

**CITY OF ISSAQUAH  
Cemetery Board**

5:00 PM  
August 8, 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

**SPECIAL MEETING**

*Please note, this agenda also serves as the special meeting notice pursuant to RCW 42.30.080.*

**CALL TO ORDER**

Board Chair Darst called the meeting to order at 5:01 PM.

2024 Tentative Cemetery Board Schedule

**APPROVAL OF MINUTES**

- a) Minutes of July 11, 2024

The Minutes of July 11, 2024, 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**

*Presented by:*

*Allen Flintoft, Flintoft Representative*

Cemetery Partner was not represented. The Board reviewed the year-to-date Sales Report.

- b) **Consideration of Cemetery Waiver Requests, (A)**

- Lower Cemetery Section 1 - Half Rows & 2 Bench Locations

*Presented by:*

*Allen Flintoft, Flintoft Representative*

Cemetery Partner was not represented. Mr. Still reviewed the proposed waivers reminding the Board that the Board visited these locations with Mr. Flintoft at our June meeting which was a cemetery walkthrough.

Board member Wood **MOVED** to approve the waivers Lower Cemetery Section 1 - Half Rows & 2 Bench Locations: The new Half Rows to be named 3.5, 6.5, and 8.75. The graves would be 40 inches wide and approximately 4 feet in length. The total number of new ½ graves would be near 75; and Bench placements at Lower Hillside Cemetery to allowed in Section 1, Row 1B, Graves 19 & 20, in front of the Yew Tree, and Section 1, Row 14, Graves 24.5 & 25; Board

member Kinnune **SECONDED**, and **MOTION CARRIED** 3-0

c) **Monthly Staff Inspection (D)**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still reviewed the staff inspection report.

d) **Monthly Budget Report (D)**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still A provided the monthly budget report at the meeting and identified the gate repair cost listed in line item "48" repairs and maintenance.

## AGENDA ITEMS

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

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still reviewed the Cemetery Board's priorities established at the July board meeting.

**The Cemetery Board would like to focus future capital priorities as follows:**

- 1) Building out Lower Hillside Cemetery columbarium per design and approved plan.**
- 2) Mapping grave sites/GIS.**
- 3) Monuments for rows and sections.**
- 4) Upper Hillside Cemetery columbarium in section 2, area A. Then area C near cul-de-sac.**

Cost estimates, potential return on investments (ROI) need to be determined and then identifying potential years they could be completed would be the next steps to finalize the long-term capital plan.

**Review Inventory of Cemetery Lots (D)**

*Presented by:*

*Allen Flintoft, Flintoft Representative*

Cemetery Partner was not represented. The Board would like to have clarification on the cemetery lot listing presented. There may need to have a format change to make the information more understandable. The next Review of Inventory of Cemetery Lots is scheduled for the November meeting. Board Chair Darst will contact the Cemetery Partner to provide direction to seek clarity on the report.

c) **Proposed 2025-2026 Budget (D, A)**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still reviewed the proposed budget stating that the part-time salary has previously been listed with the hourly rate total. To make the budget more accurate the salary line item also includes the benefits costs because these are paid and accounted for in the monthly budget

reports. The professional services line item includes for additional survey work of the lower cemetery to create “polygons” or rectangles for each gravesite. The result will provide a GIS map of the gravesites like the upper cemetery maps. This along with the gravesite data will provide accurate visual reference of 1) gravesite available, 2) gravesite purchased, and 3) gravesite interred; as well as storing the deed information, customer information, and burial information. There is a future possibility that a third-party vendor software could be used for online cemetery data look up (people can find the loved one’s gravesite online).

Board member Kinnune **MOVED** to recommend to the Mayor the 2025-2026 Cemetery Budget as presented in the packet, Board member Wood **SECONDED**, and **MOTION CARRIED 3-0**

d) **Hillside Park Cemetery - Fees (D, A)**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still presented the 3.83% allowed fee increase to the Board. For financial ease, the numbers were rounded down to the nearest 5 or 0. The Board would like to have a better understanding of the two new bench fees prior to establishing those.

