

Rainier Cemetery District
Regular Monthly Meeting
Agenda

Date: November 15, 2023

Time: 5pm

Place: Rainier Cemetery District Office: 24952 Alston Road Rainier, OR 97048

Pledge of Allegiance:

Approval of Agenda:

Vote:

Hackenberg

St. Onge

McGlone

Visitor Questions and Comments:

Board Business:

- A. Welcome New Member
- B. Selection of Officers

Chairman _____ Vice-Chair _____

Treasurer _____ Secretary _____

- C. Approval of minutes for:
 - 1. Oct. 18, 2023
 - 2. Amendment of July 17, 2023 minutes for banking
 - 3. Banking Signatures: All accounts of RCD, Wauna Credit Union and Umpqua Bank
- D. Treasurer Report:
 - 1. Review of Bills with receipts
 - 2. Approval for payment of bills
 - 3. Review of Timecards and Payroll
 - a. Approval of Timecards
 - b. Approval of Payroll
- E. Office Report: Accomplishments and present projects
- F. Sexton Report: Accomplishments and concerns
- G. Maintenance: Accomplishments and concerns

Old Business:

- 1. Duties and Responsibilities of the Board Policy
- 2. Overtime for staff
- 3. Officer Manager Family Leave - Rick Fletcher coverage plan if needed
- 4. Sexton Tablet
- 5. Firm for Audit

6 . SemCites update:

New Business

1. Bonding Insurance
2. Background Checks
 - a. discussion
3. Liaison to office staff
4. Meeting Date
5. RCD Contract with CMW Books LLC
 - a. job description and signed contract

Executive Session if needed