

DRAFT as of June 13 @ 4:45pm MT

Drafted by Stevie Meier (Communications Manager)

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



BOARD MEETING MINUTES

Meeting Date: May 27, 2026

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

Board Members:

Logan Jones, Chair (In Person)

Stevie Meier, Communications Manager (In Person)

Abbey Eddy (In Person)

Nancy Michalko (In Person)

Stephen Meinhold, Director of Finance (Online)

Excused: Christopher Gorder, Board Member

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

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

Dave Sanderson, Treasurer (Staff - Online)

Tena DeCol, Clerk (Staff - Online)

Guest(s)/ Public: Alicia Gorder (In Person)

Eric Olsen (Online)

Meeting Called to Order

Stevie Meier called the meeting to order at 6:02 PM, presiding in request of Board Chair Logan Jones. Roll call was conducted & quorum was confirmed.

Stevie acknowledged joining attendees online, including Dave Sanderson as incoming treasurer, Carol Steedman as outgoing clerk, Tena DeCol as incoming clerk and Eric Olson (public guest). Alicia Gorder also was present in person as a public guest.

The agenda was adjusted to move Item #5 ahead of Item #4, so public input items regarding West Balsam speed bumps could move to the beginning of the discussion, per the request of Logan Jones since members of the public were present.

Item #2 : Public Input

No requests were made to discuss items not on the agenda.

Item #3 : Introductions for Incoming Clerk, Treasurer & Board Member

The board welcomed Abby Eddy as a new board member. Abby expressed interest in increasing community engagement and fostering neighborhood connection through social events, as well as finding ways to encourage behavioral changes in the neighborhood without relying solely on board directives. The board also introduced Dave Sanderson, who is serving as the treasurer, and Tina DeCol, the incoming clerk. SStevie asked Tina DeCol to record the meeting minutes, and Tina agreed.

Item #4 : Staff Comments

Road Status Update: Kris Smith provided an update on road maintenance, noting that culvert clearing is progressing well, particularly on the east side of the neighborhood. He explained work on trouble areas such as Cedar Way is ongoing, and the roads staff remains confident in meeting fall deadlines. Kris also reported progress on reinforcing road shoulders on Ponderosa and Cedar Way using aggregate material.

Parking and Bike Traffic Concerns: Kris Smith noted a resident reported concerns regarding non-resident parking near Douglas and Cedar Way and unauthorized mountain bikers using private trails. He emphasized the importance of continued community vigilance to help preserve trail access granted by the private landowner exclusively for Timberline residents.

Dust Mitigation Strategy: Kris proposed using magnesium chloride flakes for dust mitigation, suggesting the in-house team apply them using the existing spreader. The board authorized Kris to proceed with this approach, utilizing the available material budget for the estimated \$1,800 application.

New Construction Utility Coordination: Regarding new home construction in the neighborhood, Stephen Meinhold agreed to contact the home developers to coordinate the timing and design of driveway and public utility street tie-ins, so TSSD could be made aware of any proposed road disturbance.

Action Item:

- Kris Smith to proceed with purchasing or renting a street sweeper attachment & mag chloride flakes to proceed with dust abatement work in late May/June.
- Stephen Meinhold to contact the new build developers at 4611 Ponderosa Dr. to coordinate driveway tie-in plans & verify adherence to local standards.

Item #5a : Consideration of Approval - March 25, 2025 Meeting minutes

MOTION: Nancy Michalko moved to approve the March 25, 2026, minutes as presented.

SECOND: The motion was seconded by Stevie Meier.

VOTE: The motion was unanimously approved by all board members present.

Item #5b : Consideration of Approval - April 29, 2025 Meeting minutes

MOTION: Stevie Meier moved to approve the April 29, 2026, minutes as presented.

SECOND: The motion was seconded by Nancy Michalko.

VOTE: The motion was approved by 4 out of 5 present board members, with Abbey Eddy abstaining vote as she was not present for the meeting nor had time to review the minutes. Motion passed & minutes approved with quorum vote.

