



MINUTES CEMETERY BOARD – Special Meeting

2:00 PM – Thursday, April 4, 2019

Upper Hillside Cemetery Section 1, Issaquah WA

Staff: Brian Berntsen, Matt Mechler

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

Cemetery Partner: Allen Flintoft

Excused:

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 2:07 p.m.

2. APPROVAL OF MINUTES

- a. The minutes of March 7, 2019 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member McWhirter **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

- a. **Cemetery Partner**
Presented by:
Allen Flintoft, Flintoft Representative

- Flintoft showed the Cemetery Board the site planned for leveling and turf improvements within the Upper Hillside Cemetery this Spring using a three-way soil mix. Board agrees with this improvement being made.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Park Operations Supervisor

- Cemetery Board walked both the Upper and Lower Hillside cemeteries and discussed maintenance work that has been completed by the Park Operations division and maintenance items to address in the future.

c. Monthly Budget Report

Presented by:

Brian Berntsen, Deputy Director

- Cemetery Board discussed operations and maintenance needs along with capital projects that will require budget decisions for the Board in the future.

5. AGENDA ITEMS

a. Hillside Upper and Lower Cemetery Walking Tour

Presented by:

Brian Berntsen, Deputy Director

Matt Mechler, Park Operations Supervisor

- Cemetery Board conducted a walking tour of both the Upper and Lower Hillside cemeteries.

b. Additional Half Row within Lower Hillside Cemetery Section 3

Presented by:

Allen Flintoft, Flintoft Representative

- Cemetery Board discussed Flintoft's desire to add a half row of grave sites within Section 3 of the Lower Hillside Cemetery.
- Board member Darst **MOVED** to approve an additional half row within Section 3 of the Lower Hillside Cemetery once the proposed cemetery fee increases have been implemented later this year, Board member Cha **SECONDED**, and **MOTION CARRIED 4-0**.

c. Lower Hillside Cemetery Columbaria Architectural Review

Presented by:

Allen Flintoft, Flintoft Representative

- Cemetery Board reviewed, discussed and provided input on the columbaria architectural design within the Lower Hillside Cemetery.
- Flintoft will work with the Landscape Architect to incorporate Board's input into the design.

6. OTHER BUSINESS / ANNOUNCEMENTS

- a. Next Board meeting is currently scheduled for May 2, 2019 at 6:30 p.m. in the Parks and Recreation Administration Building.
 - Board agreed to cancel the May meeting.
- b. June Cemetery Board meeting is scheduled for June 6, 2019 at 6:30 p.m. in the Parks and Recreation Administration Building.
 - Board agreed to move the June 6 meeting to June 13 at the same time and location.

7. ADJOURNMENT

Board Member McWhirter **MOVED** to adjourn at 3:26 p.m., Board Member Cha **SECONDED**, and the **MOTION CARRIED 4-0**.