

**TIMBERLINE SPECIAL SERVICE DISTRICT
DECEMBER BOARD MEETING
DECEMBER 3, 2020**

Board Members:

Kyle Monez – Chair
Dan Syroid - Treasurer
Tor Boschen – Road Manager
Don Fulton – Board Member
Chuck Dinger – Board Member
Stuart Stein – Board Member
Elizabeth Doshier – Board Member

Resident

Guests: Julie Eihausen – TL-1-66 - Former TLOA President
Kimba and Scooter Forbes – TL-1-82
James Wilkson – TL-1-76
Travis Taylor – TL-1-78
Zach Rioux – TL-1-66

Secretary: Carol Steedman, KGC Associates

Location: This meeting was conducted virtually.

The meeting was called to order at 7:05 p.m.

A summary of topics discussed is detailed below.

The Board discussed the items on the Agenda.

1. Road Projects for 2021

- Tor Boschen had emailed the Board a summary of road work maintenance projects. The roads are in decent condition.
- Tor was interested in seeing how Lower Cedar fared this winter after they reworked the grades, put a ditch on the west side from the concrete waterway down to the crossing.
- Approximately 600 tons of material was brought in this year. Some of it went on the middle part of Ponderosa and part went on Cedar.
- They reworked the T because that is one of the pothole farms.
- Tor did not believe there were any immediate pressing road widening projects.
- He would like to build up the edge of the creek where the culvert goes over the creek in the big T on Ponderosa. They continually lose road base into the creek that comes

- off Parkview and cuts down and crosses Ponderosa. He also thought they should build up the creek crossing where Kilby crosses it.
- Tor had submitted a budget request for \$10,000 to beef up the road in those two spots.
 - Tor thought they were solid for 2021 on paving. If the Board decided to add additional paving going forward, he would like to improve their situation with the traction sand. He would like to improve it to the point where if the roads get slick, someone can use the truck and put down some material.
 - Tor noted that currently Steve spent a lot of time dealing with the aggregate for the sanding truck because it freezes in the back of the truck.
 - Quite often Steve ends up loading 5-gallon buckets with sand and dumping it into the hopper. Tor thought there was room for improvement.
 - Tor believed that was the extent of his budget request for 2021 above and beyond the usual ditches and grading.
 - Kyle was looking into the east end of the Balsam project. The Board talked about exploring the option of connecting the lower part of Balsam back into Kilby due to an issue with people having to go up the hill to the mailboxes.
 - Kyle reported that he met with Summit County this summer and the County thought it was probably a feasible project. The caveat is that it services six homes; therefore, it needs to be considered a road. It can be called a driveway if it services five or less homes. The standards for a driveway are a lot less than the standards for a road.
 - Kyle suggested that they could try for a variance on the merit that it will include public safety.
 - Kyle commented on a road cut that goes right under the power lines and ties into the dip on Kilby, which Summit County thought would be the best place for a connection. However, they would need to get permission or an easement from Rocky Mountain Power.
 - Chuck Dinger asked if driveway versus a road was simply cost, or whether more was involved.
 - Kyle stated that a road or a driveway needs to be drawn up and engineered, and it requires a permit. Under the road standards the grades are a lot flatter for the first 150 feet versus a driveway which can be much steeper.
 - Kyle had looked at the spot and bringing in the material would not take a lot of work. He was willing to volunteer his dump truck to bring in material to save money.
 - Being surveyed by Meridian and engineered is one of the many steps involved in the process, but the project is feasible. The cost of just the material and grading was estimated to be \$10,000 to \$15,000. They would need to pave the intersection between Kilby and Balsam. The rest could have millings.
 - Tor understood that they would need to get on the County Council agenda to request a variance because they have six homes instead of five. They also need to get an email approval from the Power Company indicating that there is enough clearance at the

transmission line to accomplish the project. Kyle noted that if they apply for a variance it will require a service provider review and Rocky Mountain Power would be one of those providers.

- Kyle will email Rocky Mountain power with the proposed two poles that would go between to give them a basic idea.

- Tor recalled approving a line item in the 2020 budget to have this section of road surveyed. If they move forward with a survey this spring or summer, it would still be within their approval from the May meeting.

- An email would be sent to the affected homeowners to let them know that the Board is considering this project and ask for their input.

- Tor noted that generally the Board talks about a specific process at the budget meeting and then he can obtain estimates from Morgan and others for firmer numbers once they progress to the next point. In May the Board assigns and allocates money in the budget for specific projects.

- Tor stated that the Board approved getting a quick survey and moving forward on feasibility on the Lower Balsam project. He thought it made more sense to revisit specific projects in May and have a clear detailed agenda with estimated budget amounts included in the agenda. Kyle estimated approximately \$500 for a topo survey.

- Kyle outlined the projects that were approved last year, which included Cedar and Ponderosa. They fixed the drainage on the side of the steep hill at Balsam so water runs to the storm drain box.

- Tor stated that every year they need to bring in a couple hundred tons of millings. However, he did not see a need for the massive infill of material they had this year.

- Tor thought the budget they had operated under this summer provided a fair amount of flexibility. He recommended keeping the 2021 budget for summer projects about the same as 2020. Tor stated that the cost for millings is approximately \$20/ton. If Summit County has a tear-out, they can get more for less money.

- There were two big invoices. One was for summer work and the other was for the walkway by the mailboxes and the drainage work on the bottom of Cedar. The two projects totaled \$45,382.

- The total budget last year was \$40,000 but they did a mid-year emergency authorization to do the safety walkway and a project on East Balsam.

- Tor reiterated that the projects for summer 2021 would be to beef up the waterways where the creek goes underneath the road in two spots. He would also like to add millings on Upper Ponderosa Court.

- Julie Eihausen asked what was happening with the road cut at Ponderosa. Tor understood that the one property owner had no interest in letting the road encroach on his property. They have not talked about it for a couple of years.

- Kyle states that when they spoke with the Summit County Attorney, they were told that even though it veers outside the road easement, it was still a prescriptive easement because the road has always been there. Another more expensive issue is that all the

utility lines run through that bank.

- Dan stated that at Tor's request he put \$7,000 in the budget for the spreader equipment. Tor noted that he had estimated \$7,000 and the Board could revisit that line item in May.
- Kyle thought they needed a better way to load sand instead of by loading buckets by hand. The Board discussed ways to help make it easier for Steve.
- Julie Eihausen asked if they were only asking for volunteer assistance rather than compensating assistance.
- Kyle stated that if people are asked to use their personal equipment to help with snow removal activities, they are reimbursed. There is limited equipment in the neighborhood and limited availability of people. They need a solution that does not always rely on random neighbors to help. Reimbursement could be extended to anyone who spends an hour loading the truck or moving material.
- There is currently a stockpile of material in the tent that Steve put in towards the end of the year. The problem is not having the means to load the truck. It was a budget item for the following year.
- Tor asked the Board members to do some research over the winter so they can try to come up with a plan in May.
- Tor clarified that for this 2021 budget he was only asking for funding to improve the sanding situation.

2. Winter 2021/2022 Snow Removal

- It was proposed that they talk to Summit County about plowing the road. The owners already pay taxes for road service without getting the service. It was pointed out that Timberline's taxes are lower because they provide their own service as their own service district.
- Julie Eihausen stated that Summit County has been asked multiple times and the problem is that the roads in some areas are too narrow. Summit County will not come in to plow unless the roads are widened. Widening to Class B roads would obliterate the front yards of many homeowners.
- Dan Syroid noted that Steve was not interested in plowing next year and the issue is trying to find his replacement.
- Kyle stated that he potentially volunteered himself to help with snow removal service. He needed to call Helen at Summit County to see whether there could be a separation between being a Board member and being an employee. He thought it might be a compensation issue.
- Another option is to have a team of people rather than relying on one person. Julie Eihausen pointed out that everyone would need to be qualified and well-trained on operating the equipment and plowing.
- Steve would still be plowing this winter, which will give the Board the winter and

summer to look for a replacement.

- Dan offered to send a mass email to everyone in Timberline asking for people who might be interested.

