

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
August 4, 2022

Virtual Meeting

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Randal Darst, Chair
Jean McMullan
Barbara Wood

Administration/Staff:

Rick Still, Parks Operations Manager
Matt Mechler, Parks Operations Supervisor

Guests

Allen Flintoff

The State of Washington and the City of Issaquah continue to have a declared emergency due to the COVID-19 pandemic. Under Chapter 115, Laws of 2022 (ESHB 1329), the City of Issaquah has determined that an in person meeting cannot be held with reasonable safety. Due to these factors, 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) #2499 415 8014

If planning to make verbal comments, please email ricks@issaquahwa.gov. Submit written comments to cemeteryboard@issaquahwa.gov.

CALL TO ORDER

Chair Randy Darst called the meeting to order at 6:32pm.

APPROVAL OF MINUTES

- a) Minutes of July 7, 2022 meeting.

Chair Randy Darst invited Board members to review the minutes and ask any questions or make comments. Board Member Barbara Wood made a motion to approve the minutes, Chair Randy Darst seconded, and the minutes were approved unanimously with no edits.

AUDIENCE COMMENTS

There were no audience comments.

REPORTS / REQUESTS

- a) **Cemetery Partner Report**

Presented by:
Allen Flintoff, Flintoff Representative

Business Partner Allen Flintoff provided an update on maintenance work that needs to be made in the cemetery.

b) Monthly Staff Inspection

Presented by:
Matt Mechler, Parks Operations Supervisor

Parks Operation Supervisor Matt Mechler reviewed the monthly reports from the Upper and Lower Hillside Cemetery, noting additional maintenance work that was identified. No major issues were noted, regular irrigation and maintenance are being conducted. There were several irrigation breaks, caused by vehicles driving off the roadway, that were repaired this week.

c) Monthly Budget Report

Presented by:
Rick Still, Parks Operations Manager

Parks Operations Manager Rick Still provided an update on the operations budget providing clarification and distinction between the operational budget and the capital budget.

AGENDA ITEMS

a) Approval of Cemetery Fund Warrants, (A)

Presented by:
Rick Still, Parks Operations Manager

Chair Randy Darst made a motion to approve the warrants as presented in the agenda packet, Board Member Jean McMullan seconded. The warrants were approved unanimously.

b) Hillside Park Update (I)

Presented by:
Jennifer Fink, Park Planner & Project Administrator

Park Planner Jennifer Fink provided an update on the Hillside Park project that includes a play area. Updates included:

- Timeline and information on the Community Engagement that was conducted since 2021
- Process and work around mitigating the identified wetland in the area
- Information heard during Community Engagement
- Concept design proposed
- Next steps, including preferred design, permitting process and construction timeline.

Board Members asked questions and provided feedback on the project, including ways in which to minimize the impact and conflict between cemetery participants and users of the newly created trail in the cemetery buffer area.

c) Fee Schedule - Proposed Fee Increase by 7% (D)

Presented by:
Rick Still, Parks Operations Manager

Parks Operations Manager Rick Still provided an overview of the proposed fee increases of 7% for 2023 and invited Board Members to provide input and asked whether they would be in favor of

recommending the increase proposed. Board Members were supportive of bringing the proposed fee increases for approval at the next Board meeting and recommended that future proposed increases to be discussed annually with the Board.

d) **Draft Proposed Cemetery Budget 2023-2024 (D)**

Presented by:

Rick Still, Parks Operations Manager

Parks Operations Manager Rick Still provided an overview of the proposed budget for 2023-2024 to include a 5% increase for the PTNR position, and a 3% increase from 2023 to 2024. The capital projects are included within the operating budget due to the Cemetery Fund not having a Capital Budget. Board Members asked for clarifications and provided input on the proposed budget.

e) **Capital Improvement Plan Update (I)**

Presented by:

Rick Still, Parks Operations Manager

Parks Operations Manager Rick Still discussed the upcoming work on the Capital Improvement Plan and future updates proposed to the Board.

Board Members expressed interest in formally approving the contracted work proposed for the capital projects.

Chair Randy Darst made a motion to approve the project contract with Eastside Consultants for the survey work, not to exceed \$6,500. Board Member Jean McMullan seconded. Motion passed unanimously.

Chair Randy Darst made another motion to enter in a contract with Dar Webb Landscape Architects to refine the Lower Hillside schematic design for a contract not to exceed \$5,500. Board Member Barbara Wood seconded. Motion passed unanimously.

f) **Boards and Commission Review (D)**

Presented by:

Rick Still, Parks Operations Manager

Parks Operations Manager Rick Still summarized a plan for the review process to be completed in the upcoming months, highlighting that staff will conduct research and return to the Board with additional information to help Board Members in making a recommendation. Rick Still invited Board Members to provide input and ask questions. Board members suggested that providing a summary of the history of the board and the relationship with the Mayor over the years would be helpful.

OTHER BUSINESS / ANNOUNCEMENTS

Next meeting date: October 13, 2022

Next meeting location: Steelhead Room

ADJOURNMENT

Meeting adjourned at 7:51pm