

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, November 8, 2023, at 9.00 AM. *

Agenda

- 1. Call to order.**
- 2. Roll call.**
- 3. Action on Consent Items**:**
 - A. Draft minutes of 10-11-23 meeting**
 - B. Reminder of UASD Convention Nov. 8-10. (The itinerary is included in the agenda packet.) All board members are invited. Registration fees and travel expenses will be reimbursed.**
- 4. Discussion: Synopsis of input from County Treasurer, Corrie Forsling, and County attorney, Ryan Stack, regarding interim financing.**
- 5. Discussion and possible action to adopt the proposed Strategic Plan for the District.**
- 6. Creation of sub-committees to address the four major categories of tasks as established in the District's Strategic Plan:**
 - A. Funding**
 - B. Operations**
 - C. Planning and Design**
 - D. Community Engagement**
- 7. Update of Christa Cassidy's Needs Assessment and Possible Cemetery Sites.**
- 8. Suggested agenda items for Board's next meeting December 6, 2023.**
- 9. Adjournment**

***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**

**** 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 84017
WEDNESDAY, OCTOBER 25, 2023
Meeting also conducted via Zoom.

Board of Trustees in attendance:

Max Greenhalgh

Pete Gillwald

Daniel Whitehurst

William Oshinsky

Christa Cassidy (via Zoom)

Shayne Scott, Summit County Manager also in attendance

Meeting was called to order at 9:00am by Max Greenhalgh. This is the fourth meeting for the Snyderville Basin Cemetery District Board of Trustees (the "Board").

Daniel Whitehurst moved to open the meeting. Bill Oshinsky seconded the motion. Unanimously passed.

All members of the Board were in attendance. Christa Cassidy attended via Zoom.

Attached hereto is the Agenda for this Meeting.

Each Board Member introduced themselves and the County Manager introduced himself.

Max Greenhalgh asked the County Manager about interim financing. The County Manager discussed the process of obtaining interim financing, with use of a promissory note. For North Summit Fire District, a \$1 million loan was provided over a year period. Ultimately, the District could have its own bank account, but while interim financing is provided, invoices would be submitted to the County for payment. The County Manager was asked whether it was better to start by engaging professionals to do work on behalf of the District or do this work without staff hires. The County Manager indicated that he thought the Board was talented and could do much of the work without engaging staff. For things like soil studies, a consultant would need to be engaged. To obtain a loan from the County, the Board should put the issue on our Agenda for our next meeting and then make a request from the County. The County Manager would discuss the process with staff.

Max Greenhalgh indicated that we would send the County Manager copies of all minutes and we would try to schedule him to attend meetings once per calendar quarter.

Dan Whitehurst asked if the County had ideas on where to locate a cemetery and County Manager indicated that soil types are an issue. He believed that the Kline-Dahle parcel is likely off the table as there are a lot of prospective uses for this site.

Pete Gillwald mentioned there are several criteria for cemetery sites in his opinion, including water and Dan Whitehurst mentioned scenic values.

Consent Agenda items were discussed. Dan Whitehurst made a motion to pass and Bill Oshinsky seconded the motion. Motion passed unanimously. Pete Gillwald then indicated that he thought two typos needed to be corrected in the October 11, 2023 minutes. A motion to amend the October 11, 2023 minutes was made by Bill Oshinsky and Dan Whitehurst seconded the motion. Motion passed unanimously.

Christa Cassidy then led a discussion of the Strategic Plan she prepared as a part of the Agenda. She will discuss with the County Finance Manager the dates/deadlines for proceeding with a MIL levy.

For the next meeting we discussed including Agenda items for prospective sites, budget, line of credit request, discussion of proceeding with a MIL levy, discuss the procurement process, site selection, and subcommittee organization.

Pete Gillwald is to ask the County if they have prepared a study of the need for a cemetery. Pete will also ask the Community Development Department to consider appointing a liaison to interface with the District.

Dan Whitehurst moved to adjourn the meeting. Bill Oshinsky seconded. Passed unanimously. Meeting adjourned at 10:30am.



UASD 34th ANNUAL CONVENTION
"ADAPTING TO CHANGE"
Convention-at-a-Glance

Wednesday, November 8th, 2023

Wednesday sessions provide valuable information for management, board members and staff. Wednesday sessions also provide training for district staff on important topics relating to statutory requirements and operational issues, all within an afternoon. Convention registration is available for "Wednesday only" so that district records officers and others may attend those sessions that address their areas of responsibility and certification. (Full Conference Registration includes all Wednesday events and sessions, as well as all Thursday and Friday events and sessions)

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| 11:00 am-4:00 pm | Registration and Exhibits |
| 1:00 -4:45 pm | Afternoon Breakout Sessions |
| | Annual Certification Training for newly elected or appointed board members |
| | Open Meetings Training – Annual Requirement for all board members |
| | GRAMA - State Archives training on a variety of topics for records officers |
| | Personnel Officer Training - to fulfill statutory training requirement. |
| | Additional Topics TBA |
| 5:30 pm | Evening Welcome Reception |

