

**TIMBERLINE SPECIAL SERVICE DISTRICT
BUDGET BOARD MEETING
KIMBALL JUNCTION LIBRARY
SUMMIT COUNTY UTAH
FEBRUARY 14, 2023**

Board Members:

Kyle Monez - Chair
Elizabeth Doshier - Treasurer
Logan Jones - Road Manager
Steve Meinhold - Board Member
Stuart Stein - Board Member
Dan Syroid - Board Member

TLOA Owner Guests:

Steve Horvat
Rick Bakke
Kimba Forbes
Doug Anderson
Toni Hampshire

Secretary: Carol Steedman, KGC Associates

The meeting was called to order at 6:07 p.m.

Kyle Monez conducted the meeting.

Don Fulton had completed three terms on the Board, making him ineligible to be a Board member at this time. The Board thanked Don Fulton for his 12 years of service.

A summary of the topics discussed is detailed below.

Approval of Minutes

Carol noted that the Board previously approved the Minutes via email and they needed a Motion to ratify the approval for the record.

Motion: Stuart Stein moved to approve the Minutes as written. Elizabeth Doshier seconded the motion.

VOTE: The motion passed unanimously.

Financials

- The Board discussed the bank balances.
- Someone questioned the accuracy of the numbers.
- Carol explained that the balance also reflected \$1900 in taxes that would be withdrawn the next day.
- Carol stated that Quickbooks was showing \$26,763 in checking, which included the expense of \$1900 for taxes.
- There was also a total of approximately \$40,000 in savings split between the two accounts. One account is the equipment replacement fund.
- Kyle asked if the numbers were up-to-date, including snow removal. He noted that snow removal straddles two years.
- Carol replied that the numbers were up-to-date and currently they have spent \$10,000.
- Carol had emailed the actual Timberline profit and loss before the board meeting for the current year.
- Carol noted they were just under \$10,000 for payroll.

Bonuses for Kris and Steve

- Steve worked a total of 614 hours on one line item. Kris worked 393 hours. The proportionate split was 60/40.
- Mr. Syroid thought the \$10,000 total paid so far this year was fairly equal. Carol agreed that Steve and Kris were paid equally for this year.
- Mr. Syroid stated that Steve conveyed that he was thankful to have Kris on board and would like the winter bonuses to be equal.

MOTION: Kyle Monez moved to approve a \$1500 bonus for each driver. Dan Syroid seconded the motion.

VOTE: The motion passed unanimously.

Non-Snow Related Plans

- Three new yield signs will be installed to remind people driving of the cautionary procedure at uncontrolled intersections.

- Steve Meinhold stated that the yield signs intend to create right-of-way in obvious spots. A yield sign would be placed at Cedar Court going into Cedar Way so Cedar Way has the right-of-way. Another yield sign might be placed at Cedar Way going into Ponderosa at the bottom by the horse barn. A third sign will be placed at the bottom of Douglas at the big hill giving right-of-way to the cross-traffic on Ponderosa.
- Mr. Meinhold noted that they will balance the yield signs with speed bumps to encourage better and more courteous traffic flow.
- The suggestion was made to refresh some of the older signs, such as the “children at play” sign.
- Someone recommended approving a maintenance budget every time they talk about a capital improvement or signage and call it “maintenance or signage replacement”. They could re-evaluate signs every five years.
- Mr. Meinhold recalled that the cost was \$300 per post and sign for each yield sign. Installation would go hand in hand with speed bumps.
- Logan Jones requested that the speed bumps be strategically installed in a way that allows water to sheet off one side or the other. Mr. Jones asked to be involved in the replacement process.
- Another problem is the low spot on Balsam Drive and Ponderosa. That area collects all the vehicles and all the people. It also collects all the water and the potholes are significant in this section.
- From a previous discussion about having a large shallow concrete waterway in that area because the asphalt does not hold up. The concrete waterway could also double as a traffic control device.
- The expectation is that the culverts will be very full this year.
- In terms of material, Logan Jones and others wanted to get better quality materials.
- There has been discussion about switching away from magnesium chloride and doing some tests with a new product that would last for five to seven years. In theory, they would be able to keep the work to very small repair patches on potholes.
- CMR is the company that does it and they would have them do test sections on the steeper hills and on Ponderosa.
- It is more expensive than mag chloride, but it only needs to be done once every few years. In addition, it eliminates using the grader and roller to scrape the road and re-rolling it each year.
- Someone asked for photos of what the road reclaimer looks like in another location so they can compare it and find out whether those people are happy with it.
- Kyle emphasized that it would be tested in specific areas. The intent is to shift the focus from seasonal roadwork to five-year maintenance. It is also a better alternative to paving.

