MEETING NOTICE

of the Snyderville Basin Cemetery District

NOTICE is hereby given that the Snyderville Basin Cemetery District Board of Trustees will meet at the anchor location of the Richins Building 1885 Ute Blvd, Park City, UT 84098 on Wednesday, April 3, 2024, at 9.00AM.

To participate in the meeting: Join Zoom:

https://summitcountyut.zoom.us/j/7079146500?pwd=WUFSYmpwUE5iYnNreGh1NWVBbVZLZz09

Meeting ID: 707 914 6500

Passcode: 010124

Or dial: 1 669 900 9128 US

Members of the Committee may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. Individuals with questions# comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Amy Jones at 435-336-3042

Agenda

1. Call to order.
2. Roll call.
3. Public comments on items not on the agenda.
4. Discussion and possible action on draft minutes of March 6, 2024, meeting
5. Discussion and possible action on Revised Bylaws: attorney Ryan Stack
6. Discussion with Matt Leavitt, Summit County Finance Officer, re. Steps and timing for (1) placing a Proposition on the November ballot for authorizing a tax levy for the district, and (2) Truth in Taxation process for establishing a tax levy.
7. Procurement policies and procedures that are applicable to the district: attorney Ryan Stack
8. Discussion regarding whether the district can charge non-district residents more for burial sites than district residents: attorney Ryan Stack
9. Sub-committee Reports: Progress reports

   A. Community Outreach: (1) Tally of responses to public questionnaire: Christa.
   (2) Report on interfaith council questionnaire: Bill.

   B. Planning and Design: (1) Report on meeting with Park City officials: Pete and Christa.
   (2) Possible configuration of a cemetery site on the UOP property: Pete.

   C. Finance and Operations: (1) Discussion re. Potential Revenue Calculations for the District: Max,
   (2) Report on meetings with Dan Cable of EDA Planners: Dan, (3) Report on Utah Association of Cemeteries and Parks Convention: Dan.

10. Public Comments
11. Agenda for next meeting
12. Adjournment

DRAFT

SNYDERVILLE BASIN CEMETERY DISTRICT BOARD OF TRUSTEES

MINUTES

RICHINS BUILDING, **ROOM** 133

1885 UTE BLVD, PARK CITY, UT 84017

WEDNESDAY, MARCH 6, 2024

Meeting also conducted via Zoom.

Board of Trustees in attendance:
Christa Cassidy (via Zoom)
Max Greenhalgh
Pete Gillwald (via Zoom)
William Oshinsky

Ryan Stack, Deputy Summit County Attorney, also in attendance.

Meeting was called to order at 9:01am by Max Greenhalgh. This is a meeting for the Snyderville Basin Cemetery District Board of Trustees (the "Board'[1]).

Max Greenhalgh took the roll call: Max, Christa Cassidy, Pete Gillwald, and William Oshinsky were present.

Attached hereto is the Agenda for this Meeting.

Christa Cassidy moved to approve the February 7, 2024, minutes. Pete Gillwald seconded the motion. The Board unanimously approved the minutes.

The Board discussed the newly launched District website. Christa **Cassidy** led the discussion, going over what is included in the website at this time, including the community survey and Board calendar. There is an information email address which goes to Christa Cassidy's email. The site also includes our founding documents, and a map for the District. Ron Boyer, the IT Director for the County was very helpful in putting together the website. Max Greenhalgh suggested adding the Board's vision statement.

The Board discussed the public questionnaire. Max Greenhalgh suggested offering to have a Board representative attend an Interfaith Council meeting or vice versa. Christa **Cassidy** indicated that we now have 64 community responses to the public survey. There are 4 responses to the Interfaith Council survey.

Ryan Stack discussed that the maximum levy requires voter approval and that voters can be asked to approve a levy up to the maximum the District may ask to be levied. The Truth in Taxation process requires public hearings and are in front of the County Council.

Matt Leavitt may be attending our next Board meeting to discuss the Truth in Taxation process. A ballot measure could be asked for this fall.

The Board discussed asking to attend and present information to the County Council at one of their Council meetings.

Christa Cassidy modified/clarified the survey question relating to levy.

Pete Gillwald discussed the planning and design process and sites which he has been evaluating. He would be putting that information together for inclusion in next month's Board meeting. Christa Cassidy and Pete Gillwald met via zoom with Cheryl Fox to discuss concepts, including burial with no chemicals or monuments. He indicated that some cemeteries have no monuments or markers but that individuals can receive GPS coordinates to locate burial sites. He also discussed the certification process for these types of cemeteries. A discussion was had regarding whether vaults are required in Summit County.

Among other sites, Pete Gillwald indicated that there is a UOP site of approximately 300 acres which is promising to include a cemetery. Specifically, a 219-acre portion includes a provision mentioning cemetery use and associated structures. He would like to plot it to scale and present to the Board.

