

Drafted by Carol Steedman (Clerk)

DRAFT as of April 29, 2026 @ 12:13 am MT

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



BOARD MEETING MINUTES

Meeting Date: **April 29, 2026**

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

Board Members:

Stevie Meier, Communications Manager (In Person)

Stephen Meinhold, Director of Finance (Online)

Nancy Michalko (In Person)

Excused: Logan Jones, Chair
Christopher Gorder
Tena DeCol, Clerk

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

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

Dave Sanderson, Treasurer (Staff - Online)

Guest(s)/ Public: None

NOTICE: A quorum was not present at this meeting. No actions were taken, and no votes were cast. All discussions herein are informational only. Matters requiring board approval are deferred to the next regular board meeting.

Meeting Called to Order

Stevie Meier called the meeting to order at 6:04 PM and conducted roll call, presiding in the absence of Board Chair Logan Jones. She noted at the outset that with only three board members present, the meeting would proceed without a quorum and that no formal votes could be taken. She confirmed Stevie Meier present; Stephen Meinhold confirmed his attendance remotely, noting he had been unable to join via the phone app and had connected through an alternate method. Stevie acknowledged joining attendees online, including Dave Sanderson as incoming treasurer and Carol Steedman as outgoing clerk; Kris Smith and Nancy Michalko was confirmed present in person. Stevie noted that no members of the public had joined. Stevie noted that no members of the public had joined.

Stevie advised the group that agenda Item 3 — covering introductions of incoming Clerk Tena DeCol and newly confirmed board member Abbey Eddy — would be skipped, as neither was able to attend.

Item #4 Staff Comments

Kris Smith delivered a comprehensive operations report covering winter wrap-up, equipment performance, road maintenance work, and recommendations for the coming season.

Mail Kiosk: Kris observed that non-usps packages continued to be delivered to the kiosk and noted that many appeared to be resident-directed deliveries. He recommended leaving the situation as-is for the time being and flagged it simply as a point of interest for the board.

Winter Expenditures: Kris reported that the district used 150 bags of salt during the 2025-2026 winter — approximately three times the normal annual consumption — attributable to the unusual freeze-and-thaw cycle pattern rather than heavy snowfall. He noted the district also consumed approximately three-quarters of its Utelite stock for the same reason.

Equipment Performance: Kris reported that the skid steer served as the primary road maintenance vehicle during the winter season. The big plow was deployed only approximately four times, while the skid steer remained in near-constant service with its new implements. He characterized the equipment as performing exceptionally well and described the investment in the new implements as having proved its value.

Speed Bumps: Kris confirmed three speed bumps were currently in place at locations throughout the neighborhood. He announced he planned to travel to Salt Lake the following day to purchase six additional speed bumps from a private seller at \$30 each — a total expenditure under \$200 — to replace units that had become ripped or broken. He noted the district had received numerous resident requests to install speed bumps more quickly and anticipated additional requests to place them on Cedar Way.

Dust Mitigation: Kris identified dust mitigation as an emerging issue for the spring and summer season and presented the board with three options for consideration. First, he proposed purchasing a pallet of magnesium chloride (mag chloride) flakes at approximately \$1,500, which he estimated would be sufficient to treat the neighborhood twice. He explained the flakes could be applied using the existing spreader on Steve's truck or on the skid steer, ideally when the ground retained some moisture. Second, he noted the district had historically contracted with Morgan for mag chloride application at a cost of thousands of dollars per treatment. Third, he outlined a potential longer-term in-house option: fabricating a small water trailer for approximately \$1,500, which could be used to apply diluted mag chloride solution in future seasons. Kris recommended the board consider moving dust mitigation in-house using existing equipment and exploring the pallet purchase for the current summer.

Stevie Meier sought clarification for the schedule of mag chloride treatment, noting she understood that TSSD had been performing that treatment every other year vs. yearly.

Stephen Meinhold clarified that historically, the district had aimed to perform dust mitigation annually, though scheduling lapses had caused some years to be missed. Nancy Michalko noted the issue had become acute early this spring due to unusually dry and dusty conditions before seasonal moisture arrived, and added that resident speeding was a compounding factor in the dust problem. Stevie Meier agreed to send a neighborhood-wide email

reminding residents of spring and summer road etiquette and speed expectations, and asked Kris to provide any additional best practices he wanted included.

