

**Rainier Cemetery District
Meeting Minutes
August 6, 2025 at 5:00 p.m.**

Present: Kim, O'brien, Shalana Clark (via phone), Amy Lewno, Jennifer Nelson, Jim McGlone
Visitors: Doris Hale, Randy Lewno, Matt Feiken

I. Preliminary Matters

- A. Call meeting to order at 5:06pm
- B. Pledge of Allegiance
- C. Approve agenda

| | | | | |
|-----------------------|---|--------|-----|-----|
| Motion: | I move to amend the agenda with the addition of VG Burial under New Business Items as item J and revising the 9th meeting minutes stating that we are aware of the loan agreement with Wauna Credit Union with the Alston Mayger Address. We are obligated to continue the payment and the current board members are authorized to receive information about the loan, Which is Jennifer Nelson, Kim O'Brien, Amy Lewno, Shalana Clark Jim McGlone and the removal of July 7th work session minutes under consent as they are not quite finished and to add Public Comment as 3.1, Also adding the main truck under new business, Item H and the Columbaria as Item I and 3.2 Bills | | | |
| | Motion | Second | Aye | Nay |
| Kim O'Brien | x | | x | |
| Shalana Clark | | | x | |
| Amy Lewno | | x | x | |
| Jennifer Nelson | | | x | |
| Jim McGlone | | | x | |
| Discussion: None | | | | |
| Notes: Motion Carries | | | | |

D. Welcome Statement;

Welcome to the August 6, 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. Consent Agenda

- A. Approve April 9, 2025 Regular Meeting Minutes, These were never uploaded to the website and we can't locate an approved copy
- ~~B. Approve Work Session Meeting Minutes, July 7, 2025~~
- C. Approve Regular Meeting Minutes, July 9, 2025
- D. Approve Work Session Meeting Minutes, July 15, 2025
- E. Approve Work Session Meeting Minutes, July 17, 2025

III. Reports, Information, and Discussion Items

- A. Treasurer Report
- B. Sexton/Maintenance Report, see attached Tree, need to order safety cones and

| | | | | |
|-----------------------|--|--------|-----|-----|
| Motion: | I move to approve the purchase of the chocks and safety cones from Amazon for \$182.51 | | | |
| | Motion | Second | Aye | Nay |
| Jennifer Nelson | | | X | |
| Kim O'Brien | | X | X | |
| Jim McGlone | | | X | |
| Shalana Clark | | | X | |
| Amy Lewno | X | | X | |
| Discussion: | | | | |
| Notes: Motion Carries | | | | |

- C. Office Report, see attached

III.I Public Comment

Doris: My family came from all over and we went to the cemetery and took out plants and flowers from the vase and whoever is doing the mowing, their thing is chipping away at the corners of the military concrete at Hudson, so I pulled off the chunks of concrete that was all over down there. To me that would be a hazard.

III.II Bills

Loc Doctor

| | | | | |
|-----------------------|--|--------|-----|-----|
| Motion: | I move to approve payment to the Loc Doc | | | |
| | 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 | | | | |

IV. Old Business

- A. Confidentiality Forms
- B. Water/Well Issue: Jim and Jen met with Lucas, he suggested that we hire a well company to do a flow test to see if we can even continue sharing. McMullins said \$300 - \$350 for 2 hr test
Rescind water
Temporary license to be revoked at any time, charging the city rates

| | | | | |
|-----------------------|--|--------|-----|-----|
| Motion: | I move to approve to approve getting a flow test done on the well not to exceed \$400.00 | | | |
| | 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 | | | | |

- C. Sign at Green Mountain, happen in fall after contacting Judy Lepin
- D. Change to PERS contribution and Employee Raise

| | | | | |
|-----------------------|--|--------|-----|-----|
| Motion: | I move to schedule an executive session for this item. | | | |
| | Motion | Second | Aye | Nay |
| Jennifer Nelson | | | X | |
| Kim O'Brien | X | | X | |
| Jim McGlone | | | X | |
| Shalana Clark | | | X | |
| Amy Lewno | | X | X | |
| Discussion: | | | | |
| Notes: Motion Carries | | | | |

- E. Security Cameras - continuing
- F. Pet Polyliners - Kim will with Matt to check on sizes and then get prices for small and Large
- G. Hudson water issues: pressurized? Smoke test? Measure the well Hudson side is shut off. Once the 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. Investigate cost, Wendy can ask what to do. Kim will look into it
- H. Chapel: Amy was going to talk to the historical society to see if they still want it. It's a safety issue - Tabled
- I. Digging at cemeteries: Still happening? Not that we are aware of.
- J. Current Building and Loan
- K. Gate Code: Changed
- L. Keys: Office re-keyed

V. **New Business**

- A. Overpayments

| | | | | |
|----------------|---|--------|-----|-----|
| Motion: | I move to approve refunding of the overpayments | | | |
| | Motion | Second | Aye | Nay |

| | | | | |
|-----------------------|---|---|---|--|
| Jennifer Nelson | | X | X | |
| Kim O'Brien | | | X | |
| Jim McGlone | | | X | |
| Shalana Clark | X | | X | |
| Amy Lewno | | | X | |
| Discussion: | | | | |
| Notes: Motion Carries | | | | |

