

RAINIER CEMETERY DISTRICT

Regular Meeting Minutes

May 8, 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, Delyla Laughlin, Kathi Mattinen and Dave St. Onge.

Visitors Comments:

None

BOARD BUSINESS:

1. Approval of April 3, 2024, Board Meeting Minutes.
2. Director Laughlin moved that the agenda be approved. Director Mattinen seconded. All in favor.

AGENDA

1. Director Mattinen would like to add the discussion of the well usage and agreement with Taylor Made to the agenda.
2. Director Mattinen moves that the agenda be approved, and Director Laughlin seconded. All in favor.

TREASURER'S REPORT

1. Presentation of bills for review and payment.
2. Director McGlone stated that the bill from Clatskanie Builders Supply is actually a credit in the amount of \$179.00.
3. Overtime must be cut down. \$600.00 in overtime and then the added cost of PERS and workers comp., which adds about an additional 30% to the wages.
4. Motion was made by Director Mattinen and seconded by Director St. Onge that the bills be paid as presented. All in favor.

OFFICE REPORT

1. Director Hackenberg reported that all is going well in the office. There are lots of files to update and put into the computer.
2. OMCB was contacted regarding what services our district is allowed to offer. We can sell urns and other items. We can even do Pre-Needs sales if we set up a trust and do not spend the monies before the services are performed.

3. We can place a cement vault for communal inurnment of cremains. Discussion ensued about placing a vault at Murray Hill as well as Hudson Cemetery.
4. Office furniture has been acquired at no cost to the district.

SEXTON'S REPORT

The repair for the weed eater is between \$80.00 - \$150.00. He has ordered a part for one of the mowers.

MAINTENANCE REPORT

None

OLD BUSINESS

1. SDAO could find no paperwork to support the boarding of the windows, and construction fencing at the chapel. Matt and Scott took the boards off of the west windows of the chapel to allow sunlight in. The fencing has also been removed.
2. Director Laughlin states that she sent emails to everyone from the structural engineer and provided copies of the report on the chapel. She also passed out estimates of further costs that might be incurred. She told the board that it would not cost anything. It would be paid for with grants, volunteering, and in-kind work. The Board will have to decide what they want to do. She said that the board could take the paperwork home and come back next month with recommendations at the next meeting. She stated that she could still get a grant from Kinsman Foundation. Director Mattinen asked if a service could be held in the chapel. Director Hackenberg stated that the chapel would accommodate about twenty-five people but there is no running water or bathrooms. Director Mattinen asked how many members the Grange next door has? She was wondering if they might partner with the RCD, and we would use it as an office.
3. The job description for the office was discussed. Several questions were addressed. A motion was made by Director Laughlin and seconded by Director Mattinen that the job description be approved as written. All in favor.
4. We have three temporary agencies helping us to try to find office help. One of the agencies comes in every day. It is more expensive to hire through an agency, but they cover the employees' deductions.

NEW BUSINESS.

1. Denise of Groulx Mortuary has eight cremains that need to be inurned. She would like the district to donate a plot for their burial. Matt suggested that we donate a plot for indigent burials and place multiple urns in it. He does not know how much the mortuary gets for these burials. The idea of a vault was once again discussed. A motion was made by Director St. Onge to do a cost analysis. Director Laughlin seconded the motion. All in favor.

2. Poly liners have been ordered. The cost is approximately \$14,000.00.
3. Change of Agent of Record for insurance. Mr. David Wayslenko sent us all the paperwork and so did SDAO's company WHA. We need to figure out the best option.
4. The former contractor, Cyndi Warren, has requested the refund of fees paid for Public Information Requests. Director St. Onge made the motion to refund her money minus the bank processing fees. Director McGlone seconded the motion. Directors McGlone, Laughlin and McGlone voted in favor, Director Mattinen voted no, and Director Hackenberg abstained. Motion passed.
5. Former employee, Misty Holsey sent an email requesting that her February PERS payment be made. After checking with Felicia Lee, PERS Administrator, it was determined that Ms. Holsey had no recorded hours worked in the month of February and therefore was not entitled to any PERS contributions for that month.
Director Mattinen will compose a letter to Ms. Holsey and send it to her.
6. We need to start planning and budgeting for another Columbaria at Murray Hill Cemetery. There are about fifteen niches left. It takes about a year to order a new one. Director Hackenberg will do research and report the findings.
7. Director Mattinen will order receipt books.

Meeting adjourned.

Monica Hackenberg

J. Mattinen

D. St. Onge

James McGlone

Debra Laughlin

APPROVED