Thursday, November 9th, 2023

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| 7:00 am – 4:45 pm | Exhibits Open (Exhibitor Hall closes at 4:45 pm) |
| 7:00 am | Registration and Exhibits Open with Continental Breakfast |
| 8:30-11:45 am | Partner's Program |
| 8:30-11:45 am | General Session |
| | Current Issues - New Posting Requirements SB 40, 2023 Leg. Session |
| | Procurement and Other Template Updates |
| | Where Is Your Liability Exposure? - Current Examples - Be Aware! |
| | Cyber Security: State Cyber Czar SB 127, Cybersecurity Amendments |
| 12:00-1:10 pm | Luncheon – Keynote Speaker - TBA |
| 1:10-1:30 pm | UASD Annual Business Meeting |
| 1:45-4:45 pm | Afternoon Breakout Sessions - NSDC Federal Advocacy and Resources |
| | John Crofts - Utah Earthquake Program Manager - Preparedness |
| | Artificial Intelligence, Website compliance with Federal Law |
| | Legislative Auditor General - Best Practices and Cybersecurity |
| | Growth, Infrastructure, Resource Management, Working Together |
| | NSDC - Important National Topics Affecting Districts |
| | Personnel Issues - Managing Marijuana and Workplace Drug Compliance |
| | UAC and ULCT - Working with Local Government Partners |
| 6:00pm | Annual Awards Banquet - Entertainment (TBA) |

Friday, November 10th, 2023

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| 7:30 am | Registration |
| 8:30 am | Breakfast - Speaker: TBA |
| 9:45 -11:00 am | Review of 2024 Legislative Package |

Directives from County Officials regarding Interim Financing

District Chair, Max Greenhalgh, and District Treasurer, Pete Gillwald, met with County Treasurer, Corrie Forsling on December 30, 2023 to discuss interim financing options. Corrie's bottom line is that until we obtain electoral approval for the tax levy, it will not be possible to secure anticipatory tax funding. It was her opinion that the only way the county could provide interim financing is through grants or discretionary budgeting.

Here are two emails from County Attorney, Ryan Stack re. Interim Funding

Nov. 1, 2023 from County Attorney, Ryan Stack:

Attached is the original Resolution creating the District. Please see Section 8, which states that the District's authority to tax ("levy") is contingent upon voter approval (also see Section 9 which shows the estimated annual tax impact to a County resident as \$20).

Also attached is the County Code for the District, where Section 2-44-3 reserves the authority to impose a tax to the County Council.

Taken together, these provisions require 1) the District to put to the voters the issue of whether the District may levy a tax, 2) if the voters so approve, the County Council retains the authority to go through the truth in taxation process to impose such a tax.

I understand these may not be the answers you are hoping for, but I do hope this helps bring clarity. Please let me know if you have any other questions.

Nov. 2, 2023 from County Attorney, Ryan Stack

The question of a levy can be put to the voters next November (2024), and the District can concurrently go through the truth in taxation process in hopes that voters approve the levy. But the District (in conjunction w/the Council) would need to commence the TNT process before the actual vote because of the noticing timeline set by state code.

In short – there is only one election for the voters, and that is the question of whether the District shall have taxing authority (and if so, up to what cap). TNT is a legislative process with the Council that includes a public hearing. The election is for the voters to determine if the District can levy a tax (up to a cap). TNT is for the Council to set the rate (assuming voter approval), up to the voter approved cap. So when the District puts the question to the voters, it will be phrased to reference a cap (something like "Shall the SBCD be authorized to impose a property tax levy up to a maximum rate of 0.XXX?"). State code fixes the cap for a cemetery maintenance district at 0.0004. So while the District could certainly go to the voters seeking approval of a cap below that amount, it could not ask for anything over that limit.

The above quotes were shared with County Manager Shayne Scott.

Memorandum

To: Max Greenhalgh

From: Christa Cassidy

Date: November 5, 2023

(Re: This is Christa's response to my asking if she could come up with an expected number of burials per year we could be looking at and which of the cemetery sites listed in the Scope she thinks are worth considering.)

When I interviewed Heather Todd, sexton at PC Cemetery, as part of my research for the second scoping memo (attached), she told me they averaged 11 burials/year. You can see my notes from my convo with her in Appendix E. Given that the Snyderville Basin part of Park City has double the number of seniors than the Park City Proper part of Park City, I wonder if we could reasonably double this number with the recognition that people can die at any age and that logic is inherently flawed. As you saw in the first scoping memo, there are about 143 premature deaths (deaths occurring among people under age 75) annually in Summit County (the data was not available at the city-level). All to say, I wonder what the other board members would think about an assumed ~22-25 burials/year figure.

Regarding the sites - those were all sites that Chris mentioned to me in an April 2021 conversation as possibilities. When Dan, Sally, and I spoke to him and Roger last December, the following three sites were the only ones they noted. The only one not included here that we've been talking about as a group is Cline Dahle (am I spelling that correctly?), which Chris said at the time (April 2021), he thought was more appropriate for housing.

1. Peck Trust property in Silver Creek Parcel number: SS-32-C Account number: 197446 Acreage: 40 Notes: Flat; the western third of it is wet. Part of the property will have the east - west connector road. Neighborhood groups are currently advocating for it to become an equestrian and event center.
2. UOP entry road north and southeast: Parcel numbers: KJS-2-1AM-X and KJS-3-3&4LLA Account number: 465149 and 491896 Acreage: 219.99 and 88.61 Notes: Great access; has long been considered an ideal location; could do something creative funding- and management-wise with Basin Rec. Need to do some geo work to determine soil composition. If not bedrock, then a top option.
3. East side of 40, north of Home Depot: Parcel number: SS-57-1-B-X Account number: 180947 Acreage: 111.28 Notes: Small portion of this parcel needs to be remediated due to tailings. The majority of it is thought to be uncontaminated. Would require enviro work to determine for certain.