



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, September 6, 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, Fred McWhirter, Mara Swenson (Absent)

Cemetery Partner: Allen Flintoft (Absent)

Excused:

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. The minutes of August 2, 2018 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member McWhirter **SECONDED**, and **MOTION CARRIED 5-0**.
- b. Cha is voting in place of Board member Swenson.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

a. Cemetery Partner

No Report

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler verbally reviewed the monthly staff inspection report with the Board members.
- Mechler discussed and shared pictures of the completed walling project by the sign at the front entrance of the Lower Hillside Cemetery.

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. 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.
- Berntsen and 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 engineered design.
- Board member Luecking **MOVED** to approve spending \$6,000 (not to exceed) for a first phase of a Geo Tech assessment of drainage options by Golder and Associates of the Upper Hillside Cemetery Section II, Board member Cha **SECONDED**, and the **MOTION CARRIED 5-0**.

b. GIS Sub-Committee Update

Presented by:

Randal Darst, Chair

- Board discussed GIS process.

c. Use of Columbarium's

Presented by:
Randal Darst, Chair

- Wood provided information from Pacific Coast Memorials to refurbish the older columbarium area in section 3 of the Lower Hillside Cemetery. There is potential to install granite faces on the sides and top of the old columbarium to have it match a new columbarium.
- Board agreed that they are working toward two goals, one to add a columbarium and two, to harmonize the space where the existing columbaria are located within the Lower Hillside Cemetery.

d. 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 October 4, 2018 at 6:30 PM in the Parks and Recreation Administration Building.

7. ADJOURNMENT

Board Member McWhirter **MOVED** to adjourn at 7:37 p.m., Board Member Wood **SECONDED**, and the **MOTION CARRIED 5-0**.