

Rainier Cemetery District

Regular Monthly Meeting

September 20, 2023

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

Board member(s) absent – Judy Lepin (resigned).

Cyndi Warren, District Bookkeeper - present.

Flag Salute

Visitor Comments & Questions – visitor sign in sheet attached.

Brian Guinther

He volunteers his time and equipment mowing the overflow at Murray Hill.

He stated his disappointment with RCD staff's behavior, comments and dress during a recent funeral service he attended as Honor Guard.

Director St. Onge stated that he has spoken to the staff already but hasn't been able to address the 'uniform' situation. Mr. Guinther asked how he could have already addressed this issue when he is just now coming to the board with the issue and Director St. Onge stated that he had received an email from the Office Manager, Misty, regarding this issue. Misty stated that she did not send an email regarding this.

Denise Cullison, Funeral Director Intern

Ms. Cullison stated that she has an issue with Cyndi Warren and her saying that Denise is 'skimming off the top' and wanted her (Denise) reported to OMCB.

Ms. Cullison also stated her issue with Misty, the office manager, and her email interactions (she read a recent email between herself and Misty).

Denise (and her boss) is looking for an answer regarding whether Groulx Family Mortuary and RCD are going to be working together or separately; with things going back to the way they were.

Ms. Cullison, at the end of the meeting, wanted to discuss a situation with a family where the purchaser has dementia and there is a letter from the son; Misty stated that this has already been discussed by email, but if Denise needs further clarification to please send an email.

Monica Hackenberg

Who are the employees and who is the boss? Director Falconer stated he has no answer at this time.

Misty spoke – there is a policy that must be followed.

Director St. Onge stated that all records and belongings need to be at this site.

Will an effort be made to fix that? Director St. Onge stated yes.

Kathy Mattinen

Mrs. Mattinen stated that there are lots of people buried in the wrong place and wants to know how this is being fixed? Should a volunteer group be put together to fix things?

Matt stated that he needs/wants to change the numbers.

Mrs. Mattinen stated that she could be a possible volunteer at times.

Agnes Petersen

Ms. Petersen stated that this is a larger job and getting volunteers could be an issue.

Board Business:

July 17th and August 16th meeting minutes were presented for approval. Director Fletcher made a motion to approve the minutes as presented and Director St. Onge seconded; no discussion, all in favor of those present.

Director St. Onge is requesting that all board members sign the minutes.

Director Fletcher stated to Denise Cullison (once the minutes had been approved) that it was Director Judy Lepin that made the motion to contact OMCB, not Cyndi.

Director St. Onge was asked for the meeting recording for accurate transcription of meeting minutes and for the records requests that have been submitted and he stated that he owns the recorder, so the meeting recordings belong to him and that I am welcome to record the meetings myself or get a copy of the recording from Misty, as she was recording the last meeting. Misty stated emphatically that she did not record last month's meeting. Director St. Onge apologized, as he was given the wrong information.

Director McGlone stated that it has taken this long to get the minutes approved to get access to the banking information; how much is in the bank right now? \$10K.

Agnes Peterson asked if there is any kind of forecast for operating over the next month until tax money comes in?

Director McGlone stated that there were no bills for approval. Both Misty and Cyndi stated that all invoices were emailed to Director McGlone each week, as well as the checks, invoices and bank statements have been provided for this meeting. (they were sitting on the table between Directors St. Onge and McGlone)

Director St. Onge stated that the review, approval and payment of the bills for September to be tabled at this time. Approval and payment of September's bills was revisited later in the meeting; Director Fletcher made a motion and Director Falconer seconded that September's bills be paid, no discussion, all in favor of those present.

Director St. Onge wanted to know how the August bills were paid when they were not approved at the August meeting. Director Falconer stated that Director McGlone reviewed the August bills after the August meeting and then gave them to Directors Fletcher and Falconer to be signed and given to Cyndi to send out.

Director Fletcher stated that September checks have been written, but they have not been signed.

Director McGlone asked about a check to C. Warren.

Director Fletcher made a motion and Director Falconer seconded that August bills be paid, no discussion, all in favor of those present.

Old Business:

Fireproof Cabinet(s) – Director Fletcher

Director Fletcher stated that yes, he has found one and it is next door at the Delena Fire Station. It is free, but does need a new combination, as no one remembers the current combination. He will coordinate with Matt and Scott to get it moved over to the RCD office.

RCD Meeting Rules per 7/17/23

Director St. Onge stated that he has no recollection of who and why someone called with an issue.

Tablet for Sexton Field Work

This should not be on anyone's personal plan and should be board property.

Director St. Onge asked Misty, the office manager, to get a tablet for the Sexton.

Misty had several questions regarding what exactly was going to be needed; Director St. Onge stated that she should work with Matt on exactly what is needed.

Board Clerk: Volunteers

What's a board clerk?

Need a description of the position: take minutes, research, keep track of paperwork?

Guidelines should be set, need to figure out where the help is needed; a board workshop was suggested.

RCD Contract with CMW Books LLC, Cyndi Warren – Job Description and Contract

There was no discussion about the contract with CMW Books.

Director St. Onge handed Cyndi a letter from him, but this was also not discussed in the meeting.

Office manager job description was brought up; it was stated that this process had been started but was tabled to focus on completing the Sexton job description.

Director St. Onge stated that this needs to be completed.

Mail – Locking Mailbox & Pickup and Delivery Changes

A locking mailbox has been installed across the street from the office by Matt. Director St. Onge stated that a key should be given to Misty, as she will be checking the mail daily.

