

Rainier Cemetery District  
Board Work Session Minutes  
July 17, 2025 at 2:00 p.m.

**Present:** Jennifer Nelson, Jim McGlone, Shalana Clark, Amy Lewno

**Absent:** Kim O'Brien

**Staff:** Matt Fieken, Scott Toussaint, Wendy Hitchcock

**I. Preliminary Matters**

- A. Call meeting to order at 2:15pm
- B. Approve agenda

Motion:	I move to approve the agenda with the addition of Board Action Item, B, Keys			
	Motion	Second	Aye	Nay
Shalana Clark	x		x	
Amy Lewno		x	x	
Jim McGlone			x	
Jennifer Nelson			x	
Discussion: None				
Notes: Motion Carries				

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

A. Expectations

1. **Matt:** When an issue comes up, let's work together, maps, team. Jared is licensed and bonded, Matt will get us the info to cut the tree. How to get needed things. They have been told up to \$300.00
2. **Wendy:** Used to having a boss, lot's of questions. Go by current pricing, no special deals. Current standard 1 casket 2 urns or 4 urns. Overpayments need paid, Need on Aug agenda. Ownership papers missing, do we reconstruct certificates, now know she is supposed to do plot maps, they should be sent to the county?? She heard from the Oregon Mortuary Board. Anyone can deposit. Kim, Jim and Jennifer are the signors. Can have Military stuff even without a casket and just urn. They go through Groulx, maybe Vancouver Granite, Longview Memorial. We place the plaque. They have to go through the VFW for service stuff. Clatskanie VFW. We need to wash the building.  
**Matt:** Tag number gets typed on paperwork before Matt gets it. Burial folders need to be on desk.

**3. Board**

- a) Write your location on board, Office Reports, Cleanliness - Wendy,
- B. Maintenance Attire; Coat- NO, Dri Weave Shirt, thin shirts, Matt loves the coveralls he bought, boots every two years: Homework wish list by Aug 6
- C. Breaks/Lunches; 5:59 hrs no lunch, 6 hrs a lunch. OSHA heat, breaks every hour, water every 15 minutes, unless doing service, we need to buy cases of water

- D. Security Cameras
    - 1. Matt will take a look at what we have. 1 on Gate, 1 toward field, maybe one toward front door a day or two when things slow down, as time permits
  - E. Winter Equipment Maintenance Schedule: They change Air filters, oil changes etc in winter. Maintenance as needed in the summer, need new weedeater
  - F. Levy/Bond
    - 1. We are working on a resolution and ballot title to get on the election before the current levy ends.
  - G. Job Descriptions
    - 1. Who has them? Matt is Sexton, Scott is Maintenance and Wendy is secretary - Check personnel files. Matt says his has changed a bunch.
    - 2. Do you have a copy? No
  - H. Confidentiality
    - 1. Forms: Read and bring back Aug 6th
  - I. Training
    - 1. Required Matt can't do it, Scott blows, mows and trims
    - 2. Wendy, Streamline, let us know, we got rid of cem sites, spent \$17000 and then \$1500 a year, due in July, we need to figure out if this is something we need to do. Centerlogic is automatic.
  - J. Volunteers: Working on Handbook. 1st 2 years it went through Matt. Go back to Matt for control, no digging, not alone running equipment.
- Matt and Scott will call Wendy, Wendy will call Jennifer, Kim, Jim, Amy, Shalana

**III. Staff Feedback and Discussion**

- A. Maintenance 5 liners at Hudson, 4 at Murray and 20 in shop here, we need to keep a stockpile here as it takes a couple weeks.
- B. Sexton, Hudson water won't stop running. McMullin is the well guy. Matt will have them measure water in the well. When Hudson gets turned on it drains the water too quickly. It's too hot to work on now. Grange is good.
- C. Office Secretary

**IV. Discussion Items**

- A. Levy/Bond; Discussed the SEL 805 and Resolution. Completed 805

**V. Board Action Items**

- A. Schedule Work Session:

Motion:	I move to table scheduling a work session until our August 6, 2025 meeting			
	Motion	Second	Aye	Nay
Shalana Clark			x	
Amy Lewno		x	x	
Jim McGlone left at 4:50pm			x	
Jennifer Nelson	x		x	

Discussion: None
Notes: Motion Carries

B. Keys

Motion:	I move to approve an additional amount of \$100.00 to ensure the re-keying of the office and making of the keys for staff and Board. For a total of \$300			
	Motion	Second	Aye	Nay
Shalana Clark	x		x	
Amy Lewno			x	
Jim McGlone left at 4:50pm			AB	
Jennifer Nelson		X	x	
Discussion: None				
Notes: Motion Carries				

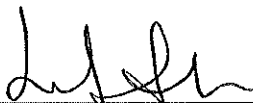
VI. Board Comments

None

VII. Next Meetings

Regular Meeting                      8/6/25  
 Work Session                              TBD

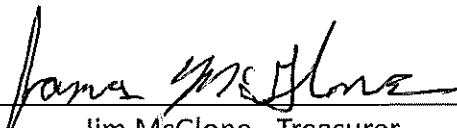
VIII. Adjournment at 5:20 pm by unanimous consent

  
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 Jennifer Nelson - Chair


8/6/2025  
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 Date

  
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 Kim O'Brien - Vice Chair

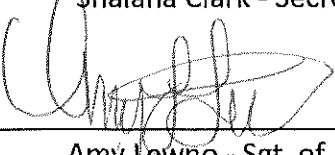
8/6/25  
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 Date

  
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 Jim McGlone - Treasurer

8/06/25  
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 Date

  
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 Shalana Clark - Secretary

8/6/25  
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 Date

  
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 Amy Lewno - Sgt. of Arms

8/6/25  
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 Date

