

RAINIER CEMETERY DISTRICT

Regular Meeting

Wednesday, December 6, 2023

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

Call to Order and Flag Salute

Board Members Present: Monica Hackenberg, Scott Falconer, Jim McGlone and Rick Fletcher (David St. Onge resigned prior to this meeting)

Visitors Comments:

See attached visitor's sign in sheet for attendance.

None taken at this time.

BOARD BUSINESS:

Meeting Minutes

Director Falconer made a motion and Director Fletcher seconded that November 15 meeting minutes be approved with the following changes: typo on page 4, 'stated', page 5, Director Hackenberg stated that it should be employees not board members.

Changes accepted and motion approved: all in favor of those present.

Treasurer's Report

Cyndi stated to date how much in property taxes had been received; \$143,324.27.

Cyndi also stated that the financial reports presented are not reconciled, as the Wauna CU and Umpqua bank statements have not been received as of tonight's meeting.

Director Fletcher made a motion to approve and pay the bills and Director Falconer seconded, no discussion. All in favor of those present.

Director Hackenberg asked Director McGlone if he looked them over and he confirmed that he reviewed the timecards and looked the bills over.

Office Report and CemSites update

A copy of the office report was provided in the board packets.

Misty read her office report as requested by the Board Chair. (a copy is attached)

It is required that a family signature be obtained on paperwork for full casket burials; OMCB suggested the District require the mortuaries to get this signature prior to the burial, as it can be a challenging and emotional time during the actual service to get this signature; Matt concurred.

A family wants to build their own casket – this is a decision for the Sexton and Office Manager, no discussion needed.

Mike Clark, Judy Lepin's family member, has contacted the District about a painting that was given or possibly brought to the District by Judy Lepin years ago when Judy was a board member/employee. Mr. Clark would like it to be hung up with a description or returned to him.

The board determined that as it has more value to Mr. Clark and should be returned to him.

Nancy Hart is asking that the District honor prices for plot purchases quoted by the mortuary of \$700 each from 2020; based on Misty's research, this was likely a 'hold' situation and there is no paperwork stating this amount and she didn't think that was even the correct purchase price of plot(s) in 2020 and there should have been an Out of District fee included in the plot purchase price.

Director Fletcher stated that if it is not in writing, it didn't happen.

The board approved a 6-month payment plan if Ms. Hart would like to purchase a plot(s) at the current rate; if payment in full was not made in the 6 months, the money paid to date, minus an administrative fee would be fully refunded and the plots would be placed back into availability.

Sexton's Report (and Maintenance Report)

Matt stated there is a tree at Apiary Cemetery that the neighbor is willing to fall in his field and haul it away.

Hudson Cemetery – the new columbarium base is broken. 3-4 feet is pulling away. Who fixes it?

Directors asked how old is the base? Matt stated 6 months and Cyndi stated that it was at least a year old; John Norgren Construction did the work. The board asked Matt to contact John Norgren and see what can be done.

Matt stated that he has been extremely busy.

Matt stated that there are about 20 (1999 and 2018) headstones with names that are backwards; he has been finding this a lot. Matt then stated that there are about 50 headstones to be corrected and why he is working so much.

Apiary Cemetery: Matt stated that he has straightened about 3 of the 5 rows and that the families have been great to work with. He stated that he is hoping to finish up markers this winter.

Kathi Mattinen, a member of the public, asked if it was spouses flip flopped? Matt stated that his paperwork and book are perfect, just that the headstones are placed incorrectly.

Delyla Laughlin, a member of the public, could not hear her question or Matt's answer in the recording.

OLD BUSINESS

Overtime for Staff

Any decisions made regarding this matter? No. Director Hackenberg asked if there could be a board workshop next Wednesday to discuss this and it was determined that would not work for all board members, so no workshop scheduled at this time.

Sexton Tablet

Director Fletcher stated that per the board's discussion at last month's meeting, the matter was to be dropped at this time.

Firm for Audit

Director Fletcher made a motion to accept William Cote's contract for review of the 2022-2023 financial statements and Director McGlone seconded: all in favor of those present.

Cyndi will email Director Hackenberg the contract to be signed.

Background Checks

Director Fletcher stated that he would contact SDAO regarding this matter.

Rocks at Hudson Cemetery

Matt stated that he has no update on this matter; he has been too busy.

Director Hackenberg stated that she was in contact with John Marth Trucking and was quoted \$300 to finish placing the pile of boulders and removal of the fence. Mr. Marth stated that he would prefer to do the job on a Sunday, as there should be less truck traffic.

Matt stated that the rocks around the chapel can just be rolled to their proper location.

Director Fletcher made a motion to allow John Marth Trucking to complete this project for \$300 and Director McGlone seconded; all in favor of those present.

