



**BOARD MEETING**

Kimball Junction Library and via Google Meet

**Summit County Utah**

**October 29, 2025**

Board Members:

Stevie Meier, Communications Manager  
Cedric Gamble, Roads Project Manager (Online)  
Stephen Meinhold (Online)  
Nancy Michalko  
Susan Vickery, Treasurer

Excused: Logan Jones, Chairperson  
Christopher Gorder

Ex Officio: Kris Smith, Assistant Road Manager (Staff)  
Kyle Monez (Staff)  
Carol Steedman, KGC Associates, Inc. (Online)

Guest(s): Eric Ghanem (Online)

**Meeting Called to Order**

Stevie Meier called the meeting to order at 6:10 PM, confirmed quorum, and initiated roll call.

**Item #3 – Staff Comment (Manager Report)**

Kris Smith provided updates on road maintenance. He reported the seasonal salt delivery had been completed and equipment had been staged. The primary tractor mechanic, Mobile Equipment, previously unavailable, returned, and Tegan Reese, with All Mobile Tractor Repair, would serve as the secondary mechanic. Kris noted one hydraulic cylinder repair was covered under warranty, while another required repair at an estimated cost of under \$1,000. This expense was not budgeted or covered under warranty.

Additionally, neighborhood snow stakes were installed, trees trimmed, and rocks cleared in preparation for the snow season.

**Item #4 - Consideration for Approval – Minutes**

There was one correction on page 3, Item #6 by Stevie Meier, correcting the event ... where a child required 14 stitches to where an adult...

**MOTION:** Nancy Michalko made a motion for approval of the minutes from the **September 24, 2025**, public meeting as amended.

**Second:** Stephen Meinhold seconded the Motion.

**VOTE:** The Motion was approved unanimously.

### **Approval of Year-End Expenditures**

Nancy Michalko proposed approval of year-end expenditures with confidence in a year-end surplus. Susan Vickery confirmed funds remained in the budget, although adjustments were needed. The estimated expenditure was **\$13,734**, including repairs and previously approved work on the mail kiosk.

**MOTION:** Nancy Michalko made a motion to approve the expenditures as allocated and presented for this year, knowing that they will have a surplus at the end of the year.

**Second:** The motion was seconded by Stevie Meier.

**VOTE:** The motion passed with unanimous support.

### **Item #5 -Budget Work Session – Led by Susan Vickery**

Treasurer, Susan Vickery, estimated a reallocation of around **\$14,000** from the Road Manager budget. Susan also noted that if future repairs exceeded the current line items, the board would need to present it publicly for approval of reallocations.

#### **Treasurer Agenda:**

##### **1. Financial Reporting**

##### **a. Request for Equipment Fund**

Kris Smith confirmed the hydraulic cylinder repair was a rebuild not previously discussed and suggested returning with a quote. Susan emphasized that any non-budgeted item requires public approval and noted that no specific emergency repair fund existed.

Stephen Meinhold raised concerns about growing repair needs for the "Big Blue" tractor. Past repairs included electrical issues and the full replacement of hydraulic hoses. Stephen recommended creating a new large equipment item for future repairs, estimating that up to **\$25,000-\$30,000** may be needed.

Susan reiterated the need for higher repair estimates in future budgets to avoid underfunding and public backlash. Kris and Cedric supported forming a savings plan for eventual tractor replacement, with Kris noting that used tractors currently cost around **\$170,000**.

### **Update on Mail Kiosk and Equipment Purchases**

Nancy is seeking a handyman for the mail kiosk. Kris mentioned the salt spreader purchase was progressing, with Kyle Monez handling fabrication in-house. No outside contracting was needed.

**Comment: Eric Ghanem** questioned the purchase of a second salt spreader, noting a unit was already in front of the tent. Kyle clarified that it was a Utelite spreader, and the new purchase was specifically for salt. He emphasized that they would use both spreaders at the same time.

Eric also inquired whether the board was saving any money this year. Susan clarified that, assuming no unplanned repairs, they could move **\$10,000** to savings from the checking account at year's end.

**b. Update on Accounting Duties**

Susan Vickery explained that she had updated the outline of accounting duties, particularly to ensure clarity between the Treasurer and Clerk roles. She emphasized that these updates were primarily refinements of existing practices, not major changes.

