



DRAFT MINUTES CEMETERY BOARD – Special Meeting

6:30 PM – Thursday, January 9, 2020

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 (Absent)

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 December 5, 2019 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Bolton **SECONDED**, and **MOTION CARRIED 5-0**.

3. AUDIENCE COMMENTS

- Cory Christensen commented that the Cemetery needs a Cemetery plan and that it should include an environmental component.

4. REPORTS/REQUEST

a. Cemetery Partner

- No report.

b. Monthly Staff Inspection

Presented by:
Matt Mechler, Park Operations Supervisor

- Mechler verbally presented the monthly staff inspection.
- Decorations within the Cemetery will begin getting picked-up the week of January 20th.
- Davis Door will be coming out tomorrow to fix the Lower Hillside Cemetery Gates.

c. Monthly Budget Report

Presented by:
Brian Berntsen, Deputy Director

- Berntsen presented and reviewed the 2019 monthly budget report.
- 2020 budget report will be presented to the Board in February.

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. Cemetery Planning

Presented by:
Brian Berntsen, Deputy Director

- Board discussed the need to develop mission, vision and values statements.
- Board discussed setting Cemetery goals.
- Board discussed developing capital needs and prioritization.
- Board agreed to discuss these planning items further at their meeting in February.

c. 2019 Project List Review

Presented by:
Matt Mechler, Park Operations Supervisor

- Mechler reviewed the 2020 project list.

6. OTHER BUSINESS / ANNOUNCEMENTS

- a. Next Board meeting is currently scheduled for February 6, 2020 at 6:30 p.m. in the Parks Administration Building.
- b. Issaquah Parks, Recreation and Community Services
- c. Jim Daniels will not be able to attend the February Cemetery Board meeting.
- d. Board recruitment and expiring terms.
 - Board Member McWhirter term expires 2020.
 - Vacant Alternate position.

7. ADJOURNMENT

Board Member Bolton **MOVED** to adjourn at 7:35 p.m., Board Member McWhirter **SECONDED**, and the **MOTION CARRIED 5-0**.