- Regarding neighborhood communications, they were trying to create a process where neighbors could submit comments independently and the TLOA would be notified and the items would be discussed at the quarterly Board meetings.
- He would like to roll it out at the Spring TLOA meeting. It will be through Google and they will create a website to help with the emails.
- There will be an email address that can be passed on from President to President to help control communication.
- Kyle asked Steven to develop something to show to the Board.
- Steven stated that it would be a new tool that will allow better control for faster communication.
- Kyle noted that the assessments will be sent out soon. They could put a flyer in the assessments to notify everyone and ask for updated emails, including those who are not there often.
- The suggestion was made to go around the neighborhood and put a notification on everyone's door.
- People can choose whether they want to be included on the list.
- Someone commented on the confusion between the TSSD email list and the TLOA email list. The goal is to bring communications under one house.
- Steven Meinhold stated that it is hard enough having the two Boards communicate, but another issue is having the two Boards communicate with the neighborhood.
- The result will be one list that both Boards can access.

Road Maintenance Plan to Replace Steve

- Kyle noted that Steve was most likely not coming back next year to take care of the roads.
- Ideally, they would like to replace him with someone who lives in the neighborhood, but that is a limited pool.
- Kyle stated that someone who works for him was interested in the job. He used to be a groomer, has pushed snow, and runs heavy equipment year-round. However, he does not live close and would probably not be up there plowing at 3:00 a.m.
- The preference for everyone was to have someone in the neighborhood.
- Kyle noted that Kris and Steve talked about what they would like to see and their opinions. Kris was still around but Steve was phasing out.
- They thought at least 2 or 3 people were needed for the job.
- Someone noted that Timberline tried that in the past and the equipment kept breaking down because different people were using it in different ways.
- Kyle suggested having a few people full-time so they are not always relying on one

person, and also have backup people in a pinch.

- Steven thought the wage was enticing, but the issue other communities encounter is the fact that there is no affordable place for someone to live nearby.

- Logan Jones referred to the buildable lot at the top where they store the salt truck. It has collapsed several times and they need a better place to store the equipment and to get other equipment out of people's garages.

- Mr. Jones proposed that they use the buildable lot to build better equipment storage and at the same time build small living quarters for someone to rent or receive for free if they operate the tractor. It would enable that person to live in the neighborhood and take pride as a resident in the job they do every day for the neighborhood.

- Steven Meinhold remarked that Steve also maintained the tractor during summer and winter.

- Kyle stated that one option is to set up an account with a repair service for maintenance and to be on-call if something breaks down.

- It was noted that every private business that has a parking lot hires someone to plow the parking lot.

- Someone suggested putting money aside and using the residents on a rotation basis. Individuals can sign up for specific days they are available to be on call. If it snows, they do the work and get paid. If it does not snow on their specific day, they will not get paid.

- They would need to train those who are interested to run the equipment.

- Mr. Meinhold was not opposed to using residents on a rotating basis; however, he thought it was important to have one or two people who are always available.

- Kyle recognized that they will never again see the quality and care that Steve provided.

- Kyle thought they should put out feelers throughout the neighborhood to see whether people would be interested.

- Aside from other options, everyone agreed that it was important to find someone to train with Steve until Steve leaves.

- Kyle noted that Kris is very capable to train as well. Kris is staying and he is reliable. If they hire someone who is experienced, it will not take long to train them. It is more about understanding the quirks of the neighborhood and where to pile the snow. An experienced person should already know how to run the equipment.

