

DRAFT as of December 9 @ 12:08pm MT

**** To be formally approved at December 17 2025 Board Meeting ****



BOARD MEETING MINUTES

Meeting Date: November 19, 2025

Location: Summit County Sheldon Richins Building, Room 133 and via Google Meets Video link

Board Members:

Logan Jones, Chair Person
Stevie Meier, Communications Manager
Stephen Meinhold
Nancy Michalko
Susan Vickery, Treasurer (Online)

Excused: Christopher Gorder
Cedric Gamble, Roads Project Manager
Carol Steedman, KGC Associates, Inc.

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

Guest(s) / Public: Eric Ghanem
Ray Anne Fulton
Todd Hunter
Amy Abbott
Stuart Stein (Online)

Meeting Called to Order

The meeting was called to order at 6:04 PM by Logan Jones, who confirmed a quorum and began the roll call. *Note: Due to technical difficulties, the meeting recording/transcription did not begin until midway through the roll call. All subsequent parts of the meeting were recorded for the public record..*

Public Input - Logan Jones moved the public input item to the front of the agenda and opened the floor for any comments on matters not on the agenda.

- **Communication Access / Meeting Minutes** - A request was made by Todd Hunter (TL-1-17) to have meeting minutes included directly in the body of the email rather than as a link or attachment due to difficulties with older computers and firewalls accessing multiple attachments. Stevie Meier stated potential issues with sending emails with 20+ attachments (with regards to meeting agendas) and Logan Jones suggested checking with the web host about the firewalls. Nancy Michalko

volunteered to print minutes and put them on the bulletin board inside the mailbox kiosk, though Logan Jones stressed that the board looking into solutions that do not rely on only one person physically posting the minutes.

- **Signage and Road Names** - Eric Ghanem (TL-1-71) inquired about the removal of road signs for Douglas Dr. and the four-way intersection, noting they had been missing for over a month. Kris Smith clarified that no road names have been removed, but a road sign for Douglas Sr. has been added to the list for sign placement, which is budgeted for 2026 as part of a holistic signage plan. Kris also outlined that all winter signage had been placed, however was currently covered - and will be uncovered once snow starts falling.

Item #3- Consideration for Approval – Meeting Minutes & 2026 Proposed Budget

> October 29th, 2025 Meeting Minutes

MOTION: Stevie Meier made a motion for approval of the minutes from the October 29, 2025, public meeting .

Second: Nancy Michalko seconded the Motion.

VOTE: The Motion was approved unanimously by all four board members in attendance.

> 2026 Proposed Budget Overview

Logan Jones outlined the process for reviewing the proposed 2026 budget, which included a recap from Treasurer Susan Vickery, board discussion, public comment.

Susan Vickery presented the 2026 budget, noting it was her first time preparing the budget for the Special Services District of Timberline. She used 2025 information, actual spending data from November 2024 through October 2025, and input from Cedric Gamble & Logan Jones (board members) & Kris Smith (Staff). Susan Vickery stated that the initial budget draft was over the \$139,200 forecasted to be collected in fees, but adjustments were made in a working session with Stephen Meinhold & Nancy Michalko to avoid increasing fees for 2026.

- **2025 Financial Standing and Savings** - Susan Vickery reported that \$13,000 in expenses were approved in the October 29th board meeting - including funds for a new salt spreader - making it difficult to move any significant money to savings for the 2025 year. Susan projected being only ~\$4,000 under budget for FY 2025. Going into discussions about the 2026 proposed budget, Susan Vickery cautioned against reducing the budget too much in order to allow for fund reallocation if expenses like Big Blue repairs came in over the projected budget.

- **Budget Line Item Discussions and Adjustments** - Logan Jones initiated a review of specific line items. Stevie Meier was given the floor and noted the following:

- Omission of \$1,200 for garage rental, which Susan Vickery confirmed was paid in May of the previous year & she would add back into to the 2026 budget.
- Stevie also questioned the decrease in the property rental expense from over \$11,000 budgeted in 2025 to \$8,500 in the proposed 2026 budget. Susan V. confirmed that \$8,500 was the actual amount paid in 2025 & thus what was forecasted for 2026.
- Stevie requested clarity on the \$450 in "dues and subscriptions," and Susan Vickery confirmed a similar amount was paid in February 2025, which Logan Jones speculated was for the Special Service District Association (SSDA), Susan to confirm that is what the money is allocated for once she has a chance to review Quickbooks to review 2025 expense.
- Stevie also suggested removing the text messaging service line item, which Susan Vickery confirmed was \$43 a month for most of 2025, and replacing it with an "Online Workspace Subscription" line item to cover Google Workspace costs associated with maintaining TSSD emails & document storage. Susan V. clarified that it wasn't best practice to rename a current line item in the budget, but instead suggested opening a new line item. Stevie agreed.
- Stephen M. raised concerns about the projected \$56,500 allocated for summer efforts (May through September) versus \$71,000 for winter months in labor, equipment, and maintenance .
- Stephen also suggested putting the \$14,500 originally designated by Cedric G. for what he believed to be forecasted 2027 road work (including \$2,000 for a road manager) directly into a SAVINGS line item for 2026. Stephen stated there would be less opportunity to spend on line items if they weren't outlined in the budget & for the board to practice saving habits. Susan Vickery countered by saying that savings typically happen naturally at the end of the year if the total budget is underspent .
 - Stephen contended that the \$12,500 allocated for contracted services in 2026 was actually intended to be saved for 2027 work, which would require around \$30,000.
 - Logan Jones acknowledged the history of having contracted services every other year to get into a rhythm and believed that the forecasted \$12,500 was not for 2027 work, but for 2026 project-specific drainage

