

Rainier Cemetery District

Regular Monthly Meeting

May 15, 2023

The regular meeting was called to order by Rick Fletcher, Director, at 5:04pm at 24952 Alston Rd (cemetery office), Rainier, OR; Board member(s) present: Scott Falconer and Janice Carstensen

Board member(s) absent - none.

Cyndi Warren, District Bookkeeper/Manager - present.

Flag Salute

Didn't do.

Visitors:

Bob & Monica Hackenberg

David St. Onge

Misty Holsey

No Public Comment

Old Business:

Pictures/Posters of Cemeteries

Two of the prints have been framed and are hanging in the office.

Neer City Cemetery Road Improvement Project

Mr. Stadelman has been sent a map of the cemetery with a location marked where he can unload the boulders when he has time. Once they have been delivered, Cyndi will meet him at the cemetery to work on placement and completing the chain gate(s). The maintenance staff has asked that an additional chain gate be added up top to allow equipment access.

Rick will reach out to Mr. Stadelman about the timeline on this project.

Well Water Usage

Based on the monthly meter readings, the two neighboring properties sharing the District's well, use about 88% of the water. The board discussed contacting the property owner through the attorney and possibly restructuring the current agreement in place with regards to repairs and maintenance costs; the current agreement is 50/50.

Based on recommendations from the attorney, the well water usage issue will be dropped until and or if a major maintenance issue arises that needs to be dealt with.

Murray Hill Water Bars (Green)

This project is tied to a project with the park district as a cost saving measure to the cemetery district and is still waiting for the appropriate weather.

This project was completed on Thursday, May 11th.

New Business:

Director Carstensen made a motion and Director Falconer seconded that April's meeting minutes be approved as presented; all in favor.

Director Carstensen made a motion and Director Falconer seconded that the bills be approved and paid as presented; all in favor.

Sexton's Job Description & Job Posting

Director Carstensen made a motion to approve the Sexton's job description as presented and Director Falconer seconded; all in favor.

The ad will be placed immediately and run for 4 weeks.

Graff Bench

The bench, as a headstone, was approved by the board.

Discuss/Approve Resolution 23-003 – Authorizing Transfer of Appropriations within Funds

Director Carstensen made a motion and Director Falconer seconded that resolution 23-003 be approved; all in favor.

Purchase of new mower

Three quotes were provided for a John Deere X758 mower with a 54 in. mowing deck for the board to review and discuss:

Clatsop County Lawn - \$13,990

Pape, Longview WA - \$17,156

Pape, Cornelius, OR - \$17,921.62

Director Carstensen made a motion and Director Falconer seconded that the board accept the Clatsop County Lawn quote and purchase the new mower at 1.9% for 48 months with \$3,990 down; all in favor.

Mr. St. Onge asked why a John Deere mower? Rick stated that this is what is currently being used and allows for easier maintenance and interchangeable parts with the other mowers.

Maintenance & Office Staff Reports:

Office Staff

No April report.

Maintenance Staff

Backhoe Training – Scott has done a full burial, but still is not comfortable with the controls; due to cemetery preparation for Memorial Day, training will be paused until after the holiday.

District Manager's Report

HR Answers has provided a sample employee handbook; the District Manager will be working to modify it as necessary to meet the cemetery district's needs. Once this has been done, it will be presented to the board for approval and back to HR Answers for final draft approval. ***Nothing new to report at this time.***

A report was made on what has been accomplished in the 2 years of the additional levy income to the District; additional maintenance and office staff was hired, an automatic safety entry gate, new well water pump, purchase of an additional maintenance vehicle, new columbarium at Hudson Cemetery, purchase of burial liners to name a few.

Board Reports

Director Falconer – Turned in another \$100 of bottle drop money.

Director Carstensen – Janice and her sisters went to the Castle for lunch and have scheduled a tour.

Director Fletcher – After some research and information from the County, the additional property tax income for annexing in approximately 10 additional zones in the Clatskanie School District zones could be about \$24,000. The board agreed that this is definitely worth pursuing.

Director Fletcher asked Mrs. Hackenberg for clarification on her comment that his working on cemetery district equipment through his maintenance job at the Clatskanie RFPD was a conflict of interest, Mrs. Hackenberg stated that she was just asking if you thought there was a conflict of interest.

Rick stated that the fire district has several contracts for maintenance with other public agencies, so no, this is not a conflict of interest, but in the interest of continued transparency, Rick continues to make the declaration if a check is written from the cemetery district to the fire district.

Meeting adjourned at 6:15pm. Next regular meeting will be:

Monday, June 19, 2023, immediately following the budget hearing.

Approved By: _____

Date: _____