

**CITY OF ISSAQUAH
Cemetery Board**

5:00 PM
February 5, 2026

MINUTES

Steelhead Room, 235 1st Ave.
SE, Issaquah

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Randal Darst, Chair
Barbara Wood, Co-Chair
Jean McMullan
Charlie Kinnune
~~Tamara Rees~~

Administration/Staff:

Rick Still, Assistant Director, Parks &
Community Services

Alternate:

Ian Breuser
Jeff Heller

CALL TO ORDER

Board Chair Darst called the meeting to order at 5:02 PM

APPROVAL OF MINUTES

- a) Board member Kinnune moved to approve the Minutes of December 4, 2025, as presented and Board member McMullan seconded. The minutes were approved 5-0.

AUDIENCE COMMENTS

REPORTS / REQUESTS

- a) **Cemetery Partner Report**

Presented by:

Allen Flintoft, Flintoft Representative

Mr. Flintoft presented the 2025 Year-End Cemetery Available Graves, Cemetery Sales and Graves Sold Reports. The last of the preapproved bench locations will be taken with the last bench purchase.

- b) **Monthly Staff Inspection**

Presented by:

Rick Still, Assistant Director, Parks & Community Services

Mr. Still presented the cemeteries inspection forms: noting that the cemeteries were mowed in January and will likely be mowed again in February; roadway moss was removed, sunken gravesites were reported to Flintoft's and the cemetery name signs were refurbished.

- c) **2025 Year-End Budget Report**

Presented by:

Rick Still, Assistant Director, Parks & Community Services

Mr. Still presented the Year-End Financial Report. He mentioned that the net revenue to expenditure should grow the fund balance by approximately \$75,000. The part-time labor is lower than expected due to staff hiring issues, next year should be closer to the budgeted amount. The other two main expenses were the GIS survey work and the purchase of a new exit gate that was damaged in the bomb cyclone wind event.

AGENDA ITEMSa) **Cemetery Board Workplan Schedule 2026**

Presented by:

Rick Still, Assistant Director, Parks & Community Services

Mr. Still presented the proposed 2026 Workplan schedule. To fulfill the IMC requirements, the Board would meet in February, May, June, August and October to take care of business as presented.

Chair Darst led a discussion of different items the Board could work on in 2026:

1. Find and map proposed preapproved bench locations throughout both cemeteries. Board members McMullan and Darst will meet on site with Mr. Flintoft and Mr. Still to prepare a list of proposed bench locations to present to the Board at the May meeting.\
2. Gravesite location identifiers – Best locations for gravesite maps and row indicators.
3. Review the 10-year Capital Improvement Plan (CIP) to determine if additional CIP design work needs to be performed for future projects.

OTHER BUSINESS / ANNOUNCEMENTS

Board member applications are due February 15, 2026

Board member interviews will be held March 12, 2026, 4pm to 8pm. Board members Darst and Kinnune will join Mr. Still on the interview panel.

Chair Darst suggested that Director Watling attend a future meeting to introduce himself to the new Board members.

ADJOURNMENT

The meeting was adjourned at 5:41 PM.