She committed to:

- Forwarding approved expenses to Carol (for processing and ACH payment)
- Maintaining a record of projected and actual expenses by month, to ensure real-time visibility into whether the budget remains available in each category

**Comment: Kris Smith** asked about payment processing for the skid steer blade. Carol clarified that all payments must go through the Treasurer, Susan Vickery, first, and large purchases require quotes.

**c. Process for submitting an expense of \$500**

Susan confirmed that all expenditures over **\$500** must be submitted with supporting documentation and aligned with specific budget line items.

- She stated that one key policy going forward is that all expenses over \$500 must be submitted to her for review and approval. These submissions should include:
  - **Expense detail** (e.g., invoice or receipt)
  - **Description** of what the expense is for
  - **Bids or quotes** (especially for large purchases)
  - **Budget line item** the expense applies to

Susan added that this structure helps compare requests directly to the approved line item budgets, rather than broadly grouped categories. She noted that state recommendations encourage budgeting and tracking by line item for transparency and control, especially with public funds.

Susan reiterated that:

- Every submission over \$500 should include all supporting documentation
- Expenses must align with the specific line item in the budget
- If no money remains in the line item, it must be brought to a public meeting for discussion and approval
- She will maintain running budget spreadsheets that include actual YTD expenditures and forecasted future expenditures (e.g., November–December) to evaluate if new expenses can be approved.

She stated firmly: "I can't approve expenditures if I'm just looking at what we spent year to date through October... without looking at what we have projected to spend in November and December."

#### **d. Review 2024 comparison to 2025 Budget year-to-date**

Susan presented the actual year-to-date expense report through October 2025, projected expenses through December, and comparisons to the original budget. She emphasized using adjusted budgets for approval going forward.

#### **Review 2026 Proposed Budget**

For 2026, Susan had begun populating the budget with historical and projected data, but required more input from board and staff members regarding specific projects and their timing. She increased a **\$10,000** line item for Big Blue repairs in January 2026 based on Kris's recommendation.

The board agreed to supply missing details for the 2026 budget by **November 10** to meet a **November 12** public presentation of the proposed budget. Discussions covered culvert work, summer maintenance, and weather-dependent scheduling.

Kyle Monez and Kris Smith discussed forecasting expenses based on severe winters. Kyle proposed categorizing projects by criticality. The team agreed on a conservative budgeting approach with flexibility for surplus reallocation.

#### **e. Insurance and Treasurer Duties**

Susan reported that new state legislation removed the need for bonds for treasurers and clerks, requiring instead special liability/criminal insurance. She planned to obtain quotes from Utah Local Government Trust to consolidate insurance policies, including liability and workers' comp.

Susan also mentioned setting up bank access at Zions Bank and finalizing account authorizations.

**Board Comment: Project Tracking Updates and Administrative Oversight**

Stevie Meier revisited the HOA's project tracking document, noting that several initiatives often begin with discussion but risk falling to the wayside. To improve accountability and follow-through, she committed to more frequent updates during meetings.

**A Road signage plan**, which Stevie confirmed had been put on hold to prioritize funding for more urgent infrastructure and equipment needs. Kris Smith added that he was maintaining open communication with another signage company and was actively seeking two more estimates, although no further details were shared. The effort remains a backburner item due to current winter equipment priorities.

**Legal Fee Waiver Update**, Nancy Michalko reported she was exploring a new avenue for legal fee waivers through Councilwoman Candace Hart, who had recently been assigned oversight for their district. Nancy stated she had reached out but had not yet connected with Councilwoman Hart. Stevie acknowledged that the county had shifted how oversight is handled, and this was a potentially better way forward.

**Board Vacancy and Recruitment**, Stevie Meier reminded the board that there remains an open board seat. She had sent an email blast earlier in the month and also posted the opportunity on Nextdoor to solicit interest. She encouraged board members to personally speak with neighbors who might be interested.

**New Role: Director of Finance**, Stevie raised the previously discussed idea of creating a Director of Finance role to support and offer board oversight with the Treasurer, Susan Vickery. She specifically asked Stephen Meinhold if he was still interested. Stephen confirmed his willingness to take on the role, noting that his proximity to Kris Smith would make him a helpful liaison to streamline approvals and ensure timely financial coordination.

Stevie clarified that this role would involve close collaboration with Susan, helping chase down answers, coordinating decisions between meetings, and ensuring the budget process moves efficiently.

**MOTION:** Cedric Gamble nominated Stephen Meinhold **as** Director of Finance to support Treasurer Susan Vickery.

**Second:** The motion was seconded by Stevie Meier.

**VOTE:** The nomination had unanimous approval by Stevie Meier, Nancy Michalko, and Cedric Gamble. Stephen Meinhold was formally appointed.