Action Item:

- **Stevie Meier** to send email to Newsletter subscribers reminding residents of spring/summer road etiquette and speed expectations

Cedar Court Road Repairs: Kris reported the district had completed work on Cedar Court to address heavy water damage sustained during the season. New aggregate was laid and compacted, and the culvert directly in front of Stephen Meinhold's residence (on Southeast corner of Cedar Ct. and Cedar Way) was re-dug. He indicated the work was effectively keeping moisture off that section of the road.

Ponderosa West Road Shoulder: Kris reported that approximately six feet of road shoulder had been lost on Ponderosa West due to water erosion. The shoulder had been re-established, and approximately 70 percent of the north side culvert work had been completed, with the remaining work to be finished during the summer.

General Road Conditions: Kris noted that potholes and washboarding continued to recur with wet weather — typical characteristic of dirt road surfaces — and that the crew was working to stay current on grading. He credited Kyle Monez for delivering a load of top material that had been put to use. Kris also highlighted significant effort invested by himself and his son Chet in water mitigation and flow diversion, which he believed had meaningfully reduced the road damage typically seen on Cedar Way, Ponderosa West, and Douglas Road below Cedar Court.

Staff Training: Kris confirmed that his son Chet had been brought on as a district employee at a reduced training rate for heavy equipment work and was progressing well in his training. Chet was reported as fully trained on the skid steer, with additional winter operations training and some big plow / tractor training still in progress. Carol Steedman confirmed Chet had been set up in the payroll system for the full month. She clarified that the district now operates three pay rates: \$25, \$30, and \$45 per hour. Stevie Meier noted she would prepare a pay rate documentation sheet for the next board meeting, drawing on a prior document Stephen Meinhold had developed.

Roads Manager Vacancy: Stevie highlighted the ongoing need to appoint a roads manager from within the board, noting the role was vacated. She observed that once some of the current administrative projects — drafting of bylaws, policies, etc — were completed, she was hopeful a board member would have more availability to fill that role, and she invited any interested board member to step forward.

Item #5 a. Consideration for Approval – Meeting Minutes

Stevie Meier presented the March 25, 2026, meeting minutes for review and asked whether any board member had questions or corrections. No questions or corrections were raised. Stevie noted that because a quorum was not present, the board could not take a formal vote to approve the minutes, and that approval would be carried forward to the next regular board meeting.

Item #5 b. Consideration of Approval: PTIF State Savings Account

Stevie Meier introduced the board report prepared by Logan Jones on the recommendation to open a Public Treasurer's Investment Fund (PTIF) savings account, and welcomed Dave Sanderson to provide context and answer questions.

Dave Sanderson explained that the PTIF offered a significantly better interest rate than the district's current Zions Bank savings account and was highly liquid, with funds accessible within one business day. He noted the fund was governed by the Utah Money Management Council, which restricted permissible investments to stable instruments — precluding speculative purchases such as individual stocks. He confirmed the PTIF was available exclusively to state and local government entities in Utah, which added to its stability and security. Dave stated that approximately 99 percent of Utah cities, towns, and districts maintained accounts with the PTIF fund & suggested the district move the majority of its current Zions saving accounts funds to the TIF fund.

- **Cash management model:** Dave recommended to maintain only enough in the checking account to cover near-term bills; hold the remainder in the PTIF savings account; and transfer funds between the two accounts as needed — typically one or two transfers per month. He noted transfers were restricted to movement between checking and the PTIF account only, making it a closed-loop system with no risk of misappropriation. He expressed a preference to manage those transfers autonomously in his role as treasurer, rather than seeking board approval for each transfer, noting this was standard practice in the majority of districts he served, though some required approval for each transfer.
- Stevie Meier acknowledged she had initially envisioned the PTIF as more of a long-term investment vehicle but now understood it functioned more like an interest-bearing savings account with same-day liquidity. She expressed support for the concept but indicated she wanted the full board to approve both the account opening and the initial transfer amount in a single vote at the next meeting. She asked Dave Sanderson and Stephen Meinhold to coordinate offline on language that would authorize the account opening, establish an initial contribution, and grant Dave the operational flexibility to manage routine transfers without individual board approvals — since those transfers represented movement between existing assets rather than new expenditures.
- Stephen Meinhold noted he had reviewed the PTIF website and found the fund's rates competitive with CDs but without the liquidity penalty. He observed that at approximately 4 percent annually, moving the bulk of the district's idle cash into the PTIF could generate meaningful investment income. He estimated that with upwards of \$200,000 potentially invested during the first quarter alone, the returns would represent a notable addition to the operating budget. He suggested that, at a minimum, the equipment savings balance — a relatively stable, infrequently accessed fund — could be transferred first, with additional amounts to follow based on Dave's cash flow assessment.
- Nancy Michalko asked whether there were any risks associated with the account, including whether the state could access or claim the funds in an adverse scenario.

