

**Rainier Cemetery District
Regular Meeting Agenda
October 8, 2025 at 5:00 p.m.**

**24952 Alston Mayger Rd
Rainier, OR 97048**

Present: Jennifer Nelson, Kim O'Brien, Jim McGlone, Amy Lewnoia phone), and Shalana Clark
Visitors: Matt Fieken

I. Preliminary Matters

- A. Call meeting to order at 5:20pm
- B. Pledge of Allegiance
- C. Welcome Statement;

Welcome to the October 8, 2025 Regular Board meeting of the Rainier Cemetery District. Out of respect for everyone here, if you choose to make a public comment, please limit yourself to 3 minutes.

- D. Approve agenda

Motion:	I move to approve the agenda as written			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien			X	
Jim McGlone			X	
Shalana Clark	x		X	
Amy Lewno		x	X	
Discussion:				
Notes: Motion Carries				

II. Public Comment

NONE

III. Reports, Information, and Discussion Items

- A. Treasurer Report, Jim McGlone \$80, 000 LGIP, \$8,000 in checking, will have to move for Columbaria, we pay 75% up front. We have at least 3 blank checks missing. Jim looked through numbers and didn't see it as cashed. Jim has main account online access, so he will try to add Jen as a sub account for online. This does not allow Jen to change anything
- B. Sexton/Maintenance Report: See attached reports. Matt said he can dig up the rd at Murray Hill. He has the # to the city for them to turn on and shut off. There is no mapping of the water lines that he knows of. Kim picked up binder from City of Clatskanie, which is burial records. Have been digging up at Hudson and shortened part of the line. Re did the 3 by the rd. The one by the rd is not the leak. I will relay line when we find the break. Someone will have to come in and repave rd. Need water spigot at Murray Hill, need to check if it's cemetery property. Matt did all prep work for Columbaria, there is room for one more.
- C. Office Report: See attached

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IV. Bills

\$198.25 Clatskanie Builder Supply: Water Lines

\$681.25 Jim's Garage - Truck Service

\$37.98 Quality Auto - Headlights

\$18.35 Kim- Binder Clips, sticky for paper sorting

Motion:	I move to approve paying of said bills.			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien		X	X	
Jim McGlone			X	
Shalana Clark	X		X	
Amy Lewno			X	
Discussion:				
Notes:	Motion Carries			

V. Old Business & Possible Action Items

A. Office Well Update & Discussion: Very low, 5 ½ gpm, no reservoir. What is the requirement for 1 house/business? 5gpm.

7-10,000 for holding tank and lights, electrical everything for 1500 gallon. There is a well next door, its old 40 feet. Bill said they would pay for the holding tank etc... Maybe make an agreement for well sharing for 6 months, 9 months until they get the water set up.

Motion:	I move to approve a shared agreement to allow well usage to the properties owned by Blankenship, Scolten and Taylor until the end of May 2026 to be written up by Lucas asap			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien			X	
Jim McGlone			X	
Shalana Clark	X		X	
Amy Lewno		x	X	
Discussion:	Cap off meter after he gets his own, maybe move			
Notes:	Motion Carries			

Motion:	I move to approve a shared agreement to allow well usage to the properties owned by Blankenship, Scolten and Taylor until the end of May 2026 to be written up by Lucas asap for domestic use only while paying the \$35 usage fee per month beginning December 1, 2025			
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	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien			X	
Jim McGlone			X	
Shalana Clark	X		X	
Amy Lewno		x	X	
Discussion: Cap off meter after he gets his own, maybe move				
Notes: Motion Carries				

- B. Sign at Green Mountain, can happen in fall after contacting Judy Lepin, Continuing
- C. Pet Polyliners - Kim will with Matt to check on sizes and then get prices for small and Large, Continuing
- D. Hudson water issues update: See above
- E. Facebook: Work in progress: Continuing
- F. VG, Burial and plaque update: We have a plot, ready, Kim will check with Matt
- G. Columbaria Update, Jim: Installation and Foundation is an additional cost, Jim had 2 different bids. Can we afford this if the levy doesn't pass. We need 3 bids if we spend.
 - a. Hudson has 45 niches open
 - b. Murray has 15 niches open

Motion:	I move to table the approval of the purchase of the columbaria until the November meeting, when we have 3 bids with more details.			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien		x	X	
Jim McGlone			X	
Shalana Clark	x		X	
Amy Lewno			X	
Discussion: It would be nice to have them look the same				
Notes: Motion Carries				

VI. New Business & Possible Action Items

- A. Murray Hill Water Issue, See above notes. Matt will locate the leak and let us know. We may need an emergency meeting.
- B. Shortening of Office Hours: Payroll has been very frustrating. It is not legal to change the payroll report. Jen and Amy spoke with Hurliman.

