

## **RAINIER CEMETERY DISTRICT REGULAR MEETING MINUTES**

**Date:** Wednesday, August 14th, 2024

**Time:** 5:00 PM

**Place:** 24952 Alston Rd, Rainier, OR

**Call to Order 5:00pm**

**Pledge of Allegiance**

**VISITORS/PUBLIC COMMENT (Limited to 3 minutes per person).**

### **BOARD BUSINESS:**

#### **1. Meeting Minutes**

- a. Any additions or deletions from the Board of Directors

Typo was corrected

- b. Approve April 3<sup>rd</sup>, 2024 minutes

Minutes Approved

#### **2. Office Report –**

Monica advised \$46 poison Bug Bombs and \$20 Mice Traps, Exterminator charged \$175-\$250

Lots of good applications, calling tomorrow to start setting up interviews for next week

#### **3. Sexton –**

Matt - Services going well, Headstones being fixed. There have been a lot of compliments lately, office is more pleasant to be in lately. Needs blades sharpened. They have been using and reusing but they will need new ones after this last use. Matt will be taking time off in September and will let the board know those days as soon as he can.

Delya asked if they needed tires for a vehicle, Matt advised the trailer, but the tires were replaced

Tractor will be going in for service soon in Longview

Dave advised we should take it to the St. Helens location to avoid paying the Washington taxes.

Monica advised we are unable to clear the codes on the trucks and we need to figure out how to fix it so we can monitor mileage

#### **4. Maintenance –**

Scott is not present, but he said no concerns.

#### **5. Treasurer Report –**

- Review of Bills/Receipts
- Approval of Payment
- Review of Timecards/Approval of Payroll

Bills and Timecards Approved for payment, Beaver Grange have paid half of the repair for the well.

### **5. OLD BUSINESS:**

#### **a. Director Laughlin – Grant Writing**

Delya advised she was writing a grant for the columbarium but thinks it was already included in the budget

Monica advised we should still try to get a grant

Delya advised we should focus more on other needs with grants – Someone asked if grant money could be used for multiple things – Delya advised it depended on the grant and the requirements. Delya asked everyone what they think our biggest needs are; Monica advised of a Cyber Security Grant for Special Districts and we could

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really use cameras at Murray Hill and Green Mountain because they are being broken into and would like to apply for that grant. We might need better internet to run the security systems as well. Monica and Judy Lapine offered to help with writing the grants. Kathi advised we should start with the columbarium as that is a great need.

b. Agent of Record –

Dave Wasylinko letter will be signed and sent out this week so he can take over in October.

c. Budget is completed –

Budget is completed and approved. Jim advised there will be more in September that is due. 2 deadlines, July and September

d. Umpqua Bank Account Closed –

Monica advised the account is closed

### 6. NEW BUSINESS:

a. Hiring Update –

Kathi offered to create new letterhead. Moving forward on hiring and office person. Monica advised when they get down to the last 3 candidates she would like to bring Matt and Scott in for their opinion as well.

b. New Policies –

Monica advised there are policies we need to do. There is no drug screen policy and we need to make one for being hired, when in an accident, or if suspicion, or random. There is no vacation policy, we know how much time, but not when it can be taken. FMLA changed July 1<sup>st</sup> so policies need to be updated and added to employee files. As this board is new they will need help.

c. New Email Address -

[Rcdoffice13@gmail.com](mailto:Rcdoffice13@gmail.com)

d. Performance Evaluations –

Monica advised we need to be completed every 6 months so we need to get this set up and started, they have access to a form but would like to update the form. We also need to get back to having staff meetings when we hire the new staff member.