**Compliance Training Reminder:** Stevie reminded board members to complete their state-mandated open meeting and special service district compliance training before year-end and

to send the certification to Carol. Nancy confirmed hers was submitted, and Carol acknowledged receipt. Susan had already uploaded her certifications to the shared Google Drive, and Carol agreed to upload Nancy's as well.

**Unclaimed Property Funds Follow-Up:** Stevie asked for an update on the unclaimed property funds, which are believed to total around \$1,000. Carol Steedman shared she had received another response from the state, but encountered a new issue: the state was requesting personal identification for individuals who are deceased or no longer residents. She planned to call the office to clarify that these individuals no longer have a connection to TSSD and to escalate the process. Carol confirmed she had already uploaded the required documentation multiple times.

Stevie thanked her, emphasizing that even relatively small sums like this would help fund critical maintenance needs.

**West Upper Balsam Road Paving Request Response:** Stevie shared that the board had formally denied the request from residents on West Upper Balsam to pave the road in front of their homes. Instead, Cedric and Stevie had created a foot trail path to assist residents in walking more safely to the mail kiosk. A next step on the issue is to conduct a hydrology and drainage assessment for that section of road. Stevie suggested it would likely be a spring task and invited board volunteers to assist.

**Sweeper Attachment and Road Surface Strategy:** Stephen Meinhold introduced the idea of purchasing a sweeper attachment for the skid steer, arguing it would help with ongoing road maintenance. He noted that gravel and debris (referred to as scree) tend to collect along road edges and cause traction and drainage issues.

**Kyle Monez** supported the idea and expanded the discussion:

- Noted that much of the loose gravel lacks binding fines and ends up in ditches and culverts.
- Proposed regular sweeping in early spring (when roads are damp) to reduce dust and collect loose material.
- Volunteered to haul away collected debris at no cost to the TSSD.
- Argued that a sweeper attachment would pay for itself quickly, especially compared to the cost of vacuum truck rentals.

Kyle also proposed a pilot test of fog coating, a treatment using asphalt emulsion oil, on steep hills like Balsam Hill or Ponderosa. Unlike mag chloride, which washes away each winter, fog coating would offer more durability and could last a few years. He emphasized:

- Fog coating is a permanent bonding solution
- The application would require temporary road closures
- Proper public notice would mitigate inconvenience

**Comment: Cedric Gamble** supported the pilot idea, saying it could be included in the broader long-term road improvement strategy. He noted that previous paving discussions had generated resistance, but fog coating could be a less controversial, cost-effective step forward.

**In-House Maintenance Strategy and Cost Savings,** Kyle made a final case for investing in equipment and attachments, stating that doing more work in-house would eliminate the contractor's markup and lower long-term maintenance costs. Small tools like the sweeper could reduce the need for expensive emergency services, such as culvert clearing, and give the team more schedule flexibility based on weather conditions.

**Next Steps and Budget Timeline,** Stevie summarized action items:

- Kyle, Cedric, and Kris would meet the following week to compile budget proposals for fog coating, sweeping, and other road projects.
- The board would aim to hold a working session on November 10th to finalize proposals before the November 12th public presentation for the public budget hearing on November 19th.

Susan noted that if new projects like fog coating are to be tested in 2026, the board would need to identify funding without exceeding projected revenue, as raising fees was not currently viable.

Stevie added that fog coating may not happen until 2027, depending on budget availability, but including it in the planning process now was critical.

**Mail Kiosk PSA,** Stevie confirmed that an announcement about the mail kiosk area had been sent out to residents.

**Winter Operations Staffing,** Kris Smith announced that he and Kyle would be the primary operators during the winter season. Two new individuals would be in training:

- **Roy “Chet” Smith** (Kris’s son)
- **George Michalko**, an owner who has previous experience

Kris clarified that Roy would volunteer this season and needed to be covered under insurance while training. George would need to be an employee.

**Carol Steedman** confirmed that new hires require:

- A W-4 form
- Birthdate and driver’s license for insurance
- An assigned hourly rate (\$25 or \$45)

Kris committed to sending the necessary documentation. Stevie confirmed Roy's legal name for records as Roy (nickname Chet).

With no further items, Stevie Meier moved to adjourn.

The Timberline Special Service District public board working session adjourned at 7:20 pm.