

**Rainier Cemetery District  
Minutes  
September 10, 2025 at 5:00 p.m.**

**Present:** Jennifer Nelson, Kim O'Brien, Jim McGlone, Amy Lewno, Shalana Clark  
**Visitors:** Scott Taylor, Bill Scholten

**I. Preliminary Matters**

- A. Call meeting to order at 5:02
- B. Pledge of Allegiance
- C. Approve agenda

Motion:	I move to approve the agenda with the amendment of spelling, removal of notes and an addition of New Business, RCD Temporary Operating Guide and addition of employee handbook under old business			
	Motion	Second	Aye	Nay
Shalana Clark		x	x	
Amy Lewno			x	
Kim O'Brien	x		x	
Jim McGlone			x	
Jennifer Nelson			x	
Discussion: None				
Notes: Motion Carries				

**D. Welcome Statement;**

Welcome to the September 10, 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.

**II. Public Comment:**

**Scott Taylor:** Are you willing to allow me to maintain the well and the entire bill. The well will be yours. If I have to dig, it may dry up your well as this is what happened when you drilled your well deeper. We are supposed to sign by the end of the year. Can we at least do a temporary agreement.

**Bill Scholten:** I should've given water rights. I want to retire and Scott is going to buy it. I think it was McGee that drilled it. The old agreement I paid half.

**Board:** McMullin came out and did a flow test, but we do not have the report yet. In all transparency we as a board are considering selling the property, it's too big, we don't need this much space. We want to be fair. Jim and I met with Lucas and he suggested we do the flow test first. We want both properties to be protected.

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

- A. Treasurer Report, Jim McGlone: \$84,000 in LGIP \$11, 600 in checking, bills from Wauna bank, for Banko card? What is % charged? In-Roads has Chirp. We should look into something else. \$270.00 per month for ACH (Merchant Services) for 5 deposits. Are we on a contract?
- B. Sexton/Maintenance Report: See attached

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C. Office Report: None given

- IV. **Bills:** Jim; 3 need to be paid  
McMullin at \$309.00,  
NAPA at \$118.97  
Janice at \$75.00

V. **Old Business**

- A. Confidentiality Forms - Wendy complete? Unknown, Kim will follow up
- B. Water/Well Issue and Flow Test Update: Done, No Report, Jen will follow up
- C. Sign at Green Mountain, can happen in fall after contacting Judy Lepine, ongoing
- D. Change to PERS contribution and Employee Raise, need to agree on an amount, PERS percent? Amy will call Hirlman to notify and discuss what she needs

Motion:	I move to have the RCD stop paying the employer paid portion of PERS and give Matt Fieken and Scott Touissant a 3% raise effective October 1st due to this removal of benefit.			
	Motion	Second	Aye	Nay
Shalana Clark		x	x	
Amy Lewno			x	
Kim O'Brien	X		x	
Jim McGlone			x	
Jennifer Nelson			x	
Discussion: None				
Notes: Motion Carries				

- E. Security Cameras - continuing
  - F. Pet Polyliners - Kim will chat with Matt to check on sizes and then get prices for small and Large - Continuing
  - G. Hudson water issues: Once rainy season hits we can turn water back on and try to locate leak. With water shut off, we could do a smoke test now. Kim has call out for a smoke test
  - H. Current Building and Loan - Update TBD
  - I. Staff wish list: New Weed eater, dri weave shirts, insulated coveralls future business - On Hold until after Levy
  - J. Facebook: Work in progress, continuing
  - K. Internal Audit, schedule executive session: Jen: External Audit: Spoke to lady at state. We owe a review for the year ending June 2023, we owe them an AUP Audit (Not full Audit) year ending June 2024, and then an AUP for year ending June 2025. William D Cote did a previous audit. Jen will continue on this.
- Internal Audit: Move forward or be done, Tabled to December
- L. VG, Burial and plaque; In Jen's pile, need to figure out where she needs to be laid to rest. Kim to ask Wendy
  - M. Main Truck/Serviced - Brakes done, may need scheduled still

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N. Columbaria: Half down, Jim will get the Bid from Monica and discuss on Friday OM Stone Bid, June 12th \$28, 732. They want 75% down and the remainder at finish. This is for Murray Hill. Jim thinks there are only about 14 spaces left.

