

**Rainier Cemetery District
Regular Meeting Minutes
April 1, 2026 at 5:00 p.m.**

24952 Alston Rd
Rainier, OR 97048

Present: Kim, Jen, Shalana, Carolyn, Amy

Visitors: Richard Brown, Bob Hackenberg, Dale Archibald, Matt & Jenny Fieken

I. Preliminary Matters

- A. Call meeting to order at 5:08pm
- B. Pledge of Allegiance
- C. Welcome Statement;

Welcome to our April 1, 2026 Regular Board meeting of the Rainier Cemetery District. Citizen comments are welcomed, but out of respect for all they shall be limited to three minutes per person.

C. Approve agenda

Motion:	I move to approve the agenda with the addition of Bathroom Access under new items as B and the removal of the executive session as well as the addition of the following under Bills: Napa Auto Parts - 199.99, Clatsop County Lawn & Tractor - \$16.48, Clatskanie Builders - \$39.57			
	Motion	Second	Aye	Nay
Kim O'Brien		X	X	
Jennifer Nelson			X	
Amy Lewno			X	
Shalana Clark	X		X	
Carolyn Samples			X	
Discussion:				
Notes: Motion Carries 5-0				

II. Consent Agenda

- A. March 11, 2026 Regular Meeting Minutes

Motion:	I move to approve the consent agenda			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson		X	X	
Amy Lewno			X	
Shalana Clark			X	
Carolyn Samples			X	
Discussion:				
Notes: Motion Carries 5-0				

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III. Public Comment

Dale: compliment Matt and his crew, they are looking awesome compared to last year. It is looking amazing. Matt, good job.

Doris: My flag has not been stolen in a couple years

Bob: Budget committee, Jennifer you said you had contacted these people that are on there and that none of them wanted to come back

Jennifer: That's not what I said

Bob: you told me that.

Jennifer: No.

I said we hadn't had any meetings yet and that they would be contacted when we start to have meetings

Bob: You told me that the people didn't want to come back

Jennifer: No, Don't put words in my mouth. That's not what I said

Doris: Maybe you misinterpreted

Dale: I have not been to a meeting

Jennifer: Because we have not scheduled any yet

Shalana: It was stated that we would contact when we started scheduling.

Kim: And Jennifer and Amy cannot be on the budget committee because they are on the board now.

Amy: We were on the prior budget committee.

Dale: So should that be open to new members

Amy: I believe our by-laws state that the board appoints

Jennifer: Yes, the board appoints

Dale: So should that be done before?

Amy: We've been chatting with people

Dale: Ok

Shalana: Yep, we're working on it

Jennifer: Anything else?

Doris: Where do you post these notices?

Shalana: I am so sorry I was sick.

Jennifer: What notices?

Doris: A person to serve or to do this...?

Shalana & Jennifer: On our website

Dale: Could you think about putting it on FaceBook?

Shalana: I'm working on it. I have a personal page, but am working on a business page, so the board has access and not just me.

Doris: If I take my fancy phone, where do I look?

Kim: Rainiercemeterydistrict.com

IV. Reports, Information, and Discussion Items

- A.** Treasurer Report : 29296.68 in checking, Hurliman has not returned calls so we don't have balance of LGIP, we transferred 25,000 from LGIP to checking, and \$206785.94 is owed on mortgage

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- B. Sexton/Maintenance Report: see attached
- C. Office Report: see attached