Dave Sanderson confirmed there were no such risks, characterizing the fund as entirely stable.

- **Zions Bank credit card:** Carol clarified that Kris Smith currently holds the TSSD's credit card for field purchases such as salt and supplies. Stevie noted the board would need to confirm whether any restriction on Zions Bank credit cards required maintaining a minimum Zions savings balance, and directed that to be reviewed before the account transition was finalized.
- **QuickBooks Transition:** Carol Steedman and Dave Sanderson discussed the mechanics of transferring accounting records. Carol indicated she was currently operating on QuickBooks Desktop. Dave confirmed he had both QuickBooks Desktop and Online versions and believed a backup restore from Carol's QBB file would allow him to bring the full history onto his platform. Carol agreed to place a reconciled QBB backup file in the shared Dropbox at the end of April, at which point Dave would take over the accounting.
- **Payroll and Timesheets:** Stevie confirmed that timesheets for both Kris Smith and Chet Smith would be submitted directly to Dave Sanderson going forward.
- The board deferred formal approval of the PTIF account to the next meeting, with a request that the board report be updated to include the initial funding amount and the wording authorizing Dave's transfer authority.

Action Items:

- **Stephen Meinhold & Dave Sanderson** to update current board report with language that would establish a proposed initial contribution to the PTIF fund, and grant Dave the operational flexibility to manage routine transfers without individual board approvals.
- **Stevie Meier** to send Kris Smith contact info for Dave Sanderson, so Kris & Chet could submit timesheets to Dave moving forward.
- **Dave Sanderston** to confirm whether a Zions bank savings account is a requirement for having a Zion's issued Credit Card.
- **Carol Steedman** to transfer Quickbook Desktop files to Dave Sanderson by end of April 2026.

Item #5 c. Bylaws (Draft)

Stevie Meier opened the bylaws discussion, acknowledging that approval would not be possible without a quorum but that the board could use the session to address outstanding questions and refine the draft before the next meeting.

- **Treasurer Definition and Logan Jones's Suggested Amendment:** Nancy Michalko reported that Logan Jones had submitted an email requesting an amendment to the bylaw definition of "treasurer." The current language defined the treasurer as one of two board members; Logan proposed revising it to read that the treasurer is the person the board designates to serve in that capacity — reflecting the reality that Dave Sanderson, a non-board member, had been appointed by the Board as treasurer. Nancy expressed agreement that the language needed to be updated and that any

decision formalized in board practice should be reflected in the bylaws. Stevie agreed to incorporate the change and noted the original language had come from the "Little Manual" provided by the State of Utah and would require Ryan Stack's sign-off before adoption.

- **Section 2.5(D) — Scope of District Powers:** Stephen Meinhold raised a concern about the breadth of Section 2.5(D), which read: *"Take such other actions as are necessary and proper to operate and maintain district facilities and services consistent with the law."* Stephen characterized this language as overly vague and potentially expansive, arguing it could be interpreted to place the district in charge of items beyond roads and snow removal — such as road signage — which he believed should be the county's responsibility. He referenced the TSSD's founding purpose as road maintenance and snow removal. He expressed concern that open-ended language could invite scope creep or create legal exposure—particularly given the phrase "consistent with the law." He reasoned this would draw the county attorney into interpreting the district's obligations.
 - Stevie Meier offered a counterpoint, arguing that some degree of vagueness could be beneficial. She noted it allowed the district flexibility to maintain ancillary facilities — such as the mail kiosk, supply tent and potential new supply shed— that indirectly supported road safety goals. She also referenced Article 1.1, which defined the district's purpose to include *"maintenance of the public roads and snow removal services to provide public health, safety, and general welfare,"* noting that road safety could reasonably encompass certain signage. She emphasized that any expansion of scope would remain at the board's discretion.
 - Nancy Michalko proposed a compromise revision: insert "roads" ahead of "district facilities" so the clause would read: *"Take such other actions as are necessary or proper to operate and maintain the roads, district facilities, and services consistent with the law."* This framing would prioritize roads as the primary focus while preserving flexibility for the board to address other district assets or services when warranted. Stevie and Stephen both acknowledged the compromise as a workable path forward. Nancy agreed to incorporate this revised wording into the draft and circulate an updated version to the board for review and approval at the next meeting.
- **Action Items:**
 - **Nancy Michalko** to update Bylaws with revised language as discussed in board meeting to be presented at May 2026 board meeting for final adoption.

