

SNYDERVILLE BASIN CEMETERY DISTRICT BOARD OF TRUSTEES  
MINUTES

RICHINS BUILDING, ROOM 133  
1885 UTE BLVD, PARK CITY, UT 84017

WEDNESDAY, APRIL 3, 2024

Meeting also conducted via Zoom.

Board of Trustees in attendance:

Christa Cassidy

Max Greenhalgh

Pete Gillwald

Daniel Whitehurst

William Oshinsky (via Zoom)

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

Matthew Leavitt, Chief Financial Officer Summit County, also in attendance

Meeting was called to order at 9:04 am by Max Greenhalgh. This is a meeting for the Snyderville Basin Cemetery District Board of Trustees (the "Board").

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

Attached hereto is the Agenda for this Meeting.

Max Greenhalgh asked if anyone had any suggested changes to the Draft Minutes from the March 6, 2024, meeting and Pete Gillwald asked to revise the Minutes to reflect that Jose Chacon is with the Park City Community Foundation. The Board unanimously approved the minutes, with Pete Gillwald's suggested revision.

The Board discussed the Bylaws. Ryan Stack led this discussion with of clean-up of the Bylaws. Bill Oshinsky noted clean up items in the Bylaws. Pete Gillwald moved to adopt the revised Bylaws and Christa Cassidy seconded the motion. The Board unanimously approved the revised Bylaws.

Matt Leavitt discussed the Truth in Taxation process for this year. A notice needs to be sent out 2 weeks before the general election and the Board needs to tell the governing body about our request. We need to put the estimated revenue into our Budget before 12/31/24. If we are shooting for say \$1 million in revenue, we include that and the Assessor's offices does their calculation of the rate by May 22, 2025. The County Auditor then certifies the rate by June 22, 2025. Ryan Stack indicted that by statute we need to give notice to the County before October 1, 2024, which means that we will want to be on the County's agenda during September, 2024. Ryan will send the Board a checklist for Truth in Taxation. This will include a formal notice of intent Resolution setting forth the amount of revenue we want to raise. If approved by the voters, we would see revenue by the end of 2025.

The process includes mailing out postcards to voters and advertising publicly. The cost of this is estimated to be approximately \$6,000 - \$10,000. Bill asked where we are to find the funds to take care of that and there was no clear answer. Matt Leavitt suggested asking the County Clerk, Eve Furse, now when we need to get on the ballot.

The Board discussed Procurement Policies applicable to the District. Ryan noted that Utah State law requires the District to maintain procurement policies. If we have a General Manager, they will generally have authority for small purchases on their own. Beyond that, they may need to go through a process, depending on who has purchasing authority. Ryan mentioned that the State has what are known as cooperative purchasing units which can be found on the State website, where the District may be able to participate and not need to go through competitive bidding or an RFP. But, if a company is included in this process, they must be used for the specific purpose approved by the State. Ryan also noted that the State helps small Districts such as our go through the competitive bidding process. Ryan has been asked if there is a template for our District to work off of to develop procurement policies. Ryan will send over the North Summit Recreation District operational policies. Ryan indicated that using other government entities to handle items such as mailing lists for our postcards would generally be exempt from procurement policies. The County IT department, for example, should be able to give us mailing lists for voters in our District.

Ryan was asked whether we can charge more for plots for non-residents than for residents. He mentioned that we should want fees that relate to expenses, including future costs. He suggested surveying other local cemeteries, such as Heber. He mentioned not advertising for sale sections of the cemetery.

Christa Cassidy went over the survey results. When she last looked at the results, we had 103 responses, most from residents, but a few from non-residents.

The Planning and Design Subcommittee next discussed what they have been working on. Pete Gillwald mentioned meeting with Park City Municipal Cemetery representatives. They have essentially no plots available but have an area for cremation remains. Also, they have no land within the City limits for a cemetery but own land near the Home Depot and by Trailside. In their discussions, the City suggested focusing on plots anticipated being sold, not burials. They suggested that we need at least 10 acres for a viable cemetery. Christa mentioned that Park City is currently referring people to Heber for burial. Max mentioned the need to find out what is charged for plots in Heber.

Pete described a number of parcels he has looked at, including a 10-acre parcel near Bear Hollow, that is owned by the School District, and the acreage includes roads and wetlands. Pete discussed the UOP parcel and there may be pushback on that parcel. The County gets parcels through development agreements and sometimes they have no use for the parcel or there is no access to the parcel. Christa said the UOP parcel rises to the top of her list. Pete said this parcel could have an area for traditional burial and a portion for conservancy or natural burials. The groomed cross-country run goes through what would be the conservancy area. A discussion of competing uses was had and the thought was to meet with the County Manager and Basin Recreation. Pete also discussed the Pace Property. Pete

anticipates putting together a Google Document with the various parcels looked at and an evaluation of each. Max will call up the County Manager to discuss setting up a meeting along with Basin Recreation.

Max discussed the potential revenue calculation process; how the amount of revenue desired relates to assessed values.

The Board discussed potential ancillary facilities such as restrooms which may be useful to Basin Recreation users, gazebos, parking lots and roads. Dan mentioned that his recent convention really focused on maintenance.

For our next Agenda we are to discuss:

Subcommittees

Community outreach leading to Truth in Taxation

Proposal for or meeting with Basin Recreation

Dan asked to change the June meeting to June 12<sup>th</sup>. This is to be included in the May Agenda.

Motion to Adjourn made by Dan and Christa seconded it. Unanimously passed. Meeting adjourned at 10:45am.