



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, August 1, 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 (absent), Jim Daniel, Anthony Bolton, Jean McMullan

Cemetery Partner: Allen Flintoft

Excused:

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:37 p.m.

2. APPROVAL OF MINUTES

- a. The minutes of July 11, 2019 were approved as written. Board member Daniel **MOVED** to approve the minutes, Board member Wood **SECONDED**, and **MOTION CARRIED 5-0**.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

a. Cemetery Partner

- Reports within Agenda item a.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler presented and reviewed the monthly staff inspection report.
- Mechler reported that the Cemetery seasonal employee has taken another job. Staff is recruiting a replacement for this position working within the Lower and Upper Hillside cemeteries.

c. Monthly Budget Report

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented and reviewed 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 reported that he has been meeting with Dar Webb to refine the design for a Columbaria within the Lower Hillside Cemetery that the Board has reviewed and provided input on.
- Flintoft reported that he is working on developing cost estimates for constructing a Columbaria within the Lower Hillside Cemetery. Once estimates are created, they will be brought and presented to the Board for review, discussion and input.

b. Upper Hillside Cemetery

Presented by:

Brian Berntsen, Deputy Director

- Berntsen updated the Board on Cemetery planning including, schematic design options for Upper Hillside Cemetery, partnership agreement, proposed fee increases and survey work that is currently being done within the Upper Hillside Cemetery.
- Berntsen informed the Board members that there will be discussion on these items at the September and October Board meetings.

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 September 5, 2019 at 6:30 p.m. in the Parks Administration Building.
- b. Neighborhood meeting to discuss planning work being done in the Cemeteries to be held on Tuesday, August 27th at 6:00 p.m. in the Gibson Park Shelter.
- c. Darst will not be attending the October 3, 2019 Cemetery Board meeting.
- d. Wood will not be attending the October 3, 2019 Cemetery Board meeting.

7. ADJOURNMENT

Board Member McMullin **MOVED** to adjourn at 7:12 p.m., Board Member Bolton **SECONDED**, and the **MOTION CARRIED 5-0**.