work on Upper Balsam. Susan Vickery clarified that the board did not add money to the 2026 budget, but instead cut funds when they were \$18,000 over. Stephen maintained that they are "skinning by" and must prioritize what "has to be done" over what they "want to do" until proactive budgeting is achieved

- Logan Jones supported the goal of making longer-term plans but emphasized the immediate need to pass a 2026 budget. The board agreed they were not interested in raising fees again after two consecutive years of increases aimed at stabilizing finances.

- Logan Jones suggested passing a conservative 2026 budget with forthcoming amendments, hoping to achieve savings - but Stephen insisted on tangible rules or enforcement to prevent overspending, beyond just being hopeful.

- ***Policy Foundation and Long-Term Goals*** - Logan outlined the board was currently in the process of creating new bylaws, a personnel policy, and a privacy policy – and pointed to the recently approved purchasing policy, to create a solid foundation for financial control and capital improvement planning. Logan encouraged Stephen to review the approved purchasing policy which already outlines rules for spending.

- Stevie Meier formally affirmed that Stephen Meinhold had been appointed to the role as the Director of Finance in the October 29th board meeting - emphasizing that the position is meant to help the board control overspending by holding the board & treasurer accountable, tracking expenses, and ensuring funds are only used when necessary - with the goal of getting quotes for everything that is unknown in the next year.

- Stephen confirmed his desire to saving for specific long-term goals like a new tractor and a building, but agreed that these were not goals to be tackled immediately given the need to pass a budget for 2026. Logan Jones again outlined that the board does not want to increase fees solely for savings without a clear plan. Susan Vickery reminded the board that they were scheduled to spend almost the full budgeted amount of the current 2025 budget in the next two months (with the projection of approx. ~\$4k in savings)

- ***Public Comment*** - Logan Jones opened the floor for public comment on the budget, setting a five-minute limit per speaker to ensure all members could be heard during the remaining meeting time.

○ Eric Ghanem questioned the board's decision-making, arguing that the numbers lacked basis, consensus, and necessary quotes. He criticized the budget as a "copy and paste" with mistakes, including budgeting for items the district does not own and failing to account for delinquencies. Eric specifically challenged the \$18,800 allocated for accounting services, claiming this amount was excessive compared to quotes he solicited in previous years when he was on the board, which ranged from \$4,200 to \$5,600. Eric stated he considered the costs unreasonable, and questioned the ethics of proposing such a budget. Eric also questioned the board's choice of treasurer and their relationship to board members, threatening to contact the county if an answer was not provided.

■ Both Stevie Meier & Stephen Meinhold agreed that the \$18,800 forecasted allocation for accounting services expenses seemed high & would need another look before setting the 2026 budget. It was pointed out that the amount was to cover both the Treasure & Clerk positions - which are by law, two separate people - and the allocation was never intended to be fully spent or guaranteed to one person.

○ Eric Ghanem also raised significant concerns about the handling of funds, including what he perceived as a lack of transparency on how certain expenses were approved and connections among board members to the Treasurer & Roads Manager. Eric specifically raised questions about a road manager being paid to quote their own work - who he alleged was later discovered to be a friend of a board member - leading to concerns about repeating patterns in how roles are filled and the budget is used.

● **In response –**

○ Stevie Meier responded to some of the concerns - emphasizing that any spending over \$500 is approved via a vote from all board members (not just one person) throughout the year during Public Board Meeting^[SV1] s & that the proposed 2026 budget being discussed was not yet approved. She clarified that the purpose of this meeting was to review the 2026 proposed budget & suggest updates before formally voting on its adoption in the upcoming December board meeting. Stevie further clarified the current proposed 2026 budget was put together during a working session with a subset of

only (3) board members due to restrictions on how many members can meet at once & that further review coming out of today's meeting would need to occur.

*** After the meeting, Susan Vickery (Treasurer) corrected Stevie's comment, clarifying that Spending over \$500 is not approved by all the board members. All items over \$500 are submitted to the Treasurer for approval. If the item is not in the budget it must be presented at a public meeting for public comment and board approval

- Kris Smith clarified that the proposed road work budget was based on the road crew's requests, which were submitted to both Cedric G. and the Treasurer. He also noted that two working sessions on the 2026 budget had already taken place—one with staff & a board member (Cedric G.) – and another with two board members (Stephen M. & Nancy M) and the Treasurer. Stevie Meier thanked Kris for the clarification and confirmed that two working Sessions had occurred on the proposed 2026 budget before it was posted for public review.
- Stephen Meinhold stated that the associations of board members were made clear in previous meeting minutes, along with how quotes were found.
- An intense discussion about the tone and accusations Eric Ghanem was using & treatment of volunteer board members occurred - with Chair Person, Logan Jones expressing frustration at feeling attacked as a board member. Lorgan reminded Eric Ghanem that Eric had chosen to resign from the board for his own reasons & questioned if Eric felt the entire board should resign in order to have Eric run TSSD.. Eric did not respond to the comment.
- Another speaker defended the board members - emphasizing that they are all volunteers and neighbors trying to help each other, requesting that interactions remain constructive & impressing on the need for respectful tone.