The post office box in Clatskanie will be closed and the address change submitted by Director McGlone; he will let Misty know when this has been completed.

New Business:

Resignation of Board Member Judy Lepin

Director St. Onge made a motion and Director Falconer seconded that Judy Lepin's resignation from the board of directors be accepted, no discussion, all in favor of those present.

New Board Member: consideration for vacancy - applicants

Director Fletcher suggested that the board position be posted, and interviews done.

The new position should be voted on and approved by a majority vote.

Misty to get an ad to the Clatskanie Chief and it should be posted for one week.

Should there be an application, yes. Misty asked who will be creating the application.

Can people email their interest, no.

Director St. Onge stated that there are a lot of things to make right and we are starting now.

This subject was revisited again; there are two people interested in the position. Should there be an application, or a letter of intent provided. It was suggested that SDAO be contacted for guidance on this process. Director St. Onge stated that he does not trust SDAO.

Director St. Onge will send Misty the advertising information for the Clatskanie Chief, for a special meeting to be held on Friday, October 6th at 5:00pm to interview and choose a new board member. Director St. Onge will contact the candidates with the date and time of the meeting.

A third candidate, Brian Guinther, provided his information as a possible board member at the meeting.

Recent Website Changes?

There has been a question raised about the minutes; the website needs to be restored to the original state. A full year of minutes should be available.

District Property – Inventory (Office & Maintenance)

The board is requesting an inventory of all office equipment by the next meeting. Misty asked about keeping the portable printer at home for the times she works at home to monitor her son's dialysis in the mornings, Director St. Onge then questioned, 'He doesn't have a kidney yet?'

The board approved Misty keeping the portable printer at her home.

The board also requested a complete inventory of all maintenance equipment by the next meeting.

Thackery plot at Murray Hill

Misty read an email from herself to the Board regarding the request by Director St. Onge that he contact this family to find out why they wanted to sell the plot back; Misty feels that she should continue to be the contact with this very fragile family and that she would appreciate being asked and to be spoken to kindly when being communicated with by the board.

Director St. Onge made a motion to buy back the plot from the Thackery's for \$989 and Director Fletcher seconded, no discussion, all in favor of those present.

Larry LaBeck Request

Director Fletcher made a motion and Director Falconer seconded that the next of kin urns be placed at Maplewood Cemetery.

Discussion: there is currently 1 full casket burial and 2 urns can be added

All in favor of those present.

Employee Timecards

Director St. Onge asked if there are timecards; it was stated that there are standard timecards using Excel.

Director St. Onge stated that all timecards should be reviewed by the Budget Officer, Director McGlone before being paid.

Neer City Gate Code and Signs

Director St. Onge stated that 911 should not be called for a trespass. Matt will correct the sign to read contact the non-emergency number for CCOM – 503-397-1521.

Director St. Onge stated that the gate code at Neer City cemetery needs to be removed from the phone recording. When someone calls to request the gate code, Misty must get their name and number.

Office Manager: Misty Holsey, Job Description and Expectations

Director St. Onge stated that Director Fletcher will work on completing the Office Manager job description and expectations.

ORS 198.340 Designation of Registered Office and Agent

OMCB paperwork needs board action. Who is currently named on the OMCB paperwork?

Matt, the Sexton, stated that he will not sign anything until all the cemeteries have been fixed.

Per Director St. Onge Misty has made requests to have people buried in the wrong places; the Hackenberg's as an example. Misty stated that was not her mistake.

Director St. Onge made a motion that no sale of a plot to be completed until all research has been done and Matt has gotten proof at the site that it is available; Director McGlone seconded.

Discussion: the past cannot be fixed; the focus should be on preventing this from happening again in the future.

All in favor of those present.

The board also approved moving the headstone for the Taylor's.
Registered Agent – who is currently listed as the Registered Agent?
Agnes Petersen provided information to the board that the Registered Agent is the person who would accept the paperwork of a lawsuit, etc.

ORS 198.220 Bonding

Director St. Onge stated that there is currently no bonding on any board member.
Director Fletcher stated that SDAO should be contacted about this for clarification.
Director St. Onge stated that he would contact Spencer Rockwell.

Sales of Plots

This was previously discussed during the Registered Agent discussion.
Misty will update the current form used for the selling of plots and/or burial services to add a place for her, as the office manager, Matt, the Sexton and the board to sign off approvals.

Board Reports and Projects:

Office Report

Misty stated that a copy had been provided in the board packets and then proceeded to read her report at Director St. Onge's request. It was a very busy month with 11 inurnments, 2 internments, 3 full plot purchases and 1 niche purchase, as well meetings with board members, CemSites and families.
Director St. Onge stated that he wanted more detail and that several of the items in the office report should be reported by the Sexton.

Maintenance/Sexton Report

No written report provided.
Per Director St. Onge the Sexton must be able to own (take responsibility for) the inurnments and burials.
Misty must communicate with Matt before selling plots.
Yes, Matt and Misty are working together to fix things.
Matt asked if he could correct the plot #'s.

Board Reports

Director Fletcher stated it was a good meeting.
Director Falconer stated that 'we are improving'.
Director McGlone – nothing
Director St. Onge – nothing.

The meeting adjourned at 7:10pm. Next regular meeting will be:

Wednesday, October 18, 2023, at 5:00pm

Approved By: _____

Date: _____

AMENDMENT of September 20, 2023 Regular Meeting Minutes

October 18, 2023

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 additions: all in favor of those present.

Board Signatures:

Date: _____