

**DRAFT as of December 21 @ 6:28pm MT**

**Drafted by Stevie Meier (Communications Manager)**

**\*\* To be formally approved at JANUARY 2026 Board Meeting \*\***



## **BOARD MEETING MINUTES**

Meeting Date: **December 17, 2025**

Location: Summit County Sheldon Richins Building, Room 133 **and** via Google Meets Video link

### **Board Members:**

Logan Jones, Chair Person (In Person)  
Stevie Meier, Communications Manager (In Person)  
Stephen Meinhold (In Person)  
Christoph Gorder (Online)

Excused: Nancy Michalko

Ex Officio: Kris Smith, Assistant Road Manager (Staff - In Person)  
Carol Steedman, KGC Associates, Inc (Staff - Online)

Guest(s) / Public: Ryan Stack, Deputy County Attorney (In Person)  
Ray Anne Fulton (In Person)  
Eric Ghanem (Online)  
Eric Olsson (Online)

### **1 + 2. Meeting Called to Order & Roll Call**

The meeting was called to order at 6:04 PM by Logan Jones, who confirmed a quorum and began the roll call.

**3. Public Input** - there were no comments on matters not on the agenda.

**4. Staff Comments** - there were no staff comments

### **5. Consideration for Approval**

#### **a. November 19, 2025 Meeting Minutes**

- During public input, Eric Ghanem (Resident) raised concerns about inaccuracies in the meeting minutes, stating that his comments were misrepresented. Stevie Meier acknowledged the concern, requested that Eric submit specific proposed amendments, and offered to defer approval of the minutes. The board unanimously agreed to postpone approval until the next meeting pending review of his comments.

**MOTION:** Logan Jones moved to table the (Item 5a) approval of November 19, 2025, minutes to the next meeting.

**Second:** The motion was seconded by Stevie Meier.

**VOTE:** The motion was unanimously approved by Board Members Logan Jones, Stevie Meier, Stephen Menhold, & Christoph Gorder.

**b. 2026 Proposed Budget Overview**

- Stephen Meinhold presented an overview of the proposed 2026 budget, which anticipates a budget of \$138,000 – reflecting the loss of one lot's income due to the future consolidation of two lots. Key changes include increased winter payroll to account for inflation, and a significant allocation of \$25,560 towards summer road projects, including the potential purchase of a sweeper for the skid steer and funding for culvert work. Stephen further detailed specific road projects planned for May through September, including culvert installations, work on upper Boston to address water washout, and a major or minor culvert flush. Stephen verbally detailed additional planned projects for 2026.
  - Board Comment:
    - **Stevie Meier** asked Stephen to draft a written board report that could be reviewed in the January board meeting outlining the allocations for all projects Stephen mentioned.
    - **Stephen Meinhold** asked about the difference between the **\$4,400 budgeted** and the **\$816** spent on insurance. Carol Steedman explained that the insurance invoice of ~\$3,100 is due to be paid in December, and the budget is accurate.
    - **Christoph Gorder** added support for professionalizing financial roles, noting the difficulty of completing insurance reviews as a volunteer. He reinforced the need for paid expertise.
  - Public Comment:
    - *Eric Olson* questioned the \$11,300 potential cost for a proposed Upper Balsam culvert project as outlined by Stephen – especially considering the rejection of a previous proposal for residents to self-fund paving the road. Eric suggested a comparative analysis of the current culvert proposal versus the paving option, citing that paving might be less expensive for the community. Stevie Meier clarified that the board did not deny the paving proposal based on the

costs of paving the road, but instead denied the request due to the anticipated ongoing maintenance costs of a paved road.

- *Eric Ghanem* complimented Stephen Meinhold on the budget detail and asked for assurance that the \$4,800 allocated for professional services (treasurer help) would not increase significantly next year, to which Stephen confirmed the board does not plan on changing that amount.

- **MOTION:** A Motion was made by Logan Jones to approve the 2026 Budget.

- **Second:** The motion was seconded by Stevie Meier
- **VOTE:** The motion passed unanimously by Logan Jones, Stephen Meinhold, Stevie Meier, and Christoph Gorder.

**c. Approval of 2026 Meeting Calendar**

Stevie Meier proposed the 4th Wednesday of each month for 2026, skipping July and adjusting November and December to the 3rd Wednesday due to holidays. The current venue at the county building was confirmed as reserved. Alternate venues (e.g., local school) were deemed too expensive or unavailable during evenings and holidays. Carol and other board members preferred the 4th Wednesday for consistency.

