

Approved
February 21, 2024
as written

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

January 30, 2024

Board Members:

Logan Jones
Christoph Gorder
Stuart Stein
Elizabeth Doshier
Eric Ghanem
Stephen Meinhold

Guest: Abbey Eddy, Lot 62

Location: In-person and virtual meeting via Zoom

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

Logan Jones asked for public comments on any matter not on the agenda. There were no comments.

Public Input

There were no comments.

Consideration of Approval of Minutes

MOTION: Stuart Stein moved to approve the Minutes of December 20, 2023, December 22, 2023, and December 29, 2023, as written. Logan Jones seconded the motion.

VOTE: The motion passed unanimously.

Nomination and election of new officers

Motion: Logan Jones nominated Eric Ghanem as Treasurer. Elizabeth Doshier seconded the motion.

VOTE: The motion passed unanimously.

Eric Ghanem accepted the position of Treasurer.

Logan noted that the Clerk can be contracted by the TSSD and not necessarily a Board member.

MOTION: Logan Jones nominated Carol Steedman as the clerk, so the Board members do not have to deal with the responsibilities of the clerk.
Elizabeth Doshier seconded the motion.

VOTE: The motion passed unanimously.

MOTION: Christoph Gorder nominated Logan Jones as Board Chair.
Elizabeth Doshier seconded the motion.

VOTE: The motion passed unanimously.

Stephen Meinhold volunteered to be Vice-Chair.

MOTION: Christoph Gorder nominated Stephen Meinhold as the Board Vice-Chair.
Logan Jones seconded the motion.

VOTE: The motion passed unanimously.

Consideration and Approval of the MailChimp Membership for Email and SMS Text Communication.

- a) Logan Jones liked the structure of doing reports.
- b) Logan suggested that the person who wrote the report could provide a brief summary before the Board takes action on the item. The Board agreed.
- c) Elizabeth reported that she and Logan were on the subcommittee, and they did some research and found that MailChimp provided the most cost-effective option. They met with MailChimp a couple of times regarding basic setup.
- d) Elizabeth would move forward if the Board wanted to continue with MailChimp.
- e) Logan thought they should allow for public input on each agenda item before voting.
- f) There was no public comment on this item.
- g) Eric suggested a report on where in the budget the money would come from.
- h) Eric reported that the revised budget was sent to the State last week. He did not have access to his email this evening, but it was the budget Carol previously sent out with the new format.
- i) Logan had not seen the new budget but recalled that the budget was adjusted to include this new line item and the \$33 per month cost.
- j) Christoph noted that Eric went through the budget meticulously for each of the expenses identified in the emails and adjusted the budget accordingly.

- k) Eric clarified that everything was accounted for without increasing the dues.
- l) Logan stated that the Board was available to help if Eric needed any resources as Treasurer.
- m) Eric remarked that the accounting budget was increased for 2024 to be able to allow for extra time to make monthly budget reviews and updates.
- n) Carol had already prepared it for January. By the end of the month, there will be a column for January versus the budget and the percentage used. Carol will provide that update every month going forward.

MOTION: Elizabeth Doshier moved to approve the MailChimp platform for communication needs. Stuart Stein seconded the motion.

VOTE: The motion passed unanimously.

- o) Logan stated that they will pay for the service and he and Elizabeth will delve more into protocol and how it works. The goal is to get this communication tool into the hands of the board and directed to the owners.
- p) Elizabeth noted that there is a one-hour free trial consultation. Once they pay the free consultation is no longer offered. She suggested that everyone involved should meet together and walk through the consultation as a group.

Consideration of new budget structure and expense procedures to maintain better control of account balances.

- a) Eric reported that in June 2024 there will be a new State requirement on how to structure the budget.
- b) Carol had restructured the budget to match the State and to match the structure he and Christoph worked on.
- c) They now have a budget that benefits TSSD and meets State requirements. They will be able to account for and track the fuel for all equipment, maintenance, equipment, office, road projects, and road maintenance separately. The report will be updated every month with the timesheets and expenses, as well as the percentage spent each month.
- d) Eric noted that the report was sent to a third party for application for a TSSD credit card, and they were pleased with the report.

Consideration of Approval of plan to acquire a district credit card and procedures adoption.

