



## BOARD MEETING MINUTES

Meeting Date: March 25, 2026

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

Board Members:

Logan Jones, Chairperson  
Stevie Meier, Communications Manager  
Stephen Meinhold, Director of Finance  
Christopher Gorder (Left the meeting after the approval of the insurance increase)  
Nancy Michalko

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

Guest(s) / Public: None

## Meeting Called to Order

Logan Jones called the meeting to order at 6:08 PM and conducted a roll call. Present board members were Logan Jones, Stevie Meier, Stephen Meinhold, and Christoph Gorder. Kris Smith (Employee), Carol Steedman (Clerk), No Public attendees were present.

**Item #2 Public Input** – No Public comment.

### Item # 4 c. Insurance Coverage Changes

Christoph Gorder reported that the district's current \$2 million liability coverage was below the Utah threshold of about \$3.7 million and recommended increasing coverage to \$5 million, the next available coverage level, while consolidating insurance under ULGT. Logan Jones closed the open forum to the next item in Item 5 and invited board members to comment before opening public discussion.

He estimated the added annual cost at about \$1,800. Stephen Meinhold suggested the district should use capital savings for 2026 rather than permanently reducing the winter labor category, and he noted that signage was a one-time \$5,000 cost that could be considered because that would not recur in 2027. Nancy Michalko and Stevie Meier agreed that savings could cover the increased cost this year.

**MOTION:** Logan Jones moved to transfer all insurance to ULGT, increase liability coverage to \$5 million, fund the estimated additional \$1,800 from savings, and confirm liability coverage for employees operating district equipment.

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

**VOTE:** The motion passed with unanimous approval.

### Item #3 Staff Comments: Recognition for Steve Anderson

Kris Smith reported that the winter equipment performed very well, and the skid steer had significantly reduced labor time. The salt spreader currently mounted on Steve's truck might need to be sold unless Kyle determines the skid steer could handle it. Kris Smith noted Steve Anderson appeared to be retiring after 20 years of service and asked the board to consider an appreciation gesture. Stevie Meier offered to host a neighborhood potluck, and Logan Jones suggested the idea could be turned into a planning item for May or June.

### Item #4 a. Consideration for Approval – Meeting Minutes

The board reviewed the February 25, 2026, meeting minutes.

**MOTION:** Stevie Meier moved to approve the February 25, 2026, minutes as presented.

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

**VOTE:** The motion was unanimously approved.

### Item #4 b. Consideration of Approval: Treasurer and Clerk Contracts

Logan Jones explained that the board had been working to separate clerk and treasurer duties and recommended hiring Dave Sanderson of DS Accounting Services as treasurer and Tena DeCol as clerk. He described Dave Sanderson's local government finance background and noted Tena DeCol had previously worked alongside him in another district. The contracts were proposed at about \$6,000 annually for treasurer services and \$4,000 annually for clerk services. Discussion followed about overlapping with Carol Steedman's transition work and how to fund it in 2026. Stephen Meinhold favored using savings rather than reshaping regular budget lines long-term.

**MOTION:** Stevie Meier moved to approve the contract for DS Accounting Services, LLC, owned by Dave Sanderson, for treasurer services as presented.

**SECOND:** Nancy Michalko seconded the motion.

**VOTE:** The motion was unanimously approved.

**MOTION:** Stevie Meier moved to approve the contract for Tena DeCol for clerk services.

**SECOND:** Logan Jones seconded the motion.

**VOTE:** Motion passed by majority; The board members, Logan Jones, Nancy Michalko, and Stephen Meinhold voted in favor. Stevie Meier opposed; there were no abstentions.

**MOTION:** Stevie Meier moved to approve a one-time reallocation of \$2,500 from savings to accounting services to fund transition and overlap costs.

**SECOND:** Nancy Michalko seconded the motion.

**VOTE:** The motion was unanimously approved.

#### Item #4 b. Consideration of Approval: Appointments of Clerk and Treasurer

After approving the contracts, the board separately appointed Tena DeCol as clerk and Dave Sanderson as treasurer. Stevie Meier voted no on the Tena DeCol actions and later explained that she had concerns about Tena DeCol's résumé that seemed to reflect attention to detail.

**MOTION:** Logan Jones moved to appoint Tena DeCol as clerk for Timberline Special Service District.

**SECOND:** Stevie Meier seconded on the clarified motion.

**VOTE:** Motion passed by majority; Stevie Meier opposed, and Logan Jones, Nancy Michalko, and Stephen Meinhold voted in favor.

**MOTION:** Logan Jones moved to appoint Dave Sanderson of DS Accounting Services, LLC, as treasurer for Timberline Special Service District.

