



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, August 2, 2018

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

Staff: Matt Mechler

Present: Randal Darst, Barb Wood, Karen Luecking, Emily Cha, Fred McWhirter, Mara Swenson

Cemetery Partner: Not Present

Excused: Brian Berntsen, Allen Flintoft

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:29 PM.

2. APPROVAL OF MINUTES

- a. The minutes of July 5, 2018 were approved as written. Board member Luecking **MOVED** to approve the minutes, Board member Cha **SECONDED**, and **MOTION CARRIED 6-0**.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

a. Cemetery Partner

No Report

b. Monthly Staff Inspection

Presented by:
Matt Mechler, Park 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:
Matt Mechler, Park Operations Supervisor

- Mechler presented the 2018 monthly budget report.
- Cemetery Board reviewed invoices presented by Mechler.

d. Eagle Scout Bench Revision Plan

Presented By: James Atkins

- James Atkins presented a revision to the approved Civil War Veterans bench plan for the Lower Hillside Cemetery. Due to funding challenges a new proposed plan of installing a columnar basalt monument with the names of the Civil War Veterans was discussed. The monument would have the same inscription as the bench plan and be placed in a location approved by the city and Flintofts.
- Board member McWhirter **MOVED** to approve the design, installation and modified plan of the Civil War monument, Board member Luecking **SECONDED**, and the **MOTION CARRIED 6-0**.

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 in the 2019 budget.
- 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 presented information for Geo Tech work and a drainage plan for the Upper Hillside Cemetery. Several options were discussed from a basic design to a more detailed engineer design. Mechler will work with the Geo

Tech company to acquire bids on the different options available and present the bids to the board for approval at the next meeting.

b. GIS Sub-Committee Update

Presented by:
Randal Darst, Chair

- No update to report

c. Use of Columbarium's

Presented by:
Randal Darst, Chair

- Wood provided information from Pacific Coast Memorials to refurbish the older columbarium in section 3 at the Lower Hillside Cemetery. There is potential to install granite faces on the sides and top of the old columbarium to have it match the new columbarium.
- Darst discussed that Hillside Park is being considered for a master site plan in 2019. The master site plan would need council approval before moving forward. The Hillside Park Master Site plan would include both cemeteries as well as Hillside Park. Future columbarium locations could be included in the master site plan.
- A conceptual plan of a columbarium wall near the Veterans section provided by Flintoft was discussed.

d. 2018 Project List Review

Presented by:
Matt Mechler, Parks Operations Supervisor

- Mechler 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 September 6, 2018 at 6:30 PM in the Parks and Recreation Administration Building.
- b. 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.

7. ADJOURNMENT

Board Member McWhirter **MOVED** to adjourn at 7:55 p.m., Board Member Wood **SECONDED**, and the **MOTION CARRIED 6-0**.