



BOARD MEETING

Kimball Junction Library and via Google Meet
Summit County Utah

August 27, 2025

Board Members:

Logan Jones, Chair Person
Stevie Meier, Communications Manager
Christopher Gorder
Stephen Meinholt

Excused: Cedric Gamble, Roads Project Manager
Nancy Michalko
Carol Steedman, KGC Associates, Inc

Ex Officio: Kris Smith, Assistant Road Manager (Staff)

Guest(s): Eric Ghanem
Scott Carlson
Kyle Monez
Susan Vickery, Black Dog Bookkeeping

Meeting Called to Order

Logan Jones called the meeting to order at 6:05 pm, confirming that they had reached a quorum.

Item #3 – Public Comment (Discussion of non-agenda items)

Eric Ghanem commented and commended the quality of the roadwork completed in Timberline, stating that the “road is in awesome condition” and he described the efforts of both the contractor and staff as “amazing.” He directed his appreciation to the board and commended their efforts. His remarks were met with gratitude from Logan Jones, who noted the gesture was appreciated.

Stevie Meier confirmed that an email with the pictures from Eric Ghanem was received. The board had not had a chance to discuss it collectively. Eric then detailed a concern about manhole access at the top of Douglas Drive, where he referenced the email with attached photos he had sent to the board. The issue stemmed from a technician’s warning in 2022, who had noted during utility work that the manhole would become inaccessible in winter conditions due to snow and ice buildup. Eric emphasized that this could make it more difficult to isolate the neighborhood in an emergency, raising questions about access protocols and winter readiness.

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

August 27, 2025

Page 2 of 8

Kris Smith confirmed the area had been maintained, and he committed to keeping it clear through the winter. He assured the board that the manhole winter access would be handled accordingly. There were no further comments on the matter.

Item #4 -Consideration for Approval – Minutes

There were no comments or revisions from the board

MOTION: Stevie Meier made a motion for approval of the minutes from the June 30, 2025, public meeting.

Second: Christoph Gorder seconded the Motion

VOTE: The Motion was approved unanimously.

Item #5 – Consideration for Approval -Procurement Policy Draft

Logan Jones stated that the board had previously approved the Procurement Policy draft, and he wanted a clear and clean motion to approve.

Motion: Logan Jones moved to formally approve the Procurement Policy.

Second: Stevie Meier seconded the Motion.

VOTE: The motion was approved unanimously.

Item #6 – Consideration for Approval – Hire a Treasurer

Logan Jones introduced the agenda item: hiring a dedicated treasurer, using the newly adopted procurement policy. He explained the board had previously identified several essential paid positions—such as plowing and clerk services—and emphasized the importance of adding a treasurer to address longstanding financial management issues. Logan praised Carol's ongoing work as the clerk and noted that Eric Ghanem's volunteer accounting analysis had exposed critical financial vulnerabilities, including the district nearly running into the red in prior years.

Board members voiced unanimous support. Christoph Gorder highlighted the need for continuity and professional oversight, stating that relying solely on volunteer board members was unsustainable. Stevie Meier added that the treasurer should work in coordination with a board-appointed financial director to ensure accountability and project alignment.

Public Comment:

Eric Ghanem commented and strongly supported hiring a treasurer, but emphasized the board must retain final oversight of all financial decisions to maintain both accountability and strategic alignment. He also cautioned against interpreting mid-year budget surpluses as surplus funds, noting that major expenses typically arise between October and January.

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

August 27, 2025

Page 3 of 8

Scott Carlson asked whether the new treasurer's position would be separate from the clerk's role currently held by Carol. He wanted to know if this was an additional position or if it would overlap with her duties. In response, Logan explained that state law requires three separate roles for the district: Board Chair, Clerk, and Treasurer. While the clerk and treasurer can be either board members or employees, Stevie Meier clarified that they cannot be the same person, which has unofficially been the case due to the district not having a dedicated treasurer.

The board confirmed they are now working to clearly separate those responsibilities. Hiring a treasurer is part of a broader effort to improve financial oversight and ensure that each role is handled properly. They emphasized the importance of having different people in these positions to meet legal requirements and maintain accountability.

