

RAINIER CEMETERY DISTRICT

Regular Meeting

Wednesday, February 12th, 2025

A regular meeting of the Board of Directors was called to order by Monica Hackenburg at 5:00 pm at the Cemetery office located at 24952 Alston Rd, Rainier, OR.

Call to Order and Flag Salute

Board Members Present: Monica Hackenberg, Jim McGlone, Richard Brown, Dave St. Onge

Absent: Kim O'Brien

Visitors: Shalana Clark, Bob Hackenberg, Jenny Fieken

Employees: Matt Fieken, Destinee Ryder

Visitor Comment:

Shalana asked if there would be an update to the Workshop – Monica advised it was in the agenda

BOARD BUSINESS:

Additions/Deletions to Agenda

Monica stated they posted the agenda on Friday but the board have had a couple meetings since then and a couple things happened, the board has an amended agenda, they have added a couple things to it. Jim motioned they approve Agenda with additions, Dave 2nd

OLD BUSINESS

d. Update Water Rights

e. Tractor Training

f. Workshop Update

NEW BUSINESS

e. SDIS Insurance Premium

f. BOLI Compliance

Approval of December Minutes

Jim motioned to approve with corrections, Dave 2nd – Approved Unanimously

Approval of January Minutes

Richard motioned to approve, Jim second - Approved Unanimously

Treasurer's Report

\$25,000 Checking - \$131,000 LGIP

All bills have been paid including SDIS Insurance payment of \$7190 that was paid tonight – Payroll was reviewed and approved as it is every month before payroll is sent to the accountant, Monica advised we don't need to have this on the agenda every month. Monica stated Destinee sends the payroll to both Jim and Monica for approval and it is approved and then sent to the accountant.

Office Report

City of Rainier Website – Destinee was able to speak with the person who handles the website and just needs to send her what we want updated

City of Clatskanie – Still waiting for a call back

Centerlogic – Spoke to Annie and she advised due to our size they will waive the \$57.50 every month but will still be available if we need them. We will only be charged \$116.50 per month.

YTP – Destinee is getting more information to bring to the board.

Astound – Call waiting has been turned on.

Holland Supply – This company can do Markers for graves; Destinee has reached out to get an updated price list. With a lot of our graves unmarked, this is an affordable way to mark all the graves. It's worth discussing we could add a charge to the O/C to cover the Marker or add as an additional option.

Sales/Services in January

4 Full Plots, 9 Marker Permits, 6 O/C Interments, 2 O/C Niches, and 3 Niche Plots

Total deposits last month for sales/services was \$23,884

We became aware there were plots in Murray Hill being sold on Facebook marketplace and it appeared there were already burials completed for the graves from pictures that were in the ad and sheriffs dept was notified – Outcome was the plots do belong to the couple trying to sell them. There was some confusion because back in 1968 there was a Corrected Deed changing the plots – The family and the district both have the original deed and the deed that was corrected.

Clatsop Lawn & Tractor sent over outstanding invoices in the amount of \$43.21 for last year that need to be paid.

Destinee started working on getting into this 2nd desktop but needs Kevin Crawfords old password to get into it. We can reset it and lose everything on it or look into trying to get the information on the hard drive removed by a professional. Matt advised it would be very helpful to have the plot books as they did get erased years ago. Monica advised she could reach out to a computer technician

Sexton's Report (and Maintenance Report)

Got tractor back and they were able to fix it all in one time – Work Truck needs plugs for lights because they are out. Matt and Scott have been working on updating rows and getting temp markers placed in graves with no headstones, moving headstones. Bob asked about moles, Monica advised she has been getting calls about the moles in Murray Hill. The priority is to have effective, but safe mole traps. Monica will reach out to risk management and Destinee will reach out to see what other cemeteries are using.

OLD BUSINESS

John Deere Refund

Monica stated she never saw the refund come into the bank, so she called John Deere directly. The refund was sent to a PO Box in Rainier that was never registered as our address, so John Deere put a stop payment on that refund check and mailed a new one to our correct address.

Streamline Website Increase

Monica called to discuss the Streamline Increase and they advised it would go to \$120, almost doubling in July 2025 because in July of 2026 they need to be ADA Compliant.

Performance Evaluation

There have been a lot of sickness and absences, but the board is going to get the evaluations completed.

Update Water Rights

2 members of the board spent a long time in an attorney's office today working on this.

Tractor Training

Scott has been here 2 ½ years and it is time for his training to get done. He is either able to learn it or not trainable and it needs to be figured out as it is part of his job description, and he needs to be certified.

Workshop Update

Kim can run a CAD program and for \$300 Kim could replot the whole cemetery, Matt advised that it is already done, but the books and the paperwork all still need updating as well.

NEW BUSINESS

Resolution 25-001 – Change to PERS Contribution

The board has been talking about a resolution to change the PERS contribution, the board has talked to a lot of different people including PERS, an attorney, the accountant, and it is not mandatory that the board pay the 6% employee contribution of PERS so they are contemplating, and they will give 14 days' notice, to stop paying the employee portion and we cant afford this. Our PERS rate is going up again and we are 30% PERS, plus 6%. The board is contemplating Resolution 25-001. The board will talk more about this.

Staff Reports – Written Reports

The board would like maintenance to use their notebooks to make a written report for the board meeting every month.

Staff Meetings

The board is going to reinstate staff meetings, the board will give the staff plenty of notice and there will be 2 board members present. The board would like the maintenance to keep notebooks of what they are doing every day while they are working.

Notice of Elections & Deadlines

Election is Open, anyone can run by getting their application and \$10 or signatures turned in.

SDIS Insurance Premium

Premium is being paid today.

BOLI Compliance

If you work over 6 hours you must take a 30 min uninterrupted lunch break. Monica has the rules and will be printing them out.

Our snow schedule will follow the School District schedule – If they call a snow day, the district is closed. If they call 2 hours late – The district will open 2 hours late.

Dave motion to adjourn the meeting, Richard 2nd The meeting adjourned at 5:48 pm.

Date: _____