V. Bills

- A. AT&T for \$83.16
- B. Jennifer Nelson for \$59.90 (Printer toner) and \$17.69 (2 large binders for office)
- C. Auto Pay:
 - a. Wilcox & Flegel:
 - i. 3/2/26 - \$209.59
 - ii. 3/15/2026 - \$289.21
 - iii. 3/30/2026 - \$348.36
 - b. Centerlogic: 3/19/2026 - \$125.16
 - c. Gusto: 3/20/2026 - \$5140.46
 - d. Clatskanie PUD
 - i. Alston Road (Shop): 3/3/2026 - \$169.17, 4/6/2026 - \$142.19
 - ii. Alston Road (Well): 3/3/2026 - \$29.84, 4/6/2026 - \$29.62
 - iii. Hall Road: 3/3/2026 - \$31.75, 4/6/2026 - \$31.45
 - e. CRPUD: Larson Road 3/20/2026 - \$54.83, Larson Road 3/20/2026 - \$38.58
 - f. Total Merchant Concepts: Jan - \$165.48, Feb - \$314.40
 - g. SAIF: 3/25/2026 - \$260.36
 - h. Streamline: 3/1/2026 - \$120.00
 - i. Napa Auto : 199.99
 - j. Clatsop Lawn and Tractor: 16.48
 - k. Cla39.57
- D. Refund: At&T: \$59.59

Motion:	I move to approve the bills as stated			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson	X		X	
Amy Lewno		X	X	
Shalana Clark			X	
Carolyn Samples			X	
Discussion:				
Notes: Motion Carries 5-0				

VI. Old Business & Possible Action Items

- A. Broken head stone from Falling trees : Info has been turned into insurance and we are waiting for response
- B. Copier/Printer: Jen found 10 payments, paid off, we need to see if we can use it
- C. Seasonal Landscape Help: Kim Longview was expensive, so maybe hire a PT, Cozy Lawn Maintenance comes to Rainier, Amy will check and Kim will check with Cardinal

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- D. Office Well: Jen, last meeting Lucas had responded to Peterson and Lucas provided documentation. Jen has reached out to Lucas on 3/12/26 and is waiting for a response in regards to our question as to whether they already have broken the agreement with the addition of the commercial business as agreement was for 1 residence.

VII. New Business & Possible Action Items

- A. GASB 75: Jen emailed out, Shalana spoke with Bryce and this is about reporting on post employment
- B. Bathroom Access: Access is now only through the outside door due to liability
- C. Work Session TBD

Motion:	I move to schedule a work session on April 15, 2026 at 5pm			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson		X	X	
Amy Lewno			X	
Shalana Clark	X		X	
Carolyn Samples			X	
Discussion:				
Notes: Motion Carries 5-0				

- D. Budget Meeting TBD, not at this time, will contact members when scheduling as soon as we know

VIII. Pending

- A. Facebook- Shalana changing to a business page and will share access with Amy per board agreement
- B. Columbaria Update: Check written & Ordered, Carolyn will look through RCD emails
- C. Financial Audits, In process, 3 yrs behind, Jen met with Hurliman two weeks ago, They gave Jen a login into quickbooks, things are wrong, they are making up categories. We will change starting with July 2025. We were given profit and loss without amounts.
- D. Murray Hill Water Issue: Water is off.
- E. Pet Polyliners - Sizes on Amazon, were good.
I move to approve ordering 2 small and 2 large pet polyliners 2nd Amy all in favor
- F. Quickbooks/Hurliman, pending, Jen has access - Jen motions to add Kim to get a login and to be able to , seconded by Shalana
- G. Business Cards, info for community: Vista Print account created and shared with board - Pending -TBD work Session
- H. Employee Handbook - Carolyn Needs
- I. February 26, 2026 Work Session Meeting Minutes - Next month

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IX. Future Agenda Items

- A. Kim to get Bank Card
- B. Policies/By-Laws
- C. Updated Rules and Regulations
- D. Job Descriptions
- E. Volunteer Handbook add no digging
- F. Flat Headstones in one row, raised in the next moving forward
- G. Current Building and Loan

X. Executive Session removed

- A. ORS 192.660(2)(f)

