



BOARD MEETING

Kimball Junction Library and via Google Meet
Summit County Utah

September 24, 2025

Board Members:

Logan Jones, Chairperson
Stevie Meier, Communications Manager
Christopher Gorder
Cedric Gamble, Roads Project Manager (Online)
Nancy Michalko

Excused: Stephen Meinhold

Susan Vickery Treasurer
Carol Steedman, KGC Associates, Inc. (Online)

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

Guest(s): Eric Ghanem (Online)
Dan Syroid
Eric Olson

Meeting Called to Order

Stevie Meier formally called the meeting to order and conducted a roll call. Logan Jones confirmed no additional attendees.

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

There were no public comments.

Item #4(a) - 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 **August 27, 2025**, public meeting as written.

Second: Logan Jones seconded the Motion

VOTE: The Motion was approved unanimously.

Item #4(b) -Consideration for Approval – New Bank Account Signers

New Bank Account Signers

Logan Jones introduced the matter of updating bank account signatories with Zions Bank. Carol explained that she had been listed on the credit card and explained that Zions Bank suggested two signers for the accounts. She noted that she had 20 years with Zions Bank and could serve as a facilitator without directly writing checks.

Treasurer Susan Vickery questioned the administrative access and approval processes for bill pay. Carol clarified that all transactions were transparent to the board and that no payments to vendors were made without board awareness. Christoph Gorder concurred on the need for two active board members as signers.

After discussion, the board agreed that the treasurer and another board member should be the designated signers. Carol confirmed that the current signatories were Eric Ghanem and Elizabeth Doshier, who still retained administrative control.

MOTION: Logan Jones moved to add Christoph Gorder and Treasurer Susan Vickery as authorized signers on the Zions Bank account for Timberline Special Service District.

Second: Nancy Michalko seconded the motion.

VOTE: The motion was approved unanimously.

A second motion was made to formally remove Eric Ghanem and Elizabeth Doshier as signers.

MOTION: Nancy Michalko moved to remove current signers Eric Ghanem and Elizabeth Doshier from the Zions bank accounts.

Second: Logan Jones seconded the motion.

VOTE: The motion was approved unanimously.

Public Comment

Eric Ghanem, former Treasurer, clarified that physical checks still existed, likely at Elizabeth Doshier's home. He explained that while he had moved processes to electronic bill pay, the system allowed for sending both EFT payments and physical checks directly from the bank. He highlighted that historical records were scattered across multiple board members' homes and urged that the board ensure better centralized recordkeeping. Eric also questioned whether board members given account access should sign contracts acknowledging responsibility for mismanagement. Stevie Meier responded that current policies and bylaws already provided the necessary framework.

Treasurer's Bond Requirement

Carol raised the issue of a minimum \$5,000 treasurer's bond required for Special Service Districts per state guidelines. Logan Jones asked her to verify the requirement and obtain an insurance quote. Susan Vickery offered to send Carol her professional liability insurance (coverage up to \$1 million) to determine if it could satisfy the requirement. Carol agreed to

confirm the details from the “little manual” used in the auditor training exams. The board decided to revisit the matter at the next meeting after clarification.

Mail Kiosk Security Proposal

Logan Jones introduced Kris Smith’s report on options for securing the community mail kiosk. Stevie Meier outlined two proposals:

- **Option 1:** Install a reinforced, lockable steel door with keypad and key access, and enclose open areas. Estimated cost: ~\$1,000 with installation by staff.
- **Option 2:** Install a prefab Tuff Shed across from the kiosk with a combination lock. Estimated cost: ~\$3,000.

USPS and Amazon confirmed they could use a provided access code for deliveries. Christoph Gorder and Logan Jones favored the cheaper Option 1, avoiding additional structures. The board discussed construction challenges due to framing, but confirmed feasibility.

Multiple concerns were raised regarding theft, visibility of packages, and safety for children waiting near the bus stop. Kris Smith noted signage would be added with bilingual delivery instructions and a contact number.

MOTION: Logan Jones moved to approve **Option 1** – installation of a secure lockable door on the existing mail kiosk.

Second: Stevie Meier seconded the motion.

VOTE: The motion passed with unanimous support.

Item #6 – ‘Consideration of Approval: Proposal to Fund Paving West Balsam Drive

Dan Syroid, long-time resident, presented a proposal from residents of West Balsam to pave a steep 600-foot section of road due to safety concerns. He cited an accident where a child required 14 stitches after falling on loose gravel. Benefits included reduced grading and magnesium chloride, lower environmental runoff, and improved long-term maintenance. Owners on Balsam Drive obtained multiple estimates for the initial asphalt installation on Balsam Drive, with the average shared cost for a handful of upper W Balsam Drive residents reported at \$30,000.

Concerns were raised by Logan Jones and Kris Smith regarding winter maintenance. Kris emphasized that plows and tractors required dirt traction and that asphalt would complicate clearing operations, increase salting and labor costs, and potentially make access impossible during storms. He stressed that snowpack over asphalt creates ice sheets, unlike dirt, which compacts safely.

Eric Olson, a new owner, noted that paving would increase safety for children and lessen dust and runoff, which Christoph Gorder supported. They asked whether alternative

pavement or trails could provide compromise solutions. Logan and Kris suggested improved drainage, signage, and a walking trail as alternatives.