Action Item:

- Stevie Meier to post approved March & April minutes on TSSD website.

Item #5c : Consideration of Approval - Creation of PTIF Savings Account

The board discussed the proposed creation of a Public Treasury Investment (PTI) savings account to generate interest income. Dave Sanderson proposed an initial funding amount of \$160,000 for this account, with Stephen Meinhold noting that the move is expected to yield thousands of dollars in interest per year compared to the district's current savings account with Zions Bank. The process requires submitting a written form from the board chair and Treasurer, as well as approved meeting minutes confirming board approval of establishing an account.

MOTION: Stevie Meier moved to approve the Creation of the PTIF savings Account presented.

SECOND: The motion was seconded by Nancy Michalko.

VOTE: The motion was unanimously approved by all board members present.

Action Item:

- Logan Jones to coordinate necessary documentation & signatures for opening of account.

Item #5d : Consideration of Approval - Bylaws

The board reviewed the updated bylaws (Draft 5.21.26), which include clarifications regarding TSSD authority and treasurer duties.

MOTION: Nancy Michalko moved to approve and adopt the Bylaws as presented.

SECOND: The motion was seconded by Stevie Meier.

VOTE: The motion was unanimously approved by all board members present.

Action Item:

- Nancy Michalko to coordinate necessary signatures on Bylaw & post fully executed Bylaws to TSSD Google Drive.

Item #5e : Consideration of Approval - Winter Labor Bonus

The board discussed awarding a winter bonus of \$1,500 to road staff member Kris Smith. To ensure future equity, the board discussed setting a precedent of calculating bonuses as a percentage of wages rather than a flat rate, and outlining the exact dollar amount and % of salary in future bonus proposals.

MOTION: Stevie Meier moved to approve the Winter Labor Bonus as presented.

SECOND: The motion was seconded by Logan Jones

VOTE: The motion was unanimously approved by all board members present.

Action Item:

- Dave Sanderson to issue Winter Bonus payment to Kris Smith.

Item #5f : Consideration of Approval - Road Crew Hourly Rates

Stevie submitted a proposal to formally adopt a new hourly training rate for roads crew. Stevie explained that the board report shown in the meeting had errors, but clarified the hourly rates would be: \$45 per hour for heavy machine operation (existing rate), \$30 per hour for training on heavy machinery (new proposed rate), and \$25 per hour for manual labor (existing rate).

MOTION: Nancy Michalko moved to approve the Winter Labor Bonus, with the amended rates as verbally discussed in the meeting.

SECOND: The motion was seconded by Abbey Eddy.

VOTE: The motion was unanimously approved by all board members present.

Action Item:

- Stevie Meier to update proposal with corrected approved rates & send them to board for documentation purposes.

Item #5g : Consideration of Approval - Road Maintenance Requests Process

Stevie Meier proposed a new formal process for road maintenance requests. To ensure documentation and board oversight, the proposal was that all requests—such as those for speed bumps or culvert clearing — must be emailed to the board rather than directed to individual road staff. After a request is submitted, board and roads staff members would have a 48-hour window to express concerns; if no objections are raised, the board could direct

staff could proceed with the work without requiring a formal public board vote. This would allow reasonable road maintenance requests to be addressed in a timely manner vs. waiting a month or more to discuss in a public meeting.

Stevie clarified that residents can submit maintenance requests by emailing the board at board@timberlines.gov or via the TSSD website. Nancy Michalko also acknowledged the diligent work and historical efforts of prior board members in addressing community road issues.

MOTION: Stevie Meier moved to approve the Road Maintenance Request Process as presented, incorporating a requested amendment to include road staff in the communication chain.

SECOND: The motion was seconded by Nancy Michalko.

VOTE: The motion was unanimously approved by all board members present.

