

RAINIER CEMETERY DISTRICT

Regular Meeting September 11, 2024

A regular meeting of the Board of Directors was called to order by Board Chair Monica Hackenberg at 5:00 pm at the Cemetery office located at 24952 Alston Rd., Rainier, Oregon.

Call to Order and Flag Salute

Board Members present: Monica Hackenberg, Jim McGlone, Kathi Mattinen and Dave St. Onge.

Visitors Comments:

BOARD BUSINESS:

1. Approval of August 14, 2024, Board Meeting Minutes. Director St. Onge made a motion that the August 14, 2024, minutes be approved as written. Director Mattinen seconded the motion. All in favor. Motion passes unanimously.
2. Accept resignation of Director Delyla Laughlin. The board voted unanimously to accept her resignation.
3. Director St. Onge made a motion to nominated Kim O'Brien to fill the vacant seat. Kathi Mattinen seconded the nomination. Motion passed unanimously.

AGENDA

1. Director St. Onge moved that the agenda be approved, and Director McGlone seconded. Motion passed unanimously.

PUBLIC COMMENT

1. Thank you to Volunteer Arna Collier for all her hard work at the Neer City Cemetery. Your hard work is very much appreciated.

TREASURER'S REPORT

1. Review and approval of bills and receipts – Increase in mortgage payment of \$205.12 per month.
2. Review of timecards and approval of payroll.

3. Director McGlone states that all bills and payroll have been paid. Director Mattinen motioned the bills and payroll be approved as presented. Director McGlone seconded. Motion passed unanimously.

OFFICE REPORT

1. Destinee Ryder is in the office. Office is going well, getting acquainted with procedures and policies regarding burials.

SEXTON'S REPORT

1. All equipment is in good standing.

MAINTENANCE REPORT

1. Not present.

OLD BUSINESS

1. Hiring update
2. New policies and procedures
3. Set dates to start and finish evaluations.
4. The Board will be creating a winter schedule for Sexton and Maintenance

NEW BUSINESS

1. Resume backhoe training.
2. Carbonite renewal 9/15/2024. Records retention \$659.17 for three years
3. Timeclock is installed and working.
4. We have a Government Amazon account. Will be working on gaining access.
5. Blue Host and the second phone line have been cancelled, saving about \$100.00 per month.

Meeting adjourned at 5:55 PM

Approved