



## DRAFT MINUTES CEMETERY BOARD

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**6:30 PM – Thursday, December 7, 2017**  
Trails House, 110 SE Bush St., Issaquah, WA 98027

**Staff:** Brian Berntsen, Matt Mechler

**Present:** Randal Darst, Karen Luecking, Emily Cha, Tyler Malmberg

**Cemetery Partner:** Allen Flintoft (excused)

**Excused:** Barb Wood

### 1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:30 p.m.

### 2. APPROVAL OF MINUTES

- a. The minutes of November 14, 2017 were approved as written. Board member Luecking **MOVED** to approve the minutes, Board member Cha **SECONDED**, and **MOTION CARRIED 3-0**.

### 3. AUDIENCE COMMENTS

- None.

### 4. REPORTS/REQUEST

- a. **Cemetery Partner**  
Presented by:  
Allen Flintoft, Flintoft Representative
  - No update.

**b. Monthly Staff Inspection**

Presented by:

Matt Mechler, Parks Operations Supervisor

- Mechler presented the monthly staff inspection report.
- Mechler informed the Board that he will be updating the map on the inspection report.
- Sweet Gum tree in Upper Hillside Cemetery will need to be removed and will be replaced with the same species of tree.

**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 October 2017 to the Cemetery Board.
- Berntsen informed the Board that ongoing Cemetery bills are shared with Chairperson Darst as they come in. Mechler will bring hard copies of the monthly bills to the Cemetery Board meetings for review if needed.
- Board requested month to month line item breakdowns of Cemetery expenses. In 2018, month to month expenses will be reflected in the monthly budget report.

**5. AGENDA ITEMS**

**a. Opening Section 2 of Upper Cemetery**

Presented by:

Randal Darst, Chair

- Before opening Section 2 of the Upper Hillside Cemetery, the Cemetery Board would like to have the updated Cemetery Fees in place.
- The Cemetery Board agreed that prior to opening Section 2 of the Upper Hillside Cemetery that the drainage in this location needs to be evaluated.

**b. Cemetery Fee Increase**

Presented by:

Randal Darst, Chair

- Darst discussed the proposed Cemetery Fees with the Board.
- Early in 2018, staff with work with City Administration on proposing the recommended fee increases to the City Council.

**c. GIS Sub-Committee Update**

Presented by:  
Randal Darst, Chair

- Darst has been working with Flintoft on gathering Cemetery data. Darst is also working with Brian Overman, GIS Coordinator, to input the information on the City's GIS.
- Darst will be meeting with Overman tomorrow to discuss the data that has been gathered so far and will update the Board at the Board's meeting on January 4.

**d. Use of Columbarium's**

Presented by:  
Randal Darst, Chair

- Board discussed developing a plan on where columbarium's may be appropriate within the Lower Cemetery.
- Staff will conduct a site visit in January (2018) to begin developing a plan for potential columbaria sites.

**e. 2017 Project List Review**

Presented by:  
Brian Berntsen, Deputy Director

- Cemetery Board reviewed and discussed the projects list and items to address in 2017 and 2018.

**6. OTHER BUSINESS / ANNOUNCEMENTS**

**a. Next meeting is currently scheduled for January 4, 2018.**

**7. ADJOURNMENT**

Board Member Malmberg **MOVED** to adjourn at 7:35 p.m., Board Member Luecking **SECONDED**, and the **MOTION CARRIED 4-0**.