

**Rainier Cemetery District
Regular Meeting Agenda
January 7, 2026 at 5:00 p.m.**

24952 Alston Mayger Rd
Rainier, OR 97048

Present: Kim, Jen, Shalana **Absent:** Amy **Visitors:** Bob Hackenburg, Richard Brown, Doris Hale and Dale Archibold

I. Preliminary Matters

- A. Call meeting to order at 5 pm
- B. Welcome Statement;

Welcome to our January 7, 2026 Regular Board meeting of the Rainier Cemetery District.

- C. Approve agenda

Motion:	I move to approve the agenda with the removal of item e, resolution 26-001 and f, Affirmative Action Plan for Resolution 01072026, under 7, New Business and Possible Action items and the removal of item b, under Consent agenda and the addition of boulders under new business as item J. and the addition of e under bill under 4 for Rainier True Value for \$58.91			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson		X	X	
Shalana Clark			X	
Discussion:				
Notes: Motion Carries				

II. Consent Agenda

- A. December 3, 2025 Regular Meeting Minutes
- ~~B. December 17, 2025 Special Meeting Minutes~~
- C. December 18, 2025 Emergency Meeting Minutes
- D. Accept Jim McGlone's Resignation

Motion:	I move to approve the consent agenda			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson			X	
Shalana Clark		X	X	
Discussion:				
Notes: Motion Carries				

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III. Public Comment

Dale Archibald: I'm a community member, I've been here all my life. Things are not going the right way. It's falling apart, nothing is getting done. You guys are against the groundskeepers. You all are into secrecy. There is community concern that we don't know what is going on with our tax dollars.

Bob Hackenberg: Are you looking for a treasurer now? We will be.

Doris Hale: I'm just here to be a citizen.

IV. Reports, Information, and Discussion Items

- A. Treasurer Report, Balance on Checking is \$28, 692.99 as of 1/6/26, we don't have a treasure and no passwords to get into LGIP
- B. Sexton/Maintenance Report, didn't receive maintenance, see attached sexton report
- C. Office Report, didn't have printed, but see attached

V. Bills

- A. AT&T, \$112.94 (Auto Pay)
- B. Clatskanie Builders Supply, \$8.99 (Past Due)
- C. SDAO, \$237.00 Membership Dues
- D. SAIF, \$260.37 (Auto Pay)
- E. Rainier True Value \$58.91 (Past Due)
- F. Occupational Health, pre-employment drug screen \$55.00

Motion:	I move to approve paying the Bills as presented			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson		X	X	
Shalana Clark	X		X	
Discussion:				
Notes: Motion Carries				

VI. Old Business & Possible Action Items

- A. Sign at Green Mountain, Judy Lepin would like this to happen soon, Matt had added lacquer. Talk to Matt about the time frame.
- B. Pet Polyliners - Amy ongoing, this is new to RCD
- C. Facebook- Shalana has started posting, anything specific, add history to the page. April 2025 was RCD's 75th anniversary and on its website.
- D. Columbaria Update for Murray Hill: Check written & Ordered. This takes about a year. Jim had said he was signing the contract.

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- E. Murray Hill Water Issue Update, pipe broken under the road. Matt is working with public works and we will have to either bore it out or dig up the road. We discussed redistricting.
- F. Inheritance - In Progress, District is a beneficiary from a will to take care of his family's lot. We are working with the attorney and were told we will hear about it after the beginning of the year. We have not heard anything yet. We estimated the cost over years and requested that amount.
- G. Financial Audits, In process 22 -23 fiscal year currently, waiting on info from Hurliman
- ~~H. Policies: RCD Employee Policies, page 1-6, acknowledgement & Paid Leave Oregon~~
- I. Business Cards, info for community, Shalana made a vista print account and gave board the info to log in info and shared some samples along with an attempt at a logo. Maybe place at Senior center, city, historical society, funeral homes, etc
- J. Wauna Credit/Debit Card Update: Jen now has one in her name
- K. Sump Pump, purchased a new one and ordered parts to fix the old one.
- L. Chain Bridle, used for concrete liner's Matt has been gone, will check into this
- M. Spectrum/Astound, Shalana: Asking for no charge until January due to incorrect installation and Astound early termination fee being paid by Spectrum
- N. Wood about 2 cords in the Woodshed Update, Kim: Hope will take it, it will get delivered on Tuesday, put on Facebook, with picture and website. Hope will give ½ cord to a family once a year.

VII. New Business & Possible Action Items

A. Announce Open Board Position

Motion:	I move to declare we have a vacant board seat, and to get application and process posted on website by Monday January 12, 2026 by 3pm			
	Motion	Second	Aye	Nay
Kim O'Brien		X	X	
Jennifer Nelson			X	
Shalana Clark	X		X	
Discussion:				
Notes: Motion Carries				

- B. Budget Calendar to be discussed in February
- C. Treasurer and Duties, We will go through this in February
- D. Quickbooks/Hurliman: We are still waiting on Hurliman for Access, Jen will contact for the 4th time
- ~~E. Resolution 26-001~~
- ~~F. Affirmative Action Plan for Resolution 01072026~~
- G. Updated Business Card, discussed earlier

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H. Employee Handbook, sample has been updated with our correction we will now edit pages 25 - 59, by January 28, 2026

I. Remove previous treasurer, Jim McGlone

Motion:	I move to approve removing Jim McGlone, our previous treasurer from all known accounts/vendors: Wauna, Hurliman, SDIS, SDAO, Hagan/Hamilton, Lucas, and any other district vendors and making our Board Chair, Jennifer Nelson as the primary account contact.			
	Motion	Second	Aye	Nay
Kim O'Brien		X	X	
Jennifer Nelson			X	
Shalana Clark	X		X	
Discussion:				
Notes: Motion Carries				

J. Boulders, Shalana

Motion:	I move to approve donating/returning the 5 boulders in front of the green mountain sign to John Marth to use at the Rainier School District			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson			X	
Shalana Clark		X	X	
Discussion:				
Notes: Motion Carries				

VIII. Future Agenda Items

- A. Policies/By-Laws
- B. Updated Rules and Regulations
- C. Job Descriptions
- D. Volunteer Handbook add no digging, no spraying add to website and facebook, add signs
- E. Flat Headstones in one row, raised in the next alternate as a policy as it makes mowing difficult
- F. Current Building and Loan
- G. Hire a seasonal groundskeeper

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IX. Executive Session entered at 7:06pm

A. ORS 192.660(2)(f)

To consider information or records that are exempt by law from public inspection

Returned at: 7:38 pm

No Decisions were made

X. Board Comments

We need to appoint Budget committee

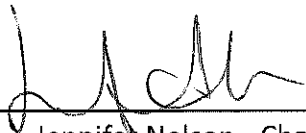
Community is always welcome to join our meetings and give us feedback

XI. Next Meetings

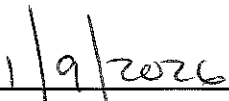
Regular Board Meeting

February 4, 2026

XII. Adjournment by unanimous consent at 7:40pm




Jennifer Nelson - Chair



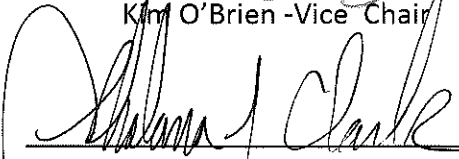
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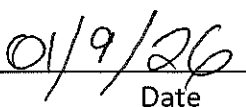
Kim O'Brien - Vice Chair




Date



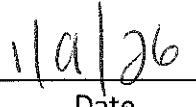
Shalana Clark - Secretary



Date



Amy Lewno - Sgt. of Arms



Date