

# Rainier Cemetery District

## Regular Monthly Meeting

March 13, 2023

The regular meeting was called to order by Rick Fletcher, Director, at 5:03pm 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**

Mrs. Hackenberg commented that she had recently read a post on Facebook from Mr. Roger Gibson, thanking Matt Fieken, the district's maintenance crew member, for the way he handled Mr. Gibson's mom's recent burial.

Mrs. Hackenberg brought copies of the letter noting the changes Misty made to paperwork (receipts and Certificate of Ownerships) due to some minor errors discovered during the double sale issue of one of their plots in February; she stated that it was a waste of time to 'fix' paperwork that did not need to be corrected. It was suggested that she bring her copies to the office and sit down with Misty and go through the changes made for a better understanding of what changes were made and why.

### 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.

***Research has determined that the required lot line adjustment was done by Mr. Clifford and that the 6 plots he received for the lot line adjustment is valid, however the issue of the corner of the columbaria and the memorial flower garden are still valid as those are not on cemetery property. Director Carstensen made a motion and Director Falconer seconded that the District move forward with contacting the engineer, who had originally made the District aware of this issue, about an additional lot line adjustment to include the memorial flower garden and the columbaria and see what the district can do to get this process started/completed; all in favor.***

### **Pictures/Posters of Cemeteries**

Samples were provided to the board for review. Cyndi will have 2' x 2' posters printed of each cemetery to start with and see what, if any adjustments might need to be made.

### **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 as 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 for equipment access.

### **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 as of tonight's meeting.***

### **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.

***Nothing new to report as of tonight's meeting.***

### **Volunteer Handbook Template**

The board would like to plan a workshop to go through this together as it is quite extensive. This will likely wait until the two board members have been added and after the budget process has been completed.

### **Draft Maintenance Job Description**

Janice made a motion and Scott seconded to approve the draft maintenance job description as presented; all in favor. These job descriptions have been approved by HR Answers as well.

These will be provided to the maintenance staff at the next staff meeting.

### **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.

The paperwork has been completed and sent to the company with the stipulation that a District representative must be contacted prior to accessing the property and be on site during any work on District property.

### **Discuss/Approve Duties & Responsibilities of the Board Policy**

Director Falconer made a motion and Director Carstensen seconded that the Duties & Responsibilities of the Board Policy be approved as presented; all in favor.

The board has asked that a notebook of all the policies relevant to the board of directors' position(s) be created.

### **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.

### **New Business:**

Director Carstensen made a motion and Director Falconer seconded that February'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.

### **2023-2024 Budget Calendar**

The 2023-2024 budget calendar has been presented to the board for approval; board approved.

### **Discuss/Approve Resolution 23-002 Authorizing Transfer of Appropriations within Funds**

Director Carstensen made a motion and Director Fletcher seconded that Resolution 23-002 Authorizing Transfer of Appropriations within Funds be approved: all in favor.

### **Maintenance & Office Staff Reports:**

#### **Office Staff**

February's monthly office report was provided to the board for review, no comments.

Misty wanted to let the board know that as she is going through past receipts and making sure that the correct information is entered into the database, she is keeping a record of the errors that are found and corrected.

#### **Maintenance Staff**

The backhoe training is continuing, with a written log being kept each week of what is being worked on and the progress being made.

#### **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.

All 12 cemetery operating licenses have been updated with OMCB; they are good for 2 years.

HR Answers has also provided several sample office manager job descriptions and the District Manager will also begin work on this project.

#### **Board Reports**

Director Falconer – Asked about the balance of the bottle drop account - \$196.60. He stated that he is taking several bags of cans in the coming week and will get cash for the general fund.

Director Carstensen – Offered to help Rick with the boundary expansion project if/when needed.

Director Fletcher – Has been in contact with the County to get some assistance with figuring out the District's current boundaries in the Clatskanie area and how to determine what boundaries to expand to. Rick will be looking at the Clatskanie Fire and School Districts boundaries as a guide. ***Nothing new to report on this project currently.***

Meeting adjourned at 5:40pm. Next regular meeting will be:

**Monday, April 17, 2023, at 5:00pm**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED