



**Cemetery Board  
Regular Meeting  
February 10, 2026 - 2:00 PM  
Cemetery Office, Arrangement Room**

**AGENDA**

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**CALL TO ORDER**

**PUBLIC PARTICIPATION**

- A. The Mountain View Cemetery Board Meeting scheduled for Tuesday, February 10, 2026, at 2:00 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253 215-8782

Toll Free: 835-704-23498

Zoom: <https://us06web.zoom.us/j/83570423498>

**ROLL CALL**

**AGENDA MODIFICATIONS**

**PUBLIC COMMENT**

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 2:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Immer Chevalier, Cemetery Manager

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Immer Chevalier, Cemetery Manager

Fax number: 253-802-0923

Email written comments to: [ichevalier@auburnwa.gov](mailto:ichevalier@auburnwa.gov)

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 2:00 p.m. on the day before the scheduled meeting. Participants can

request accommodation to be able to provide a remote oral comment by contacting Immer Chevalier in person, by phone 253-931-3009, or by email ([ichevalier@auburnwa.gov](mailto:ichevalier@auburnwa.gov)).

## **APPROVAL OF MINUTES**

- A. Review of Minutes — Minutes from Meeting on October 14th, 2025

## **UNFINISHED BUSINESS**

- A. 10th Addition Project Construction Update
- B. Approved New John Deere Gator
- C. Lakehaven Utility District Bills

## **NEW BUSINESS**

- A. Seasonal Employment
- B. Tree Removal
- C. ForestWalk III Pond Issues
- D. Holiday Wreaths Sale
- E. New John Deere Mower

## **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

- A. Budget Update - October-December 2025, January 2026

## **DISCUSSION ITEMS**

- A. Manual of Policies and Procedures — Section 1000, Subject 200, Title 20
- B. Updated Definition of Japanese American Descendants for Pioneer Cemetery
- C. Marker Policy Review
- D. Outside Marker Policy Review

## **SCHEDULE FOR UPCOMING MEETINGS**

- A. Next Meeting — Tuesday, April 14th, 2026 at 2:00 p.m.

## **ADJOURNMENT**

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

Review of Minutes — Minutes from Meeting on October 14th, 2025

**Meeting Date:**

February 10, 2026

**Department:**

Parks, Arts & Recreation

**Attachments:**

Minutes 10.14.2025

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



**Cemetery Board  
Regular Meeting  
October 14, 2025 - 2:00 PM  
Cemetery Office, Arrangement Room**

**MINUTES**

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**CALL TO ORDER**

- The Cemetery Board meeting of Tuesday, October 14th, 2025 was called to order by Judi Roland at 2:00pm.

**PUBLIC PARTICIPATION**

- There was no public participation.

**ROLL CALL**

- Members present: Judi Roland, Bridget Jones, Tim Pierce and Jeanne Hicks
- Member excused: Robert Rakos
- Staff present: Immer Chevalier and April Shank Cerio

**AGENDA MODIFICATIONS**

- There were no modifications to the agenda.

**AUDIENCE PARTICIPATION**

- There was no audience participation.

**APPROVAL OF MINUTES**

A. Review of Minutes - Minutes from Meeting on August 12th, 2025

- Minutes from meeting on August 12th, 2025 were reviewed, no corrections or additions were made and was unanimously passed to approve as printed.

**UNFINISHED BUSINESS**

#### A. 10th Addition Project Update

- CornerStone Construction & Landscaping started the last week of September with dropping off equipment for the 10th addition project. They have been working about 3 days per week and coordinating around the cemetery's service schedule which has been working well. It is estimated to take 30 days to complete. Grading has been completed and lines have been laid out for the irrigation. They communicate with Lead Maintenance worker Zach for the irrigation details, as he is the main irrigation worker for the cemetery. They will provide a drawing to show where all the lines are so it is known for the future. Landscaping will also be added to the back areas. The plan is to be able to sell property in this area in 2026.

#### B. New Upright Monument Pond Area

- As mentioned before, upright monument plots in the cemetery are running low. Staff have already created the new 9B area that has 14 plots, of which two sold immediately, and the same family has a couple more on hold. This newest area is over by ForestWalk and Child's Place and near where the Easter Sunrise service is held. These will be side-by-side plots. The last couple of months, staff have been working on this area, removing the fence and planted several trees, shrubs and spread bark to beautify the area. This new area will have 34 plots and a family is already interested in three.
- Comment from the board - It would be nice at one of the future Spring board meetings a tour could be given of the cemetery, so the board can see where all of these sections are located. All agreed.

#### C. New John Deere Gator Request

- A budget amendment must be made to make a purchase of equipment. There was communication with the City's financial analyst to determine if there were enough funds for the purchase. It was agreed that the cemetery has the funds for this purchase. The proposal was sent to the finance department for review, and they added in the appropriate accounts. Then this is given to the Director for review and all gets submitted to Finance. This was done by October 3rd and will be submitted to the Council for review and approval. This will be for a 2026 John Deere HPX815E Diesel Gator which costs \$17,000 plus tax. The request is for \$19,000 for the purchase.
- Question from the board - Does the cemetery have other gators to use? Yes, 2 additional besides the current one that needs replaced. The one needing replaced is 20 years old and having a lot of issues.

#### D. Seasonal Help

- The cemetery had 2 seasonal workers this year. They both started at the end of April. One finished in August to pursue his nursing career. The second will be finished on October 24th, and he already has another seasonal position lined up with the City of Federal Way. They were both a huge help to the staff, and they will be missed.
- Question from the board - Is it difficult to find seasonal help? It's not hard; sometimes 35 applications are submitted, which then get narrowed down to 10–15 to call. They get 40 hours a week and are paid \$21.00-\$22.00 per hour.
- Question from the board - So seasonal work doesn't really go by seasons, it goes by months? Yes. We try to hire them in Springtime, so they are here through Summer to Fall.

## **NEW BUSINESS**

### **A. Lakehaven - High Water Charges**

- The cemetery has two irrigation meters. Several months ago, one meter had a leak which was fixed and was discussed in a previous meeting. The most recent water bill showed a big increase in the other meter, which gave a concern that there could be a new water leak. To be proactive, a June - September report was requested from LakeHaven to see the hour-by-hour usage. You can see in the report the usage goes up and down throughout the day. This was discussed with the Lead Maintenance worker Zach to see if this was normal, and yes, it is as different irrigation zones go off at different times. The conclusion was there is no leak as the irrigation has been on all summer due to no rain and LakeHaven did have an increase in rates this year.
- Question from the board - How much was the bill? \$27,000 for the one irrigation meter. Which is about \$7,000 more compared to 2024 for the same time period.
- Question from the board - Does the City have a contractual relationship with the water district at all? No, the cemetery only has LakeHaven because of geographics, and is not in the City of Auburn water area. Is there a discount? No.

## **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

### **A. Expenditure Status Report to September 2025**

- This report is for 1/1/2025 - 9/30/2025. Accounts are divided by administration and operations. The administration side is for credit card fees, licenses and salaries. The office supplies account is very small, and we only buy what is needed. Professional services is for security and pest control. The main accounts to keep eyes on in operations are the supplies account and the professional services accounts. Recently, finance has made changes to the coding for items that have always been coded to supplies. Now things like equipment repairs, tree cutting, TruGreen, marker trimming and porta potty

servicing are being coded to professional services. This is the budget from 2025-2026 and, since then the changes have started. Don't pay too much attention to the individual amounts but the overall total. There will be a lot of movement in the numbers, so that is why you see a lot of money in one account and the other shows overdrawn. The cemetery is at about 67% of the budget, which is good.

- Question from the board - Will the accounts be changed after the first of the year? They should be changed in the next budget update. Everything has to be in the right place to know exactly how much in each area.
- Question from the board - Is the new gator accounted for in these numbers ? No, that is what the budget amendment was for.
- Question from the board - Are these all the expenses? No. Is there a reserve amount for the cemetery when there is no more income coming in? Yes, this is an endowed care cemetery. When property is purchased, families pay 10% additional and the funds are placed in an account for future need. This started in the 70's or 80's. When there is no more property to sell, those funds will be utilized to pay for repairs, water and any employees still needed for services and maintenance. Are these funds invested? Yes, and finance is in charge of this account.

**B. Budget Update - August to September 2025**

- August and September's revenues were pretty close to normal for both months. The cemetery's overall revenue is up 10% compared to 2024. More plots have been sold, but marker sales overall are down compared to last year.

