

RAINIER CEMETERY DISTRICT

Regular Meeting

Wednesday, October 18, 2023

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

Call to Order and Flag Salute

Directors present: Rick Fletcher, Scott Falconer and Jim McGlone

Directors absent: None.

Staff present: Matt Fieken, Scott Toussaint, and Cyndi Warren

Public present: See attached sign in sheet.

Visitors Comments:

None at this time.

BOARD BUSINESS:

New Board Member

Director St. Onge stated that he and Director Falconer attended the County Commissioners meeting and were sent back to be sure this is what you really want, and if it is, a letter to the commissioners signed by all board members be brought back to the County Commissioners.

Director Fletcher stated that he would still vote for Sharon Hicks; the votes haven't changed, the current board is still split. 2 for Monica Hackenberg and 2 for Sharon Hicks.

Director Fletcher asked if the meeting was being recorded for the District records and Director St. Onge stated that no, the recording is for his personal use and did everyone understand this.

Director Fletcher made a motion to send a letter to the County board regarding the current board's impasse to appoint a new board member, Director Falconer seconded. There was no discussion; all in favor of those present.

Director Falconer asked about the eligibility of candidates and Director St. Onge stated that yes, it was determined that the 'one' is not, however all resume's will be submitted to the County with notes.

Approval of October 6 Special Meeting Minutes

Director Falconer wanted it noted in the minutes that when he stated his appreciation of Mrs. Hicks willingness to step up that the statement also included Mrs. Hackenberg.

Director Falconer also wanted it noted that he read Brian Guinther's resume, though he did not make the meeting.

Director Fletcher made a motion and Director Falconer seconded that the October 6th Special meeting minutes be approved with the above additions, there was no discussion, all in favor of those present.

Approval of September 20 Meeting Minutes

Director Fletcher made a motion and Director Falconer seconded that September 20 meeting minutes be approved.

Discussion:

Director Falconer stated that he did say that he had no answer at this time with regards to Mrs. Hackenberg's question of 'who are the employees and who is the boss?' but that he was unhappy with how this looks. He feels like the person who asked this was trying to make a point and that it was disrespectful.

Mrs. Hackenberg stated that she knows it is the taxpayers, board and staff, but wanted the public to know and meant no disrespect.

Director Fletcher requested that on Page 4 dialysis be replaced with illness and strike line 3 about Director St. Onge's comment.

Director St. Onge stated that no minutes are being released today until the corrections are made.

Director Falconer wanted clarification on Page 4 regarding the sale of plots and the board involvement; he was concerned plots are not being sold.

Director St. Onge stated that no, just making sure there are no more mistakes.

Director Falconer stated that he is now clear on this matter.

Director St. Onge called for a vote for the approval of the motion to approve the September 20 meeting minutes with the above changes: all in favor of those present.

Kathi Mattinen stated that she appreciated the question and the answer.

Financial Reports

Director St. Onge requested a financial report from Cyndi Warren, CMW Books. Cyndi stated that the financial reports were provided in the board packets and would answer any questions the board might have.

No motion to pay the bills, tabled at this time. Director McGlone stated that he doesn't have time to go through it now and Director St. Onge stated that he doesn't want to waste time on this.

Director St. Onge stated that he wanted separate reports for the payroll and the bills to be approved separately.

Director McGlone suggested that they move on and the bills be approved later.

Director Fletcher suggested that two motions could be made: one to approve payroll and then a second one to approve the bills.

Director Fletcher made a motion to pay the 4 payroll items listed on the report (3 employees and 1 check) and Director Falconer seconded. No discussion. All in favor of those present.

Director St. Onge stated that good, the men need to get paid.

Office Report

A copy of the office report was provided in the board packets, as well as the requested inventory list for the office.

Director Falconer read the office report in Misty's absence.

Director St. Onge stated that CemSites wants more money, but they haven't done anything yet. The cost is to add a tablet for Matt (another user); they are also trying to sell the District insurance in case they (CemSites) go out of business. The cost is \$3,600 but does not need to be considered right now.

Maintenance Report

Matt, the Sexton, stated that everything is good.

The old diesel mower needs to go in for service and since Pape in Longview has closed, a new account needs to be set up at Clatsop Lawn and Tractor in Astoria, where the District purchased the newest mower, the board needs to approve opening this account.

Director Fletcher made a motion to open an account at Clatsop Lawn and Tractor (John Deere Dealer) in Astoria and Director St. Onge seconded, there was no discussion. All in favor of those present.

Matt is to get an application for Director St. Onge to sign.

Discussions to fix the 3rd mower will continue at next month's meeting.

Scott's mower has a broken belt.

Director Fletcher requested a copy of Matt's inventory list.

Matt stated that he has been slammed; lots of headstones have been fixed, he had 20 emails on Friday and lots of calls and meetings, and Scott has been working by himself a lot lately.

OLD BUSINESS

RCD Meeting Rules from 7-17-23

Director Fletcher's concern with the numbering being corrected has been done and it is good to go to be posted on the website.

Mailbox Changes Complete

Misty gave Director McGlone a letter from the Rainier Post Office denying the use of the mailbox; Director McGlone will look into this and then use of the mailbox should be good to go.

