

**CITY OF ISSAQUAH  
Cemetery Board**

6:30 PM  
October 7, 2021

Virtual Meeting.

**MINUTES**

Alternate Meeting Format: On March 6, 2020 the Mayor declared a civil emergency due to the outbreak of novel coronavirus (COVID-19). On March 24, 2020 the Governor issued Proclamation 20-28 relating to the COVID-19 emergency and open public meetings. The proclamation has been extended. Due to these factors, the meeting was held using a remote meeting platform.

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*

Randal Darst, Chair  
Cyndy Lipe  
Jean McMullan  
Barbara Wood  
Anthony Bolton

*Administration/Staff:*

Kirsten Chapman, Parks Operations Manager

**CALL TO ORDER**

The meeting was called to order at 6:33 PM.

**APPROVAL OF MINUTES**

- a) Minutes of September 2, 2021

The minutes were approved as presented.

**AUDIENCE COMMENTS**

John Terpin, PTNR/seasonal employee with the Parks Department, attended as an audience member. John is the dedicated worker at the Cemetery and the Board thanked him for his efforts that are much appreciated!

**REPORTS / REQUESTS**

- a) **Cemetery Partner Report (I)**

*Presented by:*

*Allen Flintoft, Flintoft Representative*

Flintoft spent time assisting the sub-committees/working groups this past month.

- b) **Monthly Staff Inspection and Project Updates (I)**

*Presented by:*

*Kirsten Chapman, Parks Operations Manager*

Mechler is on vacation. Chapman presented the reports as compiled by Mechler.

- Staff repaired potholes along the edge of the road with cold mix;

- Irrigation is off for the season;
- The sani-can has been requested to be removed.

c) **Monthly Budget Report (I)**

*Presented by:*

*Kirsten Chapman, Park Operations Manager*

Chapman presented the budget, current as of September 28, 2021. Chapman answered board member question related to B&O taxes paid that was posed at the previous meeting.

Board Member Wood asked whether water expenditures could be waived; Chapman to follow up.

## AGENDA ITEMS

a) **Approval of Cemetery Fund Warrants, (A)**

The fund warrants were reviewed. Board Member Bolton moved to approve the fund warrants. The motion was seconded by Board Member Lipe. The motion passed 5-0.

b) **Report from Sub-Committees/Working Groups, (I)**

- Columbaria Committee reported that past concepts for new columbaria have been located and will be distributed for discussion at a future board meeting.

*Presented by:*

*Board Members Bolton and Wood*

- Family Plot Committee reported that there are two base options. Requested to meet on site with Mechler and Flintoff to review boundaries along the treed buffer and will report back to the Board.

*Presented by:*

*Board Members Lipe and McMullan*

## OTHER BUSINESS / ANNOUNCEMENTS

**The next Board meeting is scheduled for November 4th at 6:30 p.m. via Webex.**

## ADJOURNMENT

The meeting was adjourned at 7:20 PM.