

**RAINIER CEMETERY DISTRICT
AGENDA
REGULAR MEETING**

Date: Monday, March 13, 2023

Time 5:00pm

Place: Rainier Cemetery Office, Rainier, OR (24952 Alston Rd, Rainier, OR)

Pledge of Allegiance

VISITORS/PUBLIC COMMENT *(Public Comment (Limited to 3 minutes per person)).*

BOARD BUSINESS:

1. Meeting Minutes
 - a. Any additions or deletions from the Board of Directors
 - b. Approve February's minutes
2. Approve payment of Bills and financial reports

3. Old Business

- a. Neer City Cemetery –
 1. Boulders & Placement
- b. Murray Hill Lot Line Adjustment - Update
- c. Green / Murray Hill Cemetery – Water Drainage Issue – Waiting on weather & Kynsi availability to complete this project.
- d. SDAO Volunteer Handbook Template - Pending
- e. Allston-Driscoll Line Rebuild – Henkels & McCoy, Inc. - Update
- f. Water Usage – Neighbors – Nothing new to report
- g. Discuss/Approve Updated Duties & Responsibilities of the Board Policy
- h.
- i.

4. New Business

- a. Approve 2023-2024 Budget Calendar
- b. Discuss/Approve Cemetery Maintenance Employee Job Description
- d.
- e.
- f.

5. Staff Reports

1. Office –
 - a. Monthly Report
 - b. Documenting Errors
2. Maintenance –
 - a. 1-2 hrs of equipment training a week on backhoe – Update

6. District Manager's Report

- a. Employee Handbook Project – Pending
- b. All Cemetery operating licenses have been updated for 2 years w/OMCB
- c. Beginning work Office Manger job description

7. Board Reports/Projects

- a. Boundary Expansion Update

8. Good of the Order