A discussion is being had on March 18th with Park City Municipal (Heather Todd) the cemetery sexton, to discuss, among other things, municipal parcels.

Max Greenhalgh discussed finance and operations. He and Dan met with Heather Todd, and she indicated that the city has no additional burial sites (all have been sold, though there may still be some not used). They have opened a garden for cremation remains (approximately $2,000 per person). They currently send individuals to Heber and would love to allow residents to be buried in the County. They may have a site above their existing cemetery for expansion, but it is difficult to get to and they don't know whether it is viable.

The County Manager has advised that there is no opportunity to advance money to the District. Their suggestion was that we look for other sources for interim financing.

Pete Gillwald suggested that Jose Chacon, their Equity and Access Manager, be formally thanked for his efforts to translate the District survey into Spanish. Pete will work on a letter for the Board's signature.

Max Greenhalgh also met with Dan Cable, a consultant and planner, who worked with Park City on their cremation garden.

There is no report from Dan as he was not present at this meeting.

A member of the community, Brent Harman, thanked the Board for their service and indicated that his firm had donated land to the County. He indicated that the site has some slope. It is adjacent to the UOP. He was asked if he has affiliation with a religious group which is a member of the Interfaith Council and could ask his representative on the council to complete their survey (if not completed) and ask other members to complete their surveys. Pete Gillwald would look at the parcel which Brent mentioned.

For our next Agenda, the Board discussed:
Approval of March minutes
Review of UOP parcel
Review of parcel presentation from Pete Gillwald
Possibility of a venture with other jurisdictions, to include the possibility of providing services for non-Snyderville Basin residents or property owners
Report from Dan regarding his attendance at conferences
Subcommittee Reports
Tally and discussion of Survey responses, including Interfaith Council survey
Matt Leavitt or a County representative to discuss the Truth in Taxation/levy process

Bill Oshinsky moved to adjourn. **Pete** Gillwald seconded. Unanimously approved.
Meeting adjourned at 10:30am

SNYDERVILLE BASIN CEMETERY DISTRICT

Bylaws - Board of Trustees

Adopted October 25, 2023

ARTICLE I
Definitions

12.1 "Board" means the Board of Trustees of the Snyderville Basin Cemetery District.

12.2 "Board Action" means an official vote or action of the Board of Trustees.

12.3 "Board Member" means a member of the Board.

12.4 "Clerk" is the person elected by the Board to record and safeguard all minutes of the Board and act as the secretary to the Board.

12.5 " oun " means Summit County, Utah.

12.6 "County Council" refers to the legislative body of Summit County.

12.7 "District" means the Snyderville Basin Cemetery District.

12.8 "Immediate Family, Member" means a parent, stepparent, grandparent and his/her spouse, spouse and his/her siblings and spouses of such siblings, sibling and his/her spouse, a child and his/her spouse, and a stepchild and his/her spouse, and a grandchild and his/her spouse.

12.9 "Manager" is the General Manager of the District, who is its chief executive officer appointed in accordance with Summit County Code Section 2-44-12.

12.10 "Officer" means the chair, vice-chair, clerk, and treasurer of the Board.

12.11 "Treasurer" is one the Board Member designated and authorized to cosign all checks and other disbursements on behalf of the District, and to provide recommendations to the Board regarding the collection of revenues, disbursements of funds for expenses, and the custody of funds that comply with state law and sound accounting controls.

ARTICLE II
BOARD

2.1 The District shall be governed by the Board which shall manage and conduct the District's business and affairs in accordance with its delegated powers in Section 2-44 et. seq. of the Summit County Code. All powers of the District are exercised through the Board in accordance with the law.

2.2 The Board shall be comprised of five (5) members, all of whom shall be appointed by the Summit County Council pursuant to Summit County Code 2-44-6.

2.3 Qualifications: To be eligible for appointment as a voting member, each member of the Board shall:

2.3.1 Be a registered voter at the location of the member's residence within the District's boundaries and a resident within the District.

2.4 Functions of the Board

2.4.1 The Board shall exercise all powers and duties enumerated in Section 2...44_5 of the Summit County Code and Utah Code§ 17B-1-301.

2.4.2 The Manager prepares and proposes to the Board, for approval, an annual budget pursuant to Section 2-44-12 of the Summit County Code, which the District shall present to the County Council.

2.4.3 In every case, decisions of the Board shall be expressed by a majority vote of a quorum of the Board.

2.5 Individual Board Members shall not give orders to any staff member of the District, either publicly or privately, but may ask for information from the Manager to be presented to the Board.

