

**Cemetery Board
Regular Meeting
April 14, 2026 - 2:00 PM
Cemetery Office, Arrangement Room**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Mountain View Cemetery Board Meeting scheduled for Tuesday April 14, 2026 at 2:00 p.m. will be held in person and virtually.

Virtual Participation Link: <https://us06web.zoom.us/j/87817703381>

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

Telephone: 253 215 8782

Toll Free: 253 205 0468

Zoom: https://us06web.zoom.us/join/87817703381?signature=H-FlvSBZkKxudo3wQ1Ra3kVyTcOqfRWxh_Xnao6ee0g

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: 253-931-5107

Email written comments to: 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 5:00 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).

APPROVAL OF MINUTES

- A. Review of Minutes — Minutes from Meeting on February 10, 2026

UNFINISHED BUSINESS

- A. New John Deere Mower & Gator
- B. Seasonal Employment
- C. Easter Sunrise Service

NEW BUSINESS

- A. Activity In The Rainier Serenity Section
- B. 10th Addition Project - Drainage System
- C. 2027-2028 Biennial Budget

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Budget Update - February-March 2026

DISCUSSION ITEMS

SCHEDULE FOR UPCOMING MEETINGS

- A. Next Meeting — Tuesday, June 9th, 2026 at 2:00 pm

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

Agenda Subject:

Review of Minutes — Minutes from Meeting on February 10, 2026

Meeting Date:

April 14, 2026

Department:

Parks, Arts & Recreation

Attachments:

Minutes 2.10.2026

Budget Impact:

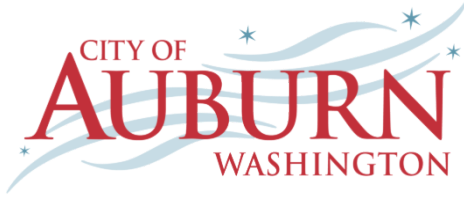
Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



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

MINUTES

CALL TO ORDER

- The Cemetery Board meeting of Tuesday, February 10th, 2026 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, Jeanne Hicks, Tim Pierce and Robert Rakos
- Staff present: Immer Chevalier and April Shank Cerio

AGENDA MODIFICATIONS

- There were no modifications to the agenda.

PUBLIC COMMENT

- There were no public comments.

APPROVAL OF MINUTES

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

- Minutes from meeting on October 14th, 2025 were reviewed, no corrections or additions were made and was unanimously passed to approve as printed.

UNFINISHED BUSINESS

A. 10th Addition Project Construction Update

- The new 10th addition construction finished at the end of October 2025. Raking rocks, installing irrigation lines and hydroseeding was completed. This Spring, another round of hydroseeding will be needed. Then plotting can take place. The cemetery is hoping to be able to sell in the area Fall 2026. There are some water issues that will also need to be addressed.

B. Approved New John Deere Gator

- The approved new John Deere Gator should be arriving to M&O in mid-February and delivered to the cemetery by March. With taxes this was \$18,000.00. It is a diesel HPX815E and will be part of the City fleet so the city will do all the maintenance.

C. Lakehaven Utility District Bills

- The cemetery water budget for 2025 was \$78,000 and \$92,000 was spent overall. The last bills of the year were looked over and there were no leaks detected. It was a very dry 2025 summer and the water was constantly on. With the new 10th addition, more water will be used in the near future. The budget for 2026 is around \$79,500. Hopefully there will be no need for a budget amendment. If so, the finance dept. is always good at helping with this.
- Question from the board - Would the cemetery have to stop watering due to high water costs? Not having green grass is not an option right now.

NEW BUSINESS

A. Seasonal Employment

- The cemetery is looking into hiring two seasonal workers. With the new ForestWalk III area, there is much more debris clean up and weeding all around the cemetery. Full-time staff are busy with services, so this help is needed during the Spring/Summer months.

B. Tree Removal

- Two Big Leaf maple trees in the 1st and 2nd additions were very old, decaying and unsafe. The cemetery hired a Tree company for the removal. A crane was used as these trees were massive. This was completed in January 2026 and cost roughly \$12,000. Cemetery funds from 2025 were budgeted and used for this.

C. ForestWalk III Pond Issues

- The new ForestWalk III pond is continuing to have problems with losing water. The contractor has been out previously and removed all the rocks to replace the liner. It is a two-piece liner, and it's believed the water is escaping in between where the two pieces meet. The contractor will be coming back out to take a look. Since it's over one year now, it is no longer under warranty.
- Question from the board - How many gallons of water is the pond? 400 gallons and the water is down 50% after a couple of days. The pond is off right now.

