

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

Kimball Junction Library and via TEAMS

Summit County Utah

February 25, 2025

Board Members:

Logan Jones, Chair Person
Stephen Meinhold
Christoph Gorder,
Cedric Gamble, Roads Project Manage
Amy Cairn, Director of Finance
Stevie Meier, Communications

Ex Officio: Carol Steedman, KGC Associates, Inc

Kris Smith, Assistant Road Manager
Steven Anderson, Road Manager

Excused: Elizabeth Doshier, Treasurer

Guest(s):

Location: In Person:

Toni Hampshire, Lots 54, 55

Location: Virtual attendance via TEAMS

Chase Smith prospective Contractor/Road Manager
RayeAnn Fulton Lot 48

Meeting Called to Order

Logan called the meeting to order at 7:05 pm, noting that they had reached a seven member quorum with six board members present. Logan then opened the floor for public comments on non-agenda items.

Public Comments

Kris Smith presented three topics for board consideration.

First, he requested board approval to proceed with pothole repairs, including obtaining half a load of filter material. He highlighted issues arising from snow removal and emphasized the need for timely repairs.

Second, he raised the potential need for board consideration mid-summer for equipment and acquisition, of a load from Ute Light, discussing the logistics of delivery and storage. Logan suggested delaying the discussion but emphasized the importance of addressing necessary equipment maintenance issues.

Third, Kris mentioned concerns regarding Amazon deliveries in the neighborhood. He outlined two proposed solutions: (1) emails to the neighborhood regarding Amazon for

special instructions from the owners directing deliveries to kiosks or (2) having the TTSD board formally request Amazon to direct all deliveries to the neighborhood kiosk, preventing drivers from entering the subdivision. Logan supported the second option.

Stevie Meier sought clarification, confirming that the proposal aimed to reduce issues caused by delivery trucks getting stuck or causing accidents. Kris affirmed this, adding that the second option would provide a long-term solution.

Logan tabled the discussion by instructing Kris to prepare a formal report on the three issues with detailed Amazon delivery options to present for the next meeting agenda.

Item #6 Consideration of Approval-Project Specialist Position

Logan initiated discussion on contracting with a professional Project Specialist, and a scope of work was issued. Three requests for a quote were requested but only one proposal was received from an outside contractor, Chase Smith, who had previously been interviewed by the board. Logan requested a review of Chase's proposed cost estimate.

Logan confirmed Chase's bid was within the TSSD budget of **\$12,380**, noting an **hourly rate of \$85**. The role included both project management and oversight of road work that TSSD could perform with TSSD owned equipment.

Christoph Gorder and Stephen Meinhold supported contracting with Chase, noting the flexibility of controlling the hours and the reasonable hourly rate. Another board member agreed, emphasizing Chase's relevant experience and ability to manage water and road maintenance issues.

Logan confirmed that he knew all of Chase's references personally and vouched for his professionalism and quality of work.

Cedric Gamble asked for clarification on the project specialist's responsibilities, questioning whether the role entailed both planning and execution. Logan explained that Chase would manage contracted maintenance work, including oversight of **a \$25,000 contract with Morgan Asphalt** for routine road maintenance, and could also take on small, specialized bid projects.

Cedric asked whether this role would replace board members' oversight of road maintenance. Logan confirmed that while the board had previously managed these responsibilities, Chase's expertise would enhance efficiency and accountability.

A discussion followed on who Chase would report to a staff member having a single point of contact for efficiency with Christoph recommending Logan. Logan hesitated, preferring to delegate the role. He suggested Kris Smith as staff for a coordinator due to his firsthand knowledge of road conditions.

The board agreed that the establishment of formal policies and procedures should define reporting structures and expectations for this position.

MOTION: Logan Jones made a motion to extend an offer to Chase for the project specialist position under the proposed terms.

Second: Christoff Gorder seconded the motion

VOTE: The motion passed as unanimous.

Logan assigned Kris Smith and Cedric Gamble to draft a procedural document outlining Chase's role and responsibilities. The board also confirmed that Chase would operate as a contractor, not an employee, and Carol would manage the necessary paperwork, including a W-9, certificate of insurance and a signed scope of work agreement.

Item #8 a. Consideration of Approval Election of Officers

Logan initiated the discussion on board elections, emphasizing the necessity of having a Chair, Clerk, and Treasurer, as per governing regulations. He stated that while the Chair must be a board member, either board members, part-time employees, or contractors could hold the Clerk and Treasurer positions. Logan underscored the ongoing efforts to delegate administrative duties to paid professionals rather than board volunteers, ensuring continuity and efficiency in operations.

Logan strongly advocated removing the Treasurer's role from board members and contracting with a professional to manage financial oversight. He cited historical neglected issues where financial responsibilities neglected or inconsistently managed due to board turnover.

Stevie Meier acknowledged an interest in financial matters but was hesitant about assuming the treasurer's role. Logan suggested pausing the discussion to allow new board members to introduce themselves before finalizing the elections.

Board members provided introductions:

- Cedric Gamble: Resides on Ponderosa is married and recently became a father. Works as an energy efficiency engineer, with a background in solar and the new construction. He moved to Utah in 2010 to ski. He admitted having no prior knowledge of board operations but expressed enthusiasm for learning and contributing to the TSSD.
- Amy Cairn: Lives on Douglas Drive with her husband, a longtime neighborhood resident. Holds a degree in accounting but now focuses on yoga, sound healing, and shamanic practices. She clarified that she is not a CPA but has a strong accounting background.

- Stevie Meier: Lives on Ponderosa neighborhood for three years and has been in Park City for 15 years. Previously served as HOA president for six years in a nearby townhome community. She works in film production, free-lance producer, specializing in documentary and commercial budgets. She expressed a strong interest in communications and website management.