3. Review of the Proposed 2021 Budget

- Dan noted that the revenue proposed was similar to last year. There were no new home builds, only additions.

- Dan presented the proposed 2021 budget items. \$35,000 was budgeted for road improvements. \$15,000 was budgeted for snow removal, including the payroll portion. He noted that Steve also adds in the diesel cost and other maintenance items. \$7,000 was budgeted for equipment additions, such as the spreader device.

- Dan stated that the Board previously discussed starting an escrow fund to eventually replace Big Blue. Last year they budgeted \$15,000 for the fund but they only ended up with a \$1,000 surplus. He proposed \$5,000 this year.

- Dan was asked to make a separate line item for the escrow fund to show an accumulated balance.

- Significant progress was made on improving the front entrance area but they still needed to do more landscaping west of the mailboxes. Kyle offered to bring in leftover material from one of his projects and spread it. He would also put down native seed.

- Most everything else in the budget were recurring expenses every year.

- Dan stated that he was still working on the new and improved entrance sign. He planned to have a solar powered light on the sign that will be fairly bright. If it works well during the winter, they might be able to have Rocky Mountain Power take out the light pole. They could save \$330 per year.

- Dan reported that Carol Steedman, their Office Manager, has been working on a collection plan and they are now able to accept credit cards. The delinquencies were way down from past years.

- Dan presented the checking and savings account balances. Most of the money in the savings account were escrow funds for inspection deposits. They had \$30,000 between the two accounts.

- Dan remarked that in late summer the Board decided to do the walkway project and had an email vote to authorize it. He requested a motion to formalize their decision.

- Kyle clarified that the email vote was only a budget adjustment to move money from one line item to another.

MOTION: Dan Syroid moved to Ratify the email vote by the Board in the summer to adjust the budget to accommodate creating the walkway up to the mailboxes, and to pave the lower part of East Balsam. Chuck Dinger seconded the motion.

VOTE: The motion passed unanimously.

- Kyle stated that because there was no change in the Revenue there would be no increase in the assessment for this year.

MOTION: Kyle Monez moved to keep the assessments the same amount as last year. Chuck Dinger seconded the motion.

VOTE: The motion passed unanimously.

- Dan stated that he was willing to remain as Treasurer for 2021 but he would like to step down in 2022. He asked if anyone wanted to volunteer to replace him. Dan explained his duties. Carol does the routine work of keeping the books and the collections, but she is not allowed to sign checks. Dan and Kyle are signers on the checking account. Dan sets the budget in coordination with Carol. As treasurer, Dan is the liaison between Carol and Timberline.

- The Board would ask for volunteers to replace Dan as Treasurer when they are looking for someone to replace Steve. The Board could also shuffle positions if a current Board member was interested in the Treasurer position.

- Carol commented on the importance of finding someone qualified to work with her with specific items, especially the State Reporting.

- The Board was prepared to vote on the budget and discussed whether the budget was preliminary or final.

- Julie Eihausen objected to it as a final budget because it was not presented on the agenda as a final budget with numbers that the Board would vote on.

- Carol explained that because the budget was basically the same as 2020 with no increase in revenue. There was no issue with approving it as a final budget. She also needed to report their final budget to the State by the end of December. If this was approved as a preliminary budget, they would need another meeting this month to vote on a final budget.

- Julie Eihausen was still opposed as a homeowner and wanted her complaint on the record.

MOTION: Dan Syroid moved to approve finalizing the Budget for 2021 as presented. Chuck Dinger seconded the motion.

VOTE: The motion passed unanimously.

4. Approve Minutes of the May 19, 2020 Meeting.

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MOTION: Kyle Monez moved to Approve the Minutes of May 19, 2020 as written.
Dan Syroid seconded the motion.

VOTE: The motion passed unanimously.

Unpaid Bills

- Dan noted that the unpaid bills were included in the 2020 Financials and were approved with the budget.
- The bills included KGC Associates for Carol's Services and the Insurance that needed to be paid before the end of the year, as well as other reoccurring expenses.

The Board would schedule a date for their May meeting in the coming year.

The meeting adjourned at 8:43 p.m.