Item #5 d. Winter Labor Bonus Proposal

Nancy Michalko presented a proposal to award a year-end winter bonus to Kris Smith in recognition of his work during the 2025-2026 season. Nancy noted she had reviewed prior board minutes and was aware, both from the records and from her time as a resident, that the district had historically recognized road crew employees with a bonus following demanding winters. She characterized this past season as comparable to any other difficult winter the district had experienced.

Nancy proposed a bonus of \$1,500 for Kris Smith. She noted the prior meeting minutes had not been well-documented with respect to dollar amounts for previous bonuses, but \$1,500 was the figure she had identified in the available records as consistent with past practice. She confirmed the funds were available within the existing winter labor budget, which had reached approximately 43 percent expenditure as of the most recent financial report — leaving sufficient capacity to absorb the bonus without exceeding that line item.

Stephen Meinhold agreed, calling the amount fair and consistent with historical precedent. Stevie Meier indicated she would also support the proposal when it came to a vote. The board deferred formal action to the next meeting, given the absence of a quorum, and Stevie acknowledged to Kris that he would need to wait until then for the bonus to be formally approved.

Item #6 Financial Staff Report

Carol Steedman presented highlights from the first quarter financial report. She reported that revenue collections were tracking very closely to budget: the budgeted collection amount for the year was \$138,000, and the district had collected \$135,700 to date — a strong Q1 showing. She noted five property owners had not yet paid their assessments and that she was actively working to collect those balances.

Carol confirmed that expenses were running significantly below budget, attributable to the light snow removal season. She emphasized that this did not reflect inactivity on the part of the crew, but rather favorable weather conditions. The checking account was described as very healthy. Carol reinforced Dave Sanderson's recommendation to transfer approximately \$120,000 from the checking account into the PTIF savings account, retaining roughly \$20,000 in checking to cover near-term operating needs.

Item #8 Board Comments

Insurance Update: Stevie Meier provided an update on the insurance transition that had been authorized at the March 25 board meeting. She confirmed that Christoph Gorder was actively moving forward with transferring all district coverage from the existing Auto Owners policy to a consolidated policy under ULGT (Utah Local Governments Trust). Christoph had obtained final quotes for the consolidated coverage, which fell within the parameters approved at the prior meeting.

Stevie reported that the new policies were targeted to take effect May 1 and that Christoph required a signature from Board Chair Logan Jones to complete the transfer. She indicated Logan would hopefully be signing the documents that evening or the following day. Once executed, Christoph would forward the invoice to Dave Sanderson for payment processing. The existing Auto Owners policy would then be canceled, and the district would anticipate to receive a prorated refund for the unused portion of the premium. Carol Steedman noted the general liability policy was renewed in December, while workers' compensation was renewed earlier. Stevie confirmed the consolidated ULGT plan would align all renewals to a single annual date (July 1st) under one carrier and one combined premium — simplifying administration going forward.

Employee Liability Coverage: Kris Smith asked for clarity on whether the new ULGT policy would extend liability coverage to district employees operating equipment. Stevie confirmed

that Christoph Gorder had addressed this directly in an email earlier that day, confirming that liability coverage under the ULGT policy would extend to employees operating district equipment, and physical insurance cards could be issued for district equipment when necessary. Stevie furthermore offered to forward that email message onto Kris. Kris acknowledged the confirmation with evident relief.

Summer Roads Project Status: Stevie Meier opened a discussion on summer road project priorities. She acknowledged that the cement culvert work tentatively planned for May would need to be postponed from conversations she had with both Stephen Meinhold & Krist Smith. Stephen Meinhold had noted the board had not yet been able to schedule a joint site visit with Kyle Monez to take measurements and establish priorities.

Stephen Meinhold confirmed the culvert work was on hold pending that coordination. Furthermore, Stephen proposed two near-term actions within existing approved budgets: renting a street sweeper — for which \$5,000 had already been budgeted — to address debris accumulation, particularly on the Balsam Drive stretch; and proceeding with the mag chloride flakes pallet purchase for dust mitigation, as Kris had outlined. He suggested beginning the sweeper work and dust treatment in May and noted that a cleaner road surface would also improve the performance of any experimental oil-based top coat applied to the Balsam area.