- Someone asked about the policy for pulling people out when they get stuck. The biggest problem was box delivery trucks getting stuck.

- Kyle stated that unless the vehicle creates a problem for the neighborhood they have no responsibility to dig them out. If they are sideways in the road and no one can go

around, then they need to help them get out.

- Kyle noted that some residents voluntarily help dig out the trucks and other vehicles.
- Kyle did not believe the Board had ever found a good solution or determined a policy.
- Kyle remarked that they need to operate their neighborhood as its own entity.
- The TSSD has several pieces of equipment and material they keep on hand to maximize efficiency. Currently, they drive to Brown's Canyon for a pickup truckload of material, and they need to dump it all right away or else it freezes overnight.
- Kyle noted that they were relying on Steve to maintain a piece of equipment that should have better storage. They have talked about better options than the green tent which is not rated for the snow load.
- Mr. Meinhold stated that the rating for tents tops out at 90-110. A metal structure would give them longevity.
- Kyle stated that they were looking at structures comparable in price to a tent but will hold up better and have more room.
- The suggestion was made for any structure to go through the Architectural Committee, so it is better looking than an unsightly green tent, inexpensive, better looking than the green tent, and has enough room to be useful.
- Dan Syroid stated that homeowners pay taxes and part of that money goes toward road maintenance. He thought they should ask Summit County for at least the road maintenance portion of their property tax money to go back into the TSSD.
- Steve Meinhold offered to email the Summit County attorney to find out whether it is a possibility.
- Kyle thought they should start with Public Works and/or the Summit County Manager or the Treasurer's Office.

***Stuart Stein left the meeting.**

- Kyle was skeptical about asking the county but thought it was worth looking into whether funds might be available from the State. He also recommended talking to Silver Creek since they are set up the same as Timberline.
- Elizabeth Doshier and Dan Syroid will work on budget options to maintain the roads.
- Kyle thought there should be a bigger discussion with the entire neighborhood on how to find something affordable that works long-term for their needs and is better than an ugly green tent.
- Logan Jones thought they needed a cover now for the rock truck to get them through the rest of the season.
- Kyle suggested getting 2 x 4s and a tarp for the bed to keep the snow out of the hopper. It is an inexpensive solution to get through the winter.

- The Board agreed to let Steve Anderson handle it.
- Kyle noted that the price of diesel has gone way up. They talked about purchasing a big tank to keep from driving to the Shell Station and buying expensive diesel.
- Steven Meinhold stated that Steve fills up three gas cans at a time.
- Kyle suggested getting a transfer tank to put on a truck so they can pick up diesel in Salt Lake for a dollar less, and bring up 100 gallons each time.

Condition of Equipment

- Steve had said the tractor was in great shape.
- Mr. Meinhold noted that an electrical issue with the tractor was fixed this year.
- Kyle commented on the replacement/emergency fund and explained what could be done with that money. Keeping in mind that one of the trucks is Steve's personal truck so the TSSD will need to purchase a salter.
- Kyle thought it would be beneficial to replace Steve's truck with something that can be double-duty throughout the year. If they buy a small used tractor to use for salting during the winter, it could also be used during the summer.
- There was a question regarding a replacement for Steve and whether to include housing for that person when they build a structure for the equipment.
- Kyle stated that the first step is to discuss with the neighborhood. If that does not work, they then communicate in more of a local community. If neither comes up with anything, the next step would be to pursue an outside company contract.
- Steven Meinhold stated that while \$36 an hour sounds like a good salary, it might be difficult to find someone local who can afford to work for that small amount of money.
- Logan Jones asked if there was an emergency plan for equipment failure.
- Kyle stated that there is an emergency plan. If equipment goes down they have people who volunteer to use their personal snow equipment and plow the road nearest their driveway. The TSSD will pay the fuel cost to use personal equipment.
- Mr. Jones stated that when they compile the email list they should also ask what equipment people have to get an idea of the community inventory.

Taxes

- Kyle noted that currently they spend \$4,000 per year on property tax for 3 lots and they are owned by the TLOA and not TSSD.
- Kyle explained that they are talking about transferring the lots and deed restricting the lots to no build open space, and still keep the TLOA involved.
- Someone noted that one lot is used for parking, one lot is used to store the truck,

and the third is vacant. He suggested selling one of the lots and using the funds to build the structure they need to house the equipment and house a road manager.

