

**CITY OF ISSAQUAH  
Cemetery Board**

6:30 PM  
September 7, 2023

Virtual Meeting

**MINUTES**

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*  
Jean McMullan  
Barbara Wood, Acting Chair  
Charlie Kinnune

*Administration/Staff:*  
Rick Still, Parks Operations Manager

**CALL TO ORDER**

**APPROVAL OF MINUTES**

- a) The Minutes of August 3, 2024, and were approved as written. Board member McMullan **MOVED** to approve the minutes, Board member Kinnune **SECONDED**, and **MOTION CARRIED** 3-0

**AUDIENCE COMMENTS**

**REPORTS / REQUESTS**

- a) **Cemetery Partner Report**  
*Presented by:*  
*Allen Flintoft, Flintoft Representative*

No Report

- c) **Monthly Staff Inspection**  
*Presented by:*  
*Rick Still, Parks Operations Manager*

Mr. Still stated that the cemetery inspections performed by Parks Operations Supervisor Mechler findings were reported Flintoft's.

- d) **Monthly Budget Report**  
*Presented by:*  
*Rick Still, Parks Operations Manager*

Mr. Still reviewed the YTD financial reports and stated that with no seasonal salary there are just normal expenditures, like utilities and portable toilet costs.

**AGENDA ITEMS**

- b) **Cemetery Fees - Annual Fee Review**  
*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still stated that the Board requested an annual review of the cemetery fees. He reviewed the options regarding the fees: 1. Leave the fees as they are, 2. Increase the fees up to 4.6%, which is the CPI allowed, or 3) Increase the fees by 4.6% but round down to the nearest "0" or "5" number for Flintoft's easier accounting.

Board member Kinnune **MOVED** to "recommend to the Mayor of Issaquah that a 4.6% fee increase to all cemetery fees, rounded down, as listed in the packet", Board member McMullan **SECONDED**, and **MOTION CARRIED** 3-0

c) **Hillside Park Improvements - Trail through edge of Upper Cemetery**

*Presented by:*

*Rick Still, Parks Operations Manager*

Board member Wood updated the other board members of the items discussed at the neighborhood environmental meeting: trail alignment, visual screening, "be respectful to people in the cemetery" type of signage.

Mr. Still mentioned direction was provided to the landscape architect to include in the project specifications that the trail alignment design build process would include review by the Cemetery Board.

d) **Capital Improvement Plan Update**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still showed photos of the forms for the columbaria prepared by parks operations staff. He stated that the concrete should be poured next week, the Columbaria has been ordered through Pacific Coast Memorials for \$51,975, and that the landscape plants order will be ready for a fall planting.

Cemetery Fund - Interest Earned

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still informed the Board that Director Watling met with the Finance Director. He was assured that the finance staff are working on the complex issue of getting to the correct interest earned on the cemetery fund.

**OTHER BUSINESS / ANNOUNCEMENTS**

Mr. Still shared two upcoming events that the Board may be interested in: "Belonging begins with us" September 8, at the Issaquah Community Center and Welcoming Week – addressing housing disparities in Eash King County, September 15 in Redmond.

The next Cemetery Board meeting will be held on November 9 in the Steelhead Room at the 235 building.

**ADJOURNMENT**

The meeting was adjourned at 7:15 PM.