<b>Cemetery Sales</b>	<b>August</b>	<b>September</b>
Month-To-Date Receipts	\$187,490.08	\$152,342.51
Ground Plots	9	10
Cremation Plots	1	2
Niches	8	3
ForestWalk Ossuary		
Extended Land Use	6	
Markers	10	17

Graves	10	12
Markers	10	17
Niches	8	3
<b>Total Placements</b>	<b>19</b>	<b>25</b>
Cremation	10	17
Ground Burial	9	8

## **DISCUSSION ITEMS**

### **A. Proposed Changes to the Cemetery Board Rules of Procedure**

- During a recent training with the City Clerk's office, it was brought to attention that the Cemetery's Manual of Policies and Procedures had not been updated in 20 years. Looking over pages one and two, the first paragraph needs to be adjusted that the cemetery meetings are held every 'even' month as well as held virtually. The Order of Business should include all items that are used in the current agendas.
- Comment/suggestion from the board - Go ahead and make the appropriate changes and present again to the board at the next meeting and then to the city clerk. Further changes/additions to these policies can be made in steps and if it takes awhile, that is ok. As a suggestion, at the first board meeting of the year, this could be reviewed to see if any changes need to be made.

### **B. Review Update to Marker Policy and Proposed Outside Marker Sales Policy**

- The Board reviewed and approved the Marker Policy on April 8th, 2025. A new 'Outside Marker Sales Policy' draft has been created for the Board to review. Once this new document has been approved, the Marker Policy's date will be updated with a line added to #9 - Refer to the Outside Marker Sales Policy.
- Some suggested changes by the board on the new 'Outside Marker Sales Policy' include: Under the title 'Online Orders' - Have it say: Online/Non-Local Orders, Remove the line - 'The cemetery does not accept online orders for Upright Monuments'. This may just add confusion, as the cemetery will not directly accept any style of online order. The policy clarifies that a family must receive their online order directly and then coordinate with the cemetery for delivery.
- It may be good to add a line that states that the cemetery reserves the right on a case-by-case basis to reject an order.
- The board suggested making the changes and presenting this policy again at a future meeting.

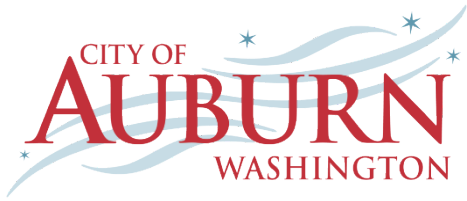
## **SCHEDULE FOR UPCOMING MEETINGS**

- A. Next Meeting - Tuesday, December 9th, 2025 at 2pm

## **ADJOURNMENT**

- The meeting was adjourned by Judi Roland at 3:21pm.





**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

Budget Update - October-December 2025, January 2026

**Meeting Date:**

February 10, 2026

**Department:**

Parks, Arts & Recreation

**Attachments:**

Oct - Dec. 2025, Jan 2026  
Cemetery Sales

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**

**MOUNTAIN VIEW CEMETERY  
CEMETERY SALES  
OCTOBER – DECEMBER 2025**

<b>Cemetery Sales</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Year Totals</b>
Month-To-Date Receipts	\$176,394.71	\$154,256.67	\$173,588.06	\$2,242,363.10
Ground Plots	13	13	10	173
Cremation Plots	2	2		38
Niches	7	5	4	56
ForestWalk Ossuary			1	3
Extended Land Use	2	4	2	20
Markers	10	6	10	130

Graves	15	15	10	211
Markers	10	6	10	130
Niches	7	5	5	59

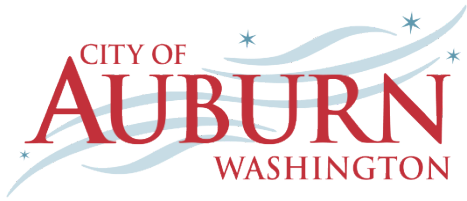
<b>Total Placements</b>	<b>29</b>	<b>22</b>	<b>21</b>	<b>283</b>	<b>100%</b>
Cremation	15	14	14	143	51%
Ground Burial	14	8	7	140	49%

## JANUARY 2026

Cemetery Sales	January
Month-To-Date Receipts	\$266,444.51
Ground Plots	21
Cremation Plots	1
Niches	8
ForestWalk Ossuary	2
Extended Land Use	2
Markers	12

Graves	22
Markers	12
Niches	10

<b>Total Placements</b>	<b>30</b>
Cremation	16
Ground Burial	14



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

Manual of Policies and Procedures — Section 1000, Subject 200, Title 20

**Meeting Date:**

February 10, 2026

**Department:**

Parks, Arts & Recreation

**Attachments:**

Board Meetings .