- All options should be explored before making any decisions. They also need to read through the CC&Rs to make sure the lots can be transferred.
- Summit County had confirmed that the lot where the shed collapsed is buildable.
- Logan Jones will look into the other lots and research the property exchange for tax purposes. The first step is to make sure the lots would be exempted from taxes.
- Kyle clarified that they were talking about the lot next to Rick, the parking lot at the front of the neighborhood, and the vacant lot on Ponderosa. All three are owned by the TLOA.

Budget

- Carol noted that a 5% increase was being proposed to bring in more revenue.
- Steven Meinhold stated that the Summit County Attorney informed him that the TSSD can no longer have a different assessment for undeveloped lots. Beginning this year, all undeveloped lots will be assessed at the same rate as developed lots.
- There was a question about whether the TLOA sets the assessment.
- Kyle explained that the TLOA and TSSD are two separate entities and cannot co-mingle funds; however, the Summit County Charter creates the ability for the TSSD to set the assessment.
- Carol stated that the legislation for uniform assessment rate comes from the State and covers all HOAs statewide.
- Carol explained the calculation for the 5% increase based on the change in assessment class which would be \$848, which is an increase from the previous \$808.
- Kyle noted that the 5% increase primarily covers the increase in fuel costs.
- In looking through the budget, Kyle remarked that the only line item that had changed significantly was the road improvement line item. He believed they would have to absorb that cost because the cost of materials had gone up significantly.
- Logan Jones reiterated his earlier request to establish a replacement fund for signage.
- Carol asked if they could use the contingency fund for signage.
- Mr. Jones preferred to call it out specifically and put money into that line item into a signage replacement fund.
- Carol suggested that they could take money from the beautification line item for signage replacement.
- Dan Syroid noted that they already have \$15,000 in the equipment replacement fund. They could put \$5,000 of that money into a signage replacement fund.

- Steve Meinhold thought \$1,000 per year for signage and speed bumps would be beneficial.
- Mr. Jones believed they would easily spend \$2,000 on signage, the posts, and the installation.
- Kyle asked if that money could come out of road improvements.
- Carol suggested a separate line item for signage maintenance that would come out of road improvements.
- Carol clarified that it would be \$45,000 for road improvement and \$2,000 for signage.

MOTION: Logan Jones moved to approve the 2023 Budget with the change of adding \$2,000 into a signage maintenance fund and adjusting the road improvement fund accordingly. Kyle Monez seconded the motion.

VOTE: The motion passed unanimously.

Miscellaneous

- Kyle stated that if Steven Meinhold wanted to step down as the Chair he would be willing to step in. Elizabeth would continue as Treasurer for another year.
- Steven stated that he would remain on the Board, but he confirmed stepping down as the Chair.

MOTION: Kyle Monez made a motion to be appointed to the Board Chair for 2023. Dan Syroid seconded the motion.

VOTE: The motion passed unanimously.

- Regarding pullouts, Mr. Meinhold thought the TSSD needed to come up with a definition of what is necessary for tractor clearance so when people park in their property space or pullout, that there is enough room for the tractor. He would also propose that the TLOA amend the CC&Rs to accept that definition.
- Mr. Meinhold thought the definition should clarify leaving a distance from either the total width of the road or the distance from where the car is parked to the opposite side of the road.
- Kyle stated that they will define the plow path and what they will inherit as the plow path. They need pullouts because they cannot drive around the vehicles in the neighborhood and they do not want people making smaller pullouts where half their

vehicle is still on the road.

- Mr. Meinhold stressed the importance of having a definition. As a County appointed Board, they can make rules for the road. However, they have not defined the rules they have adopted for the TLOA CC&Rs.
- Kyle suggested that some of the Board members walk around with Steve Anderson to identify the areas of concern and come up with guidelines.
- Logan and Steven offered to go out with Steve Anderson.

The meeting adjourned at 8:10 p.m.