CITY OF ISSAQUAH WASHINGTON

DRAFT MINUTES
CEMETERY BOARD

6:30 PM – Thursday, March 1, 2018
Trails House, 110 SE Bush St., Issaquah, WA 98027

Staff:	Brian Berntsen, Matt Mechler
Present:	Randal Darst, Barb Wood, Karen Luecking, Emily Cha, Tyler Malmberg
Cemetery Partner:	Allen Flintoft
Excused:	

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 February 1, 2018 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Cha **SECONDED**, and **MOTION CARRIED 3-0**.

3. AUDIENCE COMMENTS

- James Adkins from Troop 709 presented two options for an Eagle Scout project to be in the Lower Hillside Cemetery.

4. REPORTS/REQUEST

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

- Repairing graves as needed.

b. Monthly Staff Inspection
Presented by:
Matt Mechler, Parks Operations Supervisor

- Mechler emailed the monthly staff inspection report out to Board members prior to the meeting.
- Mechler reviewed the monthly staff inspection report with the Board members.

c. Monthly Budget Report
Presented by:
Brian Berntsen, Deputy Director

- Berntsen presented the 2018 budget report.
- Berntsen presented the 2017 year-end 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.
- Staff will research what would be required to assess and develop a drainage plan for Section 2 of the Upper Hillside Cemetery.

b. Cemetery Fee Increase
Presented by:
Randal Darst, Chair

- Staff will work with City Administration on proposing the recommended fee increases to the City Council and report back to the Cemetery Board.

c. GIS Sub-Committee Update
Presented by:
Randal Darst, Chair

- Nothing new to report.

- 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.
- Board discussed how best to handle future tracking of sites and the need to develop a process for inputting new data once the existing data has been updated.

d. Use of Columbarium's
Presented by:
Randal Darst, Chair

- Board discussed developing a plan on where columbaria may be appropriate within the Lower Hillside Cemetery.
- Board expressed their desire to allocate funding to purchase and install a columbarium in the Cemetery's 2019 budget requests.
- Mechler and Berntsen will speak with City staff and Flintoft will reach out to one of his contacts to inquire about landscape design services for the columbaria sites discussed.
- Berntsen and Mechler provided a Power Point presentation displaying different columbaria types seen during their recent visit to Tahoma National Cemetery, Auburn Cemetery and Bellevue First Presbyterian's Memorial Garden.

e. 2018 Project List Review
Presented by:
Brian Berntsen, Deputy Director

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

6. OTHER BUSINESS / ANNOUNCEMENTS

a. Darst will be gone for the next Board meeting in April.
Luecking **MOVED** to move the next Board meeting to Monday, April 2nd, Board member Cha **SECONDED**, and the **MOTION CARRIED 4-0**.

b. Darst will be gone for the May Board meeting.
Luecking **MOVED** to move the next Board meeting to Thursday, May 17th at 3:30 p.m. meeting in the Lower Cemetery, Board member Wood **SECONDED**, and the **MOTION CARRIED 4-0**.

c. Board and Commission recruitments currently taking place.

d. Discussion on Eagle Scout presentation and proposed project.

e. Issaquah Historical Society thinking about holding an event in the Lower Hillside Cemetery on the evening of October 27th.

f. Next Board meeting is currently scheduled for April 2, 2018.

7. ADJOURNMENT

Board Member Wood **MOVED** to adjourn at 8:43 p.m., Board Member Cha **SECONDED**, and the **MOTION CARRIED 4-0**.