Current culvert conditions: Kris reported that three driveways on the west side of Cedar Way had ongoing runoff issues that had been partially mitigated, and identified the culvert at the end of Chris and Jen's driveway (7899 N Cedar Way) as particularly impacted — though water was flowing over it adequately and road damage in that area was less severe than in past seasons. Kris suggested the most actionable priority, if any culvert work were to proceed this summer, was work at the 7899 N Cedar Way driveway location, followed by three other driveways on the same stretch.

Kris noted a promising development: a resident named Jason Rupert (7857 N Cedar Way) had recently informed him that he and his brother were civil engineers. Kris had mentioned that Jason's property and two nearby homes represented the district's primary water flow challenge in that section, and Jason volunteered to assess the situation and propose a realistic solution. Kris characterized this as a favorable development. He also noted that Doug Anderson at the far east end of Ponderosa had inquired about a culvert across his driveway, but that the situation was manageable for now and not a high priority.

Kris flagged West and Upper Balsam as an area where residents were likely expecting follow-up from the board on both hydrology and the paving request. He reported that culvert work had been completed from Dan Syroid's (4779 W Balsam Dr.) property downward, improving water flow, but acknowledged the paving discussion may remain unresolved in residents' minds.

Stephen outlined a longer-term vision for road surface improvement: using a street sweeper to clear debris from the Balsam stretch, applying the mag chloride flake treatment to bind the surface, and potentially test-coating a section with an oil-based stabilizer product that Kyle Monez had previously recommended in past meetings. He suggested this sequence could be piloted in May and June using already-approved budget funds. Stevie concurred, noting no

additional board approval was required for the mag chloride purchase or the sweeper rental. She indicated Kris should add those items to the roads staff operational to-do list.

Action Items:

- **Kris Smith** to proceed with purchasing or renting a sweet sweeper attachment & mag chloride flakes to proceed with dust abatement work in May/June
- **Stephen Meinhold** to coordinate with Kyle Monez to begin assessment & identify vendor resources for proposed concrete culvert work, and test coating a section of road way with the tar/oil-based stabilization product Kyle had previously recommended.

Abandoned Pump Houses — SAFETY CONCERN

Kris Smith raised a safety concern regarding two abandoned pump houses within the neighborhood, believed to be remnants of the district's former water infrastructure. He reported that both structures were deteriorating significantly — floors were failing, hardware was rusted, and at least some electrical connections may still be live. Kris expressed concern that the structures posed a hazard, particularly given the number of children in the neighborhood, noting that as a child, he would have been drawn to explore such structures.

Stephen Meinhold explained that he had spent approximately six weeks attempting to determine the ownership of the two structures, consulting both Summit County and Mountain Regional Water. Neither organization had provided clear answers. He noted that GIS data showed three pump house parcels in Toll Canyon attributed to Mountain Regional Water, but the two within the Timberline neighborhood did not clearly align with any identified property owner on the GIS maps — suggesting they may be on unclaimed or ambiguously titled land.

Stephen raised the possibility that the structures could arguably fall under TSSD's purview, given that the district had historically grown out of the former water company infrastructure. However, he also cautioned that taking any action to secure or maintain the structures without clear ownership could inadvertently create liability for the district.

Stevie Meier recommended a two-step approach: Stephen would make one additional outreach attempt to Mountain Regional Water to seek a definitive answer on ownership. If that effort yielded no response, the matter would be escalated to Ryan Stack with a request for legal guidance on the district's obligations and exposure, and with a clear statement that the district was unable to obtain ownership clarity through direct inquiry. Stevie was explicit that she did not want the district to physically touch or alter the structures until the ownership and liability questions were resolved.

Action Item:

- **Stephen Meinhold** to contact both Summit County and Mountain Regional Water inquiring on ownership of the structures. If after 1 month of contact, if no answer is received from either entity, TSSD to escalate issue to Ryan Stack for legal guidance.

Review TSSD Project Tracking: Stevie Meier reviewed the board's ongoing task list, highlighting key items and updates.