Scott Carlson commented and raised the idea of offering a different internal accounting method to improve clarity for the board. He suggested exploring non-profit fund accounting. Which could offer better visibility into how money is allocated and spent—particularly for things like capital equipment reserves or restricted funds.

Scott Carlson asked **Susan Vickery**, the proposed treasurer, if she was familiar with fund accounting. Susan responded that she was open to the idea and said it was possible to simulate fund accounting within systems like QuickBooks using classes, though it wasn't perfect. She noted that she would investigate it further and welcomed suggestions for how the board might want to categorize and track different funds. Logan reinforced the need for clearer financial reports.

Eric Ghanem commented and explained that the district is already using classes in QuickBooks to help track different types of savings. He said they currently have two savings categories, and there had been plans to add a third one for capital projects. The district has set aside money for things like contingency and restricted funds.

However, Eric pointed out that while this money is being tracked internally, it doesn't show up clearly in the budget documents. As a result, the board might look at a number like \$56,000 in the account and assume it's all available—when in fact, some of it is allocated. Eric recommended making these savings more visible in the financial reports, so the board can make better decisions and avoid thinking there's more available money than there is.

MOTION: Stevie Meier made a motion to hire Susan Vickery as the Timberline Special Service District's treasurer.

Second: Christoph Gorder seconded the Motion.

VOTE: Stephen Meinholt, who had just joined the meeting, also voted in favor. The motion passed unanimously with four votes.

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

August 27, 2025

Page 4 of 8

MOTION: Logan Jones then made a separate motion to reallocate \$6,000 from the surplus in the "Road Manager" budget category to the "Accounting Services" category to fund the new treasurer position. Christoph Gorder clarified that this would be a budget-neutral adjustment.

Second: Christoph Gorder seconded the motion. Stephen Meinholt agreed, though he noted the need for the new Treasurer to reevaluate the road-related budget categories as part of the 2026 budgeting cycle. The board acknowledged inconsistencies in how the "Road Manager" and "Road Improvement" categories had evolved in recent years.

VOTE: The motion passed unanimously.

Item #7: Financial Reports and Year-End Projections

With Carol not in attendance, the board briefly reviewed the profit and loss statement, balance sheet, and lost property fund status. There were no questions from the board about the current reports, though it was noted that Cedric Gamble still owed a projection for year-end expenses.

Kris Smith reported updated estimated upcoming expenses:

- **Winter expendables** (UTELITE and road salt): $\leq \$2,400$
- **Tractor repairs** (fuel line and hydraulics): $\$3,300$

He noted that Kyle Monez would use his dump truck to transport UTELITE, helping reduce hauling costs. Kris also shared that he had worked closely with contractors to assess what work and materials were still needed before winter.

Kris Smith recommended that Kyle Monez take over summer road maintenance planning due to his experience, equipment, and commitment to the community. Logan and the board agreed, noting that Kyle's recent work has significantly improved road conditions. The proposal included having Kyle submit cost estimates to Cedric Gamble, who would then compile and submit them to the Treasurer for seasonal projections for board review and budget approval.

Item #8: Board Comments/Updates-Transition Plan for Treasurer Role

Logan Jones addressed the transition to Susan Vickery as Treasurer. Logan proposed setting up a meeting between Carol and Susan to review financial systems (including QuickBooks) and initiate a handoff. He asked Susan to begin by shaping her role and responsibilities, referencing the **Utah Special Service District's Little Manual** as a guide. The board encouraged Susan to develop a clear division of duties with Carol, which would be reviewed at the next board meeting.

The board also agreed that future financial reports would be Susan's responsibility, and she would have flexibility in how to present them. Additionally, the board discussed the need to

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

August 27, 2025

Page 5 of 8

nominate a new Financial Director, a liaison role to work alongside Susan. This item was tabled to be placed on the next meeting's agenda.

