



DRAFT MINUTES CEMETERY BOARD

6:30 PM - Thursday, June 8, 2017

Issaquah Community Center, 301 Rainier Blvd. S., Issaquah, WA 98027

Staff: Brian Berntsen, Myron Clinton

Present: Randal Darst, Barb Wood, Linda Hjelm, Karen Luecking

Cemetery Partner: Allen Flintoft (Absent)

Excused: Tyler Malmberg, Emily Cha

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order 6:33 p.m.
- b. Nominations for Cemetery Board Vice Chair received and voted on.
- c. Motion to elect board member Luecking as Cemetery Board Vice Chair. Board member Hjelm **MOVED** to elect board member Luecking as Vice Chair, Board member Wood **SECONDED**, and the **MOTION CARRIED 4-0**.

2. APPROVAL OF MINUTES

- a. The minutes of May 4, 2017 were approved as written and amended. Board member Wood **MOVED** to approve the minutes, Board member Luecking **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- None.

4. REPORTS/REQUEST

- a. **Cemetery Partner**
Presented by:

Allen Flintoft, Flintoft Representative

- No update.

b. Monthly Staff Inspection

Presented by:

Myron Clinton, Parks Maintenance Supervisor

- Clinton presented the monthly staff inspection report for May and June to the Cemetery Board.
- Clinton will correct the typo on the map and add the columbarium.

c. Monthly Budget Report

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented the year to date expenses, revenues and fund balance as of the end of April 2017 to the Cemetery Board.
- Berntsen clarified that the line item titled "Transfer out to General Fund" in the amount of \$25,100 subsidizes the expenses incurred by the Parks Operations Division for maintenance of the Cemetery throughout the year.
- Berntsen informed the Board that the budget sheet actuals are a little over a month behind to accurately account for all expenses incurred during a month. This month, the budget report shows all fund balances from January 1 – April 30 and in July, the budget report will show all fund balances from January 1 – May 31.

5. AGENDA ITEMS

a. Government Training

- Tonight's training is documented.
- Meeting times will need to be scheduled with Tina Eggers for Board members Malmberg and Cha. This can be done prior to one of the Cemetery Board meetings.
- Code of Ethics has been signed by Board members.
- Reviewed process for public records.
- Reviewed process for open public meetings.
 - Regular Meetings are held at the same day, time and location.
 - Special Meetings are any meeting held outside of the regularly scheduled day, time or location.
 - Responses to emails should be to Cemetery Board Chair and staff liaisons. General information can be sent out to the whole Board but not discussed until the next Cemetery Board meeting.

Discussion, either by phone or email is considered an action of the Board.

- Reviewed process for records management.

b. Rules and Regulations Sub-Committee Update

Presented by:

Randy Darst, Chair

- Darst and Berntsen provided an update on the review of the rules and regulations by the Clerk's Office.
- Berntsen will run the Rules and Regulations revisions by the City's Risk Manager.

c. Future Expansion and Opening Section 2 at the Upper Cemetery

Presented by:

Randy Darst, Chair

- Board would like to keep this item on the agenda.
- Future expansion is an item to consider as is opening section 2 of the Upper Cemetery.
- Water drainage needs to be considered before opening section 2.
- There is potential for section 2 to have double graves.
- Board would like to have future expansion and opening section 2 at the Upper Cemetery as separate agenda items.
- Discussed need to review and increase burial fees prior to opening section 2.
- Clinton will research what may or may not be required to open section 2. Discussed whether there are capacity requirements that need to be met in section 1.
- Staff will research what it would take to expand the cemetery into the space between the Upper Cemetery and Lower Cemetery as well as the Upper Cemetery and Hillside Park.

d. GIS Sub-Committee Update

Presented by:

Randy Darst, Chair

- No update.

e. Cemetery History

Presented by:

Linda Hjelm, Board Member

- Hjelm provided background information on the history of the Cemetery and her research on how the property was acquired and became City property.
- Board is interested in developing a plan for more Cemetery space in the future.

f. 2018 Budget Review

Presented by:
Randy Darst, Chair

- Deferred until July's meeting.

g. 2017 Project List Review

Presented by:
Myron Clinton, Parks Supervisor

- Reviewed and discussed 2017 project list.
- Project list will be kept on the agenda and reviewed at future meetings.

6. OTHER BUSINESS / ANNOUNCEMENTS

a. Clinton provided an update on the Cemetery worker position and requested the Board approve an increase of \$0.50 per hour for the new worker being hired to replace Brian Fay's position.

- Motion to approve paying the Cemetery worker position \$20.00 per hour (increase of \$0.50 from previous position). Board member Hjelm **MOVED** to increase the Cemetery worker position to \$20.00 per hour, Board member Luecking **SECONDED**, and the **MOTION CARRIED 4-0**.

b. Empty position on Cemetery Board previously held by Board Member Ken Helgeson.

- Board discussed and agreed to leave the board position held by Helgeson open until the next recruitment period for Boards and Commissions. Until that time, alternate board members Malmberg or Cha will vote in this position's place.

c. Installing signs on the back of the exit gates to inform users of how to get out of the Cemetery if locked in.

- Clinton presented some draft signage and pricing for the Cemetery Board's approval.
- Motion to approve locked in signage. Board member Luecking **MOVED** to approve locked in signage, Board member Wood **SECONDED**, and the **MOTION CARRIED 4-0**.

- d. **Berntsen reported he will not attend the Cemetery Board meeting in July.**
- e. **Next Cemetery Board meeting is scheduled for Thursday, July 6th.**

7. ADJOURNMENT

Board Member Hjelm **MOVED** to adjourn at 8:51 p.m., Board Member Darst **SECONDED**, and the **MOTION CARRIED 4-0** .