**SECOND:** Stevie Meier seconded the motion.

**VOTE:** Unanimous approval.

Logan Jones and Stevie Meier thanked Carol Steedman for her years of service and for helping guide the district through transition. Carol Steedman had served since about 2017 and appreciated watching the board grow and develop a well-functioning, unified board.

#### Item #5 Financial Report

Carol Steedman reviewed the March 24, 2026, financial report. She reported the district was under budget in several areas because of the mild winter and that the main overage was in Services and Fees because the first quarter was mainly focused on collecting the dues before they were past due. She reported that seven owners had not yet paid,

Carol Steedman reported that overall, the district's finances remained in a solid position.

- Revenue was \$127,000 compared with a budget of \$133,000.
- The district loan balance was reduced to \$60,000.
- The district also received part of last year's Summit County collections of approximately \$2,667.50, with additional amounts still pending.
- She also reported recovery of \$2,861.50 in unclaimed property from the State of Utah after extensive historical research.

Stevie Meier thanked her for her diligence in the completion of the retrieval of funds.

## Item #6 Board Comments:

### 1) Road Crew Bonus

Nancy Michalko raised the idea of a post-winter bonus or gift for the road crew. Carol Steedman acknowledged the district had done that in earlier years and could help identify past practice.

Stevie Meier suggested bringing back a simple recommendation at a future meeting.

### 2) Mail Kiosk and Security

Stevie Meier informed the board that they have continued receiving emails about the kiosk and package delivery, and wanted to discuss changing the code now that winter is ending. Kris Smith reported that residents were still instructing carriers to use the kiosk, but he agreed that changing the code after the late spring storm window would help shift deliveries back to homes. Stephen Meinhold suggested aligning the change with April 15. Kris Smith also warned that the kiosk was not fully secure and cameras would likely be the next practical step if the board wanted better deterrence and evidence.

### 3) Savings and Cash Management

Stephen Meinhold was still reviewing higher-yield savings or CD options and wanted to coordinate that work with the new treasurer. He estimated the district had roughly \$240,000 in cash overall, with a significant portion sitting in low-yield accounts.

### 4) Road Maintenance and Summer Planning

Stevie Meier requested an update on the culvert and road work. Stephen Meinhold reported that he was still coordinating with Kris Smith and Kyle Monez to finalize measurements and project scope, and Kris Smith noted that routine culvert clearing would continue in the meantime. Nancy Michalko requested that summer road projects, including dust abatement, be included on the April agenda. Logan Jones estimated dust treatment at approximately \$2,000 to \$2,500 per application. Kris Smith agreed to follow up with Kyle on treatment options and whether any of the work could be completed in-house.

### 5) Transition Follow-Up and April Meeting

Stevie Meier asked Logan Jones to confirm that he would follow up with Dave Sanderson and Tena DeCol, get contracts signed, and coordinate transition with Carol Steedman. Logan Jones agreed. He also expressed that the monthly meeting pace had become difficult and that he would miss the April meeting. Stevie Meier would chair the April 29, 2026, meeting if needed, and the board agreed to keep that meeting date.

### 6) Bylaws, Privacy Policy, and Open Positions

Nancy Michalko met with Ryan Stack, Summit County Assistant District Attorney, who had reviewed the proposed bylaws, which he encouraged creating a simpler document focused on core governance. Board members agreed they needed more discussion before adopting anything and decided bylaws should be the main governance topic at the next meeting. The privacy policy was noted as still under review.

The board also noted that two board positions remained open and that Summit County's application process had not been communicating well with the district.

### 7) Equipment Shed and Board Roles

Stevie Meier revisited the idea of purchasing a small equipment shed. Stephen Meinhold agreed that the light winter might make this a good year to reconsider that project. Kris Smith added that additional storage would be helpful because some material and equipment were outside in the weather, only covered by tarps.

The board also discussed whether future officer elections should include more clearly defined liaison roles for the employees to reduce burnout and improve coordination.

### 8) Insurance Follow-Up and April Agenda

Near the end of the meeting, Logan Jones raised the question of why there was no liability coverage for the employees to drive the equipment. Carol Steedman believed the current policy appeared to treat the district's plow and similar assets as equipment rather than vehicles, and that employee liability coverage appeared not to be available without a rider on the policy now that the truck had been sold. The board agreed that Christoph Gorder needed to clarify that issue with ULGT.

The April meeting would move forward as scheduled for April 29, 2026. Agenda items included approval of minutes, bylaws, road planning, savings updates, and an insurance update.

### Adjournment

MOTION: Stevie Meier moved to adjourn.

SECOND: The motion was seconded by Nancy Michalko.

VOTE: Motion passed.

The public board meeting for the Timberline Special Service District adjourned at 7:51 PM.