

MEETING NOTICE

Snyderville Basin Cemetery District Board of Trustees Wednesday, October 25, 2023,
at 9:00 a.m.

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. *

Agenda

1. Call to order.
 2. Roll call.
 3. Discussion with County Manager, Shayne Scott: Exchange of Ideas for short term financing, budgeting, and possible cemetery sites within County owned parcels.
 4. Action on Consent Items**:
 - A. Proposed Bylaws
 - B. Draft minutes of 10-11-23 meeting
 - C. Proposed mission and vision statements
 - D. Recommendation for participating in associations, conferences, and travel. (See note in agenda packet.)
 - E. Recommendation re. Attendance at Utah Special Districts Conference Nov. 8-10. (See note in agenda packet.)
 5. Discussion re. Establishing a Strategic Plan. Discussion leader: Christa Cassidy
 6. Suggestions for agenda items for Nov. 8th meeting.
- 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.

A

SNYDERVILLE BASIN CEMETERY DISTRICT

Bylaws Board of Trustees
Adopted _____, 2023

ARTICLE I DEFINITIONS

- 1.1 **“Board”** means the Board of Trustees of the Snyderville Basin Cemetery District.
- 1.2 **“Board Action”** means an official vote or action of the Board of Trustees.
- 1.3 **“Board Member”** means a member of the Board.
- 1.4 **“Clerk”** is the person elected by the Board to record and safeguard all minutes of the Board and act as the secretary to the Board.
- 1.5 **“County”** means Summit County, Utah.
- 1.6 **“County Council”** refers to the legislative body of Summit County.
- 1.7 **“District”** means the Snyderville Basin Cemetery District.
- 1.8 **“Immediate Family Member”** means a parent, stepparent, grandparent and his/her spouse, spouse and his/her siblings and spouses of such siblings, sibling and his/her spouse, a child and his/her spouse, and a stepchild and his/her spouse, and a grandchild and his/her spouse.
- 1.9 **“Manager”** is the General Manager of the District, who is its chief executive officer appointed in accordance with Summit County Code Section 2-44-12.
- 1.10 **“Officer”** means the chair, vice-chair, clerk, and treasurer of the Board.
- 1.11 **“Treasurer”** is one the Board Member designated and authorized to cosign all checks and other disbursements on behalf of the District, and to provide recommendations to the Board regarding the collection of revenues, disbursements of funds for expenses, and the custody of funds that comply with state law and sound accounting controls.

ARTICLE II BOARD

- 2.1 The District shall be governed by the Board which shall manage and conduct the District's business and affairs in accordance with its delegated powers in Section 2-44 et. seq. of the Summit County Code. All powers of the District are exercised through the Board in accordance with the law.

- 2.2 The Board shall be comprised of five (5) members, all of whom shall be appointed by the Summit County Council.
- 2.3 Qualifications: To be eligible for appointment as a voting member, each member of the Board shall:
 - 2.3.1 Be a registered voter at the location of the member's residence within the District's boundaries and a resident within the District.
- 2.4 Functions of the Board
 - 2.4.1 The Board shall exercise all powers and duties enumerated in Section 2-44-5 of the Summit County Code and Utah Code § 17B-1-301.
 - 2.4.2 The Manager prepares and proposes to the Board, for approval, an annual budget pursuant to Section 2-44-12 of the Summit County Code, which the District shall present to the County Council.
 - ~~2.4.3~~
 - 2.4.3 In every case, decisions of the Board shall be expressed by a majority vote of a quorum of the Board.
- 2.5 Individual Board Members shall not give orders to any staff member of the District, either publicly or privately, but may ask for information from the Manager to be presented to the Board.
- 2.6 All members of the Board shall serve in accordance with Utah Code and Section 2-44-6 of the Summit County Code.

**ARTICLE III
TERM OF OFFICE**

- 3.1 Except as provided below, the term of office for each appointed member of the Board shall be fixed by the County Council.
- 3.2 Board Members shall serve until their death, expiration of their term, their resignation or their removal for cause by the County Council.
- 3.4 Each Board Member may serve a maximum of three (3) appointed terms (Summit County Code 2-11-4).

- 3.5 Vacancies on the Board shall be filled by the County Council within 90 days for the unexpired term of the Board Member whose vacancy is to be filled. If such vacancy is not filled by the County Council within 90 days, then the Board may fill such vacancy for the unexpired term of the Board Member whose vacancy is to be filled (Section 2-44-8 of the Summit County Code).