- a) Eric reported on a call from Zion's Bank stating that the underwriter had everything she needed, and they were close to issuing the credit cards.
- b) Drivers will have a credit card limit of up to \$200 maximum per month for things

- such as fuel, oil, etc. The drivers will sign a contract.
- c) If the drivers need an item that exceeds the monthly limit, it will need to be approved by the Treasurer or the Board.
 - d) Logan commented on the importance of having a policy in place so the drivers know exactly what to do. He wanted the process laid out in detail for when they might need approval.
 - e) Stephen stated that he could prepare a form submission on Google Drive that goes to the TSSD email. That email would have a driver expense request.
 - f) Eric clarified that Zion's will not approve any amount above \$2,000 each month regardless of the expense. The \$200 limit is a policy that he and Elizabeth determined was acceptable without needing approval.
 - g) Logan noted that No. 2 on the approval procedure directs the driver to contact the Treasurer who will handle the payment arrangements. He thought it would be helpful to allow any Board member to approve the expense on an emergency basis if the Treasurer cannot be reached.
 - h) Elizabeth thought that was a good process. If Eric is not available, the driver will know to email the Board. There would be a different protocol for emergencies.

MOTION: Logan Jones moved to approve the credit card policy and the idea of having a credit card as laid out in Eric Ghanem's report.
Christoph Gorder seconded the motion.

VOTE: The motion passed unanimously.

Consideration of approval of towing waiver and towing procedures.

- a) Stephen reported on a new County approved waiver that he would like to have the Board approve this evening.
- b) They have discussed the idea of having a scale for how they charge people for towing.
- c) The County Attorney said they could do it by axle or a certain weight. There would be two ways to collect. The invoice was one and the second would be credit card.
- d) The goal is to get things covered and documented and enact the waiver, as well as the online form with all the recommended information from the County Attorney regarding what the drivers should collect.
- e) Stephen stated that they could have that information in paper copies and accessible by QR Code.
- f) Stephen remarked that the Board needed to establish protocols for charging people. He wanted to eliminate any gray areas and to make sure there was an analysis to determine the cost usage of Big Blue.
- g) Logan was very comfortable with the recommended protocol under the Recommendation section. He was comfortable adopting it for immediate use.

- h) Logan asked Kris to read the four-point procedure and provide his feedback before the Board voted.
- i) Stephen had spoken with Kyle Monez, and he was under the impression that the chain would break before the tractor would be stressed enough to fail because of an attempted tow.
- j) Stephen remarked that the general comment from the County Attorney was consent. If a driver does not give consent to being towed either by the TSSD or by the TSSD using a documented commercial tow and the vehicle is impeding snow removal via the ordinance, the TSSD has the right to call the Sheriff. The Sheriff will make sure the vehicle is cleared.
- k) The TSSD can only do consensual towing.
- l) Stephen emphasized that if the person does not consent for the TSSD to tow, they need to have documentation and contact information of a commercial tow truck driver to tow them out. It cannot be a private person.
- m) Kris suggested that before towing they take pictures of the vehicle so if there is previous damage the vehicle owner cannot claim the vehicle was damaged during towing.
- n) Stephen stated that the online consent form has a place to document specific vehicle information. The County Attorney advised that the signed waiver is all that is necessary.
- o) Stephen will make sure the online form is available. He had sent a copy to the subcommittee.
- p) Stephen will make sure the policy is laminated and there are copies in a binder for the drivers to keep in the tractor.
- q) Elizabeth would have the waiver translated into Spanish so the drivers would also have a Spanish copy
- r) Logan suggested including an outline of the procedures on the first page of the binder. The second page should be a list of nearby towing companies with contact information.

MOTION: Elizabeth Doshier moved to approve the towing waiver and procedures. Logan Jones seconded the motion.

VOTE: The motion passed unanimously.

- s) Kris stated that if the tow is not a simple pull, the TSSD needs to avoid it and they should call a commercial towing company.
- t) Stephen agreed that Kris and Kyle should not feel obligated to tow just anything. He asked that they use their discretion to help out the neighbors.
- u)

