

**RAINIER CEMETERY DISTRICT  
AGENDA  
REGULAR MEETING**

Date: Monday, April 17, 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 March's minutes
2. Approve payment of Bills and financial reports
3. Work on DRAFT Budget
4. **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. Office Manager job description
  - e. Revisit Name Change – Rainier/Clatskanie Cemetery District
  - f. Revisit search for a new/used backup mower.
  - g.
  - h.
  - i.
5. **New Business**
  - a. Budget Committee Meeting in May – Provide Dinner?
  - b. Sign updated SIP with Columbia County Development Agency
  - d.
  - e.
  - f.
6. Staff Reports
  1. Office –
    - a. Monthly Report
    - b. Misty's vacation – July 24<sup>th</sup>-August 1<sup>st</sup> - Approved
  2. Maintenance –
    - a. 1-2 hrs of equipment training a week on backhoe – Update
    - b. Additional help before Memorial Day – County crew?
7. District Manager's Report
  - a. Employee Handbook Project – Pending
  - b. Beginning work on Office Manger job description
  - c. Begin working on scheduling Employee Evaluations
8. Board Reports/Projects
  - a. Boundary Expansion Update
9. Good of the Order