Board member Darst **MOVED** to recommend to the Mayor the “rounded” down fees as presented in the packet, except for the new bench fees, Board member Kinnune **SECONDED**, and **MOTION CARRIED 3-0**

e) **Interest Earned on Cemetery Fund (D)**

The Board discussed the necessity to have the interest earned on the Cemetery Fund to be allocated back to the Fund. With a modest interest rate, the Cemetery Fund could be growing by \$30,000 or more each year. The future plan is to utilize the interest earned on the fund to pay for the cemetery maintenance once all the gravesites have been sold and no new revenue is available.

Board member Wood **MOVED** to have Board Chair Darst write a letter to the Mayor requesting that the interest earned on the Cemetery Fund be allocated to the Cemetery Fund, Board member Kinnune **SECONDED**, and **MOTION CARRIED 3-0**

#### **OTHER BUSINESS / ANNOUNCEMENTS**

- 1) Mr. Still provided a copy of a request for the Cemetery Board to attend a special meeting of all Board and Commission members to discuss and provide recommendations on the City’s Strategic Plan. Mr. Still wanted to discuss this item prior to forwarding the email without any context. The Board can review a presentation made to the City Council by the Strategic Plan Task Force and RSVP for the meeting to be held on September 19<sup>th</sup> at the Pickering Barn.
- 2) Mr. Still informed the Board that the Hillside Park construction is in the start-up phase, currently “mobilizing” equipment and installing silt fence around the perimeter of the project area. The contractor will have the trail through the buffer between the Upper Cemetery and the neighborhood homes identified and ready for the Cemetery Board’s review by August 29<sup>th</sup>. The Board requested that a special meeting of the Cemetery Board to be held at 4 PM on August 29 starting at the Upper Cemetery. Senior Park Planner Julie Cassata will attend the meeting to walk the Board through the proposed trail alignment.
- 3) The Cemetery Board will not meet at their regular meetings on September 5<sup>th</sup> nor October 3<sup>rd</sup>. The next Cemetery Board meeting will be held on November 7<sup>th</sup>.

#### **ADJOURNMENT**

The meeting was adjourned at 6:00 PM.



**CITY OF ISSAQUAH  
Cemetery Board**

4:00 PM  
August 29, 2024

Virtual Meeting

**MINUTES**

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*

Randal Darst, Chair  
Jean McMullan  
Barbara Wood

*Administration/Staff:*

Julie Cassata, Senior Park Planner  
Robin Spear, Park Planning and Development  
Manager

**SPECIAL MEETING**

*Please note, this agenda also serves as the special meeting notice pursuant to RCW 42.30.080.*

**Location:** *The meeting will be held at the Upper Cemetery, 16 Mount Olympus Drive SW, Issaquah WA 98027.*

*This will be a walking tour of the proposed trail alignment through the buffer zone between the homes and the cemetery.*

*Parking is limited. Carpooling is suggested. It is recommended that attendees wear appropriate footwear.*

**CALL TO ORDER**

Chair Darst called the meeting to order at 4:04 PM.

**AGENDA ITEMS**

- a) **Hillside Park Improvements - Onsite Review of the Proposed Trail Alignment through the buffer zone between the homes and the cemetery.**

*Presented by:*

*Julie Cassata, Senior Parks Planner*

Ms. Cassata reviewed details of the trail to be located in the 50' buffer along the cemetery westerly boundary. The Board walked the length of the proposed trail which was flagged and staked identifying the trail location and potentially dangerous trees that may need to be removed. Ms. Cassata discussed the landscape planting that will be installed to serve as a visual barrier in area where the trail is more exposed to the cemetery and neighboring houses. The Board was satisfied with the alignment of the proposed trail as staked and flagged onsite.

Board member Wood **MOVED** to approve the trail alignment as staked and flagged, Board member McMullan **SECONDED**, and **MOTION CARRIED 3-0**

**ADJOURNMENT**

The meeting was adjourned at 4:53 PM.

**INQUIRIES**