CITY OF ISSAQUAH WASHINGTON

DRAFT MINUTES
CEMETERY BOARD

6:30 PM - Thursday, September 7, 2017
Issaquah Trails Center, 110 SE Bush St., Issaquah, WA 98027

Staff:	Brian Berntsen, Ric Patterson
Present:	Barb Wood, Linda Hjelm, Karen Luecking, Emily Cha
Cemetery Partner:	Allen Flintoft
Excused:	Randal Darst, Tyler Malmberg

1. CALL TO ORDER

a. Vice Chair Luecking called the meeting to order 6:37 p.m.

2. APPROVAL OF MINUTES

a. The minutes of August 3, 2017 were approved as written. Board member Hjelm **MOVED** to approve the minutes, Board member Wood **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- None.

4. REPORTS/REQUEST

a. Cemetery Partner
Presented by:
Allen Flintoft, Flintoft Representative

- Flintoft will dig two test graves in Section 2 of the Upper Cemetery on September 19th. The graves are being dug to evaluate and assess drainage on this site.
- Flintofts will be doing some restorative work to some grave sites in Upper Hillside Cemetery. Flintoft will coordinate and get approval for the work he is planning to do from the Park Operations division.

b. Monthly Staff Inspection
Presented by:
Brian Berntsen, Deputy Director

- Patterson provided an update on maintenance that has occurred at the Cemetery.
- A monthly staff inspection will be provided at the next Cemetery Board meeting.

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 July 2017 to the Cemetery Board.
- Board discussed process of paying bills and how best to inform the Board of payments that have been made.

5. AGENDA ITEMS

a. Opening Section 2 of Upper Cemetery
Presented by:
Brian Berntsen, Deputy Director

- Berntsen updated the Board on his research regarding whether there are any requirements to open Section 2 of the Upper Hillside Cemetery. He will continue to research and provide an update at the next meeting.
- Before opening Section 2, the Cemetery Board would like to complete the Cemetery fee assessment and propose a fee increase to City Administration.
- The Cemetery Board agrees that prior to opening Section 2 of the Upper Cemetery that a plan is needed for managing the drainage in this location.

b. Cemetery Fee Increase
Presented by:
Karen Luecking, Vice Chair

- Luecking informed the Board that this topic will be addressed at the next Cemetery Board meeting.

c. GIS Sub-Committee Update
Presented by:
Brian Berntsen, Deputy Director

- Flintoft's has hired a staff person to compile data for GIS locations of gravesites in the Upper and Lower Cemeteries.
- Darst has been receiving data and importing it into the system.

d. 2017 Project List Review
Presented by:
Brian Berntsen, Deputy Director

- Cemetery Board reviewed and discussed the project list and items to address in 2017.
- Board agreed that reviewing the project list is helpful in knowing what is being addressed as well as an estimated time for completion.
- The project list will be reviewed at each Board meeting to keep the Board up to date on the projects and their progress.

6. OTHER BUSINESS / ANNOUNCEMENTS

a. Cemetery History, Linda Hjelm
- Just about finished with the index from the Issaquah Press of people who have been buried in Hillside Cemetery.
- First issue of Issaquah Press was January 18th, 1900.

b. Update on Parks Supervisor position
- The Parks Supervisor position is currently open and Parks will fill this position as soon as possible.
- Ric Patterson, Parks and Recreation Manager, will be covering the responsibilities of this position in the interim.

c. Next Cemetery Board meeting is scheduled for Thursday, October 5th.

7. ADJOURNMENT

Board Member Cha **MOVED** to adjourn at 8:28 p.m., Board Member Hjelm **SECONDED**, and the **MOTION CARRIED 4-0**.