

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

March 26, 2024

Board Members:

Logan Jones, Chair Person
Stuart Stein, Vice Chair
Eric Ghanem, Treasurer
Elizabeth Doshier
Christoph Gorder, Roads Manager
Stephen Meinhold
Kris Smith

Guest(s): Kimba Forbes, Chuck Dinger

Excused:

Location: Virtual meeting via Zoom

The meeting was called to order at 6:00 p.m.

Item #3 Public Input

Logan Jones asked the guests if there was any public comment.

Logan responded by acknowledging the issues raised by Chuck and explained the community's road maintenance strategy. He highlighted the difficulties of maintaining road quality, especially given the weather conditions and budget constraints. Logan proposed discussing potential solutions that evening and suggested that they could include Chuck's input in the planning for road maintenance.

Kimba Forbes, Lot 82, joined the discussion, critiquing the use of resources like diesel during road maintenance and the board's decisions regarding equipment and contractor services. She expressed *concerns* about how operations were handled over the winter, suggesting strategic planning was necessary.

The Treasurer, Eric Ghanem, explained the financial constraints and the operational challenges faced by the board. He mentioned the need for better equipment, like a skid steer to handle road maintenance more effectively and efficiently.

Logan Jones assured the participants that their feedback was valuable and would be considered in future planning.

Item #4a Consideration of approval for Minutes of January 30th and February 21, 2024

Logan Jones asked the board if they had read the meeting minutes. He noted that they were linked to the agenda for aid before the meeting. He emphasized the responsibility of the board to review these documents before the meeting to make any necessary corrections or additions based on their recollections or observations of errors.

Kimba raised a concern about the frequency of the meetings, noting a shift from biannual to more frequent gatherings, which she felt were becoming quarterly or as needed. Eric clarified that the meetings were now scheduled every two months to ensure ongoing communication and accountability within the board. This adjustment was part of a learning curve the board experienced and adapted to ensure more effective governance and responsiveness to community needs.

Item #4. Consideration of Approval of Minutes

- a) There were no further comments or questions.

MOTION: A motion to approve the Minutes of January 30th and February 21st

Stuart Stein seconded the motion.

Vote: The motion passed unanimously.

Item #5 Nomination and election of new officers & positions

MOTION: Logan Jones moved to add two new positions to the board's structure, specifically suggesting the creation of a Communications Manager and a Road Maintenance Director. He nominated Elizabeth for the Communications Manager role, citing her competence and previous contributions to the board's communications policies as the basis for his recommendation.

Christoph Gorder seconded the nomination of Elizabeth for Communications Manager. Elizabeth accepted the nomination.

Vote: The motion passed unanimously.

- a) Logan Jones proposed a shift in board structure by moving away from a board member acting as a road manager to hiring a dedicated staff member for this role. He suggested nominating Kyle as the Road Maintenance Director due to his affordability and effectiveness compared to other contractors. Logan mentioned that although Kyle had given a verbal agreement, a formal nomination was necessary.

- b) Eric Ghanem raised concern about a potential conflict of interest if Kyle were to be both an employee and a contractor. He emphasized the need for transparency, especially if the board might hire Kyle's company for additional work.

- c) Christoph Gorder supported the idea of creating a staff position rather than a board position for the road management role. He suggested that detailed written expectations and responsibilities should be outlined and approved by the county before proceeding.

- d) Road Maintenance Director position: There was a consensus that the role should be clearly defined with set expectations and reviewed annually, aligned with the budget cycle. Stuart suggested that making the position a renewable one-year term could provide flexibility and allow for regular performance evaluations.

- e) The board agreed to remove the approval of Kyle's nomination from the current agenda to allow for more in-depth discussion and to address the procedural and regulatory requirements. Logan proposed that this item be revisited in Board Comments, where they could develop an action plan. He emphasized the importance of working with county officials

to ensure all employment practices are compliant with legal standards.

f) The board opted to continue the discussion and refine the role's definition and compliance requirements before proceeding with any official nominations or votes.

g) Christoph Gorder offered to review the sample personnel documents from Ryan Stack at Summit County.

