

**Rainier Cemetery District  
Regular Meeting Minutes  
August 5, 2026 at 5:00 p.m.**

24952 Alston Rd  
Rainier, OR 97048

**Present:** Amy, Carolyn, Jen, Kim

**Absent:** Shalana

**Visitors:** Richard Brown & Doris Hale

**I. Preliminary Matters**

**A.** Call meeting to order at 5:15 p.m.

**B.** Pledge of Allegiance

**C.** Welcome Statement;

Welcome to our August 5, 2026 Regular Board meeting of the Rainier Cemetery District. Citizen comments are welcomed, but out of respect for all they shall be limited to three minutes per person.

**C.** Approve agenda

|                           |                              |        |     |     |
|---------------------------|------------------------------|--------|-----|-----|
| <b>Motion:</b>            | I move to approve the agenda |        |     |     |
|                           | Motion                       | Second | Aye | Nay |
| Jennifer Nelson           |                              |        | X   |     |
| Amy Lewno                 |                              | X      | X   |     |
| Carolyn Samples           |                              |        | X   |     |
| Kim O'Brien               | X                            |        | X   |     |
| <b>Discussion: None</b>   |                              |        |     |     |
| Notes: Motion Carries 4-0 |                              |        |     |     |

**II. Consent Agenda**

**A.** July 1, 2026 Regular Meeting Minutes

**B.** July 10, 2026 Executive Session Minutes

**C.** ~~June 8, 2026 Special Meeting Minutes~~

|                           |                                      |        |     |     |
|---------------------------|--------------------------------------|--------|-----|-----|
| <b>Motion:</b>            | I move to approve the consent agenda |        |     |     |
|                           | Motion                               | Second | Aye | Nay |
| Jennifer Nelson           |                                      |        | X   |     |
| Amy Lewno                 | X                                    |        | X   |     |
| Carolyn Samples           |                                      | X      | X   |     |
| Kim O'Brien               |                                      |        | X   |     |
| <b>Discussion: None</b>   |                                      |        |     |     |
| Notes: Motion Carries 4-0 |                                      |        |     |     |

**III. Public Comment**

The board may now recognize individuals who have a public comment.

**Doris Hale:** I won't be here next month

**IV. Reports, Information, and Discussion Items**

**Rainier Cemetery District  
Regular Meeting Minutes  
August 5, 2026 at 5:00 p.m.**

**A. Treasurer Report**

- a. Wauna
  - i. Checking: \$15,774.78
- b. Building Loan: Computer Issues
- c. LGIP: Computer Issues

**B. Sexton/Maintenance Report** - Reviewed, Hudson Veteran's Memorial Bench needs cleaned/pressure washed

**C. Office Report** - Reviewed, would like an additional column added for Urn Burial

**D. Office AC Units**

|                           |                                                                               |               |            |            |
|---------------------------|-------------------------------------------------------------------------------|---------------|------------|------------|
| <b>Motion:</b>            | I move to approve Jen reaching out to HVAC to come look at AC Units in office |               |            |            |
|                           | <b>Motion</b>                                                                 | <b>Second</b> | <b>Aye</b> | <b>Nay</b> |
| Jennifer Nelson           |                                                                               | X             | X          |            |
| Amy Lewno                 | X                                                                             |               | X          |            |
| Carolyn Samples           |                                                                               |               | X          |            |
| Kim O'Brien               |                                                                               |               | X          |            |
| <b>Discussion: None</b>   |                                                                               |               |            |            |
| Notes: Motion Carries 4-0 |                                                                               |               |            |            |

**V. Bills**

A. Bills:

Need paid:

- CC Lawn & Tractor - \$822.76
- Clatskanie Builders - \$69.48
- Performance Occupational Health - \$55.00
- SDAO - \$1087.50
- Philadelphia Insurance Co (Volunteer Coverage) for \$309.00

Auto Pay:

- Columbia River PUD Larson Rd - \$64.10
- Columbia River PUD Larson Rd - \$46.67
- Centerlogic - \$125.16
- Saif - \$479.65
- Hudson Garbage Larson Rd - \$80.83
- Wilcox & Flegel (due 6/30/2026) - \$488.70
- Wilcox & Flegel (due 7/15/2026) - \$687.66
- Clatskanie PUD Alston Rd - \$103.53
- Clatskanie PUD Hall Rd - \$32.23
- Clatskanie PUD Well - \$31.09
- Hurliman - \$2272.05

|                 |                                          |               |            |            |
|-----------------|------------------------------------------|---------------|------------|------------|
| <b>Motion:</b>  | I move to approve the bills as discussed |               |            |            |
|                 | <b>Motion</b>                            | <b>Second</b> | <b>Aye</b> | <b>Nay</b> |
| Jennifer Nelson |                                          |               | X          |            |
| Amy Lewno       | X                                        |               | X          |            |

**Rainier Cemetery District  
Regular Meeting Minutes  
August 5, 2026 at 5:00 p.m.**

|                           |  |   |   |  |
|---------------------------|--|---|---|--|
| Carolyn Samples           |  |   | X |  |
| Kim O'Brien               |  | X | X |  |
| <b>Discussion: None</b>   |  |   |   |  |
| Notes: Motion Carries 4-0 |  |   |   |  |

**VII. Old Business & Possible Action Items**

- A. Copier/Printer: Amy will check to see if this can be dropped at St Helens Transfer Station or Longview Waste Control

**VIII. New Business & Possible Action Items**

- A. Staff Evaluations
- B. Building Keys & Equipment Keys - Tabled
- C. Flower/Weed Bed at office: Carolyn donated rock, High School can make flower boxes once they are back in session

**IX. Pending**

- A. Facebook- Shalana changing to a business page, work in progress
- B. Columbaria bids need to be a priority
- C. Financial Audits, In process, 3 yrs behind, 2022-2023 audit is in process as auditor has been given all necessary documents
- D. Murray Hill Water Issue: Water is off, Clatskanie Working on FIXED
- E. Employee Handbook
- F. Temporary Markers

|                           |                                                                                      |        |     |     |
|---------------------------|--------------------------------------------------------------------------------------|--------|-----|-----|
| <b>Motion:</b>            | I move to approve the purchase of temp markers from Mark Rite with a cap of \$500.00 |        |     |     |
|                           | Motion                                                                               | Second | Aye | Nay |
| Jennifer Nelson           | X                                                                                    |        | X   |     |
| Amy Lewno                 |                                                                                      | X      | X   |     |
| Carolyn Samples           |                                                                                      |        | X   |     |
| Kim O'Brien               |                                                                                      |        | X   |     |
| <b>Discussion: None</b>   |                                                                                      |        |     |     |
| Notes: Motion Carries 4-0 |                                                                                      |        |     |     |

- G. Office Well: The cold water seems to be barely flowing. Carolyn will let Matt know to check the well and pump house. We can't shut off if Bill says he hasn't sold property.

**X. Future Agenda Items**

- A. Policies/By-Laws
- B. Updated Rules and Regulations
- C. Job Descriptions
- D. Volunteer Handbook add no digging