Logan expressed gratitude for finally having a full board after years of vacancies.

Logan outlined the **four key officer positions** needed:

1. **Chair** – Leads meetings and board decisions.
2. **Clerk** – Manages administrative record-keeping.
3. **Treasurer** – Manages financial oversight and compliance.
4. **Communications Director** – Oversees public outreach, including email for district communications and website updates.

Carol noted that the TSSD website needed content updates. A third-party company would manage hosting. Capabilities are mailing systems, streamlining board communications.

Logan observed for a couple of years that Carol had been helpful by handling both clerk and treasurer responsibilities. While this arrangement was appreciated and beneficial, it was not sustainable and did not align with the best business practices.

Carol clarified that she was officially contracted as the budget officer, responsible for bookkeeping, invoicing, payroll, and county/state financial reporting.

The board debated the structure of financial oversight, discussing key concerns:

- Carol currently manages bookkeeping but not direct financial oversight.
- The previous treasurer, Elizabeth Doshier, was a board member who filled in for Treasurer.
- A contracted professional treasurer would proactively ensure proper financial oversight, accountability, and forecasting.
- Financial forecasting was lacking, and past deficiencies went unnoticed until they became critical.

Stephen Meinhold suggested an independent accountant could provide quarterly reports, annual goals and ensuring the board focuses on long-term financial strategy rather than day-to-day financial oversight.

Amy Cairn volunteered to oversee financial reviews and forecasting but only if she as the board member could work alongside a contracted professional treasurer.

MOTION: Board Member Officer Nominations

The board proceeded with nominations of offices, and voting for individuals for each district role:

1. **Clerk – Carol Steedman**
 - **Motion by Logan Jones**
 - **Second by Stevie Meier**
 - **Vote: Unanimously Approved**
2. **Treasurer – To Be Determined** (Board members tasked with finding a contracted financial professional for the role.)
3. **Director of Finance – Amy Cairn**
 - **Motion by Logan Jones**
 - **Second by Stevie Meier**
 - **Vote: Unanimously Approved**
4. **Communications Director – Stevie Meier**
 - **Motion by Logan Jones**
 - **Second by Amy Cairn**
 - **Vote: Unanimously Approved**
5. **Chair – Logan Jones**
 - **Motion by Cedric Gamble**
 - **Second by Amy Cairn**
 - **Vote: Unanimously Approved**

Public Comment

Kris Smith requested that the board publish updated contact details for board officers and staff. Logan agreed to compile a list,
There were no further public comments submitted.

Item #4 a. Consideration of Approval – Meeting Minutes December 19, 2024

MOTION: Logan Jones made a motion to approve the minutes of December 19, 2024, as written.

Second: Amy Cairn seconded the motion.

VOTE: The motion passed as unanimous.

Item #5 Consideration of Approval -2025 Meeting Schedule

Logan initiated the discussion on the meeting schedule for 2025. He confirmed securing the last Monday of each month starting with an upcoming meeting on March 31. He proposed adjusting the schedule to account for seasonal breaks and workload management, emphasizing that too many meetings could slow progress on initiatives.

Cedric Gamble noted he would be unavailable for the July 1st meeting due to prior commitments. Logan suggested removing July from the schedule and keeping October, November, and December open for budget discussions, particularly in case consensus was difficult to reach.

Carol reminded the board that budget preparation begins in October and must include a 30-day public hearing before submission to the state in December. Carol also confirmed that current expenses stood at 6% of the budget, which was significantly below the usual 16-18% benchmark for the budget.

Logan invited board feedback on whether additional meetings should be removed. Christoph pointed out that meetings could always be canceled later if necessary.

MOTION: Logan Jones made a motion to approve the 2025 Meeting Schedule, as the last Monday of the month removing the July meeting.

Second: The motion was seconded by Cedric Gamble.

VOTE: The motion passed as unanimous.

Item # 7 Consideration of Approval -Communications Policy Adoption

Logan proposed adopting the communications policy, noting that while it was a simple document, it provided a clear framework for handling public inquiries.

He shared a specific example where a resident requested an email blast to locate a hit-and-run driver in a black car. Logan mentioned that these requests should be directed to law enforcement, adding that having a policy would enable the board to formally decline inappropriate requests.

Stevie Meier agreed, adding that the communications role should not require constant public engagement beyond official board matters. Carol clarified that such requests fall under HOA responsibilities rather than the TSSD board's authority.

MOTION: Logan Jones made a motion to adopt the Communications Policy as presented.

Second: Cedric Gamble seconded the motion.

VOTE: The motion passed as unanimous.

Item #4 b. Consideration of Approval -Membership in the Utah Association of Special Districts

Logan recommended an application for membership in the Utah Association of Special Districts at a cost of \$446. He emphasized that the association provided a vast collection of

policies and procedures templates, allowing the board to adopt standardized governance frameworks instead of drafting them from scratch.

Carol highlighted additional benefits, including legislative monitoring, which could help the board stay informed about policy changes affecting special districts.

Amy Cairn inquired if the \$446 expense was part of the budget. Carol mentioned it could be expensed under contingency.

MOTION: Logan Jones made a motion to approve the membership expense of \$446 with the Utah Association of Special Districts.

Second: Stephen Meinhold seconded the motion

VOTE: The motion passed as unanimous.

Meeting Adjournment

Logan appreciated the participation of the board and informed them that the building was closing at 8:00 pm.

MOTION: Logan moved to adjourn the meeting.

Second: Stevie Meier seconded the motion

VOTE: The motion passed as unanimous.

The Timberline Special Service District meeting adjourned at 8.00 pm.