

Rainier Cemetery District

Regular Monthly Meeting

February 20, 2023

The regular meeting was called to order by Rick Fletcher, Director, at 5:02pm at 24952 Alston Rd (cemetery office), Rainier, OR; Board member(s) present: Scott Falconer (by telephone) and Janice Carstensen

Board member(s) absent: none

Cyndi Warren, District Bookkeeper/Manager - present.

Flag Salute

Visitors:

Bob & Monica Hackenberg

Delyla Laughlin

Margaret Magruder

David St. Onge

Jim McGlone

Jim McGlone

Who does the minutes? Cyndi

Are they archived? Yes, they are permanent records.

To Janice: What is Cyndi's contract for? The books and then evolved into the manager.

Cyndi's contract – Is it hourly or monthly, \$1,500 a month?, 8 hours a week? Director Fletcher stated that he has not seen the contract, but he wanted it stated that what Cyndi is currently being paid for all of the duties being covered is less than the District would be paying for a full-time Manager/Sexton.

Mr. McGlone wanted it stated in the minutes that he believes Cyndi's position(s) with the District are a conflict of interest. Director Fletcher stated that the board is working up a job description and pay package for a Sexton/Manager for the 23/24 budget, which will take Cyndi back to the bookkeeper only position.

Bob Hackenberg

Mr. Hackenberg wanted to know why one of his and Monica's graves they purchased was dug up recently for a burial? Director Fletcher directed Cyndi to answer.

Due to a clerical error, the two graves most recently purchased by Mr. & Mrs. Hackenberg did not get recorded into the computer system that tracks sold plots/graves. Mr. Hackenberg asked who made the error and Cyndi stated that it was an employee who is no longer with the District. Mrs. Hackenberg pointed at me and stated that I was lying because Judy, a former board member and employee, has all of the records and knows that it was recorded into the computer.

Mrs. Hackenberg stated that they considered letting the burial happen in the wrong grave and then would have sued the District, but did not want the family of the deceased to suffer.

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.

The District Manager has been working with Dave True, the former Clatskanie Public Works Director, on getting the information regarding this situation; at this time, it appears that the lot line adjustment has been completed. Once a full review of the paperwork gathered has been completed an updated report will be brought to the board. Nothing new to report at the time of this meeting.

Pictures/Posters of Cemeteries

Sarah Johnson with the Clatskanie PUD will be very happy to print pictures of the cemeteries, the board just needs to determine where they will hang in the office, and what size they will be. ***Nothing new to report as of tonight's meeting.***

Neer City Cemetery Road Improvement Project

This project has been split into 3 phases due to budgetary concerns.

Phase 1 – Placing 11-14 large boulders at the upper parking area and down below to prevent driving access to the undeveloped road to the back of the cemetery.

We are waiting for the weather and Mr. Stadelman's schedule to open up to get this project completed.

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 regarding Clearview 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.

The water pressure issue seems to be from the pump to the building; McMullin suggested hooking a hose directly to the pump and should provide the water pressure needed for equipment washing, building and property maintenance. At some point the District will further investigate the water line(s) from the pump to the building.

Volunteer Handbook Template

SDAO provided the district with a volunteer handbook template, as it is quite extensive the board has decided to table this until everyone has time to further review it. ***Nothing new on this topic as of tonight's meeting.***

Draft Maintenance Job Description

A draft of the maintenance job description has been provided for the Board to look over and approve before being sent to HR Answers (through SDAO) for final approval before being presented to the staff; the Board approved the draft with a few minor changes. ***The draft is currently with HR Answers (SDAO) waiting for their approval.***

Discuss/Approve Resolution #23-001 – From 3 to 5 Board Members

Don Clack, with the County elections dept., noted that the original resolution stated that position 4 would be a 3-year term, however it should have been listed as a 2-year term. Due to the deadline to get this on the May ballot, the change had to be made and resubmitted before the February 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.

They have been contacted and the cemetery being discussed is Maplewood Cemetery in Clatskanie. Rick and Cyndi will work on filling out the paperwork, with the added caveat that any work done in the cemetery must be done while a district employee, manager or board member be present. The sanctity of the graves must be preserved.

New Business:

Director Carstensen made a motion and Director Fletcher seconded that January'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.

Discuss/Approve Duties & Responsibilities of the Board Policy

Due to the size and content of this policy, the board requested more time for review before approving, so it is being tabled until next month.

Membership with Cemetery Association of Oregon

Board approved membership.

Maintenance & Office Staff Reports:

Office Staff

Misty has provided (and will continue to provide) a monthly office report. The board expressed their appreciation.

Misty has asked for guidance with regards to monument companies being quoted a price 2-3 years ago and wanting the District to honor those prices. Each time there is a rate change, our office sends that information out to each of the monument companies we work with; it seems to be a recurring issue that they don't update their records and continue to work off old rates and/or they are so far out on completion of orders (6-18 months) that they expect the District to honor the rates quoted at that time. This is not a reasonable request for the District. The board stated they would honor rates up to 1 year back from the current date of contact.

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

Attending the SDAO conference was very inciteful. We will be planning a region wide board workshop with Mr. Dunkel in July or August.

Move March's meeting to Monday the 13th at 5pm, approved.

An updated employee handbook is in progress; once the draft is ready it will go back to HR Answers for their approval and then be presented to the board for their approval.

The District received a gold star for a year of early and correct PERS reporting.

Rawhide Electric will be here on March 6th to hang the new office light and add an electrical outlet upstairs for the security system.

Board Reports

Director Falconer – Asked about the internet issues. Due to continued issues with Century Link, we are in the process of switching the phone and internet to Astound (Cascade Networks), in addition to a more reliable system, it should save the District about \$80-\$100 a month.

Director Carstensen – Offered to help Rick with the boundary expansion project if/when needed. Janice also stated that the board and staff are continuing to do their best for the District as possible.

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.

Meeting adjourned at 5:38pm. Next regular meeting will be:

Monday, March 13, 2023, at 5:00pm

Approved By: _____

Date: _____