ARTICLE IV OFFICERS

- 4.1 The Board shall elect from among its members, a chair, vice-chair, a treasurer, and a clerk who shall act as the Officers of the District. Election of the initial slate of Officers shall be held at the initial meeting of the Board. Thereafter, elections shall be held at the first scheduled public meeting in January and annual thereafter, except if offices are vacant as a result of a vacancy on the Board, in which event, there may be an election at a public meeting after such vacancy or after the appointment or election of a replacement Member.
- 4.2 Chair
- 4.2.1 Conducts meetings.
- 4.2.2 Schedule public meetings and any or all special public meetings. Collaborates with the Manager to set Board meeting agendas. The Chair shall have final say in determining whether an item is placed on an agenda, subject to the exception that an item shall be placed on the agenda upon the agreement of any two Board Members.
- 4.2.3 Act as official spokesperson for the Board to the public or designate such spokesperson.
- 4.2.4 Coordinates and follows through on projects and assignments of the Board.
- 4.2.5 Arranges for ongoing dialogue and interaction with interfacing entities such as the County Council and other local town/city councils within the District, and other public entities for the purposes of information exchange, insight and analyzing future growth and development.
- 4.3 The Vice Chair shall act as Chair in the absence or at the direction of the same.
- 4.4 Clerk
- 4.4.1 Attends Board meetings and keeps a record of the proceedings.
- 4.4.2 Prepares and posts draft Minutes of Board meetings. ~~Maintains financial records.~~
- 4.4.3 Posts approved Minutes of Board meetings. ~~Presents a financial report at least quarterly to the Board.~~

County administration regarding the Open and Public Meetings Act. The Chair of the Board will ensure that its members are provided with annual training on the requirements of the Open and Public Meetings Act.

With a quorum present, an open meeting will include workshops and Executive Sessions but does not include chance meetings or social meetings.

5.2 Closed Meetings

A meeting may only be closed pursuant to Utah Code §§ 52-4-204 through 206.

The Board may enter a Closed Meeting only from a properly-noticed Open Meeting, with a motion to enter a Closed Meeting. A two-thirds vote will be required of Board Members present at an Open Meeting to enter a Closed Meeting, and the motion to convene a Closed Meeting must be publicly announced and recorded. The reason for closing the meeting must be clearly stated, and the location of the Closed Meeting must be recorded. The vote of each Board Member must also be recorded (by roll call vote). No Board action may be taken in a Closed Meeting. No recorded minutes are required if the meeting is closed to discuss: the character, professional competence, or physical or mental health of an individual. In lieu of recorded minutes, Utah Code requires a sworn written statement from the Chair. All other Closed Meetings require the Board to record the closed portion of the meeting, and detailed written minutes be kept.

5.3 Emergency Meetings

Emergency meetings may be held in the event of unforeseen circumstances. The best practicable notice must be given of meeting date, time, place, and items to be considered. A reasonable attempt will be made to notify all Board Members, and a majority of the Board Members must approve of the meeting.

5.4 Electronic Meetings

The Board may conduct electronic meetings consistent with the provisions of Utah Code § 52-4-207 and Summit County Resolution 2021-06.

5.5 Electronic Messages

No deliberation shall occur outside of a publicly noticed and held meeting, including through any electronic communications. During meetings, Board Members shall not transmit electronic messages. Electronic messages are defined as: email, instant messages, electronic chat, text messaging, or other means of electronic messaging. All Board Members will maintain and use ~~be issued a~~ District email address upon appointment. All electronic communications involving Board business are considered public records and must be preserved and retained according to the State retention schedule.

4.5 Treasurer

4.5.1 Primarily responsible for the funds and assets of the District and accountability for the same.

4.5.2 Reviews placement and status of the District's funds.

4.5.3 One of two Board Members on the District's operating account signature card.

4.5.4 Maintains financial records.

4.5.5 Presents a financial report at least quarterly to the Board.

4.6 Entire Board

4.6.1 Provides policy framework, sets vision/goals/policies.

4.6.2 Delegates policy implementation to the Manager.

4.6.3 At least quarterly, reviews all expenditures authorized by the Manager.

4.6.4 Any Board Member may submit a request to the Chair to place an item on a future agenda, provided that such request shall be submitted no fewer than ten (10) business days in advance of the meeting for which the item is requested.

4.7 Removal of Board Member

4.7.1 A Board Member may be removed for cause by the County Council.

4.8 Compensation. Board Members shall not receive compensation for their service. Board Member's actual and necessary expenses incurred in the performance of their official duties may be reimbursed from District funds.

