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Timberline Special Service District Administrative Control Board - Board Report

Subject: Board Elections – Officer Positions
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Type of Item: Consideration of Approval

Recommendation

It is recommended that the Timberline Special Service District (TSSD) Administrative Control Board conduct elections to appoint a **Chair, Clerk, and Treasurer**, ensuring compliance with governance requirements and maintaining strong financial oversight. Given recent board transitions and the evolving responsibilities of these positions, this is an opportunity to assess the roles in greater depth and ensure they are filled in a way that best supports the district's financial future.

Analysis

With the recent appointment of **four new board members** due to expired terms and long-term vacancies, the board now faces the departure of **Elizabeth**, who has served as Treasurer for several years. This transition necessitates the election of new officers and provides an opportunity for the board to carefully evaluate the Clerk and Treasurer roles to ensure long-term financial stability.

As outlined in [The Little Manual for Local and Special Service Districts](#), the board is responsible for electing the following officers annually:

- **Chair** (Must be a board member)
 - Conducts meetings and provides leadership for the board.
- **Clerk** (May be a board member, part-time staff, full-time staff, or contractor)
 - Attends meetings and records proceedings.
 - Maintains financial records.
 - Prepares checks, ensuring proper authorization and budget compliance.
 - Presents detailed financial reports at least quarterly.
 - **May not** sign single-signature checks.
- **Treasurer** (May be a board member, part-time staff, full-time staff, or contractor)
 - Signs checks after verifying sufficient funds.
 - Maintains custody of all district funds.
 - Deposits and invests funds per the **State Money Management Act (Utah Code 51-7)**.
 - Receives all public funds payable to the district.
 - Keeps accurate financial records and issues receipts for received funds.

In addition to the required officers the board has also elected a "communications director" who has managed the communications to the neighborhood about district matters according to the [communications policy](#).



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Evaluation of Roles & Financial Oversight

Carol Steedman of KGC Associates Inc. has served as the district's **Clerk** for several years, originally hired under the guidance of former board member **Dan Syroid**. Carol has taken on numerous administrative functions beyond the Clerk role, including:

- Acquiring credit cards for district employees.
- Assisting in the development of district policies.
- Keeping the board informed of developing legislation.

Over time, Carol's role has naturally expanded to include some **financial functions typically assigned to the Treasurer**. While her support has been valuable, this has resulted in a **blurring of responsibilities that is not best practice and creates a potential financial risk for the district**. Moving forward, it is important to **clarify and properly assign the Clerk and Treasurer responsibilities to ensure transparency, accountability, and long-term financial health**.

Next Steps & Considerations

- The board should **assess whether a current member has the financial expertise** to serve as Treasurer.
- If no board member is available or qualified, the district should consider **seeking an external appointment** for the Clerk and Treasurer position to ensure proper financial oversight.
- While the Treasurer position should be filled in a timely manner, the board should also carefully evaluate the Clerk role to ensure it remains distinct and properly defined.

This transitional period presents an opportunity to **strengthen the district's financial oversight and ensure the right people are in the right roles to support TSSD's long-term success**.

Funding (if needed)

Seeking an external appointment for the Clerk and Treasurer positions to ensure proper financial oversight will result in additional operational budget impacts. Until the 2026 budget is approved with an officer staffing line I would propose the additional position is funded from the Contingency budget line..

Exhibits

NA