2.6 All members of the Board shall serve in accordance with Utah Code and Section 2-44-6 of the Summit County Code.

ARTICLEID
TERM OF OFFICE

3.1 Except as provided below, the term of office for each appointed member of the initial Board shall fixed by the County Council; otherwise, the term of office shall be four (4) years.

3.2 Board Members shall serve until their death, expiration of their term, their resignation or their removal for cause by the County Council.

3.4 Each Board Member may serve a maximum of three (3) appointed terms (Summit County Code 2-11-4).

3.5 Vacancies on the Board shall be filled by the County Council within 90 days for the unexpired term of the Board Member whose vacancy is to be filled. If such vacancy is not filled by the County Council within 90 days, then the Board may fill such vacancy for the unexpired tenn of the Board Member whose vacancy is to be filled (Section 2-44=8 of the Summit County Code).

ARTICLE IV
OFFICERS

4.1 The Board shall elect from among its members, a chair, vice-chair, a treasurer, and a clerk who shall act as the Officers of the District. Election of the initial slate of Officers shall be held at the initial meeting of the Board. Thereafter, elections shall be held at the first scheduled public meeting in January and biennially thereafter, except if an office is vacant as a result of a vacancy on the Board, in which event, there may be an election at a public meeting after such vacancy or after the appointment or election of a replacement Member.

4.2 Chair

4.2.1 Conducts meetings.

4.2.2 Schedule public meetings and any or all special public meetings. Collaborates with the Manager to set Board meeting agendas. The Chair shall have final say in determining whether an item is placed on an agenda, subject to the exception that an item shall be placed on the agenda upon the agreement of any two Board Members.

4.2.3 Act as official spokesperson for the Board to the public or designate such spokesperson.

4.2.4 Coordinates and follows through on projects and assignments of the Board.

4.2.5 Arranges for ongoing dialogue and interaction with interfacing entities such as the County Council and other local town/city councils within the District, and other public entities for the purposes of information exchange, insight, and analyzing future growth and development.

4.3 The Vice Chair shall act as Chair in the absence or at the direction of the same.

4.4 Clerk

4.4.1 Attends Board meetings and keeps a record of the proceedings.

4.4.2• Prepares and posts draft Minutes of Board meetings.

4.4.3 Posts approved Minutes of Board meetings.

4.5 Treasurer

4.5.1 Primarily responsible for the funds and assets of the District and accountability for the same.

4.5.2 Reviews placement and status of the District's funds.

4.5.3 One of two Board Members on the District's operating account signature card.

4.5.4 Maintains financial records.

4.5.5 Presents a-financial report at least quarterly to the Board.

4.6 Entire Board

4.6.l Provides policy framework, sets vision/goals/policies.

4.6.2 Delegates policy implementation to the Manager.

4.6.3 At least quarterly, reviews all expenditures authorized by the Manager.

4.6.4 Any Board Member may submit a request to the Chair to place an item on a future agenda, provided that such request shall be submitted no fewer than seven (7) business days in advance of the meeting for which the item is requested.

4.7 Removal of Board Member

4.7.1 A Board Member may be removed for cause by the County Council.

4.8 Compensation. Board Members shall not receive compensation for their service. Board Member's actual and necessary expenses incurred in the performance of their official duties may be reimbursed from District funds.

ARTICLEV
OPEN AND PUBLIC MEETINGS

5.1 Open Meetings

The Board operates within the guidelines of the Open and Public Meetings Act of the State of Utah (Utah Code§§ 52-4-101 et seq.). Annual training will be scheduled by District or County administration regarding the Open and Public Meetings Act. The Chair of the Board will ensure that its members are provided with annual training on the requirements of the Open and Public Meetings Act.

With a quorum present, an open meeting will include workshops and Executive Sessions but does not include chance meetings or social meetings.

5.2 Closed Meetings

A meeting may only be closed pursuant to Utah Code §§ 52-4-204 through 206.

Th Board may enter a Closed Meeting only from a properly noticed Open Meeting, with a motion. ffl' enter a Closed Meeting. A two-thirds vote will be required of Board Members present at an Open Meeting to enter a Closed Meeting, and the motion to convene a Closed Meeting must be publicly announced and recorded. The reason for closing the meeting must be clearly stated, and the location of the Closed Meeting must be recorded. The vote of each Board Member must also be recorded (by roll call vote). No Board action may be taken in a Closed Meeting. No recorded minutes are required if the meeting is closed to discuss: the character, professional competence, or physical or mental health of an individual. In lieu of recorded minutes, Utah Code requires a sworn written statement from the Chair. All other Closed Meetings require the Board to record the closed portion of the meeting, and detailed written minutes be kept.

5.3 Emergency Meetings

Emergency meetings may be held in the event of unforeseen circumstances. The best practicable notice must be given of meeting date, time, place, and items to be considered. A reasonable attempt will be made to notify all Board Members, and a majority of the Board Members must approve of the meeting.

