



## DRAFT MINUTES CEMETERY BOARD

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**6:30 PM – Thursday, January 3, 2019**

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

**Staff:** Jeff Watling, Brian Berntsen, Matt Mechler

**Present:** Randal Darst, Barbara Wood, Fred McWhirter, Mara Swenson (Absent)

**Cemetery Partner:** Allen Flintoft

**Excused:** Emily Cha

### 1. CALL TO ORDER

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

### 2. APPROVAL OF MINUTES

- a. The minutes of December 6, 2018 were approved as written. Board member McWhirter **MOVED** to approve the minutes, Board member Wood **SECONDED**, and **MOTION CARRIED 3-0**.

### 3. AUDIENCE COMMENTS

- None

### 4. REPORTS/REQUEST

#### a. Cemetery Partner

- Increased number of sales in December.
- Would like to have a discussion on half graves within Lower Hillside Cemetery during the Spring walk-through.

**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.
- Park staff will investigate the Lower Hillside Cemetery entrance gate that is not closing at night.

**c. Monthly Budget Report**

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented the 2018 monthly budget report.
- Board requested that Parks staff move forward with an AB and Ordinance to increase the Cemetery fees as proposed by the Board.

**5. AGENDA ITEMS****a. 2019 Cemetery Workplan**

Presented by:

Jeff Watling, Director

- Watling discussed establishing an agreement with the Cemetery partner, Flintofts.
  - Important part of developing this this agreement will be to define the operations and maintenance responsibilities, the fiscal relationship between the City of Issaquah and the Cemetery Board Partner and to plan for the long-term care of the Cemetery.
  - Goal is to have a draft document done mid-year for the Board's review.
- Watling discussed the 2019 budget appropriation for a columbarium within the Lower Hillside Cemetery.
  - Cemetery Board has the flexibility to install a columbarium within the Lower Hillside Cemetery.
- The 2019 budget has funding available for some site planning work within the Cemetery itself as well as Hillside Park overall.
  - Important part as it pertains to the Cemetery Board and drafting the agreement will be to do some site planning within the boundaries of both the Lower and Upper Hillside Cemeteries.

- As this planning occurs, it is a high priority for the City to keep the neighbors and community informed.

**b. Use of Columbarium's**

Presented by:

Randy Darst, Chair

- Wood informed the Board that Pacific Coast Memorials has provided a bid for a 48-niche columbarium.
- Board agreed to discuss this topic more at their next meeting.

**c. 2018 Project List Review**

Presented by:

Brian Berntsen, Deputy Director

- Berntsen reviewed and discussed the projects list and items to address in 2019 with the Cemetery Board.

**6. OTHER BUSINESS / ANNOUNCEMENTS**

- a. Next Board meeting is currently scheduled for February 7, 2019 at 6:30 PM in the Parks and Recreation Administration Building.
- b. Mayor Pauly is planning on attending the February 7<sup>th</sup> Cemetery Board Meeting.
- c. Berntsen shared a thank you letter from James for the Cemetery Board's support and assistance with completing his Eagle Scout project.

**7. ADJOURNMENT**

Board Member Wood **MOVED** to adjourn at 7:36 p.m., Board Member McWhirter **SECONDED**, and the **MOTION CARRIED 3-0**.