CITY OF ISSAQUAH WASHINGTON

DRAFT MINUTES
CEMETERY BOARD

6:30 PM – Thursday, July 5, 2018
Parks and Recreation Administration Building, 115 SE Bush St., Issaquah, WA 98027

Staff:	Brian Berntsen, Matt Mechler
Present:	Randal Darst, Barb Wood, Karen Luecking, Emily Cha
Cemetery Partner:	Allen Flintoft
Excused:	Fred McWhirter, Mara Swensen

1. CALL TO ORDER

a. Chairperson Darst called the meeting to order at 6:32 PM.
b. Cha serving in absence of regular member.

2. APPROVAL OF MINUTES

a. The minutes of June 7, 2018 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Cha **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

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

- Flintoft requested that Park Operations provide some additional fill material within the Upper Hillside Cemetery to level out a small area to accommodate an additional four to five grave sites.
- Board member Luecking **MOVED** to approve enhancing the area adjacent to the buffer in Section 1 (row 24 through row 27 grave 21) of the Upper Hillside Cemetery to allow for an additional four to five grave sites, Board member Wood **SECONDED**, and the **MOTION CARRIED 4-0**.
- Flintoft requested Park Operations assistance with the removal of a large rock within a burial plot within the Upper Hillside Cemetery.

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 monthly budget report.
- Cemetery Board reviewed invoices presented by Mechler.

5. AGENDA ITEMS

a. Clerk's Office Presentation (I/D)
Presented by:
Tina Eggers, City Clerk

- Eggers presented on the Open Government Training Act (RCW 42.56/IMC 1.28)
- Code of Ethics acknowledgment can be found at Issaquahwa.gov/ethics.

b. 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 a drainage plan for the next Cemetery Board meeting.

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

- Cemetery Board discussed and agreed to submitting the proposed Cemetery Fee increases with the 2019 budget requests that, upon Council approval, will make the new fees effective January 1, 2019.

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

- Nothing new to report.

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

- Board has a couple location 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.
- Darst and Wood are willing to assist with developing a design for a new columbarium. Staff will be reviewing the revised Park Strategic Plan and speaking with Administration to assure the addition of a new columbarium lines up with park standards and processes.

f. 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. Next Board meeting is currently scheduled for August 2, 2018 at 6:30 PM in the Parks and Recreation Administration Building.

b. Brian Berntsen will not be in attendance for the meeting on August 2, 2018.

c. Effective July 5, 2018, the Cemetery Board will hold its regular meetings at the Parks and Recreation Administration Building, 115 SE Bush Street, Issaquah, WA.

d. Mechler provided an update on the irrigation motor replacement with gaskets at Upper Hillside Park.

- Board Member Darst **MOVED** to approve spending up to $2,500 (not to exceed) for replacing the motor and gaskets (including installation) at the Upper Hillside Cemetery, Board Member Cha **SECONDED**, and the **MOTION CARRIED 4-0**.

e. Mechler shared that one of the memorial benches located within Upper Hillside Cemetery was bumped during mowing.

7. ADJOURNMENT

Board Member Wood **MOVED** to adjourn at 8:30 p.m., Board Member Cha **SECONDED**, and the **MOTION CARRIED 4-0**.