

Rainier Cemetery District  
Board Work Session Minutes  
July 15, 2025 at 4:00 p.m.

**Present:** Jennifer Nelson, Kim O'Brien, Shalana Clark, Amy Lewno

**I. Preliminary Matters**

- A. Call meeting to order at 4:10 PM
- B. Approve agenda

Motion:	I move to approve the agenda as is			
	Motion	Second	Aye	Nay
Kim O'Brien	x		x	
Shalana Clark		x	x	
Amy Lewno			x	
Jennifer Nelson			x	
Discussion: None				
Notes: Motion Carries				

**II. Board Action**

- A. Appoint General Counsel, Jen spoke with Erica at Lucas's office. They are handling the well issue and previous. SDAO handles this. Jen showed the Pub Records Req. and asked to get on schedule

Motion:	I move to approve to appoint Bob Lucas as Rainier Cemetery District's General Counsel for the Well Issue and any currently ongoing legal matters not related to employment			
	Motion	Second	Aye	Nay
Kim O'Brien			x	
Shalana Clark	x		x	
Amy Lewno			x	
Jennifer Nelson		x	x	
Discussion: None				
Notes: Motion Carries				

- B. Schedule Executive Session

Motion:	I move table this until we hear back from Lucas's Office			
	Motion	Second	Aye	Nay
Kim O'Brien			x	
Shalana Clark	x		x	
Amy Lewno		x	x	
Jennifer Nelson			x	
Discussion: To set appointment to go over well and ongoing issues.				
Notes: Motion Carries				

Motion:	I motion to appoint Jen and Jim to meet with Lucas and Kim as an alternate. They will report back to the board			
	Motion	Second	Aye	Nay
Kim O'Brien			x	
Shalana Clark	x		x	
Amy Lewno		x	x	
Jennifer Nelson			x	
Discussion: None				
Notes: Motion Carries				

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

C. Levy/Bond; Last day to file is August 15th.

Discussed the various Levy's and passage or lack thereof. Discussed previous SEL 803 and 805 forms from the election office. Searched records for previous Levy info and discussed resolution for next meeting.

D. Keys; Gate Code has been Changed. Jen talked to Tom at Loc Doc about \$140.00 to re-key the office

Motion:	I motion to approve the Loc Doc coming and re-keying the office for the expense of no more than \$200.00			
	Motion	Second	Aye	Nay
Kim O'Brien			x	
Shalana Clark		x	x	
Amy Lewno	x		x	
Jennifer Nelson			x	
Discussion: None				
Notes: Motion Carries				

E. Internal Audit;

Motion:	I motion to table the internal audit until our August meeting and we schedule an executive session			
	Motion	Second	Aye	Nay
Kim O'Brien			x	
Shalana Clark		x	x	
Amy Lewno			x	
Jennifer Nelson	x		x	
Discussion: None				
Notes: Motion Carries				

**IV. Board Comments**


None

**V. Next Meetings**

Work Session	7/17/25
Regular Meeting	8/6/25

VI. **Adjournment** at 7pm


Motion:	I move to adjourn			
	Motion	Second	Aye	Nay
Kim O'Brien	x		x	
Shalana Clark			x	
Amy Lewno			x	
Jennifer Nelson		x	x	
Discussion: None				
Notes: Motion Carries				

  
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 Jennifer Nelson - Chair

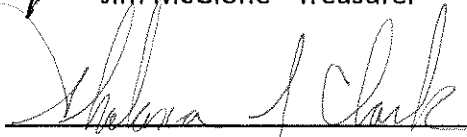
8/6/25  
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 Date

  
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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