

Rainier Cemetery District

Regular Monthly Meeting

January 16, 2023

The regular meeting was called to order by Rick Fletcher, Director, at 5:00pm 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

Visitors:

Bob & Monica Hackenberg

David St. Onge

Delyla Laughlin

Margaret Magruder

Monica Hackenberg

Mrs. Hackenberg asked about the budget and a large PERS expenditure; she wanted to know who was receiving PERS?

Director Fletcher stated that all eligible employees are receiving PERS. Contractors do not receive PERS.

Mrs. Hackenberg stated that the staff does not know they are receiving PERS.

Delyla Laughlin

Ms. Laughlin asked if there was still a plan to add two additional board members; Director Fletcher stated that will be addressed later on the agenda.

Old Business:

Murray Hill Cemetery

It has been discovered by some recent land development in the area that one of the columbaria and the memorial garden are not on cemetery property. However, the company doing the land development has been in contact and are likely to deed this portion of the cemetery to the District as they do not want to disturb cemetery operations.

It was discovered that the City of Clatskanie (when they had ownership of the cemetery) entered into an agreement with Herb Clifford, the now deceased previous owner of the property, for a lot line adjustment at his expense of this particular piece of property for 6 plots in the cemetery: however, Mr. Clifford did not follow through with his end of the written agreement.

The board suggested that a letter be drafted to the family of Herb Clifford to determine whether they can complete the original agreement of a lot line adjustment at their expense OR return the unused plots.

The District Manager has been working with Dave True, the former Clatskanie Public Works Director, on getting the information regarding this situation; at this time, it appears that the lot line adjustment has been completed. Once a full review of the paperwork gathered has been completed an updated report will be brought to the board. Nothing new to report at the time of this meeting.

Pictures/Posters of Cemeteries

Sarah Johnson with the Clatskanie PUD will be very happy to print pictures of the cemeteries, the board just needs to determine where they will hang in the office, and what size they will be. **Nothing new to report as of tonight's meeting.**

Neer City Cemetery Road Improvement Project

This project has been split into 3 phases due to budgetary concerns.

Phase 1 – Placing 11-14 large boulders at the upper parking area and down below to prevent driving access to the undeveloped road to the back of the cemetery.

UPDATE – The cost of \$1,500 from Steve Stadelman includes the cost of the rocks and placement. Cyndi will contact him for a start date.

Preventative Tree Maintenance with Clearview Tree Service & Titan Tree Care, LLC.

Dorian with Titan Tree Care has looked over the Larson Rd cemeteries, but as of tonight's meeting we have not received an estimate.

Cyndi will meet with Ray with Clearview again at the Clatskanie cemeteries to discuss specific safety concerns and get updated quotes. **Nothing new to report regarding Clearview as of tonight's meeting.**

Discuss the purchase of second district vehicle

Still waiting to get the truck registered with the State and placed into service. Cyndi will also be contacting the sign company to have door signs made.

Well Water Usage

Based on the monthly meter readings, the two neighboring properties sharing the District's well, is using 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.

There is a water pressure issue here at the shop, so Cyndi will ask Misty to contact McMullen to come and assess the pump and help to determine if the pressure issue is from the excessive neighbors use or another issue.

Volunteer Handbook Template

SDAO provided the district with a volunteer handbook template, as it is quite extensive the board has decided to table this until everyone has time to further review it. **Nothing new on this topic as of tonight's meeting.**

Staff Apparel

The cost will be approximately \$450 for the bulk apparel order and then there will be additional costs for the screen printing and/or embroidery.

Watts Family Memorial Bench – Murray Hill Cemetery

They are asking for approval to place a memorial bench by the columbaria at Murray Hill Cemetery. It will be engraved with 'In Memory of John & Imogene Watts' "A Treasured Life Together", the dimensions of the bench are 48x33 with a concrete foundation measuring 56x20.

The board requested to know what material(s) the bench will be made of and a picture.

The foundation will be concrete, and the bench will be made of marble. A sample picture of the bench has been provided for the Board. Board approved the bench.

New Business:

Director Carstensen made a motion and Director Falconer seconded that December'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. Director Fletcher noted his stake in the check to the Clatskanie RFPD for service on the new district vehicle as the station mechanic.

21/22 Audi/Review Approval

Director Carstensen made a motion to approve/accept the 21/22 Review as presented and Director Falconer seconded the motion: all in favor.

Discuss/Approve Resolution #23-001 – From 3 to 5 Board Members

Director Carstensen made a motion to approve Resolution #23-001 to add two additional board members taking it from 3 board members to 5 board members, Director Falconer seconded the motion: all in favor.

Allston-Driscoll Line Rebuild – Henkels & McCoy, Inc.

The Board received a letter asking for permission to enter our property to conduct some Civil, Vegetation, Environmental and Cultural Site Surveys.

They provided coordinates, but no actual cemetery name or address, so the Board would like to gather more information before deciding.

Updated Public Records Request Policy, Request Form, Instructions and Fee Schedule

Director Carstensen made a motion to approve the Updated Public Records Request policy, form, instructions and fee schedule and Director Falconer seconded; all in favor.

Temporary Holds and Rates

Recently a temporary hold was discovered and it was more than 5 years old; when contacted as instructed by the Board, the family had requested that the prices of 5 years ago be honored.

The temporary hold issue was addressed in July 2021 minutes and at that time it was decided that when a temporary hold is discovered the family would be contacted and allowed up to 30 days from the date of contact to decide whether they wanted to complete the transaction, at that time current rates were implied but not stated, so now it is being stated that when a temporary hold is discovered the family will be contacted and still have the 30 days to make the final decision and that if they decide to move forward with the purchase it will be at the current rate of contact of the service and/or product.

Draft Maintenance Job Description

A draft of the maintenance job description has been provided for the Board to look over and approve before being sent to HR Answers (through SDAO) for final approval before being presented to the staff; the Board approved the draft with a few minor changes.

Maintenance & Office Staff Reports:

Office Staff

Nothing new to report currently.

Maintenance Staff

Beginning immediately with a planned completion date of April 1st, Matt will begin providing weekly training on the use of the backhoe to Scott. The board requested that records be kept and signed for each training.

Board Reports

Director Falconer – Google posters of the cemeteries; size and where will they be placed?

This is still being worked out.

Director Carstensen – Nothing

Director Fletcher – Working on assessments information to extend the District boundaries in the Clatskanie area.

Meeting adjourned at 6:08pm. Next regular meeting will be:

Monday, February 20, 2023, at 5:00pm

Approved By: _____ Date: _____