

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, January 3, 2024, at 9.00 AM.

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. Action on Consent Items*:
 - A. Draft minutes of December 6, 2023, meeting.
 - B. Proposed Community Questionnaire from Planning and **Design** Subcommittee
4. Sub-committee Reports: Progress reports and Goals for the year!
 - A. Community Outreach-Origin of questionnaire
 - B. Planning and Design---Note regarding Community Gardens site
 - C. Finance and Operations-letter from County Manager re. Interim financing
5. Establishing goals for 2024
6. Election of Board Officers for 2024
7. Items for January 17th Meeting agenda.
8. Adjournment

* Consent items are thought to be non-controversial items or matters that have already been discussed and likely do not require further discussion. Any **Board** member may pull an item out of the consent agenda for separate discussion and action.

DRAFT

SNYDERVILLE BASIN CEMETERY DISTRICT BOARD OF TRUSTEES .

MINUTES

RICHINS BUILDING, ROOM 133
1885 UTE BLVD, PARK City, UT 84098
WEDNESDAY, DECEMBER 6, 2023
Meeting also conducted via Zoom.

Board of Trustees in attendance:

Max Greenhalgh

Pete Gillwald (via Zoom)

Daniel Whitehurst

William Oshinsky

Ryan Stack. Deputy Summit County Attorney, also in attendance

Meeting was called to order at 9:03am by Max Greenhalgh. This is the sixth meeting for the Snyderville Basin Cemetery District Board of Trustees (the "Board").

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

Attached hereto is the Agenda for this Meeting.

Item 3 on the Agenda was skipped for the time being.

The Board discussed responsibilities. Dan suggested that each subcommittee draft a scope of responsibilities and people to meet with. Committees may then provide reports to the Board, which reports would be attached to Agenda. The Board may then discuss the **reports** or ask questions, if necessary.

Max Greenhalgh indicated that Shayne Scott didn't think there was any way for the Board to obtain financing from the County at this time. This may require the Board to delay actions requiring financing.

Dan and Max met with leaders of the Snyderville Recreation District-the Manager/Director, Dana, and Matt, who is charge of properties. Dana is on the Board of North Summit Recreation District and they are going through Truth in Taxation now. They discussed how we may cooperate with the Recreation District and land opportunities. Max mentioned that North Summit has a strategic planning consultant and is spending \$300,000 on this project. They discussed cooperation regarding maintenance and trail connections to a cemetery. Apparently the UOP property is the most used property discussed and they are not eager to have a cemetery included on this site.

Several sites were discussed:

75-acre Triangle site, east of 1-40 which the Recreation District owns.

11 acres on the north end of UOP.. Possibly a football field wide and very long. Access may be an issue. Lewis Park, 100 acres, dedicated to the County. Ownership of this site is unknown, but it is woody and has easy slopes.

11 acres off of Route 224 where there are community gardens. Max believes this may be an ideal site, but there may be many competing uses for this site, including potential Canyons parking (728' x 612').

The Board discussed site visits by the Board and Ryan indicated that if we arrange Board site visits with a quorum of Board members, then we must notice the visits with time specified for each visit.

Dan went to the Special District Convention and reported on the Convention, including that the organization does lobbying, works on cyber security, and financing. Dan would be sharing opportunities for Board members to take on-line courses which are recommended to be taken by new board members or annually by all Board members of Special Districts.

Ryan mentioned that the County provides counsel for Special Districts, but, at some point, Special Districts are expected to obtain their own counsel.

The Board then took up item 3 on the Agenda, the Minutes for the prior meeting. With the change in Shayne Smith to Shayne Scott, Dan moved to approve the Minutes and Bill seconded. The motion passed unanimously.

The Board moved to adopt the proposed meeting schedule for 2025 (meeting on the first and third Wednesday of each month at 9am). Dan moved to approve the Schedule and Bill seconded. The motion passed unanimously.

The Board discussed Agenda items for the next meeting. Discussed were:

Election of Officers

Plan for the year and Subcommittee plan for the year

Budget and financing

Reports from Subcommittees

Approval of Minutes from this meeting

Updates on site selection

Discussion of approaching the Interfaith Council

Discussion of Salt Lake cemetery operator giving a cemetery tour for the Board

Motion to Adjourn made by Dan and Bill seconded. Unanimously passed. Meeting adjourned at 10am.

. SNYDERVILLE **BASIN** CEMETERY DISTRICT QUESTIONNAIRE

In 2012, the Summit County Council (Council) approved the creation of the Snyderville Basin Cemetery District. • • In 2023; the Council appointed a five-member Board of Directors (Board) for the District. The purpose for the District is to provide one or more public cemeteries to benefit residents of the Snyderville Basin area, and to provide for the improvement, maintenance, and beautification of such cemeteries. In September 2023, the Board had its initial meeting, and has met at least monthly since then to determine how to accomplish the goals established for the District by the Council. The purpose of this Questionnaire is to assist the Board with identifying community needs and desires vis-a-vis a cemetery.

Name of person completing this form: _____

Telephone number:

Email address: _____

1. Does your community currently operate a cemetery in the area?

2. If yes, how many plots are currently available?

3. Do you have a sense for how many burials occur in your community every year? ____ _
4. Generally, what have you seen in terms of burial preferences among your community (i.e., burial with casket, interment of cremated ashes, spreading of cremated ashes, other)?

5. Are there specific requirements or rites, religious or otherwise, for which accommodations should be available in **a new** cemetery?

6. Would your community prefer to have a section of the cemetery set aside for your community and would your community be willing to purchase such a section? If you would be willing to purchase such a section, how many plots would you be interested in purchasing?

7. What type of markers or headstones would your community prefer (e.g., uniform- sized, flush with the ground, etc.)?

8. If you noted a preference for headstones, would your community still prefer headstones if there were an additional cost to maintaining the area around the headstones?

9. Would you or your community want a columbarium?

10. Would you or your community want mausoleums?

11. Would you or your community want an indoor facility or sanctuary at the cemetery at which services could be performed?

12. Are there any additional matters which you believe the **Board** should be aware of related to establishing a new cemetery?

Sub-Committee Reports

Community Outreach: Recently, Bill was chatting with a member of the area's ecumenical council, and he asked if the council members would like to meet with the Cemetery district board. The ecumenical council member came back with a suggestion that the district send out a questionnaire. The questionnaire presented in the January 3rd meeting is one that can be filled out by any interested citizen, not just religious leaders.

Planning and Design: In the district's December 6th meeting, the Community Gardens parcel was brought up as a potential cemetery site. Pete was able to find that the parcel is protected with a conservation easement that prohibits any use other than trails and recreation.

Finance and Operations: We received this from County Manager, Shayne Scott on December 6th

I spoke with Roger/Malena as well as Corrie. I believe there is some consensus to do something. I am thinking early next year we present something to council for discussion. This could be a loan or maybe even a grant.

Annette (Shayne's secretary), can you work with Max on a meeting date in January for a 45-minute presentation at his convenience? We could discuss budget, promissory note, etc. and get some direction from council on the cemetery district.

Finance and Operations Sub-committee Goals for 2024 attached

Finance & Operations

Charter

To lead the establishment of a functional organization, including funding, staffing, office, legal/accounting/compliance and business model.

2024Goals

1. Obtain interim funding from County
2. Plan for long term funding (tax levy or other sources)
3. Take necessary steps to qualify for ballot measure
4. Ascertain and comply with regulatory requirements
5. Set up process for retaining consultants and future staffing
6. Connect with relevant professional organizations
7. Design long term business model