Clarification on Board and TLOA Relationship

During the meeting, the Timberline Lot Owners Association President, Stephen Meinhold took the opportunity to clarify the relationship between the Timberline Special Service District (TSSD) and the homeowners' association (TLOA). He emphasized that even though the money collection is TLOA-related, the TSSD is a distinct entity created by the county and is not associated with the HOA. He noted that while the TSSD is responsible for collecting dues related to homeowners' properties, the TSSD handles the road maintenance funding.

Stephen further explained that the HOA will only handle the financial responsibilities for the Timberline lot owners' property taxes. This separation is a strategic move to ensure clear financial and operational boundaries between the HOA and the TSSD. He stressed that this distinction might help board members and residents better understand their roles and the financial structure of the district.

Item # 6 Board Comments:

Neighborhood Signage Plan

a) Logan Jones brought up the neighborhood signage plan, inquiring about its progress with Stuart, who has been handling communications with John Angel, the roads manager for Summit County. Stuart detailed his ongoing efforts, noting he had contacted John multiple times but was still awaiting the deployment of a county engineer to evaluate the neighborhood for necessary signage updates, including yield and stop signs, and repairs to existing street signs. Stuart speculated that the evaluation might be scheduled for spring due to the county's busyness and seasonal considerations.

b) Logan suggested enhancing the upcoming evaluation by having a board member accompanying the county engineer during their neighborhood assessment to provide local insights and ensure the community's needs are effectively communicated. Stuart confirmed that this was the plan, as he had already arranged for John Angel to notify him before the visit so appropriate arrangements could be made to accompany the engineer.

c) Stuart expressed concerns about his own availability due to his daily commitments in Salt Lake City, which might prevent him from participating in the evaluation. Logan acknowledged this and mentioned that if Stuart was unavailable, another board member should be prepared to step in and assist with the assessment to ensure that the community's perspectives are adequately represented.

Summer Road Projects

a) Logan Jones introduced the topic of summer road maintenance planning,

highlighting the absence of established procurement policies and procedures, which has led to reliance on a single contractor, Morgan Asphalt, coordinated through Tor, the previous Road Manager.

b) Logan expressed a desire to move away from this model and suggested developing work plans with the involvement of Kris and Kyle, aiming to collect multiple quotes for the required work earlier in the season.

c) Stuart inquired whether Kyle, in his potential new role as Road Maintenance Director, would be responsible for assessing neighborhood road conditions, determining priorities, and then presenting these findings to the board. Logan confirmed this approach, emphasizing the goal of transitioning such responsibilities to an employee who could focus on them professionally, presenting organized plans and multiple contractor quotes to the board for approval.

d) Stuart raised concerns about the timeline for formalizing this position due to potential delays in getting policies approved by their county contact, Ryan. He suggested that in the interim, Kyle could begin assessing the roads and preparing bids on an ad-hoc hourly basis while formal job descriptions and policies are developed.

e) The discussion also touched on strategic changes, such as comparing rates and possibly introducing vendor competition for Morgan Asphalt to ensure cost-effectiveness.

f) The board agreed informally to proceed with Logan's proposed approach of having Kyle start the assessment and bidding process in his current capacity, transitioning to a more formal role as policies and procedures are established. Logan summarized the plan to improve upon the previous year's practices, hoping for enhanced road maintenance outcomes.

g) Logan emphasized the importance of board members having the opportunity to discuss and direct questions before opening the floor to public comments, aimed at maintaining a structured and efficient meeting environment.