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



MANUAL OF POLICIES AND PROCEDURES Mountain View Cemetery Board Auburn, <del>Washington</del> <a href="#">Washington</a>		Date February 8, 2000 Page 2 of 22
Section	1000 Administration	Number 1220
Subject	200 Board Operations	
Title	20 Bylaws	
	<p><del>C.</del> <u>Correspondence/Public Input Roll Call</u></p> <p><del>D.</del> <u>Agenda Modifications</u></p> <p><del>E.</del> <u>Old BusinessPublic Comment</u></p> <p><del>F.</del> <u>New BusinessApproval of Minutes /Signature</u></p> <p><del>G.</del> <u>Department ReportsUnfinished Business</u></p> <p><del>H.</del> <u>AdjournmentNew Business</u></p> <p><del>I.</del> <u>Announcements, Reports and Presentations</u></p> <p><del>J.</del> <u>Discussion Items</u></p> <p><del>K.</del> <u>Schedule for Upcoming Meetings</u></p> <p><del>L.</del> <u>Adjournment</u></p>	
V.	CONDUCTING MEETINGS  Robert's Rules of Order shall govern the conducting of the meetings of the Board.	
VI.	BOARD/COUNCIL RELATIONS  Any Board action which requires Council approval will be submitted as a recommendation, in writing, to the Council Committee. The Council Committee will make its recommendations to the whole Council.	

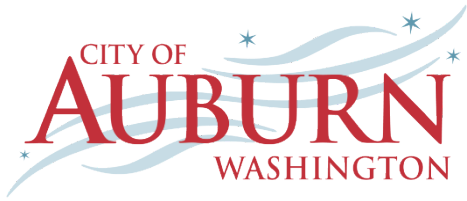
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**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

Updated Definition of Japanese American Descendants for Pioneer Cemetery

**Meeting Date:**

February 10, 2026

**Department:**

Parks, Arts & Recreation

**Attachments:**

Updated definition of Japanese American Descendants for Pioneer Cemetery

**Budget Impact:**

**Administrative Recommendation:**

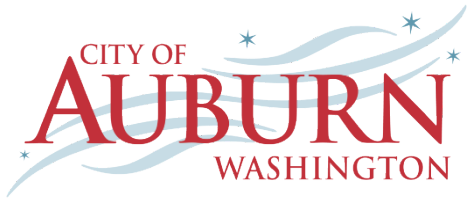
**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**

MANUAL OF POLICIES AND PROCEDURES Mountain View Cemetery Board Auburn, Washington		Date February 8, 2000
		Page 1 of 1
Section	3000 Facilities	Number 3110
Subject	100 Facilities Use Policy	
Title	10 General Use Policy	
PURPOSE	<p>To provide a sacred place of comfort for the community. To provide a beautiful and well maintained final resting place. To provide a needed service for the general public.</p> <p>1. All facilities under the care of the cemetery will be available to the general public for uses consistent with the rules and regulations set by the State of Washington, City of Auburn and Cemetery Board.</p> <p>FACILITIES UNDER THE CEMETERY'S CARE</p> <p>1. Mountain View Cemetery</p> <p>2. Centennial <del>View Point</del>Viewpoint Park</p> <p>3. Pioneer Cemetery</p> <p>2. Only direct <del>deseendents</del><del>descendants</del> of those already buried in Pioneer <del>Cemete</del><del>ly</del>Cemetery may be interred there. <u>Definition of Japanese American descendants related to the Auburn Pioneer Cemetery are only those family members that have a direct familial lineage (grandparent, parent) to those Issei (first generation) or Nisei (2nd generation) individuals that are identified on the plot map and presently buried.</u></p> <p>3. Mountain View Cemetery and Centennial <del>View Point</del>Viewpoint Park gates are opened at 8:00a.m. and are closed and locked at dusk. (with the exception of Pioneer Cemetery)</p> <p>4. Due to extreme weather conditions, previously scheduled burials may have to be postponed and rescheduled after weather conditions improve. The burial will proceed when it is safe and prudent to do so.</p> <p>5. The use, possession, and/or consumption of any alcoholic beverage is not permitted.</p> <p>6. No property or equipment shall be removed from the premises for any purpose.</p>	



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**  
Marker Policy Review

**Meeting Date:**  
February 10, 2026

**Department:**  
Parks, Arts & Recreation

**Attachments:**  
Marker Policy-Updated-Apr-2025  
review proposed

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



2020 Mountain View Drive, Auburn WA 98001 | 253-931-3028 | mtviewcemeteryauburn.com

## Marker Policy

The following policy was reviewed by the Cemetery Board on April 8, 2025, and reserves the right to review on a yearly basis and amend as needed:

