

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
November 3, 2022

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Randal Darst, Chair
Jean McMullan
Barbara Wood

Administration/Staff:

Jeff Watling, Parks and Community Services
Director
Rick Still, Parks Operations Manager
Matt Mechler, Parks Operations Supervisor

CALL TO ORDER

Chair Randy Darst called the meeting to order at 6:31pm.

APPROVAL OF MINUTES

- a) The minutes of October 13, 2022 were approved as written. Board member McMullan **MOVED** to approve the minutes, Board member Wood **SECONDED**, and **MOTION CARRIED** 3-0

AUDIENCE COMMENTS

None

REPORTS / REQUESTS

- a) **Cemetery Partner Report**
No Flintoft Representative was in attendance and no written report was provided.

- c) **Monthly Staff Inspection**
Presented by:
Matt Mechler, Parks Operations Supervisor

Mechler reviewed his monthly staff inspection report. Parks Operations staff will assist Cemetery PTNR John next week in a special clean up prior to Veterans Day. PTNR John Mills last day will be November 9, 2022. Matt presented three different mole control proposals. The Board members expressed agreed that a monthly service for the entire upper cemetery would be best for the maintenance operations.

- d) **Monthly Budget Report & Proposed 2023-2024 Budget Review**
Presented by:
Rick Still, Parks Operations Manager

Still reviewed the monthly financial report, which is year to date through the end of October. Still reviewed the 2023-3024 Cemetery Budget. The new two-year budget cycle was clarified. .

AGENDA ITEMS

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

Board member Wood **MOVED** to approve the warrant, Board member McMullan **SECONDED**, and **MOTION CARRIED** 3-0

b) **Capital Improvement Plan Update (D)**

Presented by:

Rick Still, Parks Operations Manager

Still informed the Board that he passed on the questions and comments to the landscape architect, otherwise there was no additional update.

c) **Boards and Commissions Review**

Presented by:

Jeff Watling, Director of Parks & Community Services

Rick Still, Parks Operations Manager

Watling let the Board members through a discussion of the State Law, Issaquah Municipal Code (IMC) and the City's financial policies on warrants approval process. There is no legal reason for the Board to approve the Cemetery Fund Warrants. There was a desire of the Board to continue to participate warrant review in some way to assure the Cemetery Funds are being spent appropriately.

Watling led a discussion regarding the frequency of the Cemetery Board meetings. The IMC currently allows for meeting "as necessary, but no less frequent than once every 2 months". The question asked was "Could the Board perform their work when meeting on a quarterly basis?" The frequency could continue "as necessary but no less than quarterly". During Capital Improvement Projects, there may be a need to meet more than quarterly.

The Board would like to see proposed written changes to the IMC prior to making any decisions on recommendations to the Mayor.

OTHER BUSINESS / ANNOUNCEMENTS

Next meeting December 1, 2022, Steelhead Room 235 First Ave SE, Issaquah WA 98027.

ADJOURNMENT

The meeting was adjourned at 7:28 PM.