

**Rainier Cemetery District  
Regular Meeting Agenda  
December 3, 2025 at 5:00 p.m.**

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

**Present:** Kim, Shalana, Amy & Jen (Via Speaker Phone)

**Absent:** Jim McGlone

**Visitors:** Margaret Magruder

**I. Preliminary Matters**

A. Call meeting to order @ 5:15pm

B. Pledge of Allegiance

C. Welcome Statement;

Welcome to the December 3, 2025 Regular Board meeting of the Rainier Cemetery District.

D. Approve agenda

<b>Motion:</b>	I move to approve the agenda as written			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson			X	
Shalana Clark			X	
Amy Lewno		X	X	
<b>Discussion:</b>				
Notes: Motion Carries				

**II. Consent Agenda**

A. November 23, 2025 Special Meeting Minutes

B. November 5, 2025 Regular Meeting Minutes

<b>Motion:</b>	I move to approve the consent agenda with the noted corrections to the Nov 5, 2025 minutes, per email from Jen Nelson			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson			X	
Shalana Clark		X	X	
Amy Lewno			X	
<b>Discussion:</b> Missing who made motion and second to approve agenda, need more detail as to what Lillian is within the treasurer's report, need correction to amount of Groulx bid and need Vancouver Granite amount added for the Columbaria as well as correction to missing checks, was 1 found?				
Notes: Motion Carries				

**Rainier Cemetery District  
Regular Meeting Agenda  
December 3, 2025 at 5:00 p.m.**

**III. Public Comment**

Margaret Magruder: I just wanted to check in and let you know I care. Let me know if you need anything

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

- A. Treasurer Report , none. Our LGIP balance is \$182,625.14
- B. Sexton/Maintenance Report, see attached
- C. Office Report, see attached

**V. Bills**

- A. Reimbursement, Shalana: Costco Paper Towels, Toilet Paper, Tape & Pledge \$61.76
- B. Reimbursement, Jennifer: Printer drums \$37.59

<b>Motion:</b>	I move to approve reimbursements as presented			
	Motion	Second	Aye	Nay
Kim O'Brien		X	X	
Jennifer Nelson			X	
Shalana Clark			X	
Amy Lewno	X		X	
<b>Discussion:</b>				
Notes: Motion Carries				

**VI. Old Business & Possible Action Items**

- A. Sign at Green Mountain, Matt applied another coat of Lacquer.
- B. Pet Polyliners - Amy will look at prices, we can advertise on Facebook
- C. Facebook- Shalana
- D. VG, Burial and plaque has been completed. Was the family notified?
- E. Columbaria Update, Jim wrote check
- F. Office Hours 9am - 2:30, Our Rainier Sign
- G. Murray Hill Water Issue Update, Ongoing, water is off
- H. Inheritance - Attorney Matt asked for a phone call. Jen will know more tomorrow
- I. Knights of Pythias Cemetery, No new Plot sales, check the website
- J. Financial Audits, In process, a little more than half of documents have been sent, not sure if Hurliman has sent anything at this time

**VII. New Business & Possible Action Items**

- A. Policies: RCD Employee Policies, page 1-6, acknowledgement & Paid Leave Oregon

<b>Motion:</b>	I move to approve the RCD Employee Policies with noted corrections			
	Motion	Second	Aye	Nay
Kim O'Brien		X	X	

**Rainier Cemetery District  
Regular Meeting Agenda  
December 3, 2025 at 5:00 p.m.**

Jennifer Nelson			X	
Shalana Clark			X	
Amy Lewno	X		X	
<b>Discussion:</b>				
Notes: Motion Carries				

<b>Motion:</b>	I move to approve the PLO Policy and request form			
	Motion	Second	Aye	Nay
Kim O'Brien		X	X	
Jennifer Nelson			X	
Shalana Clark			X	
Amy Lewno	X		X	
<b>Discussion:</b>				
Notes: Motion Carries				

B. Office Supplies needed, none at this time

C. Observed Holidays

<b>Motion:</b>	I move to approve the following as Paid Holidays for the Rainier Cemetery District: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson			X	
Shalana Clark		X	X	
Amy Lewno	X		X	
<b>Discussion:</b>				
Notes: Motion Carries				

