



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, July 11, 2019

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

Staff: Brian Berntsen, Matt Mechler

Present: Randal Darst, Barbara Wood, Fred McWhirter, Jim Daniel, Anthony Bolton, Jean McMullan

Cemetery Partner: Allen Flintoft

Excused:

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. The minutes of June 13, 2019 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member McMullan **SECONDED**, and **MOTION CARRIED 5-0**.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

a. Cemetery Partner

- Flintoft reported that he has been meeting with Dar Webb to discuss Columbaria concepts.

- Flintoft reported that he is working to get cost estimates for the Lower Hillside Cemetery Columbaria conceptual design.
- Flintoft discussed composting.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler presented the monthly staff inspection report to Board members.
- Mechler reviewed the monthly staff inspection report with Board members.

c. Monthly Budget Report

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented the 2019 monthly budget report.

5. AGENDA ITEMS

a. Columbarium within Lower Hillside Cemetery

Presented by:

Brian Berntsen, Deputy Director

Allen Flintoft, Flintoft Representative

- Flintoft discussed the architectural concepts for the Columbaria area within the Lower Hillside Cemetery.

b. Upper Hillside Cemetery Section 2

Presented by:

Brian Berntsen, Deputy Director

- Berntsen discussed developing a schematic design for the Upper Hillside Cemetery and approval to spend \$6,500 for an architect to draft the design.
- Board member Daniels **MOVED** to approve spending up to \$6,500 to develop schematic design options for Upper Hillside Cemetery to maximize capacity, Board member McWhirter **SECONDED**, and the **MOTION CARRIED 5-0.**

c. 2019 Project List Review

Presented by:

Brian Berntsen, Deputy Director

- Berntsen reviewed the 2019 project list.

6. OTHER BUSINESS / ANNOUNCEMENTS

- a. Next Board meeting is currently scheduled for August 1, 2019 at 6:30 p.m. in the Parks Administration Building.

7. ADJOURNMENT

Board Member McWhirter **MOVED** to adjourn at 7:47 p.m., Board Member Bolton **SECONDED**, and the **MOTION CARRIED 5-0**.