



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, December 6, 2018

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

Staff: Brian Berntsen

Present: Randal Darst, Barbara Wood, Emily Cha, Mara Swenson
(Absent)

Cemetery Partner: Allen Flintoft

Excused: Matt Mechler, Fred McWhirter

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. The minutes of November 1, 2018 were approved as written. Board member Cha **MOVED** to approve the minutes, Board member Wood **SECONDED**, and **MOTION CARRIED 3-0**.
- b. Cha will be voting in place of Board member Luecking who is no longer on the Board and the position is vacant.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

- a. Cemetery Partner

- South East area of Section 1 within the Upper Hillside Cemetery is too steep to dig graves. Park Operations staff will research short term options with Flintofts. This area will be called out during the Master Site Planning process for Hillside Park.
- Would like to consider relocating irrigation piping on the East side of Section 1 within the Upper Hillside Cemetery to accommodate additional grave sites.
- Flintoft was informed that work is not allowed within the buffer zones.

b. Monthly Staff Inspection

Presented by:

Brian Berntsen, Deputy Director

- Mechler emailed the monthly staff inspection report out to Board members prior to the meeting.
- Berntsen 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.

5. AGENDA ITEMS

a. Opening Section 2 of the Upper Hillside Cemetery

Presented by:

Randy Darst, Chair

- Berntsen reviewed the Board's desire to have the updated Cemetery fees in place before opening Section 2 of the Upper Hillside Cemetery.
- Berntsen reviewed the Boards desire to evaluate the drainage in Section 2 of the Upper Hillside Cemetery prior to opening this area for burials.
- Board discussed value of connecting the piping installed by Flintoft to the proposed drainage.
- Staff is working on 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.

b. GIS Sub-Committee Update

Presented by:
Randy Darst, Chair

- No update to report

c. Use of Columbarium's

Presented by:
Randy Darst, Chair

- 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 on the top of the old columbarium to have it match a new columbarium.
- Board discussed future Master Site Planning for all 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 January 3, 2019 at 6:30 PM in the Parks and Recreation Administration Building.
- b. Mayor Pauly is planning on attending the February 7th Cemetery Board Meeting.
- c. Board thanked Mathew Altman, Cemetery seasonal worker, for the great work he did at both cemeteries this past year.

7. ADJOURNMENT

Board Member Wood **MOVED** to adjourn at 7:41 p.m., Board Member Cha **SECONDED**, and the **MOTION CARRIED 3-0**.