Motion:	I move to change the Office hours from 8-2:30 to 9am - 2:30pm as well as reducing the office staff hours to the same beginning November 3, 2025			
	Motion	Second	Aye	Nay

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Jennifer Nelson			X	
Kim O'Brien				X
Jim McGlone				X
Shalana Clark	x		X	
Amy Lewno		x	X	
Discussion: The district will get in trouble for breaking the law, not staff. Office staff need to be punching in and out. We cannot authorize office staff to break the law. The time clock holds employees accountable. We may need to push that date out.				
Notes: Motion Carries				

- C. Memorial Tree & Leaves, too much liability. Jim met with her, he said we can't take it full of rust. Jim will contact them

Motion:	I move to deny acceptance of the memorial tree and leaves due to the liability.			
	Motion	Second	Aye	Nay
Jennifer Nelson		x	X	
Kim O'Brien	x		X	
Jim McGlone			X	
Shalana Clark			X	
Amy Lewno			X	
Discussion: It needs to be maintained and we think it would be best in town where they can also hold annual remembrance				
Notes: Motion Carries				

- D. Inheritance, \$38,000 at one time, Rodney Peterson. We will need to write a resolution for the addition to the budget and to allocate funds. We could maybe earmark it for columbaria in remembrance of, Jen will contact tomorrow
- E. Financial Audits, see attached will cost about \$35,000

Motion:	I move to approve moving forward with financial audits as presented with a cost of up to no more than \$33,000 with Stephanie Stroud, CPA .LLC			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien			X	
Jim McGlone			X	
Shalana Clark	x		X	
Amy Lewno		x	X	
Discussion:				
Notes: Motion Carries				

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- F. Policies, small section handed out, please mark up by 29th. Shalana will share google doc as well.
- G. Procedure for purchasing Office Supplies, Monica bought and gave Jim a receipt, she then had a bank card. Lets have her add list to office report and then we decide at meeting

Motion:	I move to approve adding the supply list for the office to the monthly office reports			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien		x	X	
Jim McGlone			X	
Shalana Clark	x		X	
Amy Lewno			X	
Discussion: Board will decide at mtg who is going to pick up and be reimbursed				
Notes: Motion Carries				

H. Payroll and Timesheets/extra or short hours documentation

Motion:	I move to approve the requirement of additional documentation being added to time punch cards any time there is 15 minutes or more difference out of their regularly scheduled working hours and initials of board member approval, documentation can be on daily/ monthly report.			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien		x	X	
Jim McGlone			X	
Shalana Clark	x		X	
Amy Lewno			X	
Discussion:				
Notes: Motion Carries				

I. Maintenance/Sexton/Office Reports, submit bi-monthly with payroll

Motion:	I move to require reports to be turned in with payroll reports twice a month			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien		x	X	
Jim McGlone			X	
Shalana Clark	x		X	
Amy Lewno			X	

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Discussion:
Notes: Motion Carries

J. Knights of Pythias Cemetery, No new Plot sales

Motion:	I move to Notice that we are unable to allow anymore plot sales at Knights of Pythias			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien		x	X	
Jim McGlone			X	
Shalana Clark	x		X	
Amy Lewno			X	
Discussion:				
Notes: Motion Carries				

K. Updated Rules and Regulations, Mark ups due to Shalana on 29th

L. Meeting Dates, Change to 1st Weds of each Month

- a. November 5, 2025
- b. December 3, 2025
- c. January 7, 2026
- d. February 4, 2026
- e. March 4, 2026
- f. April 1, 2026
- g. May 6, 2026
- h. June 3, 2026

Motion:	I move to approve the change in meeting dates to the First Wednesday of each month beginning November 5, 2025			
	Motion	Second	Aye	Nay
Jennifer Nelson			X	
Kim O'Brien		X	X	
Jim McGlone			X	
Shalana Clark	X		X	
Amy Lewno			X	
Discussion:				
Notes: Motion Carries				

M. Levy

- a. Signs have been ordered through the PAC, 100 ordered
- b. Info to Community, LETTERS OF support, and asked if they can post online. Shalana can post on website, we need a levy section

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Create a "#rainiercemeteryoregon" Amy will email simple write ups

VII. Future Agenda Items

- A. Policies/By-Laws
- B. Rules and Regulations
- C. Job Descriptions
- D. Volunteer Handbook add no digging
- E. Flat Headstones in one row, raised in the next
- F. Current Building and Loan update:

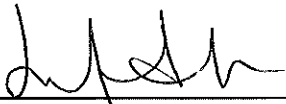
VIII. Board Comments

None

IX. Next Meetings

Work Session	TBD
Regular Board Meeting	11/5/2025

X. Adjournment Unanimous Consent 7:47



Jennifer Nelson - Chair

10/15/2025
Date



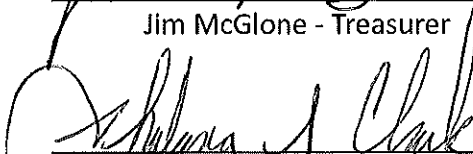
Kim O'Brien -Vice Chair

10/15/25
Date



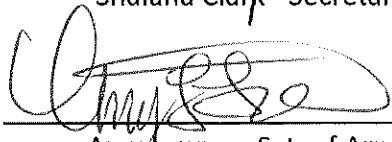
Jim McGlone - Treasurer

10/15/25
Date



Shalana Clark - Secretary

10/15/25
Date



Amy Lewno - Sgt. of Arms

10/15/2025
Date