D. Holiday Wreaths Sale

- Cemetery staff have been making Holiday wreaths for many, many years. These are made from branches from around the cemetery and recycled holiday decorations from the previous year. 2025 sold a record of 28 wreaths. The funds are donated to the Auburn Food Bank or local charity.

E. New John Deere Mower

- A new John Deere mower was approved a couple of years ago. It should be arriving in April this year. This one will replace an older mower that still works, so the cemetery will keep that one as a back-up. The new one will be part of the fleet so the maintenance will be handled by the City.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

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

- October-December 2025 sales were fairly consistent. The overall sales for the year set a record. Placements were up about 4%, however marker sales were down.
- January 2026 saw a 55% increase in revenue from the previous month. Typically, January is a slower month, but this January was busy. The new pond Upright area opened, and the cemetery has sold a few plots and these are \$14,000 each, so that contributed to the high sales.

2025 Cemetery Sales	October	November	December	Year Totals
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

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

Cemetery Sales 2026	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

Total Placements	30
Cremation	16
Ground Burial	14

- Question from the board - Was the higher overall revenue in 2025 due to price increases? Prices did increase some for 2025, so this could be a factor. For 2026, there were not many increases. Prices will need to increase in 2027 due to operational expenses and the union has their own increases which will have a big impact.

DISCUSSION ITEMS

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

- The manual of policies and procedures for the cemetery is in the process of being updated. As sections are updated, they will be presented to the board for review. This first section 1000, subject 200 Boards, title 20 had changes which included the verbiage of meetings being every even month, held virtually, public participation language and the order of business. No additional changes were suggested by the board to this update. Once the whole manual has been updated, the board will vote on the updated version as a whole.

B. Updated Definition of Japanese American Descendants for Pioneer Cemetery

- Section 3000, subject 100 Facilities use, title 10 was updated with the definition of Japanese American descendants related to the Auburn Pioneer Cemetery. A family contacted the cemetery to inquire if they could be buried at the cemetery as there are guidelines for this and clarity was needed. There must be a direct lineage to someone already buried at the cemetery. This update first went through the White River Temple board for the new verbiage and was approved as they hold the Master Plan. No additional changes were suggested by the cemetery board to this update. Once the whole manual has been updated, the board will vote on the updated version as a whole.

C. Marker Policy Review

- The Marker policy was last reviewed by the board on April 8th, 2025. Changes were briefly brought up in the October 2025 meeting. Minimal updates have been made to include adding to #9 - Refer to the outside Marker Sales Policy which will be a new policy. Adding to #10 - Settings will be coordinated by the cemetery and under the Upright Section - Adding ledgers to the exclusion line. No additional changes were suggested.

D. Outside Marker Policy Review

- The new Outside Marker Policy was created and first presented to the board in the October 2025 meeting. The suggested changes were to have it say Online/Non-Local Orders and add verbiage to the bottom about acceptance and delivery which was reviewed and approved by Legal. No additional changes

were suggested.

SCHEDULE FOR UPCOMING MEETINGS

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

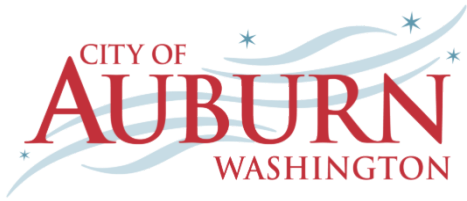
ADJOURNMENT

- There being no further business to come before the Board, the meeting was adjourned by Judi Roland at 2:59pm.

APPROVED this ____ day of _____, 2026

Prepared By: April Shank Cerio, Cemetery Administrative Specialist

Approved By: Judi Roland, Chairperson



AGENDA BILL APPROVAL FORM

Agenda Subject:

Budget Update - February-March 2026

Meeting Date:

April 14, 2026

Department:

Parks, Arts & Recreation

Attachments:

Cemetery Sales, February-March
2026

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

MOUNTAIN VIEW CEMETERY

CEMETERY SALES

FEBRUARY – MARCH 2026

Cemetery Sales	February	March
Month-To-Date Receipts	\$220,662.22	\$361,597.96
Ground Plots	16	17
Cremation Plots	3	4
Niches	4	4
ForestWalk Ossuary		
Extended Land Use	2	
Markers	13	21

Graves	19	21
Markers	13	21
Niches	4	4

Total Placements	24	26
Cremation	8	15
Ground Burial	16	11