Job Descriptions, Volunteer Handbook, Duties and Responsibilities of the Board, Employee Handbook, Maintenance Handbook, etc.

Director Hackenberg stated that she has the Office Manager and the Maintenance job descriptions.

Director Hackenberg asked how the board could assist Cyndi in getting the Volunteer Handbook completed; Cyndi stated that this would be a board project. She asked for copies for members of the board for their workshop; Directors Falconer and Fletcher stated that they already have copies.

Board Bonding and Employee Bonding

Board and employees are covered.

Director Hackenberg asked Cyndi if she is covered, and she stated yes.

Fireproof Cabinet

The donated cabinet has been moved over the District.

Director Hackenberg stated that Mrs. Fieken found a fireproof file cabinet at Prospector's in Longview for \$450; no decision was made.

It needs to be determined what records need to be in a fireproof cabinet before determining if another fireproof cabinet is needed; the District currently has two now.

John Deere Account

Matt stated that the account has been approved and that the equipment could be brought down when ready.

Budget Review Committee Report

Director McGlone stated that he still cannot get into the Umpqua account and that he has tried 7 times, and that the committee cannot meet until he can access the bank accounts.

Now that Dave St. Onge has resigned the process will have to start over.

Kathi Mattinen, a member of the public, stated that Denise Cullison has offered the use of the mortuary building for this committee's meeting(s).

Director McGlone asked about updating the banking signatures; it was suggested to wait until later in the meeting after the new board member is appointed.

NEW BUSINESS

Accept Resignation of David St. Onge

Director Fletcher made a motion and Director Falconer seconded that Mr. St. Onge's resignation be accepted, all in favor of those present.

Appoint new Board Member

Director Fletcher had suggested appointing Sharon Hicks, since she had been asked at the County Commissioner's meeting if she would be willing to fill any other board vacancies that might come up since she was not chosen to fill the position filled by Monica Hackenberg and she stated yes.

Delyla Laughlin, Sharon Hicks and Denise Cullison all stated their interest in the open board position. A vote for Sharon Hicks; Yes – Directors Fletcher and Falconer. No – Directors McGlone and Hackenberg.

A vote for Delyla Laughlin; Yes – Directors McGlone and Hackenberg. No – Directors Fletcher and Falconer.

Denise Cullison stated that her working at funeral homes gives her experience.

A vote was called for Denise Cullison to be appointed, with no one responding.

Since the board could not come to a consensus on appointing a new board member, they will start the process of requesting resumes by placing an ad in the newspaper and on the website for one week; since the deadline to get it into the local paper is today, it will have to wait until December 13th to go to the newspaper with applications being due by 5pm on Friday, December 22nd.

Misty will post on the website and contact the newspaper to place the ad.

A special meeting will be held to interview the applicants, not the week of Christmas.

Budget Committee

Was not addressed in the meeting.

Office Hours

Director Hackenberg asked Misty if she is here during the posted office hours.

Director Hackenberg stated that she recently received a call about no one being in the office to answer the phones.

Misty stated that she checks phone messages and email regularly when working from home during regular business hours. If someone calls and doesn't leave a message, she cannot call them back.

Grant to Cover Family Leave

Director Hackenberg stated that the District can get up to \$3,000 to cover Misty in her absence.

Director Hackenberg asked Cyndi if she was aware of this option, she stated yes.

Directors McGlone and Fletcher stated that the office manager position will be covered adequately during leave, so no additional coverage should be needed.

Buy back of Nancy Cramer plots

They bought 4 plots and are only using 1; they would like to sell 3 back to the District.

Director Fletcher made a motion and Director McGlone seconded that the District buy back the 3 plots at the original purchase price (\$300 each), no discussion, all in favor of those present.

Keys, locks and return of property

Director McGlone stated that he has the keys and files that Mr. St. Onge had.

Should the gate code be updated? Director Fletcher stated that changing the gate code shouldn't be an issue to get done.

Director Fletcher asked if the recordings were returned?

Director Fletcher made a motion that the meeting recordings are District property and need to be returned and Director Falconer seconded.

Discussion – Director McGlone and Director Hackenberg stated that they are unsure about whether the recordings belong to the District or Mr. St. Onge, as he owned the recorder and stated in the meeting that he was recording for his own use.

Director Fletcher stated that Mr. St. Onge never stated in the meeting that he was recording for his personal use.

Leona Zimmer, a member of the public, stated that there is nothing on them that is important, and this is a waste of time.

Director Hackenberg asked if Mr. St. Onge could be contacted one more time to try and get this information? She asked Mr. McGlone if he would try and reach out to Mr. St Onge; he said he would try.

Director Hackenberg asked if Cyndi was recording the meeting, she stated yes. Director Hackenberg also asked if that recording was a public record and Cyndi stated that as she is not a public official and is unsure about her recording being a public record.

