

# Rainier Cemetery District

## Regular Monthly Meeting

July 17, 2023

The regular meeting was called to order by Rick Fletcher, Director, at 5:00pm at 24952 Alston Rd (cemetery office), Rainier, OR; Board member(s) present: Scott Falconer, Judy Lepin, Jim McGlone and David St. Onge

Board member(s) absent - none.

Cyndi Warren, District Bookkeeper - present.

### Flag Salute

### Board Business:

Judy Lepin read her Oath of Office

Rick Fletcher read his Oath of Office

Jim McGlone read his Oath of Office

David St. Onge read his Oath of Office

Director Falconer made a motion for Rick Fletcher as board chair; motion died.

Director St. Onge made a motion for Judy Lepin as board chair and this motion was seconded by Director McGlone; this motion passed by a 3 to 2 vote with Director's Fletcher and Falconer voting nay.

Director Fletcher made a motion for Scott Falconer as vice chair; motion died.

Director Lepin made a motion for Director St. Onge as vice chair and this motion was seconded by Director McGlone; this motion passed by a 3 to 2 vote with Director's Fletcher and Falconer voting nay.

Director Lepin then proceeded with the meeting as the newly elected board chair.

The board appointed Director McGlone as the budget officer.

Director Lepin made a motion to move the monthly board meetings to the third Wednesday of the month at 5:00pm and Director St. Onge seconded; this motion passed by a 3-2 vote with Director's Fletcher and Falconer voting nay.

The board declared William Cote as the District's auditor and that Local Government Law Group is the law of firm of record for the District. Director Lepin requested the phone number and address of the law firm.

Director Fletcher made a motion and Director Falconer seconded that the minutes be approved as presented.

Director Lepin stated that as she was not a board member then she would not vote to approve and Director McGlone stated that he did not agree with the stuff in the minutes, but that he would vote to approve them, and Director St. Onge said ok; motion passed.

Director Fletcher made a motion to pay the bills and approve the financial statements as presented and Director Falconer seconded; Directors Lepin, Falconer, Fletcher and McGlone voted yes, with Director St. Onge voting nay; motion passed.

In looking at the 22/23 financials the question was asked about what is paid through the Professional and Contract Services: Bookkeeping contract, auditor, attorney fees, Express Employment was listed.

What is the balance of the State Pool account - \$15,652.66.

What is the balance of the Line of Credit - \$3,412.37

Payee is on the check register without a check number (Misty & Scott) - Direct Deposit Payroll

Director McGlone asked about the \$281 spent at Fultano's over 6 months – it was stated that those were for staff meetings and likely the budget committee meeting.

Director Lepin asked about two charges for \$760 to Hi Tech Pet, one in September 2022 and one in March 2023; it was stated that the purchase was for row markers for the cemeteries. Matt stated that half of Apiary has been done and part of Neer City has been done.

Cyndi stated that she would have to verify that there were two charges for \$760.

Director Falconer stated that he will no longer be doing Bottle Drop.

Director Lepin requested that the Boundary Expansion project move forward. Director Fletcher stated that he was sorry, but that he had not brought the paperwork with him to tonight's meeting of the research that has been done so far, but that the District is still a long way from being able to put this in place. There must be attorney involvement. Director Lepin made a motion and Director McGlone seconded that Director Lepin contact an attorney, Stephen Peterson, motion passed unanimously.

Director Lepin stated that the website needs to be updated. Each Director should have their own email address. The current budget should be on there and the board member terms need to be updated. Cyndi will send Misty a list of the Board member terms.

#### Visitors:

**Sharon McGlone**

**Misty Holsey**

**Delyla Laughlin**

**Leona Zimmer**

**Bob & Monica Hackenberg**

**Kevin & Sara Crawford**

**Richard Brown**

**Mitch Warren**

**Matt & Jenni Fieken**

**Margaret Magruder**

**Name unable to read on the list.**

**Agnes Petersen (did not sign in)**

**Kevin Crawford, Sharon McGlone, Leona Zimmer and Agnes Petersen all provided public comments.**

**Director St. Onge stated at 5:35pm that the meeting is now being recorded.**

#### Old Business:

##### **Neer City Cemetery Road Improvement Project**

Mr. Stadelman has had to back out of this project due to other obligations.

Director Fletcher stated that he had been in touch with Ken Neal with Triton Rock, and he is willing to donate his time if the District purchases the rocks.

Director St. Onge moved to table this project and Director Lepin seconded; motion died.

After some discussion it was determined that Director's Fletcher and St. Onge, as well as Matt, would plan to meet up at the cemetery on Monday, July 24<sup>th</sup> at 7:00am; to revisit the placement of the rocks; Director Fletcher will reach out to Ken Neal to see if he will also be available to attend this meeting.

### **Sexton Position**

Director Lepin moved to promote Matt Fieken, current maintenance crew member, to Sexton and Director McGlone seconded; the motion passed 3-2, with Director's Fletcher and Falconer voting nay.

Director Fletcher stated that he should go through the application process that has already been started.

Director Lepin stated that the Sexton will answer directly to the Board.

Director Lepin made a motion and Director McGlone seconded that Director St. Onge be the liaison between the Sexton and the Board; motion passed 3-2 with Director St. Onge abstaining and Director Fletcher voting no.

