

**TIMBERLINE SPECIAL SERVICE DISTRICT
BOARD MEETING
Kimball Junction Library
Summit County Utah**

August 6, 2024

Board Members:

Logan Jones, Chair Person
Stuart Stein, Vice Chair
Eric Ghanem, Treasurer
Elizabeth Doshier

Guests: Peter Ingle,

Location: Virtual meeting via Zoom

The Timberline Special Service District, Administrative Control Board meeting was called to order at 6:00 p.m.

Roll Call and Meeting Opening: Logan Jones opened the meeting, welcoming attendees to the Timberline Special Service District Administrative Control Board. Present were Logan Jones, Eric Ghanem, Stuart Stein, and Elizabeth Doshier, who joined virtually. The roll call was completed, and no public attendees were present either virtually or in person. A motion to close public input was made by Logan Jones and seconded by Stuart Stein. The motion passed unanimously.

Item #4 Consideration of Approval

Summer Road Maintenance Planning: Logan Jones initiated the discussion on road maintenance, referencing the discrepancy between the winter and summer road maintenance strategies. He pointed out that while the district has a dedicated crew for winter operations, summer maintenance depends on volunteer board members, a situation that has caused strain and contributed to financial depletion between 2018 and 2023. Logan proposed hiring a dedicated road maintenance supervisor to ensure long-term planning, budgeting, and procurement, mirroring the expertise seen in winter operations. This shift would alleviate the burden on board members and increase operational efficiency.

Eric Ghanem and Stuart Stein expressed support for the proposal. Stuart noted that having a year-round manager would provide consistency in managing the road crew. Eric suggested the idea of hiring a seasonal employee who could work on payroll scheduling one day a week, providing flexibility in handling specific tasks like road grading and filling potholes, which currently cost about \$2,500 each time a contractor is hired.

The board discussed potential costs and responsibilities of the new hire, with Logan suggesting that the role could be structured seasonally with varying responsibilities, focusing heavily on coordination during peak times like spring and fall. Eric mentioned the high costs of sporadic contractors and advocated for securing someone who could provide steady work at a reasonable cost, estimating around \$45 per hour.

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MOTION: Eric Ghanem moved to explore the hiring of a seasonal road maintenance supervisor, focusing on finalizing the role's structure for budgeting in 2025. The motion was seconded by Stuart Stein. The vote passed unanimously.

Logan proposed developing a job description and initially advertising the role internally before expanding externally if necessary. Elizabeth Doshier suggested reaching out to local contacts who might fit the profile, such as a ski patroller or a handyman looking for summer work. Eric noted that the costs for similar roles in the past have been high, with contractors charging around \$600 per day, but Elizabeth mentioned knowing someone who might be interested and charge \$40 per hour.

MOTION: Logan Jones moved to create a detailed job description and begin the internal search for a qualified candidate. This motion was seconded by Elizabeth Doshier and passed unanimously.

The board shifted focus to winter preparations. Logan explained that while the district was mostly ready for winter, a few tasks, including crack sealing and clearing the ditches, remained. He estimated that crack sealing would cost around \$2,500. The board agreed that these tasks needed to be completed before the first snowfall, but major projects would be deferred until next year.

Eric emphasized the need to inspect the ditches and sub-core areas to ensure everything was ready for winter. Logan confirmed that the contractor, Kyle, was lined up to handle the ditch work in October.

MOTION: Logan Jones moved to proceed with immediate crack sealing and ditch clearing, with Kyle contracted for the ditch work in October. The motion was seconded by Stuart Stein and passed unanimously.

Logan Jones presented information about a potential contractor for applying magnesium chloride (Mag) for dust control. The higher quality application would cost around \$6,100, and the method used by this contractor would prevent overspray by utilizing low-level nozzles rather than a water truck, which is more common with other providers. However, the price was deemed too high, and with the season nearing its end, Logan questioned whether it was worth pursuing.

Eric Ghanem noted that previous community input about dust control had come from a few neighbors, with limited response. He recalled specific complaints about ditches filling with gravel, especially near one resident's property. Logan explained that TSSD had swept the roads earlier in the year, but the issue persisted. Elizabeth Doshier added that she also had received a dust-related complaint from a resident.

Elizabeth Doshier suggested letting the dust control project go for the year, citing the late timing in the season and anticipated moisture from the monsoon season starting in August. Logan and Eric agreed with this recommendation, deciding to focus on other immediate road maintenance tasks instead.

MOTION: Logan Jones moved to defer dust control efforts for the remainder of the year and focus on sealing asphalt cracks, cleaning ditches, and addressing washboard areas. The motion was seconded by Eric Ghanem and passed unanimously.

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Logan outlined the immediate road maintenance priorities: crack sealing, ditch clearing, and touch-ups to washboard areas. The aim was to complete these tasks by the end of the year with minimal hours required from board members. Eric highlighted that this would save the district \$1,500 a month by not hiring additional labor.

Logan also discussed the possibility of custom modifications to existing equipment, like adapting the skid steer to better handle ditch work. However, the main focus was on hiring someone for a full road grading and dust control treatment in the spring of 2025. Logan emphasized the importance of securing a contractor early and getting a firm budget number for next year's work.

