

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

**February 21, 2024**

Board Members:

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

Guest: Jeff Behr, Lot 2  
Excused: Elizabeth Doshier  
Location: Virtual meeting via Zoom

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

**Item #3 Public Input**

There were no comments.

**Item #4 Public Hearing and Possible Adoption of Resolution 2024-01  
Amending the Annual Road Assessment Authorizing the Imposition of Late  
Fees for the TSSD.**

- a) Logan noted that adopting this resolution was the last step in the process they needed to follow in order to increase fees.
- b) The Resolution outlined all the steps.
- c) Logan called for public input. There were no comments on the resolution.

MOTION: Logan Jones moved to adopt Resolution 2024-01.  
Eric Ghanem seconded the motion.

VOTE: The motion passed unanimously.

**Item #5 Consideration to approve a letter for distribution with 2024 Annual  
Road Assessment Invoice explaining the reasoning behind the 2024 budget  
and communication updates.**

- a) There were no comments or questions.

MOTION: Eric Ghanem moved to adopt the letter for distribution  
Christoph Gorder seconded the motion.

VOTE: The motion passed unanimously.

**Item # 6 Board Comments**

- a) Logan Jones reported on a meeting scheduled with the County Attorney on Friday to go over a few questions that Carol had regarding the implementation of the changes to late fees.
- b) Logan was excited to have Carol talk to Ryan who has been advising the Board. It will be good to have the conversation, so everyone is on the same page.
- c) Logan will email the Board with an update following that meeting.
- d) Jeff Behr, Lot 2, asked when invoices will be sent out. Logan explained that the Board has discussed timing for the proposed increase at several meetings.
- e) The Board has already completed the 30-day notice and all the legal processes to begin implementing invoicing.
- f) The Board intended to give people at least a month's notice.
- g) Eric believed the invoices would start going out tomorrow, depending on Board approval.
- h) Logan remarked that due to cash flow issues, the payment time needed to be moved forward.
- i) Jeff was concerned that a 10-day notice was not sufficient, but he understood the Board was comfortable with the timeline and felt they had given the community ample notice over the past few months.
- j) Stephen stated that this was the first and most important building phase of TSSD, which is why they were pushing it through. The goal is to meet their legal processes with Summit County and to avoid financial troubles as a neighborhood.
- k) Eric provided a budget status for the Board. He shared a screen showing the January expenses, February expenses to date, year-to-date payroll, and revenue from late payments that were collected in December and received January.
- l) Eric pointed to the fixed expenses and miscellaneous expenses, which included the John Deere rental and trial. He had details available for everything if there were any questions.
- m) Eric noted that they had spent \$14,000 or 12% of the budget since the beginning of the year. February payroll was estimated to be \$4,000 to \$6,000.
- n) The current bank account showed \$5400 in the checking account. They took \$8,000 from the contingency fund to cover January expenses, leaving \$2,000 in the fund.
- o) Eric noted that they were on track with the budget.
- p) Eric provided a Skid Steer analysis. He would like to purchase the Skid Steer and blower out of the 2024 Budget; however, it was not accounted for in the budget based on the road repair and maintenance budget categories and whether they can do the work themselves.
- q) Logan asked how they would do their own mag chloride treatments.
- r) Eric noted that Contracted Service was in the budget, but he thought Kyle might be able to do it with his red truck.

- s) Stephen thought another issue was making sure they have 138 labor hours available in the summer.
- t) Logan stated that having managed the summer road maintenance last year as a volunteer, he suggested transitioning the work from being a Board member to being an employee.
- u) Logan also thought they should think about purchasing the Skid Steer in the Fall in preparation for winter. He hoped they would have a better place to store the equipment by then. Eric agreed.
- v) Logan believed they had made a lot of improvements to stabilize, but they still had ways to go. He would like to bump the invoicing up to January 1st next year to align it closer to the months they spend the majority of the money.
- w) Stephen stated that another option would be to request tax payment only to TLOA. They needed to ask the County Attorney whether the money needs to filter through TLOAs account or if the lease can say that TSSD can pay it directly.
- x) Eric proposed that in order to prevent the neighborhood from providing two checks and two accounts to two different entities that the lease TLOA charges to TSSD also includes the taxes.
- y) Stephen looked up options for TLOA. One was to create a lease. The second is that the TLOA can become a social welfare organization as a 501c4, which does not have to pay taxes.
- z) Eric reported that they were still having trouble getting accepted for a credit card. He will provide an update at the March meeting on either obtaining a credit card or drafting a purchase policy.
- aa) Eric asked the Board to approve sending a text to the drivers letting them know that they can use their personal credit card for fuel but any expense over \$200 needs to be approved by the Board. The Board approved sending the text.
- bb) Eric was working on putting together the structure of the folders for better tracking. All the financials will be shared with Carol so she can update the files. He would also like all receipts filed electronically.
- cc) Logan commented on the new email account. He was able to set up the MailChip account and he will set up a training when Elizabeth comes back.
- dd) Logan hoped to have a communication policy and strategy policy to approve and adopt at the March meeting.
- ee) Logan asked if Stephen was able to get the towing waivers printed out and placed in the tractors as approved at the January meeting. Stephen had not yet had the opportunity to do it. Stephen will get copies of the two policies Kyle had drafted.
- ff) Logan understood that Stuart and Stephen were working on the emergency response plan. Stephen stated that they still needed to refine what they already have and get it formalized.
- gg) Stephen reported that the drivers requested help with commercial plows in the neighborhood. He had not read Kyle's letter and suggested an item on the next

- agenda to consider the letter and adopt a handout regarding communication with commercial companies working in the neighborhood.
- hh) Logan summarized items for the next agenda and which Board member would be leading specific projects based on the discussion.
  - ii) Eric – Credit card and/or purchasing policy. Logan and Elizabeth - a Communication Plan. Logan - Board Guidelines for the Gmail account. Stephen – Snow Emergency plan
  - jj) Eric suggested sending Summit County a request for a privacy policy.
  - kk) Stuart noted that he, Elizabeth, and Kris volunteered to work on signs at the last meeting, but they had not done much work on it. He will get together with Elizabeth when she gets back.
  - ll) Logan noted that signs have been talked about since he came on the Board. and nothing has been done. Since they are not traffic engineers, he suggested having Summit County design a sign plan and have them suggest the appropriate places.
  - mm) Logan will provide a contact name and number for Stuart to reach out to Summit County.

The meeting was adjourned at 6:55 p.m.