DRAFT

SNYDERVILLE BASIN CEMETERY DISTRICT BOARD OF TRUSTEES

MINUTES

RICHINS BUILDING, ROOM 133

1885 UTE BLVD, PARK CITY, UT 84017

WEDNESDAY, December 4, 2024

Meeting also conducted via Zoom

Board of Trustees in attendance:

Max Greenhalgh
Daniel (Dan) Whitehurst
William (Bill) Oshinsky
Pete Gillwald
William (Will) Seggos

Ryan Stack, Deputy Summit County Attorney, also in attendance

Meeting was called to order at 9:00 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, Dan Whitehurst, Pete Gillwald, Will Seggos and Bill Oshinsky were present.

Attached hereto is the Agenda for this Meeting.

There were no public comments.

Pete Gillwald discussed a change to the draft November 6, 2024 minutes; principally why the draft referred to an HOA and what HOA. Will Seggos noted that he believed this was a reference to a meeting Pete and Will had with the HOA relating to the benefitted parcel known as PCTC-5. Pete suggested a revision of the draft minutes to reflect those changes. Attached please find a revised draft of the November 6, 2024 minutes reflecting those changes. Pete moved to adopt the draft minutes as so revised and Will seconded the motion. The revised minutes were unanimously approved.

The Board discussed the status of the benefitted properties and the revisions to the deed restrictions relating to the prospective UOP cemetery site. Max indicated that Liberty Apartments and PRI are ready to sign the revisions. He indicated that Shayne Scotte gave him the contact information for Dakota Pacific and he has reached out to Dakota Pacific. Will has contacted the Chamber of Commerce and they appear ready to sign on to the revisions. The Board then discussed a further revision to address the concern that a reading of the deed restrictions could prohibit disposition of cremated remains. The restrictions prohibit disposition of ashes, along with trash and junk and the Board believes this was not intended to apply to cremated remains. The Board discussed a revision to the document to clarify that disposition of cremated remains in keeping with rules applicable to the cemetery would be allowed. The Board asked Ryan to revise the document to allow cremated remains. Will moved to authorize such a change, Dan seconded the motion and the Board unanimously approved having Ryan draft such a change.

The Board discussed take aways from the November 13, 2024, public hearing. In general, members of the public who attended the hearing expressed concerns relating to raising taxes, changing the existing open space or taxing before land was acquired by the District.

The Board discussed what will occur at our December 5, 2024, public hearing on the 2025 Budget. Dan was asked to discuss the Budget and items for discussion at the meeting should relate in one manner or another to the Budget.

The Board took no action on the Budget, as it will be addressed at the December 5, 2024, public hearing.

The Board discussed a schedule for 2025 and adopted the following schedule:

- January 8, 2025
- Monthly meetings after January on the first Wednesday of the month.
- All meetings are scheduled to begin at 9am at: RICHINS BUILDING, ROOM 133,
  1885 UTE BLVD, PARK CITY, UT 84017

Max is to coordinate with Amy Jones to post our meeting schedule on the State website as well as on the District's website.

The Board discussed matters to be addressed with Matt Leavitt at our January, 2025 meeting and they include:

- Using tamper proof ledger technology
- Process for retaining consultants, including accountants
- Business planning
- RFP process or procurement policy for the District
- Operational policies
- Financing for the District
- Establishing a bank account
- Financial statements and reporting requirements

Ryan Stack next indicated that the Board is required to do Open Meeting Training and Special District Training. The District is an Independent Special District. The County Council retained authority to approve taxation by the District and appointment of Board members. Ryan sent each Board member a link to complete our training, which each member is required to complete this month. Ryan then went through the Utah Open Meetings Act and its requirements and Board members asked questions. We are required to adhere to notice requirements for all of our meetings, post notices of our meetings, post draft and approved minutes, post agendas and agenda packages and post recordings of our meetings on both the State and our website. It was noted that the County has been hosting our website and we will now be required to establish an independent website. We are also required to publish an annual meeting schedule. A goal of these postings is transparency. We are counseled to have our agenda identify topics with reasonable specificity to provide reasonable notice to the public. During the discussion is was noted that we will need our own Zoom account. We were also counseled to hyper link in our agenda so as to make information readily and easily available to the public. Ryan indicated that he would need to check our Bylaws regarding remote attendance. Ryan also discussed the concept of meetings, open meetings and limitations on closed meetings. In particular, we are not to engage in group deliberation outside of a publicly noticed meeting.   Ryan also discussed the possibility of a need for an emergency meeting and the requirements for such a meeting. For a closed meeting, the topics which may be discussed are Litigation, Personnel, Real Property Acquisition, and Security. At a closed meeting, we may not vote, only discuss. Matters discussed would then be presented at the open meeting for a vote. Within 3 days of a meeting, the audio of our meeting is to be made available to the public on our website and the State website. Draft minutes are available to the public within a reasonable period of time after the meeting. Approved minutes are to be made available within 3 days of approval. Ryan was asked to look at retention policies as it relates to recordings since retention of audio can be expensive.

For our January meeting, in addition to hearing from Matt Leavitt, we intend to look at the onboarding process relating to hiring someone for our general manager position and financing for the District.

Dan moved to adjourn the meeting. Bill seconded the motion. Unanimously approved. Meeting adjourned at 10:27am