Item #5h : Consideration of Approval - West Balsam Speed Bump Placement

Stevie Meier provided an overview of the speed bump issue, explaining that road staff had placed seasonal speed bumps, and a resident subsequently requested an additional one be installed at the bottom of West Balsam. The speed bump was installed, but because the request was made directly to road staff and installed without full board consensus, the board removed it & asked the resident to make a formal request to the board. A formal request for installation of the speed bump was subsequently made to the board via email. Resident opposition was also made via email to the board, so the item was brought to the meeting for public discussion to evaluate the necessity of a speed bump.

Alicia Gorder, representing neighbors on West Balsam, voiced opposition to the speed bump, citing the steep, gravel-covered road created it difficult to come to a near stop or slower speed while traveling downhill, making the speed bump an irritant for residents. She suggested that traffic issues could be better addressed through signage rather than speed bumps, noting she felt residents are generally mindful of safety.

Eric Olsen, a resident on West Balsam, elaborated on safety concerns, highlighting that the gravelly road conditions cause vehicles and bicycles to lose traction, especially in winter or when navigating slopes. He emphasized that the lack of proper signage or traffic flow rules poses a greater risk than the absence of a speed bump and requested that the board consider the practical, real-world conditions of the road.

The board discussed the long-standing, yet delayed, plan to implement a signage strategy to improve traffic flow. Stephen Meinhold suggested that installing yield signs at key intersections could be a practical first step to establish right-of-way and safety before a full signage plan is completed, although posed no suggestions on how to fund purchase or

installation of yield signs. Stephen also reported that the board had approved a \$5,000 budget to purchase or rent a sweeper for a skid steer, intended to clear gravel debris from the road surface. This was presented as a potential solution to address the specific safety concerns raised by residents regarding the rocky road surface.

Eric Olsen expressed frustration regarding the previous board decision to deny the request to pave West Balsam Road, specifically that the board cited the cost of increased labor hours to maintain and salt to use on a newly paved road as a budget concern, while approving other expenditures like \$10,000 for summer culvert work. Eric requested a formal explanation and follow-up regarding the cost-benefit analysis of the winter road maintenance decisions with regards to West Balsam. Logan Jones explained that a formal board response for the decision was already sent to the West Balsam residents and encouraged Eric to review that communication.

As part of the road bump discussion Stevie Meier cited a new formal process for road maintenance requests, as outlined on agenda item Item#5g (Road Maintenance Request Process) to be discussed after conclusion on item Item #5h (West Balsam Speed Bump Placement). Abbey Eddy requested that Item #5g be discussed prior to a decision being made on Item #5h so she could understand the process. The board then moved the discussion to Item #5g before returning to a vote on Item #5h.

Upon further discussion, Kris Smith noted that the resident originally requesting the speed bump had let him know that he would withdrawal his request and instead ask the board to paint the existing permanent speed bumps on Bristlecone Dr. The resident indicated to Kris Smith he felt this would be an adequate compromise to reduce speeding in the discussed section of road.

MOTION: Stephen Meinhold moved to decline the request for installation of a speed bump on lower West Balsam.

SECOND: The motion was seconded by Stevie Meier

VOTE: The motion was unanimously approved by all board members present.

Item #6 : Financial Staff Report

Dave Sanderson presented the financial reports using the accrual accounting method. Stevie questioned the use of accrual accounting rather than the cash-basis method historically used for district financial reports. Dave explained that accrual accounting includes \$6,736 in accounts receivable to indicate the funds have not yet been received by the board, and thus providing a more complete view of funds owed to the district that would not be reflected under the cash-basis method. The board did not pose any opposition to receiving the future financial reporting in the accrual based method.

Stevie Meier asked if Dave Sanderson had sent follow ups to residents who were delinquent in their fees payment. Dave Sanderson said he had not, but believed Carol Steedman had in April of 2026. Dave also confirmed that any residents who had not paid fees by August 1st, would be turned over to Summit County so the fees (including late payment penalty costs) would be added to the residents county tax bill. Dave said he could check to see if any additional payments had been made to TSSD since May 1st.

Dave also noted that he does not currently have access to the Zion bank accounts and needed to contact the bank to complete his login set up as Treasurer.