B. Staff wish list: New Weed eater, dri weave shirts, insulated coveralls future business

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|-----------------------|---|--------|-----|-----|
| Motion: | I move to approve the purchase of safety cones for \$182.51 | | | |
| | Motion | Second | Aye | Nay |
| Jennifer Nelson | | | X | |
| Kim O'Brien | | | X | |
| Jim McGlone | | X | X | |
| Shalana Clark | | | X | |
| Amy Lewno | X | | X | |
| Discussion: | | | | |
| Notes: Motion Carries | | | | |

C. Resolution 25-003, Ballot Title, and Explanatory statement
D. Ballot Title SEL 805
Nov 4th election

| | | | | |
|---|---|--------|-----|-----|
| Motion: | I move to approve the written docs to be turned into the county | | | |
| | Motion | Second | Aye | Nay |
| Jennifer Nelson | | | X | |
| Kim O'Brien | | X | X | |
| Jim McGlone | | | X | |
| Shalana Clark | X | | X | |
| Amy Lewno | | | X | |
| Discussion: We can't afford to continue without Levy being renewed | | | | |
| Notes: Motion Carries | | | | |

E. Facebook: Work in progress
F. Internal Audit, schedule executive session

| | | | | |
|-----------------|--|--------|-----|-----|
| Motion: | I move to table the internal audit and scheduling of executive session | | | |
| | Motion | Second | Aye | Nay |
| Jennifer Nelson | | X | X | |

| | | | | |
|--|---|--|---|--|
| Kim O'Brien | | | X | |
| Jim McGlone | | | X | |
| Shalana Clark | X | | X | |
| Amy Lewno | | | X | |
| Discussion: We may need to just break up into partners and report back. More discussion needed. | | | | |
| Notes: Motion Carries | | | | |

G. VG, Burial and plaque

| | | | | |
|--|---|--------|-----|-----|
| Motion: | I move to approve to dig in and find out where she should be placed | | | |
| | Motion | Second | Aye | Nay |
| Jennifer Nelson | | | X | |
| Kim O'Brien | | | X | |
| Jim McGlone | | | X | |
| Shalana Clark | X | | X | |
| Amy Lewno | | X | X | |
| Discussion: I think RCD should lay this woman to rest and eat the cost of placing the plaque. | | | | |
| Notes: Motion Carries | | | | |

H. Main Truck: Need it serviced, but the transmission went out

| | | | | |
|-----------------------|---|--------|-----|-----|
| Motion: | I move approve up to \$6000 for the main truck to be fixed and running and if not an emergency meeting on Friday Morning at 9am | | | |
| | 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 | | | | |

I. Columbaria: Half down, Jim will get the Bid from Monica and discuss on Friday

VI. **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

VII. **Board Comments**

Kudos to Matt and Scott for working hard and dealing with a very tough situation.

Thank you to those that helped Matt and Scott
 Recommended to me that we should post why we need the levy.
 Kudos to Jim for what you have done with the budget and saving money
 We need to have more work sessions

VIII. Next Meetings

| | |
|-----------------------|---------------------------------|
| Regular Board Meeting | 9/10/2025 |
| Executive Session | TBD |
| Levy Work Session | Following emergency mtg or 9 am |

IX. Executive Session Entered at 7:05pm

A. ORS 192.660(2)(f)


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

Returned at 7:40pm

No decisions were made

X. Adjournment at 7:41pm

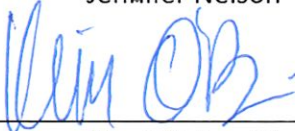
| | | | | |
|-----------------------|-------------------|--------|-----|-----|
| Motion: | I move to adjourn | | | |
| | Motion | Second | Aye | Nay |
| Jennifer Nelson | | | X | |
| Kim O'Brien | x | | X | |
| Jim McGlone | | | X | |
| Shalana Clark | | | X | |
| Amy Lewno | | x | X | |
| Discussion: | | | | |
| Notes: Motion Carries | | | | |



 Jennifer Nelson - Chair

11/23/25

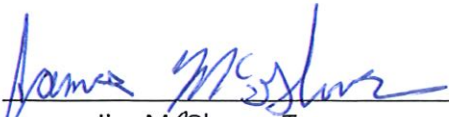
 Date



 Kim O'Brien - Vice Chair

11/5/2025

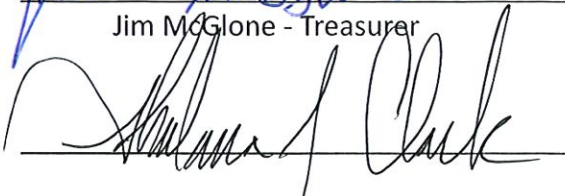
 Date



 Jim McGlone - Treasurer

11/5/25


 Date



11/5/2025

Shalana Clark - Secretary

Date



Amy Lewno - Sgt. of Arms



Date