

**TIMBERLINE SPECIAL SERVICE DISTRICT
BOARD MEETING**

December 29, 2023

Board Members:

Logan Jones
Christoph Gorder
Stuart Stein
Elizabeth Doshier
Eric Ghamen
Stephen Meinhold

Guests: Mark Hoffman
Brenna & Jeff Hatch

Location: Virtual meeting via Zoom

The meeting was called to order at 5:30 p.m.

Logan Jones asked for public comments on any matter not on the agenda. There were no comments.

Public Hearing and possible adoption of 2024 Budget for TSSD.

- a) Logan Jones presented the budget with no changes from what was previously reviewed.

MOTION: Logan Jones moved to approve the 2024 Budget for Timberline Special Service District as presented. Elizabeth Doshier seconded the motion.

VOTE: The motion passed unanimously.

Consideration of approval of the email and posting at the mailboxes explaining the reasoning behind the 2024 Budget.

- a) Logan Jones thought the letter was a great draft and covered a lot; however, he recommended waiting to post it and send the email until they have met with the County Attorney to talk about the process for finalizing the budget to include those items.
- b) Logan liked the letter as drafted and thought any details the County

Attorney could provide would be informative for the neighborhood.

- c) Logan explained that he did not understand the process for the increase in fees and he did not believe the way the Board has done it in the past was completely accurate. There is supposed to be noticing and a 30-day comment period.
- d) Christoph clarified that Logan wanted to clarify the process with the County Attorney to make sure they take all the required steps.
- e) Logan reiterated that it would also be informative to the neighborhood to include any additional information as bullet points in the letter they learn from the County Attorney.
- f) Christoph understood that the meeting with the County Attorney was scheduled for January 5th. He planned to attend that meeting.
- g) Logan noted that they were still a seven-member Board and three people could join the meeting without it being a quorum.
- h) Eric Ghanem offered to join Logan and Christoph at the meeting on January 5th.
- i) Brenna asked if there would still be a discount for early payment.
- j) Eric stated that the wording needed to be approved by the County Attorney, but they were considering a late fee instead of a discounted fee.
- k) Logan explained that everyone was paying knowing the 10% penalty and it ended up being more like a 10% late fee than a 10% discount.
- l) Brenna understood and thought that should be explained in the letter.
- m) Eric pointed out that it was in the letter under payment schedule. He shared his screen to show where and how the fee was reflected.
- n) After they meet with the County Attorney, Logan will update the letter for approval at the next meeting.

Letter to the District - 2024 Budget

- a) Eric presented written comments that were based on the Board projects for 2024.
- b) Eric stated that they will need Board commitment and time to bring the Board up to County level regarding the lot acquisition or transfer.
- c) Logan had identified the priorities that he was hoping to break up and give to a group or a person to prepare for the next meeting.
- d) Logan asked if the Board should schedule more regular meetings either every month or every other month to address the projects and issues identified.
- e) Steve Meinhold thought every other month was sufficient.

- f) Elizabeth Doshier favored regular meetings and she thought the neighborhood would like predictable meetings. She was comfortable with every other month.
- g) The Board agreed to schedule a TSSD meeting for the last Tuesday of every other month at 6:00 p.m.
- h) Logan suggested having a meeting in January and beginning every other month in February.
- i) The first topics should be Plan B and a communications plan.
- j) The towing policy was nearly completed but it still needed more discussion on situations where they would initiate a fee.
- k) Stuart and Elizabeth offered to work on the towing policy and process.
- l) Stephen had already updated language in a Google Doc, and he will work with Stuart and Elizabeth as well.
- m) Stephen asked Logan to ask the County Attorney whether having people print their name in a Google form acknowledging that it is a signature actually counts as a signature. He would like to know what constitutes a digital signature.
- n) Logan stated that several days before the agenda is set for the meeting, Board members need to submit documents or policies for review. Anything the Board intends to discuss must be included on the agenda with links. It needs to be posted seven days prior to the meeting.
- o) Christoph suggested that they set a meeting calendar for the year.
- p) Logan had created a TSSD Gmail that could host the calendar and be shared. The Board members will have access to the calendar and have the ability to change it.
- q) Logan asked Christoph to create the calendar.
- r) Logan suggested Plan B at the January meeting. The handbook for Service Districts recommends having an emergency response plan. For TSSD it would be to develop a Plan B for snow removal services.
- s) Eric remarked that there is an emergency response plan but is more than a Plan B that will take longer to develop.
- t) Eric commented on the need to find a Plan B for Big Blue as soon as possible, especially if they do not rent a Skid Steer.
- u) Elizabeth thought the emergency response plan should tie into the bullet point about communications and being able to get a message out quickly if there is some type of emergency.
- v) Stephen stated that he previously requested emails for neighborhood communications, as well as an option for a phone number to be used in emergency situations.

- w) Logan volunteered to help with the Communications Plan team. Elizabeth offered to help Logan.
- x) Stuart and Stephen will help Eric with detailing Plan B
- y) Logan also thought they should add to the January agenda, a Repairs Procedures and establishing an expenditure limit.
- z) It was noted that Steve Anderson uses his personal credit card to pay for gas for Big Blue and they should probably look into getting a debit or credit card for that purpose.
- aa) Elizabeth planned to go to Zions Bank to add Eric to the account as a second signer with her, and to remove Dan Syroid as a signer. She will inquire about obtaining a debit or credit card on the account to keep for Big Blue gas purchases while she is there.
- bb) Elizabeth also suggested looking into a prepaid card to reduce the liability. Eric will meet Elizabeth at the bank.
- cc) Eric reported that the if the truck needed to be repaired and it was important to do it immediately. There was money in the budget to cover the repair.
- dd) Logan summarized the items and working groups for January agenda:
 - 1) Plan B emergency response plan – Eric, Stuart and Stephen.
 - 2) Communications Plan – Logan and Elizabeth.
 - 3) Towing Policy – Stuart, Elizabeth and Stephen.
 - 4) Develop a work calendar – Christoph.
 - 5) Repair Procedures – Eric and Stephen.
- ee) The January Meeting is planned for 6:00 p.m. on January 30th. Submit items to post on the agenda 10 days prior to the meeting.
- ff) Elizabeth asked Logan to start a text stream, so they have everyone's numbers. Logan thought Dan Syroid should be included in all correspondence until he officially resigns.
- gg) Logan thought it would be helpful and informative if each employee wrote out their job description. He will send out that request to the employees.
- hh) Stuart noted that Steve Anderson sent out a job description in September before the new members came on the Board. Stuart will send a copy to the Board members for review.
- ii) Eric offered to create a project list with the project, the person assigned, and the due date.

The meeting was adjourned at 6:35 p.m.