Motion:	I move to move forward with the columbaria up to \$35,000 with OM Stone to start with order for Murray Hill			
	Motion	Second	Aye	Nay
Shalana Clark			X	
Amy Lewno	X		X	
Kim O'Brien			X	
Jim McGlone			X	
Jennifer Nelson		X	X	
Discussion: Jim will talk to them and move forward				
Notes: Motion Carries				

- O. Employee Lawsuit, update: Jim; Received letters today. Amy emailed with Spencer Rockwell at SDAO and they are not involved. Monica told Jen that she didn't send anything to SDAO. Kim emailed her asking if she had a copy of lawsuit or anything and did not receive a response. Monica told Jen we have a bond to cover some, but we will have attorney fees. Continuing
- P. Board Member Email Addresses for RCD: All done, Shalana will get on the website. New email for Matt: [rcd.sexton@gmail.com](mailto:rcd.sexton@gmail.com), Kim will talk to Matt, what is he currently using?
- Q. Dallas Cemetery Update, Kim continuing, Talk to Astoria, We need to schedule work session for questions about procedures at other CD's, and a couple of Mortuaries, What is going to work here
- R. Spectrum vs Astound, Shalana: Could have Fiber ready to go in November, he'll be touch
- S. Employee Handbook: Continue working on

**VI. New Business**

A. Payroll and Timesheets/extra or short hours documentation

Motion:	I move to approve creating a policy clarifying timecard procedures			
	Motion	Second	Aye	Nay
Shalana Clark	X		X	
Amy Lewno			X	
Kim O'Brien		X	X	
Jim McGlone			X	
Jennifer Nelson			X	
Discussion: None				
Notes: Motion Carries				

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- B. Employee Lunch Time Waiver; We can not afford to pay more, this would mean an additional 2.5 hours a week. We only do the paid lunch for the sexton and maintenance worker because they are out physically working in the field.

Motion:	I move to approve changing Wendy's work hours from 8am - 2:30pm to 9am to 3:30pm starting October 1, 2025			
	Motion	Second	Aye	Nay
Shalana Clark	x		x	
Amy Lewno		x	x	
Kim O'Brien			x	
Jim McGlone			x	
Jennifer Nelson			x	
Discussion: None				
Notes: Motion Carries				

Motion:	I move to approve Shalana updating the website with the change in office hours. Going from 8am - 2:30pm to 9am to 3:30pm starting October 1, 2025			
	Motion	Second	Aye	Nay
Shalana Clark			x	
Amy Lewno	x		x	
Kim O'Brien			x	
Jim McGlone			x	
Jennifer Nelson		x	x	
Discussion: None				
Notes: Motion Carries				

**VII. Future Agenda Items**

- A. Policies/By-Laws
- B. Job Descriptions
- C. Volunteer Handbook add no digging
- D. Flat Headstones in one row, raised in the next. This allows equipment in

**VIII. Board Comments**

None

**IX. Next Meetings**

Work Session	9/18/25 at 4:30pm
Regular Board Meeting	10/8/2025

**X. Executive Session at 7:17**

- A. ORS 192.660(2)(f)

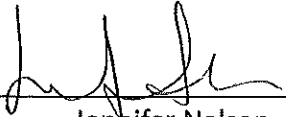
To consider information or records that are exempt by law from public inspection.

Returned from Executive Session at 7:45pm

No decisions were made

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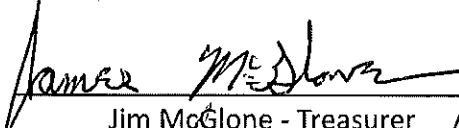
XI. Adjournment by unanimous consent at 7:50 pm

  
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Jennifer Nelson - Chair

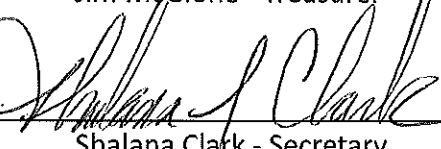
10/15/25  
Date

  
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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