trustee Daniel and seconded by Trustee Foster to approve the Profit & Loss/Financial reports for August 2026 as mailed. Motion carried by unanimous vote.
- C. A motion was made by Trustee Hennessy and seconded by Trustee Daniel to approve the August 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:

- A. A motion was made by Trustee Daniel and seconded by Trustee Foster to approve The Biennial Code of Conduct as presented with no changes. Motion carried by unanimous vote.
- B. Board Members were notified that they need to get Ethics Training and Harassment Training. Everyone is on a different schedule. Advised Board Members to contact Office Manager McGillvray to find out exactly when they need to have the trainings completed.

IX. NEW BUSINESS:

None

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9.32a.m.

APPROVED:

Helen Enriquez, President

Sandy Chatigny, Clerk of the Board