Personnel & Operations Update

Kris Smith began by updating the board on **personnel**. He shared that **Steve Anderson** is no longer active, saying his involvement is down to “a pinky left in the pool.” This significantly affects available drivers for the upcoming winter. In contrast, Kris emphasized that Kyle Monez is the ideal person to take on summer road maintenance, noting Kyle's equipment, expertise, and commitment to the community. Kris pledged to support Kyle fully with labor on future road projects.

Kris Smith also flagged two clogged culverts—one on Ponderosa by Bristle Cone and another on Cedar Way—as priority issues before winter. He received an unreasonably high quote from a contractor (\$3,100 for two culverts, \$26,000 for seasonal cleaning). Instead, Kris reached out to local firefighters for more practical solutions. One suggested pressure washing, while Max (Elizabeth Dosher's husband) offered to help using a fire hydrant with high-pressure equipment, as long as the board obtains a meter from the county. Kris said he's ready to proceed or turn it over to Kyle, who has the tools and knowledge to handle it.

Winter Supplies, Equipment, and Signs

Kris Smith reiterated the need to order winter materials, specifically salt and UTELITE. He noted a \$1,500 UTELITE delivery quote, but expects lower costs if Kyle hauls it with his dump truck.

He also introduced Tegan Reese, a new mechanic from Heber with experience at Valley Kubota. Tegan inspected the district's tractor and provided a quote of \$3,300 for fuel and hydraulic line repairs, plus a preventive maintenance service before winter. Kris recommended giving him a try, especially since he services other local HOAs and is available year-round.

Kris Smith also gave a brief update on the neighborhood sign project, saying he's still trying to set up a meeting to get a quote. Once available, he plans to prioritize and present a proposal to install critical signs at neighborhood entrances.

Amazon Delivery Concerns & Mailbox Security

Kris Smith reported ongoing issues with Amazon's new delivery vans, which are 2WD, EV, and low clearance, making them unsafe for winter roads. Despite efforts to contact Amazon at both local and corporate levels, he was unable to influence their delivery operations. His temporary solution was to tell drivers to leave packages at the neighborhood kiosk, though Stevie Meier acknowledged this could lead to theft and encouraged owners to use the Amazon lockers in town.

Stevie Meier raised serious concerns about package theft at the kiosk and discussed whether TSSD funds could be used to secure it. Stephen Meinholt shared that past kiosk upgrades

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

August 27, 2025

Page **6** of **8**

were covered under the beautification budget category, and Logan Jones added that the mailbox plays a key role in road use and safety; any applicable action is within the purview of the board. The group agreed that TSSD should take responsibility for a short-term fix, such as installing a combination lock and a secure door. Stephen and Kyle volunteered to help design and build the enclosure, while long-term plans might include replacing the deteriorating kiosk structure entirely, as Kyle noted its poor condition and history of repairs.

Winter Prep, Tree Trimming, and Equipment

Kris Smith announced that when he returns from an upcoming trip, he'll begin clearing roads, trimming trees, and checking culverts. He plans to remind residents to do the same. Stevie Meier will email out a community message regarding winter readiness.

The board discussed planning for snow removal operations. With Steve Anderson stepping back, Kyle Monez will take on a larger role operating equipment ("Big Blue"). Stephen Meinhold offered to assist during early-morning snow pushes, especially with both "Blue" and the skid steer operating together. Logan Jones explained that this two-person setup is efficient for early clearance. Kris Smith offered that his son (a trained mechanic) will also be brought in as a backup driver to provide labor coverage to the plow team.

West Balsam Paving Discussion

Christoph Gorder had a brief conversation with Dan Syroid, who raised interest from the upper Balsam five residents in paying to pave their road. Christoph said this idea has been floated for years, but never pursued. He committed to gathering facts, including costs, equipment needs, and the impact of the additional expense of time and materials for the salting operations.

Kyle Monez cautioned that paving would increase salt use and require larger equipment, making winter operations more complex and costly. Kris Smith confirmed this was based on experience with Lower Balsam and Douglas, both of which are paved and require more attention.

The board members consented to consider a proposal from the Balsam neighbors upon completion of the required cost research.

