

Drafted by Carol Steedman (Clerk)

DRAFT as of March 26, 2026 @ 2:46pm MT

**** To be formally approved at April 2026 Board Meeting ***



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 (In Person)

Stevie Meier, Communications Manager (In Person)

Stephen Meinhold, Director of Finance (Online)

Nancy Michalko (In Person)

Christopher Gorder (Online - Left the meeting after the approval of the insurance increase)

Ex Officio: Kris Smith, Assistant Road Manager (Staff - In Person)

Carol Steedman, KGC Associates, Inc. (Staff - 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.

Christoph estimated the added annual cost at about \$1,800, and asked the board what budget line item would be best to pull from to cover the additional cost Stephen Meinhold suggested funding the one-time cost for this year from the general savings account, noting that the money should be pulled from a source that allows for a balanced budget moving forward. Stephen further noted the one time cost could be pulled from the \$5000 signage line item, citing that signage replacement costs would not recur in 2027. Nancy Michalko and Stevie Meier agreed that a general savings fund 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 to confirm that the UGLT policy included liability coverage for employees operating district equipment.

SECOND: Stephen Meinhold seconded the motion.

VOTE: The motion passed with unanimous approval.

Action Item:

- **Christoph Gorder** to get formal quote from UGLT & transition to new policy so long as it was in accordance with the approved motion.

Item #3 Staff Comments

Kris Smith reported that the winter equipment performed very well, and the skid steer had significantly reduced labor time in the 2025/2026 winter season. 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 also noted Steve Anderson would be officially retiring after 20 years of service and asked the board to consider an appreciation gesture. Logan Jones suggested a neighborhood potluck in recognition of Steve. Stevie Meier offered to host the event in either May or June & suggested it could also be a "Meet and Greet" opportunity for the neighborhood to meet TSSD board members.

Action Item:

- **Stevie Meier** to take lead on proposing a date & planning an event.

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 by all board members present.

MOTION: Nancy Michalko 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. Christoph Gorder was not present to vote; 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 by all board members present

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 a lack of attention to detail, which Stevie expressed was an important skill for a clerk to have.

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. Christoph Gorder was not present to vote; there were no abstentions.

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 expressed she had served since about 2017 and appreciated watching the board grow and develop a well-functioning, unified team.

Action Item:

- **Logan Jones** to take lead on hiring and formally onboarding new Clerk & Treasure, including overseeing the transition of duties from Carol (KGC Associates) to both newly appointed Clerk & Treasurer.

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 Professional 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 Carol for her diligence in the completion of the retrieval of unclaimed property 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 that Nancy bring back a simple board report or recommendation at a future meeting for a proposed bonus amount.

Action Item:

- **Nancy Michalko** to draft board report for road crew bonus to present at April board 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, in an attempt to prevent non-USPS deliveries from occurring at the kiosk. Kris Smith reported that residents were still instructing carriers to use the kiosk, and that's why Amazon & UPS packages were continuing to be delivered to the kiosk. Stevie Meier stated she had stopped directing deliveries to the kiosk, but they continued due to Amazon & UPS drivers not following policy. Kris agreed that changing the code after the late spring storm window

would help shift deliveries back to homes. Stephen Meinhold suggested changing the door code on April 15th & the board agreed with the suggestion. Further discussion was had about avoiding changing the door code multiple times throughout the year, in an effort to avoid confusion amongst residents & delivery drivers. Stevie suggested using 2 door codes throughout the year, a “Winter Code” (given to UPS/Amazon/USPS) and a “Summer Code” (given to USPS only). The board agreed this was a good approach.

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. Kris noted an offer from resident Roger Crawford had been made to advise on solar-powered video cameras for monitoring. It was proposed that the board should allocate a budget for kiosk maintenance in the 2027 budget, acknowledging that the facility directly impacts the roads. Stephen Meinhold emphasized that cameras are the best bet for security, as the sheriff confirmed they help catch perpetrators.

Action Item:

Kris Smith to change kiosk code on April 15. Kris said he would send Stevie notification of the new code to be used on April 13 so she could send an email out to the neighborhood.

3) Savings and Cash Management

Stephen Meinhold reported he 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 concrete pricing for the proposed May culvert work. Kris Smith confirmed that he will be doing work in the culverts, specifically down Ponderosa, to clear out some of the dirt culverts in the meantime, which is separate from the specified projects the board approved.

Stephen Meinhold anticipated having a proposal before the next meeting, stating there are two months ahead of the proposed timeline for May work. 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. The board discussed the cost-effectiveness of mag chloride treatment and the possibility of buying a water trailer to apply it themselves, and the possibility of using an alternative oil-based tar treatment that Kyle had recommended at a previous meeting. 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 for him and

that he would miss the April meeting. Stevie Meier offered to 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 also noted as still needing 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) County Legal Fee & Road Signage

Nancy Michalko reported that the county legal fee issue has been postponed again at the request of Canice Harte (Summit County Council member) , who is running for office currently and stated he didn't have the bandwidth to review the board's request at this time.

Road signage also remains a standing backburner item for future discussion.

8) Board Position Application Issues

Stevie Meier asked about the status of board position applications, raising concerns that applications may not be reaching the board from Summit County. Stevie stated a specific instance where she knew someone applied, but they never received any follow up from Amy and the board was not made aware of the application. Logan Jones agreed and suggested that any future communication with Amy (Summit County Administrator who received applications) should also be CC'd to her supervisor, who was likely the County Manager, due to her poor response rate. Stevie Meier offered to take over the follow-up with Amy on the application issue.

Action Item:

Stevie Meier to follow up with Amy Jones regarding pending board member applications and identify her appropriate supervisor.

9) Equipment Shed

Stevie Meier revisited the idea of purchasing a small equipment shed, asking if it was something that was still needed citing it was a pending item from previous board meetings. Stephen Meinhold agreed that the light winter might make this a good year to reconsider that project, given there may be funds to cover the equipment shed expense. Kris Smith added that additional storage would be helpful because some material and equipment were outside in the weather, only covered by tarps - and that wet/damp materials were hard to work with.

10) Board Roles

The board discussed the need to hold Board Elections and Stevie Meier requested that a list be made of all operational positions (including Communications Manager, Director of Finance and Roads Manager) be made with clear roles & responsibilities in an effort to reduce burnout and improve coordination amongst board members handling multiple roles. The board briefly discussed the potential need to incentivize board member recruitment and retention through compensated positions.

11) 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.

It was stated that the April board meeting would move forward as scheduled for April 29, 2026. Agenda items to include approval of minutes, bylaws review, 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.