**MOTION:** Stevie Meier motioned to approve the 2026 meeting schedule on the 4<sup>th</sup> Wednesday of each month, except holidays, then it will be on the 3<sup>rd</sup> Wednesday, as proposed (Option 1)

**Second:** Stephen Meinhold seconded the motion.

**VOTE:** The motion passed unanimously by Logan Jones, Stephen Meinhold, Stevie Meier, & Christoph Gorder.

Stevie Meier said she would post the Approved 2026 Board Meeting schedule on the TSSD website.

**d. Amendment to Mail Kiosk Security Plan**

- The board reviewed an amendment to the previously approved mail kiosk security proposal, noting that the board will not include bilingual signage with delivery instructions and an access code phone number
- Logan Jones provided further context on the original motives for securing the kiosk: improving package safety and preventing unprepared drivers, like Amazon Flex drivers, from entering the neighborhood and causing accidents or getting stuck

- Christoph Gorder and other board members acknowledged the recent "pileup" of packages but agreed the new system is an improvement over the previous year

- *Public Comment:*

- Rayanne Fulton, a lot owner, praised the security solution as needed by delivery drivers and appreciated the design and the he package volume data it provided.

**MOTION:** Stevie Meier motioned to approve the amendment for kiosk access as written

**Second:** The motion was seconded by Logan Jones.

**VOTE:** The motion passed unanimously by Logan Jones, Stevie Meier, Christoph Gorder, and Stephen Meinhold.

**6. Board Member Training on Special Service Districts and Open Meetings Act**

- Ryan Stack (Deputy County Attorney) led the annual board training – covering the Special Service District training and the Open and Public Meetings Act training.

Highlights include:

- All board members to email both Logan Jones (chair) & Carol Steedman (Clerk) confirming they received the training. Board members not in attendance should watch recording of training & confirm to both Logan & Carol via email they received the information.
  - TSSD is a dependent district of the county with the County Council as its governing body, which delegates certain powers to the administrative control board. Ryan Stack reviewed non-delegable duties retained by the County Council, such as annexation, certain public works contracts, and taxation, and noted that the Council appoints and removes board members, as well as retaining authority over bylaws
  - TSSD is unique in having the authority to approve its own budget.
  - TSSD does not currently have an executive officer (General Manager), meaning many duties fall to the board members. Stephen Meinhold acknowledged the difficulty this creates for the board, as other similar districts like North Summit Fire are able to hire directors after raising their tax rates, an option not available to TSSD as a fee-driven district. The board expressed a desire to eventually hire an executive officer to alleviate the burden on volunteers.
- A full transcript & video of the training can be provide to all board members and public who request it.

## 6. Board Comments & Review of Ongoing Projects

- **Board Vacancies & Resignations** – Stevie Meier noted that there are two open board positions with no applications received. Stevie also officially recognized the resignation of Susan Vickery, the treasurer.

Updates were given on current board projects –including connecting with the county engineer's office to review the district's signage plan, and to request help in creation of a project proposal for upper Balsam. Logan Jones will also ask the county engineer if any roads can be reclassified from Class D to Class B to receive pass-through funding.

- **Signage Plan** - Logan Jones offered to take the lead on the signage project. A discussion arose regarding whether road signs fall under the district's jurisdiction, with Stephen M. arguing that TSSD was established primarily for physical roads and clearing based on the original CCNRs.
- **Bylaws Creation** - Nancy Michalko is overseeing the creation of Bylaws. The board plans to clarify the structure Nancy is using for the bylaws and organize a discussion between Stephen and Nancy on the matter before a group review.
- **Winter Staffing Confirmation** - Stevie Meier asked Carol Steedman to confirm receipt of materials from George Michalko and Roy "Chet" Smith– two new employees for winter staffing operations. Carol Steedman confirmed that she had not received anything from either George or Chet, and asked if they will be contractors or employees & driving machinery to provide the correct forms. Stevie responded they should be set up however Kris Smith is currently set up. Carol is to connect with George Michalko and Roy "Chet" Smith to ensure she has all appropriate paperwork before they start work.
- **Insurance Coverage** – Christoph Gorder will work with Carol Steedman to obtain current insurance policy declarations and costs and share them with the board. Carol offered to request a quote from the Utah Local Government Trust (ULGT) for adding special liability and crime coverage, noting that TSSD already holds Workers' Comp through UGLT and that the process should be straightforward since she already has a contact at UGL.
  - Logan Jones requested a board report analyzing current coverage alongside the new ULGT quote – identifying any coverage gaps, and summarizing the information in plain language with all current & new proposed policy declarations attached. Christoph agreed to deliver this report at the January

meeting, including a review of current rates, the ULGT quote, and any additional research into consolidating coverage under a single carrier.

#### **8. Adjournment**

- Logan Jones moved to close the meeting due to running out of time & board loosing the meeting room due the building closing
- The Timberline Special Service District public meeting adjourned at 8:03 pm.