Director McGlone wanted to know why this was so important; Director Fletcher stated that they are public records and public records requests have been made.

It was stated that some guidance from SDOA would be good.

Director Hackenberg stated that last month's meeting was not recorded as the recorder was not working.

A vote was called for with Director's McGlone and Hackenberg both voting no, motion dies.

Director Hackenberg made a motion and Director Fletcher seconded that the District purchase its own recorder and make it public.

Discussion – Director Falconer stated that Cyndi will share her recorded minutes if need be.

All in favor of those present.

COLA for Maintenance and Office Manager

Director Hackenberg asked if a COLA was built into the budget for these positions? Yes, 6%.

Delyla Laughlin, a member of the public, asked if 'we' know what they are currently making; Director Hackenberg stated that yes, she knows, but that it is not public information.

Director Falconer stated that this is usually done in July so it would appear to be long overdue.

Director Hackenberg suggested a January 1st partial COLA increase and then another on March 1st; maybe this is more affordable to the District.

Director Hackenberg stated that our pay scale is pretty good and that they do deserve this.

Director Fletcher made a motion to give the office manager and maintenance personnel a 6% COLA increase that was built into the budget to start on the December 20th payroll (the next pay date) and

Director Falconer seconded, no discussion. All in favor of those present.

Amazon and PayPal accounts

Director Hackenberg suggested a requisition and logbook for ordering supplies to the Office Manager, however this needs to be approved by the board. Director Fletcher asked if this was also going to be a requirement of the Sexton when he needs supplies?

Director Fletcher stated that he would prefer not to micromanage the employees and allow them the latitude to do their job. With an Amazon business account, the District can be invoiced for purchases, which would then be presented for payment and approval.

After some discussion Director Fletcher made a motion that the District allow Misty to set up an Amazon business account that can be invoiced and Director McGlone seconded the motion.

Discussion – Kathi Mattinen, a member of the public, stated that it is important to know how the money has been spent with an itemized list of office supplies kept up monthly perhaps.

Director Fletcher stated that this is all tracked in the financial reports.

Misty asked about a shipping address since deliveries from UPS can be late in the day after the office is closed. Director Fletcher stated that he is ok with the District using the fire station as a delivery location.

Delyla Laughlin, a member of the public, wanted to know who would have access to the Amazon account and how much is the annual fee for an Amazon account. Misty and Matt would have access with an approximate annual fee of \$119.

A vote was taken; all in favor of those present.

SDAO Conference – Seaside – February 8-11, 2024

Thursday is the Board Training with George Dunkel and would be very valuable to all board members, but most especially the new board members.

Director Fletcher stated that he is hoping to attend on Thursday.

Director Hackenberg stated she would be out of town.

As this is in Seaside, it is close enough to drive back and forth, so if you decided to stay down there that cost would be on the individual.

Liability Insurance coverage

Director Hackenberg asked about the Best Practices being completed; Cyndi stated that no, Judy had taken over the handling of the insurance as of July.

There are items to be updated; Director Hackenberg asked who would usually take care of this? Cyndi stated that she had done it in the past and could, if the board wanted her to, complete the updates. The board stated that yes, they would like Cyndi to complete the updates for the 2024 liability insurance.

Bank Accounts

Director McGlone made a motion that all the board members; Jim McGlone, Monica Hackenberg, Rick Fletcher and Scott Falconer, as well as Cyndi Warren be signers on the bank accounts at Wauna Credit Union and Umpqua Bank and Director Fletcher seconded the motion, no discussion, all in favor of those present.

Janice Carstensen, a member of the public, asked about a copy of the paperwork she signed at the last board meeting to be removed from the bank accounts. Director McGlone said he will check with the banks.

Janice also asked if the public could know why Mr. St. Onge resigned; Director Fletcher read his resignation letter out loud.

Public Comment:

There was some public comment throughout the meeting; those notes are in the specific area of the agenda they commented on.

Denise Cullison stated that she was recently informed that Scott, maintenance crew member, is planning to be gone the week before Christmas (the 18-25th) and wanted to know what she is supposed to tell her families: that there will be no burials during that time? Director Fletcher stated that no, the District will make it work.

Matt stated that as long as there is a second person on site for any burials, he can handle it while Scott is on vacation. Matt stated that Scott doesn't do much anyway, he can't get into the hole, and he cannot run the tractor.

Director Hackenberg volunteered her husband Bob to be a 'safety observer' for Matt if needed.

Misty stated that someone took it upon themselves to write Scott's vacation on her desk calendar and Matt stated that he just heard about it today.

Director Hackenberg asked if there is an approval process for vacation?

The meeting adjourned at 6:35pm.

Date: _____

APPROVED