Stevie Meier asked if TSSD ended up paying for the towing of an abandoned trailer in the community overflow parking lots and if the towing cost was reflected in the current financial reports. Stephen Meinhold informed the board that he personally paid for the removal of the trailer. The board discussed whether this expense should be reimbursed by the Timberline Special Service District (TSSD) operating budget or if funds should be drawn from Lot #TL-1-22 Owner's \$10,000 architectural committee security deposit, since it was suggested that the trailer belonged to the construction crew currently building a house on that lot. Logan Jones requested that this item be moved to a future agenda or offline discussion for further analysis. Stevie agreed it could be discussed in a future meeting.

Dave Sanderson

Action Item:

- Dave Sanderson to identify if any additional payments have been received since May 1st by checking the merchant services account.
- Dave Sanderson to call the Zion bank representative to complete the login setup for the Zion account access.

Item #7 : Board Comments

Summer Road Projects Status // Re: culverts: The board evaluated the possibility of hiring a professional service to vacuum-clean culverts but determined the \$8,000 cost estimate was too high. Consequently, the board decided to prioritize the installation of concrete gutters as a long-term, more cost-effective standard for drainage management.

The board addressed the lack of responsiveness from their current vendor, Kyle, with regards to proposed concert culvert work and agreed to utilize the existing purchasing policy to seek new quotes from alternative vendors. The board emphasized the importance of ensuring high-quality, professional work. Both Stephen Meinhold & Kris Smith offered to reach out to contractors to request bids for concrete work.

- **Engineering and Design Consultation:** The board discussed the need for formal engineering designs for larger infrastructure projects, such as concrete

culverts/gutters. Nancy Michalko identified that she obtained a digital copy of the Meridian Engineering Report which TSSD conducted years ago to assist with planning. Stevie Meier asked if Nancy could please send the report to the entire board for review. Stevie also mentioned that there were residents with engineering backgrounds that the board could reach out to for potential design guidance. No board member offered to coordinate outreach, so the task of reaching out to engineers remains an open item.

- **Summit County Relationship:** Eric Olson inquired about the possibility of accessing city engineering services. Logan Jones explained that the community resides in an unincorporated area and must coordinate with Summit County, not the city (i.e. Park City). Logan Jones further noted that the County has been inconsistent in providing support for services in the past, such as attorney fees and other infrastructure inquiries, which necessitates TSSD in finding its own solutions. The task of reaching out to Summit County engineers remains an open task item for the board, currently assigned to Logan Jones to lead when he has the bandwidth to take on.

TSSD Summer Potluck Status: The board briefly discussed plans for a proposed Summer potluck. Nancy Michalko had originally proposed July 25th, but announced she could no longer make that date work - so suggested August 1st as a proposed tentative date for the event at her residence, while also suggesting additional dates.

The board agreed on the importance of ensuring maximum board member attendance, and Stevie Meier suggested Nancy sending an email to coordinate these potential dates as it appeared board members were not able to determine a date during the meeting.

Follow-up Planning Session for Clerk: Logan Jones requested a meeting with Tena DeCol to develop a plan for the upcoming month and ensure she is clear on her duties. Tena & Logan agreed to meet the following day. Logan noting that he would text Tena DeCol to finalize the specific time.

Action Items:

- Nancy Michalko to propose updated Summer Potluck dates to board via email.
- Nancy Michalko to send existing digital Meridian Engineering Report to board for review.
- Stephen Meinhold & Kris Smith to separately contact potential cement culvert contractor(s) to request bid for culvert clearing & concrete projects.
- Logan Jones & Tena Decol to meet on May 28th to discuss Clerk duties.

Review TSSD Project Tracking: Stevie Meier noted the group was running out of time to review status on additional open tasks & deferred further discussion to future meetings.

Item #8 : Adjournment

There were no further agenda items to discuss. Stevie Meier thanked all attendees and noted that Tena DeCol would distribute meeting minutes.

With no objection, Stevie Meier called the public board meeting for the Timberline Special Service District adjourned at 7:58 PM.