

**Rainier Cemetery District
Work Session
August 22, 2025 at 9:00 a.m.**

Present: Jennifer Nelson, Kim O'Brien, Jim McGlone, Shalana Clark and Amy Lewno

I. Preliminary Matters

- A. Call meeting to order at 9: 12AM
- B. Approve the agenda

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

II. Reports, Information, Discussion Items and possible Action

- A. Main Truck - Update; Paid off, back and working, still needs to be serviced. Direct Matt to schedule.
- A.2 Flow test happening today from McMullins
- B. Levy - Update, Jen: Turned in, should be in the Wahkiakum Eagle this week. The 805 is filed and is on the County Website. 803 can be submitted on Tuesday, it is the same as the 805 language. There will be no voters pamphlet. Endorsements can be put on the county website. Doris, Cornerstone, Amy Painter and Kathy Mattinen

Motion:	I move to approve the 803 being submitted as written			
	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				

- C. Groulx, Jim: Rick Little. Send blank letter to all mortuaries on how to handle the plots etc... What do other districts do and what is the upcharge? No mortuary should be selling our land and planning dates on behalf of RCD. We should create a 1 pager that mortuaries can give to families. Back in 2023 a letter was sent that Groulx is not to be charging cemetery services and that families needed to be referred to RCD.
- D. Chapel, Amy: Kay Heflin and Delilah are interested in Chapel, but they have no room for it. Kay suggested that she will look around for grants through Parks and

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Rec and will work with us. Amy will invite them to come and take a look through the door.

- E. Astound pricing vs. Spectrum, Jim; Astound is like \$300 ish a month for internet and phone. Spectrum has 2 different plans. They have a grant for the work, \$70 month for 12 months 1 landline, 1 cell and internet, but no wifi
140 12 months - Gig, 1 landline, 1 cell and wifi. Starlink: \$300 in Warrenton, \$120 private, can go through google for phone, like \$12 a month. Shalana will check in and get more details and report back at Sept. meeting. Come up with questions
- F. Identifying other cemetery districts and funeral homes, Kim: Will call Jamie at Dallas Cemetery and work with their board to find info. Look in email from Astoria.
- G. Employee Lawsuit, Jennifer: Next step, who do we talk to? SDAO says no. Monica sent it to SDAO

Motion:	I move to appoint Kim and Amy with Jen as a back up, with Jim reaching out to Monica on moving forward			
	Motion	Second	Aye	Nay
Shalana Clark	x		x	
Amy Lewno			x	
Kim O'Brien			x	
Jim McGlone			x	
Jennifer Nelson		x	x	
Discussion: None				
Notes: Motion Carries				

- H. Payroll Processing, Jennifer: Converted from timeclock to excel, so hand written time needs to be added. What is Wendy's process for approving payroll, twice a month. Scan timecards and excel and email 16th and 1st

Motion:	I move to appoint Amy and Shalana as the payroll overseers			
	Motion	Second	Aye	Nay
Shalana Clark			x	
Amy Lewno			x	
Kim O'Brien		x	x	
Jim McGlone			x	
Jennifer Nelson	x		x	
Discussion: None				
Notes: Motion Carries				

- I. Board Member Email Addresses for RCD, Jennifer; SAIF is on Auto Pay, Policy renewed in July, we pay 20% down then on 10 pay. Cascade Crest is who we go through for this. Both know who is on the current board. Hagen Hamilton is Liability etc.. Does Cascade charge for handling? Workers Comp is expensive. RCD.Board.p1@gmail.com , etc..

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- J. Employee Handbook - Update, Amy; We have an old handbook from 2000, SDAO may have. Old one to be scanned

Motion:	I move to review existing handbook and make changes as needed			
	Motion	Second	Aye	Nay
Shalana Clark			x	
Amy Lewno		x	x	
Kim O'Brien	x		x	
Jim McGlone			x	
Jennifer Nelson			x	
Discussion: None				
Notes: Motion Carries				

III. **Future Agenda Items**

- A. Policies/By-Laws
- B. Job Descriptions
- C. Volunteer Handbook

IV. **Board Comments**

None

V. **Next Meetings**

Regular Board Meeting 9/10/2025


VI. **Executive Session**

- A. ORS 192.660(2)(h)

To consult with counsel concerning current or possible litigation.

Motion:	I move to table exec sess Sept 10 if needed			
	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				

VII. **Adjournment** at 10:33am by unanimous consent



Jennifer Nelson - Chair

10/15/25

Date

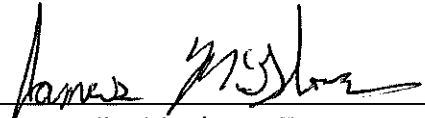


Kim O'Brien - Vice Chair

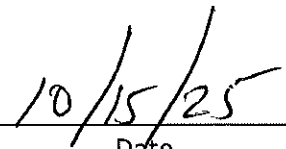
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Date

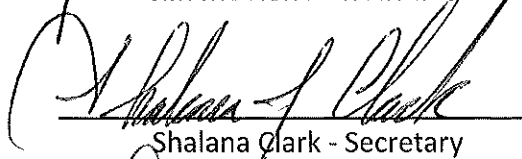
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Jim McGlone - Treasurer



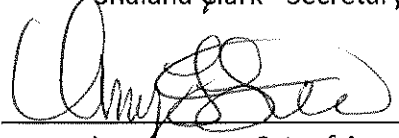
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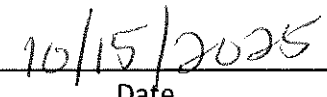
Shalana Clark - Secretary



Date



Amy Lewno - Sgt. of Arms



Date