- **Concluding Remarks on 2026 Budget** - Stevie reminded all attendees that the current budget is subject to approval, and the meeting's purpose is to question and discuss the proposed budget to reach a point where it can be approved by the December 2025 board meeting. The treasurer line item was identified as needing to be reduced and the direction for a revised budget is to include a reserve for savings.

- **Next Steps:** Nancy Michalko to set up the next working session between her, Susan (the Treasurer), Stephen M. (Director of Finance) & Kris Smith (Roads Staff) to refine the budget. The revised proposed budget to be posted by December 10th, 2025 – seven days before the next board meeting scheduled for December 17th.

Item #4- Updates / Items to Discuss

- **Mail Kiosk and Package Delivery Process** - The board discussed the mail kiosk enclosure and package delivery process, specifically requesting any feedback and addressing a previous decision to include a phone number for Amazon Flex drivers to call if they had access issues. Kris Smith provided updates on communications with Amazon - noting that a point person for Amazon Flex drivers has been unresponsive and that he personally is speaking to all Amazon drivers he sees entering the neighborhood about the new policy. Kris outlined individual Amazon drivers are being instructed not to enter the neighborhood when roads are unsafe, dropping packages at the kiosk instead. FedEx's new policy dictates that they will only drop packages at doorsteps or require pickup at their facilities, meaning only UPS or Amazon will use the kiosk for drop-offs on really bad days.

- A motion will be made at the next board meeting to strike the requirement for a phone number to be displayed on the mail kiosk enclosure. Kris suggested that the board send another email - encouraging neighbors to add a note to their Amazon orders instructing drivers to drop packages at the kiosk and include the access code in those instructions. The goal is to reduce slide-offs and issues with delivery drivers - Amazon Flex drivers specifically . Kris agreed to keep an eye on the kiosk to provide feedback on necessary additions like shelves, as boxes may overload the space

- **State Privacy Act Compliance** - The board needs to be in compliance with the state privacy act. Logan Jones Stevie Meier had discussed this with the county attorney on November 19, 2025. A privacy policy is already in place and needs to be merged with new language suggested by the attorney, which must be approved by the end of the year. All board members and employees with access to personal information are required to watch a training video and email Carol to confirm completion of training related to handling personal information.

- **County Resources and Road Signage** - There was discussion about whether road signage falls under the district's duties. The board expressed the understanding that everything related to roads is under their purview. The board discussed utilizing county resources, such as the country road engineer, to assist with a requested hydrology study - noting that past attempts to seek help from the county resulted in delayed or no responses. Stephen Meinhold volunteered to look into the bylaws and policy to clarify the district's relationship with the county and resources they should be provided.
- **Crime Insurance** - Susan Vickery confirmed there is no update on looking into crime insurance that the board should be carrying. Susan also indicated that she plans to get a quote for all insurance - including vehicles and equipment, workers comp, etc - to check competitiveness
- **Legal Fee Waiver Request** - Nancy Michalko reported no progress had been made on getting on County Council's agenda to request a waiver. Logan Jones updated that the county attorney, Margaret Olson, was to be invited to the January board meeting to discuss the matter, following a suggestion from Ryan Stack (Deputy County Attorney). It was mentioned that Margaret Olson was also to conduct in-person training at the January 2026 board meeting.
- **Open Board Positions** - Cedric Gamble resigned from the board due to moving out of the neighborhood, leaving two open board member seats. The board took time to thank Cedric for his service and contribution to the board. Stevie Meier will continue notifying neighbors about the vacancies via email blasts, and Logan Smith will follow up with Amy Jones at the county regarding potential applicants.
 - Amy Abbott - a neighbor who was joining as a member of the public - suggested creating a fun, physical posted poster for the mail kiosk to advertise the open board positions, stating emails are often unread, and offered to make the poster. Stevie Meier thanked Amy for volunteering & resolved to follow up with Amy on the matter.
- **2026 Meeting Schedule** - The board was reminded that it will need to establish and approve the 2026 meeting schedule at the next meeting. Logan Jones suggested Tuesday evenings at 6:00 p.m. as the preferred time, and the community center at Jeremy Ranch Elementary School was suggested as a possible venue. Stevie Meier volunteered to follow up with a proposed 2026 schedule and will solicit help from other board members on finding meeting locations.

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With no further items to discuss, Stevie Meier moved to adjourn.

The Timberline Special Service District public board working session adjourned at 7:42 pm.