



DRAFT MINUTES CEMETERY BOARD

6:30 PM - Thursday, July 6, 2017

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

Staff: Myron Clinton

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

Cemetery Partner: Allen Flintoft

Excused: Brian Berntsen, Tyler Malmberg

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order 6:33 p.m.

2. APPROVAL OF MINUTES

- a. The minutes of June 8, 2017 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Luecking **SECONDED**, and **MOTION CARRIED 5-0**.

3. AUDIENCE COMMENTS

- None.

4. REPORTS/REQUEST

a. Cemetery Partner

Presented by:

Allen Flintoft, Flintoft Representative

- Request to add fill in SE corner of Upper Cemetery for burial spaces.

b. Monthly Staff Inspection

Presented by:

Myron Clinton, Parks Maintenance Supervisor

- Clinton presented the monthly staff inspection report for July to the Cemetery Board.
- Clinton will be updating the inspection report map to correct the typo and add the columbarium.
- Board discussed moss control options.

c. Monthly Budget Report

Presented by:

Myron Clinton, Parks Maintenance Supervisor

- Clinton presented the year to date expenses, revenues and fund balance as of the end of May 2017 to the Cemetery Board.
- Clinton reminded 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 – May 31 and in August, the budget report will show all fund balances from January 1 – June 30.
- Board would like to see a detailed listing of expenses.

5. AGENDA ITEMS

a. Rules and Regulations Sub-Committee Update

Presented by:

Randy Darst, Chair

- Berntsen will run the Rules and Regulations revisions by the City's Risk Manager and send a final version out to the Cemetery Board for review and approval at its next meeting.

b. Future Expansion of Cemetery

Presented by:

Randy Darst, Chair

- Board will table this item for now until a future date.

c. Opening Section 2 of Upper Cemetery

Presented by:

Randy Darst, Chair

- Board would like to increase fees to reflect market rate for burial plots. Board would like to have this done prior to opening Section 2 of the Upper Cemetery.
- Clinton will research what may or may not be required to open section 2. Taking into consideration capacity requirements being met in section 1.

d. GIS Sub-Committee Update

Presented by:
Randy Darst, Chair

- Flintoft has hired a temporary employee to gather data.

e. Cemetery History

Presented by:
Linda Hjelm, Board Member

- Hjelm provided background information on the history of the Cemetery.

f. 2018 Budget Review

Presented by:
Randy Darst, Chair

- Board discussed increasing Professional Services from \$5,000 to \$7,500.

g. Locked in Signage

Presented by:
Myron Clinton, Parks Maintenance Supervisor

- Clinton presented the revised signage and pricing for the locked in signage to be placed on the back of the gates in the Upper and Lower Cemeteries.
- Board approved the revised language and requested staff move forward with the installation.

h. 2017 Project List Review

Presented by:
Myron Clinton, Parks Supervisor

- Board will review and discuss project list at its next meeting.

6. OTHER BUSINESS / ANNOUNCEMENTS

- a. **Clinton announced that Armando Malo is the new PTNR Cemetery worker that will be taking care the grounds.**
- b. **Next Cemetery Board meeting is scheduled for Thursday, August 3rd.**

7. ADJOURNMENT

Board Member Wood **MOVED** to adjourn at 8:07 p.m., Board Member Hjelm **SECONDED**, and the **MOTION CARRIED 5-0**.