ARTICLE V
OPEN AND PUBLIC MEETINGS

5.1 Open Meetings

The Board operates within the guidelines of the Open and Public Meetings Act of the State of Utah (Utah Code §§ 52-4-101 et seq.). Annual training will be scheduled by District or

**ARTICLE VI
VOTING**

- 6.1 Number of votes: Each member of the Board shall have one vote on all matters brought before the Board.
- 6.2 Passage: The affirmative vote of majority of all voting members present at any meeting of the Board at which a quorum of voting members was presented shall be necessary and sufficient for the passage of any item before the Board or Board Action.

**ARTICLE VII
QUORUM**

- 7.1 A majority of the members of the Board shall constitute a quorum. No action may be taken by the Board unless a quorum is present.

**ARTICLE VIII
CONDUCT OF MEETINGS**

- 8.1 The Board shall, with the Manager, establish a regular meeting schedule which shall not be less than one meeting per month.
- 8.2 All meetings shall be noticed pursuant to and comply with all provisions of the Utah Open and Public Meetings Act.
- 8.3 A copy of the agenda and notice for each Board meeting shall be provided via electronic mail to the Summit County Manager no less than twenty-four (24) hours prior to the scheduled meeting.
- 8.4 A copy of the minutes of each Board meeting shall be provided via electronic mail to the Summit County Manager within five (5) working days following the approval of the minutes. Draft minutes, recordings of electronic meetings, and final minutes shall be posted to the District's webpage (if any) and to the Utah Public Notice webpage as required by the Open and Public Meeting Act.
- 8.5 The Board shall adopt a form of parliamentary procedure (Robert's Rules of Order) and shall conduct all meetings in a manner consistent with that procedure and consistent with all applicable laws.

**ARTICLE IX
ETHICS**

The following ethical principles shall guide the actions of the Board and its members in carrying out the powers and duties described above:

- 9.1 Gifts.

Board Members will not solicit or accept gifts. An occasional non-pecuniary gift having a value of less than \$50 or an award public presented in recognition of public services may be accepted.

9.2 The primary obligation of the Board and each member is to serve the public interest.

9.3 Conflict of Interest.

Any potential conflicts of interest require full disclosure. A Board Member may not have a personal investment or pecuniary interest in any business entity which will create a substantial conflict between private interests and public duties. The Board and its members shall avoid conflicts of interest and the very appearance of impropriety. A Board Member with a potential conflict of interest shall publicly disclose that interest, abstain from voting on the matter, and not participate in any deliberations on the matter, but may remain in the chamber where such deliberations are to take place except when the Board may go into executive session. When the Board is in executive session, any Commission member with a potential conflict shall remove himself/herself from the chamber. Also, the Board Member with a potential conflict shall not discuss the matter privately with any other Board Member or public official voting on the matter.

ARTICLE X PENALTIES

10.1 Certain penalties under Utah Code may apply in the event of breach of conduct in accordance with the above-stated policy.

APPROVED AND ADOPTED by the Board this ____ day of _____, 2023.

ATTEST:

William Oshinsky
Clerk of the Board

By:

Max Greenhalgh
Chair of the Board

APPROVED AS TO FORM:

B

DRAFT

**SNYDERVILLE BASIN CEMETERY DISTRICT BOARD OF TRUSTEES
MINUTES**

**RICHINS BUILDING, ROOM 133
1885 UTE BLVD, PARK CITY, UT 84017
WEDNESDAY, OCTOBER 11, 2023
Meeting also conducted via Zoom.**

Board of Trustees in attendance:

Max Greenhalgh

Pete Gillwald

Daniel Whitehurst

William Oshinsky

Christa Cassidy (via Zoom)

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

Jessica Kirby, County Public Lands Manager, Summit County, also in attendance

Amy Jones, Administrative Assistant, also in attendance

Meeting was called to order at 9:05am by Max Greenhalgh. This is the third meeting for the Snyderville Basin Cemetery District Board of Trustees (the "Board").

Roll was called. All members of the Board were in attendance, except for Christa Cassidy. Christa Cassidy joined via Zoom shortly thereafter.

Attached hereto is the Agenda for this Meeting.

There was a discussion of the proposed Bylaws. Included in the discussion was moving financial matters from the Clerk's responsibilities to the Treasurer's responsibilities and clarifying that the Clerk would be responsible for preparing and posting Minutes. Also, Board Members would use a District email address upon appointment. A discussion of gift policy was had and the Board agreed that while gifts would not be solicited, occasional non-pecuniary gifts having a value less than \$50 could be accepted and gifts that relate to District matters should not be accepted. The revised Bylaws are to be redlined and forwarded to Ryan Stack for his review. Pete Gillwald moved to table the vote on approval of the Bylaws until our next meeting. Bill Oshinsky seconded the motion. The motion passed unanimously.

