CITY OF ISSAQUAH WASHINGTON

DRAFT MINUTES
CEMETERY BOARD

6:30 PM – Thursday, November 1, 2018
Parks and Recreation Administration Building, 115 SE Bush St., Issaquah, WA 98027

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

1. CALL TO ORDER

a. Vice-Chairperson Wood called the meeting to order at 6:35 PM.

2. APPROVAL OF MINUTES

a. The minutes of September 6, 2018 were approved as written. Board member Cha **MOVED** to approve the minutes, Board member Luecking **SECONDED**, and **MOTION CARRIED 4-0**.
b. Cha will be voting in place of Board member Swenson.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

a. Cemetery Partner

- Flintoft discussed an area of concern within the Lower Hillside Cemetery.

- Flintoft shared a location within the Upper Hillside Cemetery in Section 1 that he would like to have a plot.
- Flintoft has spoken with Dar Webb about developing a Master Site Plan for design consistency within the Lower Hillside Cemetery.

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:
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 the Upper Hillside Cemetery
Presented by:
Brian Berntsen, Deputy Director

- Berntsen reviewed the Board's desire to have the updated Cemetery fees in place before opening Section 2 of the Upper Hillside Cemetery and that the updated Cemetery Fees have been included as part of the 2019 budget process.
- Berntsen reviewed the Boards desire to evaluate the drainage in Section 2 of the Upper Hillside Cemetery prior to opening this area for burials.
- Berntsen and Mechler presented the drainage concepts developed by Golder Associates Inc. for Upper Hillside Cemetery Section 2.
- Board discussed value of connecting the piping installed by Flintoft to the proposed drainage.
- Staff will seek bids for the drainage work and will bring the bids to the Cemetery Board for review.
- Board discussed what the timing could be for opening Section 2 within the Upper Hillside Cemetery and agreed to discuss this topic at its next Board meeting.

b. GIS Sub-Committee Update
Presented by:
Brian Berntsen, Deputy Director

- No update to report

c. Use of Columbarium's
Presented by:
Brian Berntsen, Deputy Director

- Wood has been working with 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 would like to discuss the merits of a master site plan to drive design consistency within Lower Hillside Cemetery and for future columbaria locations.
- Board discussed future Master Site planning for all of the land associated with Hillside Park, including both cemeteries.

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 December 6, 2018 at 6:30 PM in the Parks and Recreation Administration Building.
b. Wood informed the Board that the Issaquah History Museum held two historical walks through the Lower Hillside Cemetery last Saturday.
c. Board recognized Board member Luecking for the many years of service that she has provided to the City of Issaquah on the Cemetery Board.

7. ADJOURNMENT

Board Member Luecking **MOVED** to adjourn at 7:45 p.m., Board Member McWhirter **SECONDED**, and the **MOTION CARRIED 4-0**.