5.4 Electronic Meetings

The Board may conduct electronic meetings consistent with the provisions of Utah Code § 52-4-207 and Summit County Resolution 2021-06.

5.5 Electronic Messages

No deliberation shall occur outside of a publicly noticed and held meeting, including through any electronic communications. During meetings, Board Members shall not transmit electronic messages. Electronic messages are defined as: email, instant messages electronic chat, text messaging, or other means of electronic messaging. All Board Members will maintain and use a District email address upon appointment. All electronic communications involving Board business are considered public records and must be preserved and retained according to the State retention schedule.

ARTICLE VI
VOTING

6.1 Number of votes: Each member of the Board shall have one vote on all matters brought before the Board.

6.2 Passage: The affi1mative vote of majority of all voting members present at any meeting of the Board at which a quorum of voting members was presented shall be necessary and sufficient for the passage of any item before the Board or Board Action.

ARTICLE VII
QUORUM

7.1 A majority of the members of the Board shall constitute a quorum. No action may be taken by the Board unless a·quorum is present.

ARTICLE VIII
CONDUCT OF MEETINGS

8.1 The Board shal4 with the Manager, establish a regular meeting schedule which shall not be less than one meeting per month.

8.2 All meetings shall be noticed pursuant to and comply with all provisions of the Utah Open and Public Meetings Act.

8.3 A copy of the agenda and notice for each Board meeting shall be provided via electronic mail to the Summit County Manager no less than twenty four (24) hours prior to the scheduled meeting.

8.4 A copy of the minutes of each Board meeting shall be provided via electronic mail to the Summit County Manager within five (5) working days following the approval of the minutes. Draft minutes, recordings of electronic meetings, and final minutes shall be posted to the District's webpage (if any) and to the Utah Public Notice webpage as required by the Open and Public Meeting Act.

8.5 The Board shall adopt a form of parliamentary procedure (Robert's Rules of Order) and shall conduct all meetings in a manner consistent with that procedure and consistent with all applicable laws.

ARTICLEIX
ETIIICS

The following ethical principles shall guide the actions of the Board and its members in carrying out the powers and duties described above:

9.1 Gifts.

Board Members will not solicit or accept gifts. An occasional non-pecuniary gift having a value of less than $50 or an award public presented in recognition of public services may be accepted.

9.2 The primary obligation of the Board and each member is to serve the public interest.

9.3 Conflict of Interest.

Any potential conflicts of interest require full disclosure. A Board Member may not have a personal investment or pecuniary interest in any business entity which will create a substantial conflict between private interests and public duties. The Board and its members shall avoid conflicts of interest and the very appearance of impropriety. A Board Member with a potential conflict of interest shall publicly disclose that interest, abstain from voting on the matter, and not participate in any deliberations on the matter, but may remain in the chamber where such deliberations are to take place except when the Board may go into executive session. When the Board is in executive session, any Commission member with a potential conflict shall remove himself/herself from the chamber. Also, the Board Member with a potential conflict shall not discuss the matter privately with any other Board Member or public official voting on the matter.

ARTICLEX
PENALTIES

10.1 Certain penalties under Utah Code may apply in the event of breach of conduct in accordance with the above-stated policy.

APPROVED AND ADOPTED by the Board this 2sth day of October 2023.

ATTEST:

By: ____________________________
Max Greenhalgh
Chair of the Board

____
William Oshinsky
Clerk of the Board

APPROVED AS TO FORM:

____
Ryan P.C. Stack
Deputy County Attorney

SBCD Revenue Potential Calculations

	Primary Residences Valuation	Non Primary Residences Valuation	Total Valuation	
	7,903,219,872	12,889,833,896	20Jt793,053,768	
Percent	38	62	100	Average Tax Per primary Residence
Tax levy	PR Revenue	Non-PR Revenue	TotalRevenue	
0.0004	3,161,288	5,155,934	8,317,222	520
0.0001	790,322	1,288,983	2,079,305	130
0.00001	79,032	128,898	207,931	13
0.00002	158,064	257,796	415,860	26

Notes:

1. PR=Prlmary Residence
2. The Number of PRs in the district: 6083
3. The non-PR valuation isthe valuation of all properties except primary residences.
4. The average PR valuation is 1,299,231(PR valuation divided by the number of PRs).
5. The average PR taxis calculated from dividing PR revenues by the number of PRs.

Analysis

1. Applying alevy of .0001would yield $2,079,305 in revenues and $130 in taxes for the average PR.
2. Applying a levy of .00001would yield $207,931inrevenues and $13 in taxes for the average PR.
3. For every dollar received from PRs, $1.63 is received from non-PRI properties.