

DRAFT
SNYDERVILLE BASIN CEMETERY DISTRICT BOARD OF TRUSTEES
MINUTES
RICHINS BUILDING, ROOM 133
1885 UTE BLVD, PARK CITY, UT 84017
WEDNESDAY, January 8, 2025
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 8:45 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.

Dan Whitehurst moved to approve the Consent Agenda, which included the December Minutes. Bill Oshinsky seconded the motion. Unanimously approved.

We next discussed establishing a new website for the District. Will Seggos said we needed a new Domain Name, according to Ron Boyer. The State name or abbreviation needs to be in the name. The Board discussed prospective names and came up with the following names in order of priority:

SBCDUT.GOV
SNYDERVILLECEMETERYUT.GOV
BASINCEMETERYUT.GOV
SNYDERVILLEBASINCEMETERYUT.GOV

Will Seggos is to discuss with Ron Boyer which of these names would be allowable.

The Board next discussed what information should be included in our website and they would include the Board members names and new email addresses, organizational documents for the District, Schedule of our meetings, Minutes, audio of our meetings, Resolutions, District Boundary, and information on site selection. Will Seggos will be working on the website.

Matt Leavitt then began a training for the Board since we expect to have revenue during 2025 and need to better understand our responsibilities once we have a Budget. Matt mentioned that we won't see much tax revenue until late in 2025. We should expect a letter monthly from the Treasurer regarding revenue which comes in.

- Max Greenhalgh mentioned that we expect to use tax anticipatory lending through the County. Matt mentioned that we will first need to authorize the Note. It is expected that lending will be through a line of credit.
- Matt discussed internal controls. A Board member would be responsible for receiving money. Another Board member would be responsible for reconciling bank records. We will need two signatories for checks and should have at least one additional approved signatory. The Board will need to approve the Check Register monthly.
- We will need a Procurement Policy and Ryan Stack will forward to the Board templates to review.
- Will Seggos and Bill Oshinsky will look into getting a Federal and State EIN for the District and tax exempt status, as well as discussing with Zions and Wells Fargo about establishing a bank account.
- On the State Website there is information regarding approved vendors, which allows you to avoid going through competitive bidding since the State has already negotiated pricing.
- Matt indicated that due to our revenue size, at this time we won't need an Audit but he suggests having an accounting firm review our financial information. Matt thought he could have the County auditor, Squire & Co. help with our set up. We will need to complete a Large Financial Survey each year; on the State Auditor Website. We will also need to complete a Deposit and Investment Report twice a year (July and January).

Ryan mentioned a need to submit our Budget to the State Auditor Portal and I am to discuss with Cindy Keyes.

Matt mentioned additional reporting including a Fraud Report, Financial Certification Report and Fraud Risk Assessment to be found on the State Auditor Website. We will need to file a Quarterly Revenue and Expenditures Report and an Annual Payroll Report once we have employees; State Transparency Website.

Shayne Scott introduced himself regarding the selection of a cemetery site and introduced Jessica Kirby, the Director of Lands and Open Space for the County. Pete Gillwald discussed the UOP site and the process to date, including meeting with the County Council, obtaining topo information, meeting stakeholders including the Recreation District at least 3 times and having a series of test pits dug. Pete mentioned a goal of having the cemetery be low visual impact.

Jessica Kirby mentioned that the UOP site is an established recreational site and that if we want to move forward with the UOP site we should have community conversations. She indicated that she has received calls from a number of individuals asking about this site and the cemetery. She also mentioned environmental and water shed risks and that the UOP property is seasonally wet and that the ski trails flood in the spring. She suggested finding out about seasonal flooding. She also mentioned water sources nearby (3 springs) and that we would need to be concerned with contaminating these sources if we did not use vaults. She also mentioned potential issues with ashes blowing if ashes were scattered.

She mentioned badgers digging up areas on the hill area. She suggested that any drawings for the site be clearly marked DRAFT.

Dana Jones, Basin Recreation District Director, Phares Gines, Trails & Open Space Manager, Maddie Nelson, Open Space Manager, and Aaron Williams Ranger Supervisor, were also present. They stressed the need to make sure the UOP is an appropriate location for a cemetery, mentioned that trailhead parking is now complete and often full, so cannot handle excess use. They also mentioned badgers in the upland area and the need to treat for noxious weeds, which costs them approximately \$2,000 per year.

Residents Ted Palomaki from Silver Springs, and Emma Garrard, Director of cross country skiing for Park City Ski and Snowboard each spoke and mentioned that they were opposed to this location. Ted had sent an email to the Board, a copy of which is attached to these minutes, and has not received a response.

Ryan Stack suggested an Advisory Committee to address the site and community engagement. Pete moved to have 2 Board Members (Pete and Max) and up to a total of 10 members on the committee. Will Seggos seconded the motion and it unanimously passed.

Pete Gillwald moved to adjourn the meeting and Will Seggos seconded the motion. Unanimously approved. Meeting adjourned at 10:30am.