

Rainier Cemetery District

Special Meeting

Friday, March 1, 2024

The meeting was called to order at 2:05 p.m. by Board Chair Monica Hackenberg at the Cemetery office located at 24952 Alston Road, Rainier, Oregon.

Flag Salute occurred.

Board members present: Monica Hackenberg, Jim McGlone & Delyla Laughlin.

Visitors present: see attached

Visitor comments: No public comment.

Director Laughlin moved, and Director McGlone seconded that the board accept Rick Fletcher and Scott Falconer's resignation. Motion passed.

Treasurer's Report:

Director McGlone reported that the districts insurance bill of \$6,600 has been paid and is now up to date.

Current cash balances are approximately: \$15,000 Wauna Credit Union; \$2,000 Umpqua Bank; \$105,000 in the LGIP fund.

The district has also received a total of \$6,300 from Progressive Insurance (this amount includes \$2,300 that was previously received) representing payment for past damage that occurred to the Chapel at Green Mountain Cemetery.

Director Laughlin moved, and Director Hackenberg seconded that the bills presented be paid. Motion approved.

OLD BUSINESS:

Office Report: The office has been "manned" by volunteers who have been doing a great job. Per Director Hackenberg the district was "actually" self-sufficient last month.

Sexton's Report: Matt reported that all burials went well. He has been helping in the office. The tree removal is still on hold. His paperwork is all caught up. All is good.

Maintenance Report: Scott reported that they have been keeping everything clean. Will start mowing as soon as the weather is better.

Director Hackenberg has been looking into cell phone plans since it has been determined that staff using their personal cell phones for business is not a good idea.

Director Laughlin reports that she has been researching bids to make repairs to the Chapel. The work would need to occur in increments. Director Hackenberg stated that it will be necessary to determine whether the project would be worthwhile and affordable.

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NEW BUSINESS:

Director Hackenberg reports that the district has lost 3 weeks (of time) because it was thought that they had to wait until the previous bookkeeper's resignation took effect before searching for a replacement. They have since learned that it was not necessary to wait. It is a tough time to get quotes and information from bookkeepers because this is Income Tax season. A quote was received from Hurliman in Scappoose. It is still less expensive per month than our previous bookkeeper. Director McGlone moved, and Director Laughlin seconded that they hire Hurliman, CPA as the bookkeeping service for the district. Motion passed.

Visitor Sharon Hicks questioned if an ad had been made for the position. Director Hackenberg responded no; it was not necessary.

Director Hackenberg discussed a copy machine in the office. The district owed a past due amount that she negotiated down to \$20.54. The machine is a "piece of junk". It is old, antiquated, and outdated. Director McGlone moved, and Director Laughlin seconded that the machine be donated or trashed. Motion passed.

The district has received a request for a plot buyback from Mr. Young. The plots are numbers 18, 19 & 20, Row 13 south in the Green Mountain Cemetery. They were originally purchased on August 3, 2010, for \$600. Director McGlone moved, and Director Laughlin seconded that the buy-back occur. Motion passed.

The district has received a letter from the Oregon Mortuary Board. The (Groulx Family) Mortuary has been charging customers a fee of \$250 for RCD services. The funding was used for grief counselors but was never forwarded to the district. Since there was no loss incurred by the district Director McGlone moved, and Director Laughlin seconded that OMB be contacted and advised the district will not pursue the issue. Motion passed.

A discussion occurred regarding the purchase of poly liners. Director Hackenberg and Matt did some research and have found a source where 30 liners could be purchased for a cheaper source than used previously. Director McGlone moved, and Director Laughlin seconded that the liners be ordered. Motion passed.

Director Hackenberg requested permission to order business cards for the Sexton and Maintenance staff. Director Laughlin moved, and Director McGlone seconded the motion that the cards be purchased. Motion passed.

An item was added to the agenda:

Appointment of 2 board members needed to fill open positions

Four audience members expressed an interest in the open positions: Dave St. Onge; Kim O'Brien; Kathi Mattinen and Richard Brown. Each volunteer stated their reasons for their interest in joining the board.

Director McGlone made a motion that Dave St. Onge be appointed to the board. Director Laughlin seconded the motion. Motion passed.

Director Laughlin moved that Kathi Mattinen be appointed to the board. Director McGlone seconded the motion.

Motion passed.

Director Hackenberg asked Richard Brown if he would be willing to organize District volunteers. He agreed to the request.

Director Hackenberg asked for a volunteer to be a Clerk for the Board. No one volunteered.

Director McGlone moved, and Director Laughlin seconded that at least one additional name be added to the district's bank accounts. Motion passed.

An audience member, Kim O'Brien mentioned that the February 7 minutes had not yet been approved. Director McGlone moved, and Director Laughlin seconded that the February minutes be approved. Motion passed. A copy of those minutes needs to be presented to the district's banks adding the two "elected" positions.

Audience member Amy Lewno wanted to point out that the office volunteers are doing a "great job"! It is not an easy task.

The office staff position has been advertised and closes April 4, 2024. It is posted as part-time, but those hours may need to be increased to match the district's need.

Audience member Sharon Hicks asked if the district would be hiring summer help. Director Laughlin questions if volunteers would be considered. It was answered "absolutely!" Kim O'Brien stated that high school seniors are required to volunteer hours and contacting the school might be a good idea. It was also mentioned that there are college grants available to cover half of the hourly wages for 18-21-year-old college students.

It was moved and seconded that meeting be adjourned at 3:04 p.m.