RCD Contract with CMW Books, LLC

Director St. Onge stated that this was on last month's agenda also.

Director St. Onge stated that in the February 2021 minutes I (Cyndi) stated that I would be working at the cemetery office. Cyndi Warren stated that at time that had been the hope, however things changed with her workload and working on site was not possible. Cyndi Warren also stated that there have been 3 contracts with the District since that contract was in place.

Director St. Onge stated that he has never seen the contract and wanted this tabled for now as it opens up too damn much and he is not in agreement of how things are being done.

Plot Pre-Sale Form

Director Falconer made a motion to approve the form and implementation and Director McGlone seconded, no discussion. All in favor of those present.

Director St. Onge stated to start using it to prevent future mistakes.

A form (Lund) was included in the board packets for discussion and approval; Matt stated that the map that was originally hung in the shop was moved into the office and renumbered, so it doesn't match up. He doesn't know who or why that was done. Matt stated that Misty had it as lot 61, but Matt stated that it should be Lot 60 and that all the numbers are off by one. Matt stated that when he tried to discuss this with Misty, she was in a hurry and on her way out and that she believed him.

Director Falconer asked if the Board needs to sign off on each form as he doesn't want to stall sales.

Director Fletcher stated that he doesn't want the Board to be involved in day-to-day sales.

The Board approved the Lund form.

Denise Cullison questioned if there is a record kept at the office when a plot is sold. She stated that at the mortuary a file is kept of the originals.

It was suggested that two copies be made and kept in the fire proof cabinets.

Sexton Tablet

To be tabled as Misty is not here to provide information.

New Board Member

Moved to the top of agenda under Board Business

Website Organization for minutes

A full year of meeting minutes should be available.

Director St. Onge stated that they shouldn't be that hard to find.

22/23 a full year?

23/24 to current?

OMCB – Picture of Cemeteries

This item was not on the agenda.

OMCB had requested to use a picture they had taken during their inspection of one of the cemeteries for their advertising. Board approved.

Motion to amend July Meeting Minutes

Not on the agenda.

Director Fletcher made a motion to amend the July minutes to add the bank accounts Wauna Credit Union and Umpqua Bank and to also remove Judy Lepin as a signer and Director McGlone seconded. No discussion; all in favor of those present.

NEW BUSINESS

Overtime

Director Fletcher stated that there is no budget line item for overtime, and this is not an 'overtime' time of year. Maybe there should be comp time offered in lieu of overtime this time of year.

Someone should be reviewing the overtime. If there is a Saturday burial, then time off could be taken during the week.

This is to be tabled for a workshop discussion. Directors Fletcher and St. Onge will discuss.

Decide on a firm for Annual Review

Director Fletcher mentioned that a contract had been provided for the board to approve with William Cote, CPA, for the 22/23 review.

Director St. Onge wants an audit not a review; he is working to get a couple of additional auditor's names and costs.

Director Fletcher stated that an audit is not necessary with the size of our budget and suggested that a committee could be put together to be our own auditors.

Cyndi asked County Commissioner Margaret Magruder the cost for the County's audit, and she stated that she did not know, but that the County has a much larger budget.

A member of the public, Debra Elliott, stated that an audit needs to be done. She also suggested that the state could help with funding an audit.

Director St. Onge asked Ms. Elliott if she would be willing to work with him on finding that help for funding, she stated yes.

Office Manager Medical Leave Coverage Plan (if needed)

Director Fletcher stated that at this time the plan will to be work remotely and schedule appointments around her leave.

A member of the public, Delyla Lauglin, asked if that was legal, working from home?

The scheduled start date is October 25th.

A member of the public, Denise Cullison, stated that people are calling her office daily stating that they can't get anyone to answer the phones in the cemetery office and how can her schedule change weekly?

Directors McGlone and Fletcher will sit down with Misty and to get a proper working plan.

Where is Scott on backhoe training?

Director St. Onge stated that this was postponed due to costs.

Matt stated again that he has been slammed with emails and calls.

Director Fletcher asked if Scott could do a burial while you (Matt) are hunting. Matt stated that it has to be two people there for safety.

Matt stated that burials could be scheduled around hunting season. He will plan to do burials during deer season, but that he would not be available during elk season.

Director St. Onge stated that Matt would work with Misty to schedule burials around hunting season and that burials could be put off for a week.

Director Falconer asked if anyone could be the second person? Matt stated that it should be someone who can dig someone out if needed.

Scott Toussiant stated that there is also a 200lb lowering device that cannot be handled by one person.

Public Comment:

Monica Hackenberg

One point to make is that this needs to be run like a business to succeed. Can we get volunteers to take calls and make notes.

Matt stated that Steel Chapel called him 3 times because they couldn't get a hold of Misty on Friday.

Vancouver Granite also called, and Matt told them to call him on Monday if they couldn't get a hold of Misty.

Leona Zimmer asked if Misty misses a lot of days at the office.

Director St. Onge asked if there was any more public comment – none.

Meeting adjourned at 6:52pm.

Date: _____

APPROVED