Skid Steer and Blower Test

- a) Eric reported that before they moved forward with purchasing a Skid Steer, they decided to rent a Skid Steer and a snow blower to test it on small roads, big roads, inclines, and to test the speed and efficiency.
- b) Eric stated that they noticed that the Skid Steer did better than Big Blue on some of the smaller roads, especially on West Balsam where it is difficult for Big Blue to maneuver. The Skid Steer responds better compared to Big Blue.
- c) Eric noted that the Skid Steer can pull over easily to let a car pass.
- d) Eric remarked that a negative is that the snow plume from the blower makes it more difficult to see at night because of the reflected light.
- e) Another pro for the Skid Steer is they were able to drop the blower and put on the bucket quickly to scrape the streets down to the pavement.
- f) Eric stated that using the Skid Steer dropped Big Blue's gas consumption by one gallon per hour.
- g) Another benefit is that using the Skid Steer they were able to clear the neighborhood faster than just using Big Blue alone.
- h) Eric noted that the work was done with a less powerful blower and a lower model than what they were looking to purchase. The higher model has more horsepower and more options.
- i) Logan was encouraged and thought they should find a way to make the purchase.
- j) Stephen thought it was helpful and more efficient to be able to run two machines at the same time.
- k) Logan noted that this was on the agenda as an information item.
- l) Eric stated that he wanted to see whether it was better to do the summer work with the Skid Steer or better to hire it out. They did the manhours to know how much it costs and then did times one and a half for the 2024 budget without the Skid Steer for contracting out.
- m) Adding those two comparatives shows them how much they will spend hiring out versus paying the monthly rental payment of \$1400 per month for the Skid Steer.
- n) Eric stated that if they purchased in April or May, they would have less than \$17,000. Depending on this snow season, they might have extra funds left over for a downpayment or remaining payments without affecting the budget.
- o) Eric stated that if they only purchase the blower, the problem will be finding a big enough machine available to rent.
- p) Logan asked Kris if he was interested in any summertime hours. Kris answered yes.
- q) Stephen noted that the overall cost of the Skid Steer and the blower will be paid for in five years with a discount. After five years they will own the machine and can sell it if necessary if they find that summertime use does not offset winter use.
- r) Stephen pointed out that Big Blue is currently worth \$70,000-\$90,000. They would be spending over \$70,000 on a new machine that will not replace Big Blue.
- s) Another option would be not to purchase the Skid Steer and survive with a blower. Next year or the year after they could purchase another Big Blue for

- \$120,000 and the current Blue could be the backup Plan B.
- t) Logan believed having two pieces of equipment where each one does something different is a good idea.
 - u) Eric agreed that the main point is that Big Blue and the Skid Steer do different jobs.
 - v) Stephen clarified for the record that he was in favor of the Skid Steer and the blower.
 - w) Eric emphasized that the Skid Steer allows for different types of work as well as summer work.
 - x) Logan understood that everyone was comfortable with exploring the option of when to purchase the Skid Steer. He asked Eric to provide that information to the Board at the March meeting.

Winter Backup Plan

- a) Eric reported that the first point is to secure community volunteers.
- b) The second point is the current winter 2024 emergency plan.
- c) The third is how to plan for the future.
- d) Stephen stated that they have always relied on the neighborhood to help out and he would like to formalize it. He had a signup sheet for those who wanted to be a potential neighborhood equipment owner list.
- e) Moving forward, they need to discuss what kind of compensation to allow for their time.
- f) They need to compile a neighborhood crew of equipment and laborers, and others willing to help that they can contact. Each person who signs up will be given a zone of the neighborhood.
- g) They also need to establish an emergency response team, including three Board members to contact in an emergency.
- h) Once they have the neighborhood established and under control, they can assess the damage of Blue and spend as much as necessary because everyone would be involved at that point.
- i) Regarding the winter plan, Stephen reported that they created a procedure. The more research they did the more holes were blown into it. There is not much adequate rental equipment available, and getting the rental equipment to the neighborhood in a snow emergency is a problem.
- j) Research determined that having at least a blower is a basic band-aid, but having the Skid Steer as a reliable piece of equipment in-house would be a solid Plan B baseline approach.
- k) Stephen stated that they created a protocol that relies on equipment and people. They would use the equipment available in the neighborhood and also contact a contractor out of the neighborhood. Once they establish a neighborhood crew and/or contracted equipment to clear the neighborhood, they will assess the

- long-term situation for Blue and whether to fix it or pursue other options.
- l) Eric clarified that the recommendation for the future is to purchase the Skid Steer and the blower. He believed they could justify the purchase by using it for road work during the summer.
 - m) Stephen pointed out that renting equipment in an emergency would cost at least \$2,000 to \$4,000 per month.
 - n) Eric pointed out that equipment like Big Blue is typically not rented out for weeks or a month. They would have to sign a contract for the rest of the winter.
 - o) Eric remarked that the backup plan for 2024 is using community volunteers. The TSSD does not have backup equipment and they could not find a need to rent for this winter.
 - p) Logan thought they should wait to vote on finding the Skid Steer and blower. He suggested sending a communication out to the community letting people know that they are solidifying a backup plan and ask anyone willing to plow a stretch of road between their house and their neighbors to please sign up. They will be contacted in case of an emergency.