MOTION: Logan Jones moved to complete winter preparation by doing crack sealing, cleaning ditches, and addressing washboard areas. The motion was seconded by Stuart Stein and passed unanimously.

The board discussed hiring a maintenance supervisor for 2025. Logan suggested creating a detailed job description and spreading the word internally before advertising the position externally. The goal was to find someone local or with experience in seasonal work to handle the district's needs.

Eric raised questions about the budget for this hire, proposing a range of \$20 to \$45 per hour based on experience. The board agreed that more research was needed to determine appropriate compensation, with Eric using local HOA management rates as a reference. He estimated that a part-time supervisor could work 32 hours a month over six months, costing around \$6,000.

MOTION: Logan Jones moved to draft a job description for the road maintenance supervisor role and circulate it internally before expanding the search. The motion was seconded by Elizabeth Doshier and passed unanimously.

Next Steps:

- Logan will draft the job description and distribute it for feedback.
- Eric will work on budget estimates and outline potential hourly wages based on industry standards.
- The board will revisit the topic once the job description is finalized and will seek input from the county on hiring practices.

With these plans in place, the board moved forward to ensure that both short-term and long-term road maintenance strategies were on track, deferring larger projects until next year to align with budget planning and contractor availability.

Item #3 Public Input: Logan Jones invited Peter Ingle, Lot 316, to contribute. Peter began by discussing potential resources from nearby communities.

Silver Creek Collaboration: Peter Ingle suggested reaching out to the Silver Creek HOA, which manages a larger road network and faces similar maintenance challenges. He believed they might have helpful resources, such as a job description or existing solutions that could be adapted for

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Timberline's needs. Peter recalled previous discussions with Silver Creek and offered to help connect the board with them.

MOTION: Logan Jones moved to explore collaboration with Silver Creek HOA for road maintenance insights and potential solutions. The motion was seconded by Eric Ghanem and passed unanimously.

Road Issues and Washboards: Peter also addressed specific road issues, notably washboards on the hill leading up from the T-intersection. He recalled that a poorly placed ditch across the road had increased the washboard problem, which would worsen over the winter. He emphasized the need for immediate action before the issue escalated next spring. Peter also referenced a prior historical \$25,000 road assessment that addressed this problem and suggested a reduction of the hill's steepness as a long-term solution.

MOTION: Logan Jones moved to prioritize addressing the washboard issue near the T-intersection before winter and investigate long-term solutions. The motion was seconded by Stuart Stein and passed unanimously.

Historical Road Assessment Document: Peter mentioned that years ago a special road assessment was used to conduct an engineering report around 2012 which provided detailed guidance on roadwork, including whether to pave the roads. He offered to locate the document and share it with the board, noting that it had been a key reference for several years.

Road Misalignment Issue: Peter also noted that Timberline's roads were not always aligned with their plotted positions, sometimes off by as much as 40 feet, which had been a concern for the county. This misalignment could pose challenges for any future paving projects.

Offer of Handyman Help: Peter offered his own handyman services for minor tasks like blowing debris or helping with road maintenance at a lower cost than most contractors. He mentioned Gino, a local excavator who had worked in the neighborhood for years and offered to share his contact information with the board.

Next Steps:

- Logan agreed to reach out to Silver Creek and pursue Peter's contacts.
- Peter would look for the road assessment document and send it to the board.
- The board would continue working on assembling a summer crew and addressing the washboard problem.

The board thanked Peter Ingle for his valuable input during the meeting.

Agenda Item #5 Board Comment

Long-Term Maintenance Plan:

Logan Jones emphasized the need for a master plan to guide the neighborhood's road maintenance over the next 5-10 years. The board discussed obtaining professional assistance, possibly an

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engineer, to develop this plan. The Board was hopeful to use a past road study, which could serve as a foundation for future planning.

Summer Maintenance Coordinator Position:

Logan proposed creating a job description for a Summer Maintenance Coordinator/Road Manager position. This role would be advertised internally first, and externally if no suitable candidate was found. The board discussed setting a budget for this role, which would begin in the spring.

Budgeting for Contingency and Future Planning:

Eric Ghanem highlighted the importance of increasing the contingency fund to prepare for unexpected expenses. He also stressed the need for saving towards future equipment replacements, like "Big Blue," a critical machine used for snow removal. The board acknowledged the challenge of balancing contingency savings with capital expenditure planning.

Legal Services Discussion:

The board discussed the possibility of Summit County introducing charges for legal services provided to Special Service Districts (SSDs) like Timberline. The board debated whether to take preemptive action by sending a letter to the county to advocate for a distinction between Timberline's small-scale needs and larger entities like Park City Fire District or High Valley Transit.

Elizabeth Doshier supported the idea of advocating before changes are implemented, while Stuart Stein and Logan Jones preferred to wait for more clarity before taking action.

Meeting Schedule and Budget Planning:

The board agreed to finalize the budget by the end of October, aiming for a draft by mid-September. They planned to meet in mid-October for further discussion and potentially hold a public hearing in mid-November to approve the budget. The goal was to complete budget season efficiently and avoid a last-minute rush.

Closing and Motion to Adjourn:

With no further comments, Logan Jones made a motion to close the meeting at 7:42 PM, which was seconded and unanimously approved.

Approved by _____ Date _____