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

XI. Board Comments

We appreciate you all for coming and caring

XII. Next Meetings

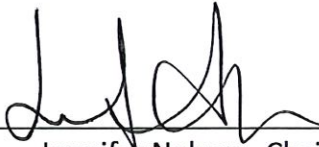
Work Session

April 15, 2026 5pm

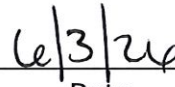
Regular Board Meeting

May 6, 2026

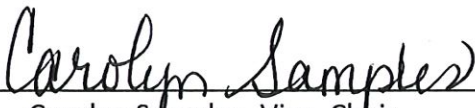
XIII. Adjournment at 6:03 PM



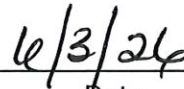
Jennifer Nelson - Chair



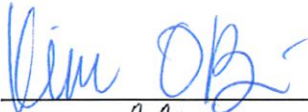
Date



Carolyn Samples - Vice Chair



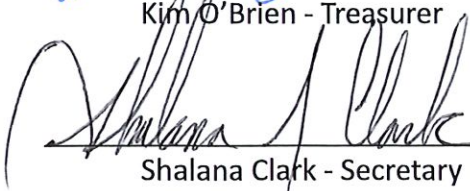
Date



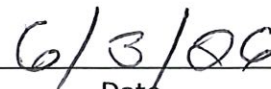
Kim O'Brien - Treasurer



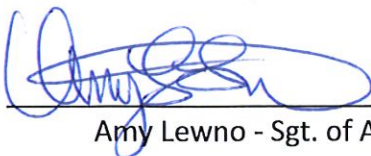
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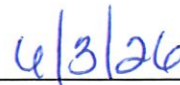
Shalana Clark - Secretary



Date



Amy Lewno - Sgt. of Arms



Date

~~23/19~~

2026

Scott

- 3/16 Mowed and picked up debris at Apiary, washed both Trucks.
- 3/17 Mowed Cedar Hill, Mowed Mager
- 3/18 Removed and set to the side a Headstone at Murray Hill, brought Kabota R+V back To Green Mnt. Trimmed big hedge at Green Mnt.
- 3/19 Mowed part of Murray Hill.
- 3/20 Scalped grave for Saturday service, Finished Mowing Murray Hill.
- 3/23 Mowed 3/4 of Maplewood.
- 3/24 Completed Full burial at Green Mnt.
- 3/25 Marked headstones for final dates at Murray Hill and Hudson, Put back Headstone in place that was moved for Saturday service, Took 10 more Liners up to Green Mnt., Mowed part of Green Mnt.
- 3/26 Finished Mowing Maplewood, Mowed Most of Green Mnt.
- 3/27 Mowed the rest of Green Mnt. Mowed Hudson
- 3/30 Completed Burial at Hudson, weed eated Fence line and A number of Headstone rows in section 1.
- 3/31 Mowed Woodbine, Measured and installed Markers At ↓

Apiary, mapped out some of the plots at Apiary,

3-16-26

Checked burial plot for accessibility. Picked up limbs & debris at Apiary. Mowed at Apiary. Mowed around shop areas. Had trucks washed. Set up services for Saturday & next Tuesday.

3-17-26

Mowed Cedar Hill. Prepared for Saturday service. Measured and mark out grave ect. Need to move headstone for dig. Fixed mower after getting parts. Had Mayer cemetery mowed.

3-18-26

Marked out plot for Saturday service. moved headstone for dig. Took gator back to green mnt. Hedge trimmed big bush at green mnt except top of hedge.

3-24-26

Completed full burial at Green Mnt.

3-25-26

Marked Headstones at Hudson. Replaced Headstone that was moved for Saturday service. Researched and checked plots for updates. Met with family for plot sale. Checked plots at Apiary because of incorrect burials and incorrect records.

3-26-26

Finished mowing maplewood and mowed most of Green Mnt. cemeteries.

3-27-26

Finished mowing green mnt and mowed Hudson.

3-30-26

Weedeat and blew off around some Headstones. Completed a full burial and Service.

3-31-26

Mowed woodbine and weedeat more at Hudson. Worked on fixing plot at Apiary.



Meeting Date: 4/1/2020

Name	Address/Phone
Bob Hackenberg	503-556-3439 Rainier
Dave Ashworth	Frank
Doris Hale	503-369-0423
Matterhorn	Rainier, OR

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- B. March 11, 2026 Regular Meeting Minutes

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- B. Sexton/Maintenance Report
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- A. ORS 192.660(2)(f)

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XII. Next Meetings

Regular Board Meeting

May 6, 2026

XIII. Adjournment