Community Board Communications

a) Logan Jones proposed enhancing community communication by incorporating a physical posting area at the community mailbox. He suggested this as part of Elizabeth's communication plan to move away from emails from the Timberline Special Service District (TSSD), to favor a more tangible method where residents could access information directly.

b) Elizabeth agreed with Logan's proposal and expressed her willingness to work on it. She raised concern about maintaining the aesthetic integrity of the mailbox area, noting that posts on the steel she had installed left marks. She suggested using the existing pinboard at the back of the mailbox area more effectively and encouraged the Homeowners Association (TLOA) to develop its own communication platform for non-TSSD-related neighborhood updates, such as missing packages and other community notices.

c) Stuart and Eric discussed the practical aspects of using the community bulletin board. Stuart questioned the need for a separate area or protective cover like glass, while Eric emphasized the importance of having a designated spot on the board that the community recognizes as the go-to place for official TSSD notices.

d) It was suggested that the bulletin board could be divided, with a dedicated section specifically labeled for TSSD use, which could help organize and separate official

communications from general community postings.

e) Elizabeth proposed solving the organization issue by labeling and demarcating a section of the bulletin board exclusively for TSSD use, with the remaining space available for community notices like dog walking services and other local ads.

f) Kimba offered to support Elizabeth in this initiative. Elizabeth welcomed Kimba's support, appreciating the community engagement in the project.

Budget Update and Equipment Storage

a) Eric Ghanem provided a comprehensive update on the budget, detailing the current financial status and projected expenditures. He highlighted the receipt of \$65,000 in contributions, with \$42,000 already deposited and the remainder in transit. Payroll expenses were discussed, with current spending at \$11,000 against an \$18,000 projection for the year. Eric also noted a planned repair for a piece of equipment known as "Big Blue," with costs estimated at \$400. Additionally, he outlined the financial strategy for managing contingency funds and equipment savings.

b) Eric presented fiscal strategies and the management of equipment, particularly regarding the potential purchase and storage of a skid steer. He discussed a pressing need for a more robust and reliable storage solution to protect valuable equipment from the elements. The board explored various storage options, including constructing new facilities or acquiring a shipping container.

c) Christoph and other board members debated the practicality and aesthetics of using a shipping container for storage. They considered environmental sustainability, cost-effectiveness, and community standards. Elizabeth supported the idea, noting the structural integrity and mobility of shipping containers, which could serve as a temporary solution until a more permanent structure is built.

d) The board consensus tasked Stuart with investigating Summit County zoning regulations and community standards to ensure compliance before proceeding.

Action Items and Responsibilities:

1) Eric would continue to manage the budget and prepare a forecast for potential equipment purchases, such as the skid steer.

2) Stuart volunteered to take the lead on researching and placing the shipping container, liaising with county officials to ensure compliance with local zoning laws.

3) Christoph agreed to assist in gathering more cost information and providing feedback on the proposed storage container solutions.

TLOA Membership Inquiry

a) Kimba inquired about the current members of the TLOA and if there were any open seats. Stephen Meinhold confirmed that the active members included himself, Brenna Long, Dan Culver, and occasionally Steve Anderson, who participates seasonally due to his commitments.

Road Maintenance and Equipment Use and Maintenance Discussion

a) Kris Smith proposed using leftover road base materials to temporarily fill problematic stream beds on Cedar Way and Ponderosa. This suggestion was to address

immediate erosion and runoff concerns before more permanent solutions could be implemented. The board discussed the practicality and potential impact of this temporary fix, considering it would not overly stress the equipment used, specifically "Big Blue."

b) The conversation expanded into a broader discussion about equipment use, particularly the potential benefits of acquiring a skid steer for more efficient road maintenance.

c) Logan Jones highlighted ongoing maintenance issues and discussed upcoming plans to bring in additional materials and resources for road repairs, emphasizing the importance of preventive maintenance to minimize future repair costs.

Logan Jones proposed a motion to adjourn, which was promptly accepted by the attendees. The board and owners expressed their appreciation for the productive discussion and the board's efforts to address the community's road maintenance needs effectively.

The meeting was adjourned at 7:58 p.m.