### **Office Manager Job Description**

Director Lepin stated that she already wrote a job description for this position 2 years ago when she was the office manager.

### **Private Financing**

This option was not recommended by the attorney for the District; the board received this communication in their board packets.

### **Name Change**

It was stated that the name will remain Rainier Cemetery District.

### **CemSites Plot Organization Program**

Director Lepin requested that Misty set up a Zoom meeting with Chris of CemSites, so that she can better understand this program and determine if it will benefit the District.

Misty stated that it will take 6-9 months to build the new program. The current purchase of the program is for Murray Hill and Hudson cemeteries only. It will be approximately \$1,500 to add each additional cemetery; the price is determined by the square footage of the requested cemetery. Mayger cemetery will need some additional help before mapping can be done, renumbering, etc.

The mapping is done from Excel.

The annual cost for this program will be \$1,500 after the initial set up fees.

Director Lepin made a motion to cease any further action on this project and Director McGlone seconded; motion passed 3-2, with Director Fletcher voting nay, and Director Falconer abstaining from the vote.

Director Lepin stated that she returned a thumb drive to the District after Brenda, a former office manager, had left and that it was a complete back up of the entire Excel program of cemetery date; she asked Misty about this thumb drive. Misty stated that she would have to look at the thumb drives she has in the office.

## **New Business:**

### **Recording of Minutes**

Director Lepin made a motion that all meetings be recorded, and Director McGlone seconded; motion passed 4-1, with Director Falconer voting no.

### **In District vs Out of District Discount – Groulx Family Mortuary**

At the June meeting it was stated by an employee of Groulx Family Mortuary that the District's prices were higher than anyone else in the area. Misty researched this concern, and it was discovered that the District is lower or very competitive with cemeteries in the area. It was also discovered in this research that Groulx Family Mortuary has not always been giving residents in the Cemetery District the \$250 discount for being taxpayers in the District.

It was suggested by previous staff and mortuary owners that this should be reported to Oregon Mortuary and Cemetery Board.

Director Lepin made a motion and Director Falconer seconded that OMCB be contacted with regards to the overcharging of in District taxpayers; motion passed unanimously. Director Lepin asked Cyndi to make this report to OMCB.

It was also determined by the Board that Groulx Family Mortuary send all families with service requests for the District cemeteries to the office. While the Board and staff appreciated their help in the past, it would no longer be needed.

### **Directors and Officers Liability Insurance**

Director Lepin made a motion and Director McGlone seconded that the board approve this additional insurance for the Board of Directors at a cost of under \$1,000 per year; motion passed with a 4-1 vote with Director Fletcher abstaining. The package renewal date is January 1<sup>st</sup>, so the first invoice should be prorated. Director Lepin stated that this additional insurance will protect the Board members from financial and maintenance errors made by staff.

### **Check Signers – All District Bank Accounts**

The budget officer, Director McGlone, as well as all Board Members are to be listed as signers on the bank accounts; Judy Lepin, Rick Fletcher, Scott Falconer and David St. Onge.

### **Office Hours and Public Access**

Director Lepin asked Misty what the current office hours are. Misty stated that per the sign on the gate, the office hours are Monday-Thursday, 9:00am until 2:30pm with Friday being by appointment only. Misty stated that she is currently working from home before coming into the office at approximately 9:00am due to her son being on nightly dialysis and needing to wait until he has been unhooked before coming in. It was asked why the gate is locked at times. Misty stated that on Friday's the gate is locked and has at other times when an unsafe situation warranted it, closed the gate.

### **Public Records Request Reimbursement**

Director Lepin made a motion and Director McGlone seconded that Mr. St. Onge be reimbursed for the May public records request they filed as they no longer need that information and now have access to it. They also stated the request was not fulfilled. motion passed 3-2 with Director's St. Onge and Fletcher abstaining.

### **Debit and Credit Card(s)**

Cyndi has 1 debit card. There are no credit cards for the District.

### **Bank Sign On Information**

Director Lepin requested that all bank sign on information be provided to the budget officer, Director McGlone.

**PERS Statement**

Director Lepin requested copies of the PERS Statements.

**Position of District Manager**

Director Lepin made a motion and Director McGlone seconded to remove District Manager from the vocabulary of the District; motion passed 3-2 with Director Fletcher voting nay and Director Falconer abstaining from the vote.

**Phone Bill**

The District has switched to Voice over Internet and now has one provider, Wave (formerly Cascade Network); there was a large bill paid in June, but it was for several months, as they had been sending the invoices to the physical address not the PO Box. The cost should be approximately \$250 a month for phone and internet. Unfortunately, the office is in an area that can be without internet more than some locations.

**Maintenance & Office Staff Reports:**

The office manager’s monthly report was included in the board packet.

**Board Reports**

Director Falconer – Welcomed the new board members.

Director Lepin – Can the board see the employee evaluations? She asked Misty if she could see her evaluation; Misty stated that if an attorney stated the board could, then yes.

Director Fletcher – Nothing

Director McGlone – Nothing

Director St. Onge - Nothing

The meeting adjourned at 6:55pm. Next regular meeting will be:

**Wednesday, August 16, 2023, at 5:00pm**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_