Jessica Kirby then led a discussion of several Snyderville Basin properties. She indicated that the PRI property has a cemetery use in its restrictions but that a site assessment was done which indicated the property was too rocky. She has not seen the entire soil report on the property but believes there are other plans for this property, including a road.

There are a few properties without deed restrictions or conservation easements which would restrict use as a cemetery. She mentioned an 8 acre site by the Utah Olympic Park but mentioned a 10% grade.

Discussion of the Kline-Dolly Parcel which is not officially planned. The County is working on this. Near Jeremy Creek. About 30 acres along the frontage road. There are no deed restrictions or constraints on this property other than some wetlands.

910 Ranch was discussed and the County does not own this yet. Jessica is currently working on a funding application for this. If funding comes through, the entire property is to have a conservation easement and the property cannot be subdivided. The County would not want to jeopardize its option agreement with the landowner.

There is a property which the County is looking at but Jessica does not want to discuss this property in open session. There are other properties outside of Snyderville Basin.

The Peck Property has lots of interested parties and it is about 40 acres. Max and Pete discussed visiting this property. Currently used for sheep grazing.

There is a Catholic Church property near Rts 40 and 80 which may be available, as well as an adjacent developer property.

Discussed land by the transit center being built by the Home Depot. Due to contamination, you would be limited to the developable area for a cemetery. Bedrock may also be an issue.

To go into closed session, you need to have specific property to discuss.

Jessica is available on 10/25 to come to another meeting. Jessica then left our meeting.

Minutes from our 9/13 and 9/27 meetings were addressed, with typographical errors to be corrected. Dan moved to accept the 9/13 minutes and Pete seconded the motion. Passed unanimously. Dan moved to accept the 9/27 minutes and Pete seconded the motion. Passed unanimously.

Discussion of County Manager recommendation. There is no need for us to prepare a budget at this time but we can negotiate with the County for a loan or line of credit. The County Manager will be at our 10/25 meeting. Jessica is to be asked to be present for a closed session after the County Manager.

Discussion of the Mission and Vision for the District was held. Max and Dan are to review and revise these for discussion at our 10/25 meeting.

There was a budget discussion. Dan led this discussion and we are to discuss the budget and loan process with the County Manager at our 10/25 meeting.

Christa led a discussion of what we want to accomplish before we go to voters. Funding – Operations-Planning-Community Relations. Do we want to go to voters before or after we have a site or two

selected. Would we like to hold community meetings to discuss visioning. Would we like to invite clergy to present ideas to the Board. Dan discussed having a consultant evaluate what the areas cemetery needs are and ideas on what could be done, as well as whether the cemetery would be owned/operated privately.

Pete is to revise the draft budget.

Discussed having an agenda item to discuss public outreach and funding. Christa mentioned possibly breaking into committees.

Pete moved to set a meeting for 12/6 at 9am for our December meeting. I seconded. Unanimously passed.

Pete discussed the potential for a KPCW interview about the District.

Pete moved to continue items 10 and 11 on our Agenda to our meeting on 10/25.

Pete moved to adjourn. Seconded. Unanimously passed, at about 11:30am.

C

Snyderville Basin Cemetery District Mission and Vision Statements

Mission Statement:

To establish and operate an attractive, viable cemetery in the Snyderville Basin.

Vision Statement:

The Snyderville Basin Cemetery is a beautiful memorial park that incorporates burial places within the natural environment. It is a peaceful retreat that offers our citizens and guests opportunities for community gatherings, public art, and passive recreation, while serving as a place of respectful visitation to honor and memorialize the citizens that lived here and helped make our community great!

D

MEMBERSHIP IN INDUSTRY ASSOCIATIONS

Utah Association of Special Districts

UASD charges membership dues of \$82 for a district that has a budget of under \$100,000. Its annual convention is November 8-10, 2023. The cost for attending is \$340.

Utah Cemetery and Parks Association

UCPA has a membership fee of \$45 per person or \$150 for a group of 4 or more. Their annual meeting is in the spring.

International Cemetery Cremation and Funeral Association

ICCFA has an introductory membership fee for Municipal Cemeteries of \$99 for one year from the date of approval. Their annual conference will be in Tampa in the spring.

RECOMMENDATION: *That the Board approve joining UASD, UCPA and ICCFA and that members be authorized to attend meetings of these organizations with approval from the Board Chair. Members who advance dues payments and/or meeting fees will be entitled to reimbursement for those and for related reasonable travel and lodging expenses incurred.*

E UASSD Convention Recommendation

The annual convention of the Utah Association of Special Service Districts is being held Nov. 8-10. All board members are welcome to attend and will be reimbursed for entrance fees and travel expenses. Dan Whitehurst will provide the meeting details at our next meeting.

