

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
February 1, 2024

Virtual Meeting

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:
Randal Darst, Chair
Barbara Wood
Charlie Kinnune

Administration/Staff:
Rick Still, Parks Operations Manager

CALL TO ORDER

Board Chair Darst called the meeting to order at 6:30 PM.

2024 Tentative Cemetery Board Schedule

APPROVAL OF MINUTES

- a) Minutes of November 9, 2023
The Minutes of November 9, 2023, and were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Kinnune **SECONDED**, and **MOTION CARRIED** 3-0

AUDIENCE COMMENTS

REPORTS / REQUESTS

- a) **Cemetery Partner Report - No Report in Packet**
Presented by:
Allen Flintoft, Flintoft Representative
Mr. Flintoft reviewed the 2023 Year End Financial Report.
Mr. Flintoft presented Variances for bench locations and potential one-half row of approximately 15 half graves. It could be called Row 9.5.
The Board would like to see both the bench locations and any potential one-half rows identified on a map, a marked aerial photo would be fine, for the Board to consider the impacts.
- c) **Monthly Staff Inspection**
Presented by:
Rick Still, Parks Operations Manager

Mr. Still reviewed the inspection reports highlighting that the columbaria planting that was installed and all the great work the cemetery part-time staff is accomplishing: many hours of leaf removal from the turf and even more hours of invasive plant removal and woodchip spreading along the cemetery perimeter over the past four months.
- d) **Monthly Budget Report**
Presented by:
Rick Still, Parks Operations Manager

Mr. Still reviewed the monthly budget report stating that it is basically a year-end report, since it is current as of January 25, 2024. There may be some adjustments to the actual numbers but there shouldn't be any surprises. Half of the columbaria installation cost will be taken out of 2023 budget and the other half out of the 2024 budget.

AGENDA ITEMS

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

Presented by:

Rick Still, Parks Operations Manager

Mr. Still presented the update on the columbaria project. He mentioned that the "barrier" planting was installed. He mentioned that since publishing the agenda he was informed that the Columbaria is at our suppliers, and they are working to schedule the installation. Additionally, Mr. Still reviewed the potential Return on Investment (ROI) of the current columbaria project. The unknown is how quickly the columbaria niches will sell for which year the revenue is received. An estimated potential ROI is just over \$216,000. There was a discussion regarding how the new benches could be utilized.

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

Presented by:

Rick Still, Parks Operations Manager

Mr. Still reviewed a section of the Hillside Park Improvements permit drawings noting the items of interest (trail alignment review with contractor and buffer planting along the cemetery edge) from the August 3, 2023, Board Meeting were addressed, as highlighted in the packet.

d) **Cemetery Fund - Interest Earned - No Update**

Presented by:

Rick Still, Parks Operations Manager

2024 Religious & Cultural Holidays Calendar

Presented by:

Rick Still, Parks Operations Manager

Mr. Still reviewed the 2023 Religious & Cultural Holidays calendar in the packet. He noted that if there is Board meeting in October, rather than it being held on the regularly scheduled 1st Thursday of the month, October 3rd it would need to be changed to a "special" meeting on October 10, 2024, due to the cultural holiday.

OTHER BUSINESS / ANNOUNCEMENTS

Mr. Still announced that it is time for Board Recruitment. Please seek out and have potential candidates apply. Board member Wood stated she would not attend the March meeting.

ADJOURNMENT

The meeting was adjourned at 7:40 PM.