- 1) All markers must be made of Granite or Bronze.
- 2) All markers must be flat and flush with ground level.
- 3) All granite markers must be a minimum of 4 inches thick.
- 4) All portraits must be Ceramic Steel, Hand Diamond Etch or Laser Etch.
- 5) Maximum of 2 markers per single/companion grave site(s).
- 6) Only one marker per double depth space allowed. It shall be a 34" x 28" x 4" half ledger in granite.
- 7) Vases in concrete marker borders not allowed.
- 8) Separate vase must be in a granite 12" x 12" x 4" block or 10" x 10" x 4" concrete block. Any other size must be pre-approved in writing by the Cemetery Manager.
- 9) Inspection fee on all outside marker sales. **Refer to the Outside Marker Sales Policy.** \* Please see note at the bottom of this page.
- 10) All markers, upright monuments & vase **settings will be coordinated by the cemetery.**
- 11) Headstone and vases are private property owned by the respective family and their care is the responsibility of the family. The cemetery is not responsible for maintenance, repair, or replacement of any grave markers or monumental structures erected upon the grave.

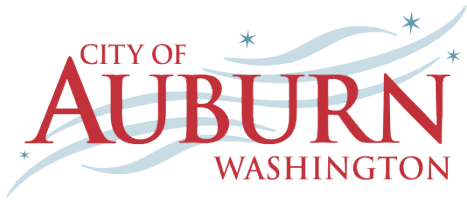
### Length x Width x Thickness

24" x 12" x 4"	(Urn Garden or Child's Place)
28" x 16" x 4"	(Individual or Urn Garden Companion)
32" x 20" x 4"	(Individual or Companion)
36" x 18" x 4"	(Companion)
44" x 20" x 4"	(Companion)
28" x 34" x 4"	(Companion/Double Depth)

### Upright Section

- Excludes pillow or slant style markers **and ledgers.**
- All bases and foundations must be made of granite.
- All foundations must be a minimum of 4" thick and purchased directly from the cemetery.
- All monuments must be a minimum of 5" thick.
- Any monument or base must allow a 6" minimum set back from any property owned by others.
- Flat markers not allowed unless the grave or graves are marked by an upright marker first.

**We encourage you to purchase your memorial through our office. The cemetery is self-supporting and does not rely on tax revenues for operation and maintenance. Every dollar spent goes right back into the cemetery.**



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

Outside Marker Policy Review

**Meeting Date:**

February 10, 2026

**Department:**

Parks, Arts & Recreation

**Attachments:**

Outside Marker Sales Policy -  
Proposed (Reviewed by Legal)

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



## Outside Marker Sales Policy

The following policy was reviewed by the Cemetery Board on \_\_\_\_\_, and reserves the right to review on a yearly basis and amend as needed.

To ensure the safety of our visitors, maintain the integrity of our grounds, and accommodate the narrow roads within the cemetery, all families or parties ordering grave markers, or headstones online or from an external vendor are responsible for providing contact information about their vendor, proofs for approval and the coordination and physical delivery of the marker to the cemetery.

### Online/Non-Local Orders

- The family or vendor must arrange for the grave marker to be **delivered to a private residence or external location and not directly to the cemetery.**
  - *Our cemetery roads are too narrow to safely accommodate large commercial vehicles, such as semi-trucks or other common freight delivery vehicles.*
- The family is responsible for arranging the **final transport of the marker from the initial delivery location to the cemetery** using a vehicle that can safely navigate our internal roadways.
- Once the marker is in the family's possession and before bringing it to the cemetery, the family must **contact the cemetery office** to:
  - Pay Inspection and Setting Fees.
  - **Schedule the date and time** for the marker's delivery

### Local Orders

- Once the marker is finalized and before delivery the family must **contact the cemetery office** to pay Inspection and Setting **Fees.**
- The vendor must contact the cemetery office to arrange for the grave marker to be **delivered to the cemetery.**

The cemetery is responsible for:

- Providing guidance on the proper size, material, and design specifications for markers.
- The cemetery staff will handle the final placement and installation of the marker.
- Notify the family after the setting has been done.

**The Cemetery will refuse acceptance or delivery of any marker, monument or memorial that does not comply with Cemetery standards, regulations or operational requirements.**

**We encourage you to purchase your memorial through our office. The cemetery is self-supporting and does not rely on tax revenues for operation and maintenance. Every dollar spent goes right back into the cemetery.**

**Commented [PB1]:** If this is a brightline policy, it either meets our standards or doesn't. There's not really any discretion being used. As it was written, it almost sounds like we would accept a non-conforming marker and that we could decide to on a whim. That can get us into trouble if there aren't standards for accepting a non-conforming markers (i.e., it opens up arguments for discriminatory practices).