



## DRAFT MINUTES CEMETERY BOARD

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**6:30 PM – Monday, June 7, 2018**

Parks and Recreation Administration Building, 115 SE Bush St., Issaquah, WA 98027

**Staff:** Brian Berntsen, Matt Mechler

**Present:** Randal Darst, Barb Wood, Mara Swensen, Fred McWhirter

**Cemetery Partner:** Allen Flintoft

**Excused:** Karen Luecking, Emily Cha

### 1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:30 PM.
- b. Berntsen introduced new Board Members.
- c. Elect Chair and Vice Chair.
  - Board member McWhirter **MOVED** to elect Darst as Chair, Board member Wood **SECONDED**, and **MOTION CARRIED 4-0**.
  - Board member McWhirter **MOVED** to elect Wood as Vice Chair, Board member Darst **SECONDED**, and **MOTION CARRIED 4-0**.
- d. Update Cemetery Board contact list.
  - Berntsen updated the Cemetery Board contact list and will distribute to Cemetery Board members.

### 2. APPROVAL OF MINUTES

- a. The minutes of May 17, 2018 were approved as written. Board member Swensen **MOVED** to approve the minutes, Board member McWhirter **SECONDED**, and **MOTION CARRIED 4-0**.

### 3. AUDIENCE COMMENTS

- None

#### 4. REPORTS/REQUEST

##### a. Cemetery Partner

Presented by:

Allen Flintoft, Flintoft Representative

- Board requested that when presenting items for approval that information be provided as early as possible to assist with decisions that need to be made.
- Flintoft reported that repair work was done in the Upper Hillside Cemetery prior to Memorial Day.

##### 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.
- Mechler reported that a new seasonal employee, Mathew Aultman, has been hired to work at the Cemetery and will work through December 7<sup>th</sup>.

##### c. Monthly Budget Report

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented the 2018 budget report.
- Board discussed water use and expense for 2018. Board agreed to conserve water usage within the Lower Hillside Cemetery.

#### 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.
- Mechler will have a quote for Geo Tech work and drainage plan for the next Board meeting.

**b. Cemetery Fee Increase**

Presented by:  
Randal Darst, Chair

- Berntsen to provide an update on the Cemetery Fee increase process at the next Board meeting.

**c. GIS Sub-Committee Update**

Presented by:  
Randal Darst, Chair

- Nothing new to report.

**d. Use of Columbarium's**

Presented by:  
Randal Darst, Chair

- Board has a couple locations they would like considered for adding a Columbarium.
- Board expressed their desire to allocate funding to purchase and install a columbarium in the Cemetery's 2019 budget requests.
- Board would like to limit potential Columbarium site location to Lower Hillside Cemetery.
- Berntsen and Mechler will speak with the Park Planner regarding designing a Columbarium space. Darst and Wood are willing to work with the Park Planner on developing a design.

**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.
- Board discussed walling around the front bed and sign at the entrance to Lower Hillside Cemetery.
- Board member Wood **MOVED** to allocate up to \$1,200 (not to exceed) to purchase materials to construct walling around the front entrance bed and sign of the Lower Hillside Cemetery, board member Swensen **SECONDED** and the **MOTION CARRIED 4-0**

**6. OTHER BUSINESS / ANNOUNCEMENTS**

- a. Next Board meeting is currently scheduled for July 5, 2018 at 6:30 PM in the Parks and Recreation Administration Building.

**7. ADJOURNMENT**

Board Member McWhirter **MOVED** to adjourn at 8:07 p.m., Board Member Swensen **SECONDED**, and the **MOTION CARRIED 4-0**.