Eric Ghanem. Commented that paved sections like East Balsam had been difficult to maintain, with long-term costs for crack sealing and repaving. He also raised concerns about precedent—other residents could request similar paving, straining TSSD operations.

After a lengthy discussion, Cedric Gamble recommended further study, noting the board lacked sufficient cost data and engineering input to decide. The board agreed to table the proposal pending analysis of drainage, signage, maintenance costs, and alternative solutions.

ACTION:

- Cedric Gamble and Kris Smith to analyze financial and operational impacts.
- Christoph Gorder to confirm the historical rationale for paving Douglas and East Balsam.
- Logan Jones and Stevie Meier to organize a community trail-building effort.
- Signage and drainage improvements to be prioritized.

Item #7 - Financial Statements Review

Treasurer Susan Vickery explained she had provided the financial statements and confirmed everyone had digital copies. Christoph Gorder remarked he was unsure if the outlook was good or bad. Logan Jones emphasized the board had not been watching finances closely and relied on Susan to “paint the picture.”

Stevie Meier asked about a text messaging service in the P&L. Logan clarified it was tied to MailChimp, which had been canceled when the new website began handling email blasts. Susan confirmed she could now be reached at treasurer@timberlinessdut.gov for contact, had access, and reviewed QuickBooks, which included reconciled bank statements up through August 31.. She found Carol’s bookkeeping accurate and organized.

Susan stressed priorities included bank account access and beginning the 2026 budget process. She planned to review prior year spending with Carol, prepare a baseline spreadsheet, and present a draft budget at the October meeting. Christoph stated Eric Ghanem had completed a deep historical and monthly analysis, available in shared Google files. Susan agreed to consult with Eric, Christoph, Cedric, and Kris to refine projections.

Budget Process and Expenditures

Susan explained her plan to deliver a first draft budget by October for board input in preparation for the upcoming end-of-the-month board meeting. Christoph and Logan described the value of monthly forecasts. Susan confirmed income collections had exceeded expectations, with nearly all fees collected, and expenses were still under budget at 59.2%. Carol had pursued delinquent accounts, boosting revenue.

Logan reiterated that purchases over \$5,000 required treasurer approval and referenced a policy table. Susan said she and Carol had clarified duties. She confirmed smaller expenses could continue as presently established. Christoph agreed the current system worked well, and now Susan would ensure budget compliance and adjustments when needed.

Susan asked board members handling equipment to provide timelines for anticipated purchases so expenses could be built into monthly budgets. She also sought clarification on culvert maintenance planning. Kris Smith explained that culverts were cleaned biennially. Logan added he contacted the county each fall to vacuum culverts ahead of spring runoff, though this year he had difficulty reaching staff.

Clerk and Treasurer Duties

Stevie Meier asked for clarification about clerk duties, concerned she may have overlapped with Carol on agendas and postings. Logan outlined a streamlined workflow: board members submit materials to Stevie, who compiles a draft for Carol, then Carol posts to Utah Public Notice and distributes via the TSSD website. Carol agreed, emphasizing that agendas should not be sent publicly until finalized. Stevie proposed that board members submit items earlier to allow 48-hour notice postings.

Carol reminded all board members, including the treasurer, to complete the required state training and submit certificates. Carol confirmed she and Stevie were current; all others were delinquent. Stevie committed to sending links and reminders.

Item #8: Board Comments|Updates Open Board Position

Stevie noted the open board seat remained unfilled. Carol confirmed no applications had been received despite posting. She explained the county allowed the position to remain “open until filled.” Stevie suggested removing deadlines to avoid discouraging applicants. Logan and Carol agreed this was appropriate.

County Legal Services Update

Nancy Michalko updated the board on her attempt to meet with county officials about legal services. She explained she was referred to the county manager, Shane, who unexpectedly brought an attorney and then refused to put her on the council agenda. Nancy expressed frustration at being blocked. Logan proposed escalating—either by appearing at public comment or pressing council members directly. Nancy explained that the county attorney’s office was overwhelmed and using fee-based agreements to justify additional staffing.

Stevie asked about any pressure to sign the county’s attorney fee agreement. Nancy said no one had forced them and noted they were trying to be proactive. Logan admittedly delayed commitments by saying the board was still working on it. Nancy agreed to follow up with the council and report back.

Equipment Sale

Stevie updated the board's task list and confirmed the old truck had been sold. Logan stated the truck and plow were sold for \$2,000, with funds received via Venmo and deposited in the bank. Carol confirmed the receipt was recorded.

Equipment Storage

Stevie raised the need for a small equipment shed since the board rejected a large shipping container. Christoph reported Kyle could supply materials to build a three-sided aggregate bin, moving lighter items out of the tent to free indoor space for heavier equipment. Kris Smith and Logan discussed storage constraints, including blades, spreaders, and buckets. And suggested pushing Kyle to expedite the project before snowfall.

County code allowed only one large and one small auxiliary building, limiting options. Christoph confirmed compliance would need review.

Road Damage on Ponderosa

Christoph Gorder reported that building operations had damaged Ponderosa Road. He had been assured the contractor would regrade and restore drainage after work was complete. The board raised concerns regarding the collection of deposits for road damage repairs. Logan recommended initiating outreach promptly while the equipment remained on-site. Christoph and Kris concurred and proposed inspecting current road conditions.

With no further items, Logan Jones moved to adjourn.

The Timberline Special Service District public board meeting adjourned at 8:03 pm.