MOTION: Eric Ghanem moved to approve points one and two and prepare the purchase order and cost-benefit for a potential purchase of the skid steer.
Stuart Stein seconded the motion.

VOTE: The motion passed unanimously.

- q) Eric will try to have the numbers ready for the February meeting.

Consideration of Approval of TSSD Logo

- a) Logan noted that the County Attorney told them that they needed to have a TSSD logo and letterhead so their communications and actions would be official.
- b) The Board members liked the logo presented.
- c) Eric noted that the Board also needed to approve the bill to create the logo and the letterhead. He disclosed that his daughter-in-law had designed the logo. He will cover personally the cost if TSSD does not want to pay for it.
- d) Logan thought it was well worth the small fee. He believed Eric's daughter-in-law was very fair in what she charged.

MOTION: Logan Jones moved to approve the new Timberline Special Services District logo plus the \$90 cost for the final design. Stuart Stein seconded the motion.

VOTE: The motion passed unanimously.

Board Comments and Subcommittee Updates

- a) Stephen had reached out to the TLOA members, and they were planning to have an informal meeting within the week on how to move forward on taking over tax payments of the properties.
- b) Stephen anticipated that TLOA would probably create an account to accept funds to pay for taxes. They will then lease the lands to TSSD.
- c) Stephen will speak with the County Attorney to create a lease where the TSSD can directly pay.
- d) Logan stated that he would continue working with Stephen. Logan intends to send a letter from TSSD to the TLOA explaining that they cannot pay the taxes anymore because it is not TSSD property. It has been made very clear that funds cannot be co-mingled between TSSD, a government entity, and the HOA.
- e) Logan noted that tenants have had packages stolen from the mailbox. It is an insecure mailroom, and it would be easy to secure; however, it is not TSSD's building. He suggested that TLOA take ownership of that building since they will be paying the taxes.
- f) Stephen remarked that he was working on reviving the TLOA because most of the members had faded away.
- g) Stephen pointed out that they recently raised funds for the TSSD which the neighborhood did not understand. He thought they should be careful about asking for more funds.
- h) Eric suggested that TLOA should charge the TSSD a lease amount that covers all the expenses.
- i) Stephen stated that TSSD is essentially a business run on TLOA property and he thought they should consider a business plan.
- j) Logan stressed the importance of having their own building so they can begin pulling TSSD equipment out of personal garages.
- k) Stephen thought a future agenda item should be a discussion on the best location to house the equipment and which structure would be sufficient for their needs.
- l) Logan and Stephen were the subcommittee to recreate the HOA. Stephen explained how he intends to recruit more people for TLOA.
- m) Stuart noted that he and Steve Anderson have been researching signage.
- n) Eric asked if they should begin a project on what signs need to be made and the costs. Logan knew a sign company called, ITS, they could use. Elizabeth and Stephen offered to be involved with the signage.
- o) Logan suggested that it would be more efficient to make one board member the leader responsible for a specific project and allow that person to organize a group to help.
- p) Elizabeth asked if there was someone at Summit County, they could talk to about signage besides the County Attorney who would know more about signage and language.
- q) Logan pointed out that the job of the County Attorney they work with is to advise the Board.

- r) Stephen stated that Summit County has engineers and other departments that support County groups like the TSSD.
- s) Logan noted that John Angel is the Summit County Public Works Director, and they could ask him general signage questions. He thought they should order the signs from ITS because they were familiar with their work.
- t) Stephen requested to work on a money collection device. The County Attorney recommended two and Square was one of them. Eric noted that Square is a module that can be added to a cellphone connected to an account.
- u) Logan could not see a scenario where they would need to collect money since they decided against charging a towing fee.
- v) For the March meeting, Logan asked the Board members to think of procedures and protocols they would like to establish for the employees to make it easier to do their jobs.

The meeting was adjourned at 7:55 p.m.