Culvert Cleanout

Kris Smith asked Kyle Monez if he could help tackle the two culverts before winter. Kyle agreed and explained that they could rent a vacuum trailer for about \$800/day. It's a smaller, towable version of a vac truck and includes a wand and extension hoses to snake through the pipes. This would allow them to suck out debris and pile it for later removal.

Kyle also emphasized the importance of inspecting the overall condition of the culverts. Some older metal ones had rusted out and been replaced in the past, and more may likely need future attention. Kris confirmed he'd support Kyle with labor and follow Kyle's lead on the cleanup effort.

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

August 27, 2025

Page 7 of 8

Logan clarified that under the adopted procurement policy, and working with the Treasurer, purchases under \$5,000 are considered small, but board approval is still needed. Carol has been handling fuel and non-fuel receipts and should be tracking credit card use with budget alignment.

Kyle Monez asked whether the district is set up for a tax exemption to avoid paying sales tax on supplies. The board confirmed there is a government tax exemption number, and Carol should have it available for vendor use.

Open Tasks

Stevie Meier updated the board on the open task list, maintained via a Google shared document. One unresolved issue is county attorney fees related to the interlocal agreement.

Logan Jones relayed that Nancy Michalko had met with the Summit County attorney and manager, but they were not supportive of TSSD's case for a fee waiver. Logan said the next step may be to speak directly to the county council, either by joining a meeting or using public comment time.

Stevie Meier reminded the board that there is still an open board seat. The application deadline had passed (August 4), but she and Logan agreed to follow up with Carol and Amy at the County to check whether any applications were received and if the listing is still open. Logan confirmed he would email the County and copy the board.

Logan Jones confirmed that his wife had posted the truck equipment for sale. With the plow truck and blade expected to be sold, the board discussed storage for UTELITE and winter materials. Logan recommended purchasing a ConX container to store materials and equipment, especially items like UTELITE. Kyle confirmed a 20-foot ConX would work and said it wouldn't require a permit if under 200 sq ft.

Eric Ghanem commented and raised a concern that similar options had previously been dismissed due to winter accessibility and that they had already spent over \$10,000 on a tent. He advised reviewing past decisions carefully.

The group agreed to prepare a one-page staff report before purchasing anything. It will include location, cost estimates, neighbor input, and a zoning reference to ensure transparency and compliance. Kyle Monez and Kris Smith were assigned to gather the needed information.

Eric Ghanem commented and reminded the board about upcoming expenses, estimating that \$29,000 would be needed from September to December. He stressed that this should be on hand before the next assessment payments come in January, to avoid surprises. He offered to send the new treasurer a cash flow spreadsheet that outlines expected expenses per month and by work hours.

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

August 27, 2025

Page 8 of 8

Eric Ghanem commented and pointed out that the balance sheet currently includes properties that TSSD does not own and has been paying the property tax liability. Stephen Meinhold and Logan clarified that while TSSD manages these properties and holds funds related to them, ownership still lies with TLOA, and that should be reflected accurately in the accounting.

Susan Vickery requested contact info, access, and a meeting with Carol to get up to speed. Logan offered to arrange a drive-through of the neighborhood and help with introductions, including any lingering bank account access tied to former treasurer Elizabeth Dosher.

The board agreed that Susan Vickery should have a dedicated email address, and she would work with Carol to define roles and responsibilities. They plan to review and approve job duties at the next board meeting.

Other Upcoming Items & Adjournment

Stevie confirmed a few key items for the next board meeting on September 24:

- ConX container plan and staff report
- Nomination for Director of Finance
- Finalized job duties for Clerk, Carol, and Treasurer, Susan Vickery
- Mailbox security and the Amazon plan
- Road signage quotes and progress

Eric Ghanem commented and offered a recap of the 2025 budget planning framework, noting it is 90–95% accurate and useful for the Treasurer, Susan Vickery, as a foundation. He also reiterated the need for clean accounting with respect to non-owned assets.

Christoph Gorder left the meeting.

The Timberline Special Service District public board meeting adjourned at 7:50 pm.