

TIMBERLINE SPECIAL SERVICE DISTRICT

BOARD MEETING

Kimball Junction Library and via Google Meet

Summit County Utah

June 30, 2025

Board Members:

Logan Jones, Chair Person
Stevie Meier, Communications Manager
Nancy Michalko (online)
Christopher Gorder

Excused: Cedric Gamble, Roads Project Manager
Amy Cairn, Director of Finance
Stephen Meinhold

Ex Officio: Kris Smith, Assistant Road Manager (Staff)
Carol Steedman, KGC Associates, Inc (online)

Guest(s):

Meeting Called to Order

Logan Jones called the meeting to order at 6:15 pm confirming that they had reached a quorum.

Item #3 – Public Input

There were no owners attending.

Item #4 -Consideration for Approval – Minutes

MOTION: Stevie Meier made a motion to Approve the May 21st board meeting minutes as written.

Second: Christoph Gorder seconded the Motion

VOTE: The Motion was approved unanimously.

Item #5 - Consideration for Approval – Road Signage

Logan Jones opened the discussion on approving the road signage plan and invited questions and comments.

- Logan Jones raised the need for clear language on control signs at Douglas Drive and Cedar Court intersections, ensuring legibility and clarity for drivers.
- Stevie Meier suggested Douglas Drive signage remain two-way when dry, avoiding confusion by keeping traffic flow consistent and adaptable.
- Board members agreed the signage should:
 - Match the Douglas Drive style, including the recognizable Timberline pine tree logo (though simplified, as the full logo was deemed too detailed for signs).

- Be highly legible and use reflective material, though high-cost prismatic finishes were considered unnecessary.
 - Include securing quotes for new street name signs in addition to current directional, warning & wayfinding signs proposed in plan.
- Assignments were to:
 - Gather quotes and draft designs.
 - Ensure the design phase includes feedback from law enforcement and board members before final approval.
 - Coordinate with the board by email even though July has no scheduled meeting, to avoid delays.
- Noted ~\$2,500 already approved in budget for signage, but additional quotes and potential reallocation may be needed.
- Decided to include quotes for replacing all street signs (not just immediate priority signs) for a phased approach.
- The intent is to finalize designs and costs in time for the August meeting and budget planning.

Motion: Logan Jones moved to approve the signage plan as presented, including obtaining quotes for additional street signs.

Second: The motion was seconded by Christoph Gorder

Vote: The motion was Approved unanimously.

Amazon Drop-Off Strategy

Logan Jones noted ongoing discussions with Amazon about a safer drop-off procedures. It has previously been proposed that TSSD make a formal request to Amazon that their drivers deliver all packages at the mailbox kiosk at the front of the neighborhood during the winter months to avoid accidents & delivery drivers from getting stuck on the roads. Logan and Stevie expressed concern about package safety and the potential cost of securing the mail kiosk compared to cost of towing stranded drivers. Logan proposed better winter road signage and possibly adding a code-accessed door to the mail kiosk hut to better secure the area. Logan proposed TSSD could provide delivery drivers with the code to access the mail kiosk – making package delivery more secure. Kris Smith proposed educating residents to use a safer drop-off option, such as the free Amazon delivery lockers located at Whole Foods in Kimball Junction. No decision was reached; more research and a draft proposal were requested. Kris Smith has been assigned the task to draft a proposal for the board prior to the next board meeting.

Item # 6 - Procurement Policy Draft

The board reviewed a draft procurement policy based largely on a standard template used by other districts, with minor adjustments.

- Logan Jones clarified that:
 - The draft is almost word-for-word from other districts, making it low effort to adopt.

- The key changes made were increasing the thresholds for small purchases and surplus property disposal from \$2,000 to \$5,000 amounts to allow more flexibility.
 - The adjustment reflects the difficulty of accomplishing tasks within a \$2,000 cap in today's costs, while still maintaining oversight and requiring proper authorization.
- The procurement officer remains responsible for enforcing the policy and ensuring approvals.
- The document is 69 pages, though only about 4 pages are operationally critical, outlining procedures for purchases:
 - Small purchases.
 - Intermediate purchases (\$5,000–\$20,000), requiring 3 quotes.
 - Larger purchases (\$50,000+), with more formal processes.
- Policy also includes provisions for credit card usage and prevents conflicts of interest (e.g., hiring relatives improperly).
- Next steps discussed:
 - Carol to confirm if county needs to review/approve Policy before the board votes for adoption.
 - The County may ask for minor changes before signing the final document

Motion: Stevie Meier moved to approve the draft purchasing policy for County Council approval.

Second: The motion was seconded by Logan Jones.

Vote: The motion was Approved unanimously.

Item #7 – Board Comments

County Legal Fee Waiver Request Update

Nancy Michalko reported on her discussions with the County Council about waiving certain legal fees under an interlocal agreement. She conveyed that the County was supportive, understanding the TSSD's budget constraints were similar to other districts, and the board hoped to set a cap on annual legal fees. A formal meeting with the Council will be scheduled by Nancy, and board members were encouraged to attend.

Sale of Equipment

The board discussed selling surplus equipment, including a truck and plow accessories, valued under \$5,000. Logan Jones has the title in his possession and volunteered to help list the items online, pending final approval of the procurement policy. Kris Smith was tasked with preparing descriptions and photos.

Board Member Training Compliance

Stevie Meier reminded all board members to complete required state trainings and submit certificates to Carol for record-keeping. The Board discussed whether in-person training by legal counsel was necessary or if the first (2) [Utah.gov online](https://www.utah.gov) modules sufficed (1. Open &

Public Meetings Act Training 2025 & 2. Special Service District Board Member training 2025.). No answer was given & the board favored Online training vs. In-Person training so board members could take training at their own convenience. Deadline to be set for completing trainings via email by Stevie Meier.

Board Proxies and Quorum

Stevie Meier raised the question of establishing formal proxies to ensure quorum at meetings. The group discussed but noted that resolutions require in-person votes. Further research was suggested.

Resignation and Board Vacancy

Amy Cairn recently resigned from the board, creating a vacancy. The board asked Carol to confirm her resignation with the county and request that the position be publicly posted so interested owners could apply.

Encroachments and Safety Concerns

Kris Smith raised concerns about private encroachments (trees, rocks) in the public right-of-way creating choke points and safety hazards. The board asked Kris to provide addresses for the problem properties & if properties are found to be in non-compliance, the board offered to draft notices asking owners to remove encroachments before district action.

Lost Property Funds

Christoph Gorder mentioned discovering approximately \$1,000 listed as unclaimed property under the district's name. Carol agreed to investigate its legitimacy and process the claim if valid.

Financial Status Update

Carol reported the district was financially strong, with about 92.6% of dues collected and roughly \$100,000 in the bank. Key budget items included \$2,500 already allocated for signs, \$12,700 mentioned for an unspecified expense, and \$40,000 earmarked for road work. A former board member who had not yet paid their dues was asked to be reminded by Carol to submit their payment. Correct contact information was provided to Carol for that individual. Carol would follow up with delinquent payment accounts & report back on any outstanding balances during the next board meeting. Carol confirmed that late fees would be added to any outstanding balances per TSSD policies.

Agenda Items for Next Meeting

The board outlined agenda items for the August meeting, including:

- Hiring a Treasurer
- Finalizing the signage plan
- Drafting an Amazon delivery proposal
- Addressing board member vacancy

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MOTION: Stevie Meier motioned to adjourn the meeting at 7:18 pm.

VOTE: Unanimous approval.

The Timberline Special Service District meeting adjourned at 7:18 pm.