



## DRAFT MINUTES CEMETERY BOARD

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**6:30 PM – Thursday, December 5, 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, Anthony Bolton, Jim Daniel, Jean McMullan

**Cemetery Partner:** Allen Flintoft

**Excused:**

**Unexcused:**

### 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 November 7, 2019 were approved as written. Board member Darst **MOVED** to approve the minutes, Board member McWhirter **SECONDED**, and **MOTION CARRIED 5-0**.

### 3. AUDIENCE COMMENTS

- None

### 4. REPORTS/REQUEST

#### a. Cemetery Partner

- Sold another bench along Section 3 in the LHC. Board supports location of the new bench.

- Sold another bench in the Veteran's Section.

**b. Monthly Staff Inspection**

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler presented the monthly staff inspection.

**c. Monthly Budget Report**

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented and reviewed the 2019 monthly budget report.

**5. AGENDA ITEMS**

**a. Construction and Installation of New Columbarium within Lower Hillside Cemetery**

Presented by:

Brian Berntsen, Deputy Director

Allen Flintoft, Flintoft Representative

- No new information, topic not discussed.

**b. Burial Assistance Program**

Presented by:

Brian Berntsen, Deputy Director

- Watling updated the Board on the budget discussions with Council regarding the proposed Cemetery Fee Increases and Burial Assistance Program. Both these items will be going before Council on January 6, 2020.
- Watling facilitated a Burial Assistance Program discussion with the Cemetery Board.
- Board discussed the level of assistance that should be provided, what the program should apply to, the qualifications for the program and what the application and approval process should be.

Board member Darst **MOVED** to support the Burial Assistance Program as presented and discussed at the December 5<sup>th</sup> Cemetery Board meeting, 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 January 2, 2020 at 6:30 p.m. in the Parks Administration Building.

Board member Daniel **MOVED** to move the January 2, 2020 Cemetery Board meeting to January 9, 2020, Board member Darst **SECONDED**, and the **MOTION CARRIED 5-0**.

**7. ADJOURNMENT**

Board Member Wood **MOVED** to adjourn at 8:01 p.m., Board Member Bolton **SECONDED**, and the **MOTION CARRIED 5-0**.