

**CITY OF ISSAQUAH  
Cemetery Board**

6:30 PM  
November 4, 2021

Virtual Meeting

**MINUTES**

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*

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

*Administration/Staff:*

Kristen Chapman, Parks Operations Manager

**CALL TO ORDER**

The meeting was called to order at 6:35 PM.

Due to the Governor's Proclamation 20-28 related to the COVID-19 emergency and open public meetings, this meeting is being held remotely.

**Join by Computer**

- Webex Events [attendee meeting link](#)
- If needed, meeting password is 98027
- Access [Webex Guidelines](#)

**Join by Phone**

- Call 1-206-207-1700, enter meeting number (access code) 2491 756 3537#.

If planning to make verbal comments, please email [kirstenc@issaquahwa.gov](mailto:kirstenc@issaquahwa.gov).

Submit written comments to [cemeteryboard@issaquahwa.gov](mailto:cemeteryboard@issaquahwa.gov).

**APPROVAL OF MINUTES**

- a) Minutes of [October 7, 2021]  
The minutes were approved as presented.

**AUDIENCE COMMENTS**

No audience present.

**REPORTS / REQUESTS**

- a) **Cemetery Partner Report**  
*Presented by:*  
*Allen Flintoft, Flintoft Representative*  
*Flintoft was not in attendance for this meeting.*

**b) Monthly Staff Inspection**

*Presented by:*

*Matt Mechler, Parks Operations Supervisor*

*Mechler reports that staff will be removing dead flowers left on headstones. Mechler is also seeking an updated bid from the contractor for repairs to the gate. It has been difficult to locate available contractors for comparison quotes.*

**c) Monthly Budget Report**

*Presented by:*

*Kirsten Chapman, Parks Operations Manager*

*Chapman presented the monthly budget report.*

**AGENDA ITEMS****a) Approval of Cemetery Fund Warrants**

No fund warrants have been received over the preceding month.

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

- *Columbaria Committee report*

*Presented by:*

*Board Members Bolton and Wood*

- *Family Plot Committee report*

*Presented by:*

*Board Members Lipe and McMullan*

*Board Members Bolton and Wood reviewed the available columbaria concept drawings with the Board. The Board discussed elements they prefer from each concept and their maintenance concerns.*

*Board Members Lipe and McMullan met on site with Mechler to look at possible locations for family plots. They plan to provide photos and maps for review at the next meeting.*

**OTHER BUSINESS / ANNOUNCEMENTS****ADJOURNMENT**

The meeting was adjourned at 7:35 PM.

**INQUIRIES**