D. Weedwolf attachment, Matt said no he's worried about damage

E. Quickbooks, Jen will email Stephanie to give access to Jim, Amy, Shalana & Jennifer

F. Cemetery Association of Oregon, our membership has expired, there is no known benefit

G. Business Cards, info for community, we can get free QR Code, something basic. Kim will check into

<b>Motion:</b>	I move to approve basic business cards with a cap of \$40.00			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson			X	

**Rainier Cemetery District  
Regular Meeting Agenda  
December 3, 2025 at 5:00 p.m.**

Shalana Clark		X	X	
Amy Lewno	X		X	
<b>Discussion:</b> Kim will send a draft first				
Notes: Motion Carries				

- H. Cemetery Business discussion with others
- I. Elections Canvass, completed and Shalana will send in.
- J. Insurance Survey, Shalana has been doing trainings and Jen is working on this
- K. Spectrum/Astound, Same phone number, Shalana will ask about ACH instead of debit card
- L. Credit Card Machine, Company says we are non-compliant and charging \$70.00 per month, Jen working on this.
- M. Monthly Bills, Someone can look online and compile excel spreadsheet

**VIII. Future Agenda Items**

- A. Policies/By-Laws, We will have edited through page 29 of SDAO template handbook by January 1, 2026
- B. Updated 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
- G. Re-districting

**IX. Executive Session**

- A. ORS 192.660(2)(f)

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

Returned to regular session at 7:32 pm No decisions were made

<b>Motion:</b>	I move to approve Jennifer reaching out to HR Answers in regards to questions brought up during executive session with a cap of \$500.00			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson			X	
Shalana Clark			X	
Amy Lewno		X	X	
<b>Discussion:</b> Kim will send a draft first				
Notes: Motion Carries				

Rainier Cemetery District  
Regular Meeting Agenda  
December 3, 2025 at 5:00 p.m.

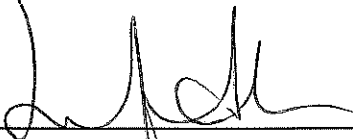
X. Board Comments  
None

XI. Next Meetings  
Regular Board Meeting

January 7, 2026

1/6  
SW  
KWO  
JRC

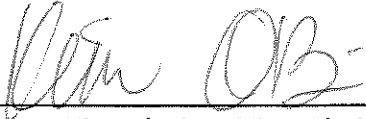
XII. Adjournment by unanimous consent at 7:40PM



Jennifer Nelson - Chair

1/7/2026

Date



Kim O'Brien - Vice Chair

1/7/2026

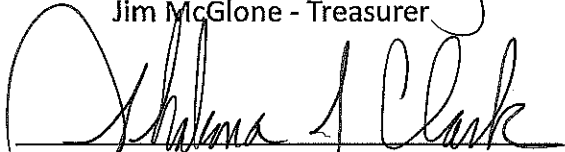
Date

Resigned

Jim McGlone - Treasurer



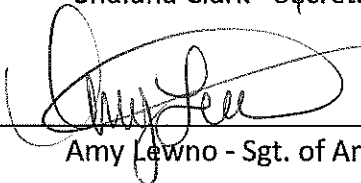
Date



Shalana Clark - Secretary

01/07/2026

Date



Amy Lewno - Sgt. of Arms

1/9/2026

Date

9:00 AM - 2:30

11/1 Inverment Murray Hill setup and buried urn was told it was at 11:45 it was not. The set time was 12:45 according to Family.

11/3 Blew OFF Leaves and debris at Green Mt.

11/4 Blew off leaves on Road At Neer city, Met a man at Neer city For Plot sale, for upcoming burial

11/5 Blew and Raked chesnuts at Woodbine picked up and discarded.

11/6 Finished picking up chesnuts Blew leaves off in woodbine ~~and~~ emptied all garbage at hudson, green mt., woodbine.

11/7 Picked and blew leaves under cherry tree at woodbin blew all leaves off New section at Mager.

