



DRAFT MINUTES CEMETERY BOARD DRAFT

6:30 PM – Thursday, February 6, 2020

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

Staff: Brian Berntsen, Matt Mechler

Present: Randal Darst, Barbara Wood, Fred McWhirter, Jean McMullan

Cemetery Partner: Allen Flintoft

Excused: Jim Daniel, Anthony Bolton

Unexcused:

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:33 p.m.

2. APPROVAL OF MINUTES

- a. The minutes of January 9, 2020 were approved as written. Board member McWhirter **MOVED** to approve the minutes, Board member McMullan **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- Cory Christensen provided comments on potential Cemetery activities and the Cemetery being used as a park space.

4. REPORTS/REQUEST

a. Cemetery Partner

- No report.

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 will present the 2020 monthly budget report at the March Cemetery Board meeting.

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. Opening Section 2

Presented by:
Allen Flintoft, Flintoft Representative

- Board discussed defining an area within Section 2 of the Upper Hillside Cemetery to open for sale.

c. Cemetery Goals

Presented by:
Brian Berntsen, Deputy Director

- Board discussed developing mission, vision and values statements.
- Board discussed setting Cemetery goals, developing capital needs and prioritization.
- Board discussed establishing a sub-committee to begin developing these items for the Cemetery Board to review.

d. 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 March 5, 2020 at 6:30 p.m. in the Parks Administration Building.
- b. Board recruitment and expiring terms.
 - Application for City Boards and Commissions closes on February 29th.
 - Board Member McWhirter's term expires April 2020.
 - Vacant Alternate position.

7. ADJOURNMENT

Board Member McWhirter **MOVED** to adjourn at 7:38 p.m., Board Member McMullan **SECONDED**, and the **MOTION CARRIED 4-0**.