- **Treasurer and Clerk Onboarding:** Stevie confirmed that Dave Sanderson's onboarding was progressing toward a May 1 assumption of treasurer duties, with Carol Steedman completing the QuickBooks reconciliation and handoff at the end of April 2026. Incoming Clerk Tina DeCol had confirmed she begun her onboarding and is expected to participate in the May board meeting.
- **Insurance:** Covered earlier in the meeting. Transfer to ULGT in progress for the May 1 effective date.
- **High-Yield Savings / PTIF Account:** Covered earlier. Vote deferred to next meeting for formal approval.
- **Board Positions and Elections:** Stevie noted that formal board elections and the definition of internal board positions — communications manager, roads manager, director of finance, etc — remained on the to-do list but were being held pending Logan's leadership on the process and the completion of the bylaws. She indicated she would like to see position descriptions developed alongside the election process.
- **Bylaws:** Discussed earlier. Nancy Michalko committed to circulating a revised draft incorporating the treasurer definition change and the Section 2.5(D) compromise language for approval at the next meeting.
- **Interlocal County Agreement:** Nancy Michalko acknowledged the matter was still unresolved, but confirmed she was continuing to pursue it.
- **Road Signage:** Stevie noted this task remained in Logan Jones's court, tied to a broader engagement with the county engineer covering both a hydrology and drainage assessment of West Balsam Road and the development of new road signage.
- **New Board Member — Abbey Eddy:** Stevie announced that Abbey Eddy had been formally confirmed as a board member by the Summit County Council. Confirmation had been communicated in an email from Amy Jones, the administrative assistant at Summit County. Stevie indicated she would work with Logan to assemble a welcome packet for Abbey, including the relevant governing documents such as the Little Manual, and expressed her intention to ensure incoming board members received better orientation materials than she herself had received.
- **Privacy Policy:** Nancy Michalko confirmed that the draft privacy policy and all associated correspondence with Ryan Stack were ready. She committed to bring the draft to the next board meeting for discussion, with the intent to seek approval in a subsequent meeting after the bylaws were finalized.
- **Equipment Shed:** Stevie kept the item on the tracking list as a future capital project. Kris confirmed the current arrangements — the storage tent and use of Roger's barn — were functioning adequately, but that additional covered storage space would always be useful as the district continued to accumulate materials and tools.

- **Website ADA Compliance:** Stevie noted the district had until 2027 to bring the website into compliance with accessibility standards. The item was being held while other administrative priorities were addressed.
- **Board Communication Emails:** Stevie acknowledged she was currently the primary person monitoring and responding to the TSSD board email account. She noted a need to establish a formal protocol for email management — defining who should own management of the account, what the expected response time was, and how inquiries would be routed between the clerk, communications manager, and board members. She indicated Logan had views on this and proposed deferring the discussion until he was present.
- **Employee Communications Policy:** Kris Smith raised the importance of establishing a clear protocol for field staff when approached by residents. He recommended that Kris and Chet direct all resident questions and complaints to the board, avoiding any positions or commitments in the field. The board agreed this should be incorporated into a future employee handbook or personnel policy. Stevie noted that most resident-directed emails to the board were currently not road-related and largely involved redirecting inquiries to the appropriate resource and reiterating the TSSD's purpose.
- **Board Member Training Compliance:** Stevie noted she was awaiting direction from Logan on the format for required board member training this year — whether it would be conducted online or in person.
- **Steve Anderson Appreciation Potluck:** Stevie reported she had been in contact with Steve Anderson to identify available dates for the neighborhood potluck event planned in his honor. Nancy Michalko confirmed she had also spoken with him and offered to host the event in her driveway, which she noted had sufficient space for neighborhood-scale gatherings. Both Stevie and Nancy agreed the event would be framed as a general neighborhood potluck and board-staff meet-and-greet, with Steve's recognition incorporated in a low-key manner consistent with his preference not to be the center of attention.
- **Personnel Policy:** Stevie noted this remained on the list pending example documents from Logan and an assignment of a board member to lead the drafting effort.
- **Mail Kiosk Security Cameras:** Stevie flagged this as an item remaining on the to-do list. She recalled that resident Roger Crawford had offered to discuss solar-powered surveillance camera options with the board. No further action had been taken, and the item was retained for future discussion.

There were no further agenda items to discuss. Stevie Meier thanked all attendees and noted that Carol Steedman would distribute meeting minutes. Stevie would follow up on her outstanding to-do items in the days following the meeting.

With no objection, Stevie Meier called the public board meeting for the Timberline Special Service District adjourned at 7:23 PM.