11/10 checked Head stone plots at Green Mt. and Murray Hill, found Tree down at Murray Hill, cut up tree and Removed wood From cemetery.

11/11 Blew leaves at Murray Hill all day.

11/11 Measured out plot for Friday burial at Neer City.

11/12 Blew leaves at Neer city.

11/13 Dug grave for tomorrow's burial at Neer City

11/14 Set up and did Funeral service at Neer city,

Scott

11/17 Blew off Leaves at NeerCity

11/18 Cleaned off Vote Yes signs, Mapped out new section at Mager.

11/19 Finished Mapping out new section at Mager, Blew off leaves at NeerCity.

11/20 Checked Grave for Saturday burial 29th, picked up branches from another fallen tree, Mowed Most of Hudson.

11/21 Measured and Marked for Headstone at Murray Hill, Finished Mowing Hudson, Did murnment at Hudson.

11/24 Blew leaves at Woodbine.

11/25 Blew leaves off at Green mt.

11/26 Blew leaves off Green mt., Took Gator to Murray Hill for Saturday service Dumped trash at Murray Hill.

11/29 Burial at Murray Hill.

11-10-25

Checked burials done when on vacation. Removed fallen tree from Murray Hill. Met family for possible plot sale. Plot research for grave site.

11-11-25

Measured out plot for service at the end of week. Helped place heavy upright monument at Murray Hill. Cleaned up branches and blew leaves at Murray Hill.

11-12-25

Blew off leaves at Neer City

11-13-25

Prep for morning service at Neer City.

11-14-25

Set up and completed full burial at Neer City. Blew more leaves at Neer City.

11-15-25

Completed set up and service at Hudson Cemetery. Was written up for 11:00 A but was supposed to be at 12:30 pm.

17  
11-~~16~~-25  
Ordered parts for lowering device, checked on tools needed to replace worn out tools, picked up tools available in local area. Measured out plots for plot sale. Researched plots to make sure available. Need to go out and correct New Section at Mayger to help with plot sales.

11-~~18~~-25  
Cleaned and put away signs. Went and mapped out New section at Mayger.

11-~~19~~-25  
Finished mapping out and probing all graves in New Section at Mayger. Blew off more leaves at Near City.

11-~~20~~-25  
Checked grave for Saturday burial and picked up branches from another fallen tree. Will cut up later and remove. Fixed trailer light but may need to get new plug in. Mowed part of Hudson.

11-21-25  
Measured and marked grave for headstone. Finished mowing Hudson. Completed double urn burial and service Hudson.

11/28 VACATION  
HOLIDAY

11-29-25  
Burial at Murray Hill and Completed Service.

**November Income**

Receipt		Services											DEPOSITS				
Date	#	Amt	Plot	Columbaria	O/C casket	Polyliner	O/C urn	O/C 2nd Inurnment SAME DATE	Marker Permit	Hdstone Fee	Weeken d OT	Ton/ Chairs	Vase setting fee	Conclaph	LRN SALES	Bank Cltg	
12/1/2025	25-131	\$ 130.00							\$130							Dep 12/5	Cash \$ 130.00
12/3/2025	25-132	\$ 2,305.00			\$ 1,250	\$ 750			\$130			\$175				Dep 12/5	Cash \$ 2,305.00
12/2/2025	25-133	\$ 130.00							\$130								VISA \$ 130.00
12/3/2025	25-134	\$ 130.00							\$130								VISA \$ 130.00
12/8/2025	25-135	\$ 600.00					\$600										CashiersCk \$ 600.00
12/8/2025	25-136	\$ 130.00							\$130								Ck#12286 \$ 130.00
12/15/2025	25-137	\$ 2,000.00			\$ 1,250	\$ 750											CashiersCk \$ 2,000.00
																	Leno

see Nov-last sale in Nov deposited here too

\$ 5,425 \$ - \$ - \$ 2,500 \$ 1,500 \$ 600 \$ - \$ 650 \$ - \$ - \$ 175 \$ - \$ - \$ -

Sign In

December 3, 2025

NAME

- 1) Margaret Magruder
- 2)
- 3)
- 4)