



TIMBERLINE SPECIAL SERVICE DISTRICT MINUTES - WORKING DRAFT

MEETING DATE: Wednesday, June 24, 2026

NOTICED MEETING TIME: 6:00 p.m.

LOCATION: Summit County Sheldon Richins Building, Room 133, 1885 W Ute Blvd #400, Park City, Utah, and via Google Meet.

Board Members: Logan Jones, Chair (Online)
Stevie Meier, Communications Manager (In Person)
Nancy Michalko (In Person)
Abbey Eddy (In Person)

Excused: Christoph Gorder
Stephen Meinhold, Director of Finance

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

1. Roll Call

Logan Jones opened the meeting at approximately 6:00 pm with a roll call. Stevie confirmed that four Board members were present and that the Board had a quorum.

2. Public Input

Logan Jones asked whether anyone other than Board members and staff was attending. No members of the public were present. With no public comment, Logan Jones closed public input and moved to Staff Comments.

3. Staff Comments

Diesel Contingency Planning

Kris Smith discussed concerns that global instability could affect diesel availability and pricing during the coming winter. To prepare for a possible shortage, he researched several fuel-storage options:

- A 300- to 500-gallon above-ground tank, which would require permits and coordination with the EPA and Summit County Fire Marshal.
- A 300- or 500-gallon fuel trailer, estimated to cost approximately \$5,000 to \$10,000.
- Two portable 50-gallon fuel caddies, estimated to cost approximately \$300 to \$400 each.

Kris recommended the portable fuel caddies as the most practical and economical option. He explained that the tractor holds approximately 55 gallons, the skid steer holds approximately 20 gallons, and an average three-push storm uses approximately 10 to 12 gallons of diesel. Fuel already carried in the equipment, together with approximately 100 to 120 gallons held in reserve, could support road operations through numerous average storms.

The Board discussed possible storage locations and the risks associated with keeping additional diesel in the barn, including fire safety, moisture, condensation, and fuel deterioration. The garage owned by Roger Crawford, where the plow is currently stored, was discussed as the most likely storage facility. Kris agreed to ask Mr. Crawford's permission to store fuel in his garage prior to purchasing fuel caddies. Kris stated that approximately 100 gallons would generally remain below the storage levels that trigger greater regulatory concerns.

Kris further explained that the skid steer was currently refueled using five-gallon containers, while the tractor/plow was driven to the nearest gas station in Summit Park for refueling. Larger 50-gallon portable caddies would simplify transportation and provide a reserve if local stations ran out of diesel or prices increased significantly. The caddies could be transported by truck or trailer to a bulk facility or local fuel station, eliminating the need for a fuel tanker to enter the neighborhood.

The Board discussed not purchasing backup fuel until October or November, when winterized diesel would be available. The board also discussed using appropriate additives and moisture-control measures, and rotating the reserve through the equipment so the fuel remained fresh. Kris emphasized that the purpose of the reserve was to ensure road access for residents and first responders during an emergency. If additional fuel conservation became necessary, the Road Department could explore only keeping one travel lane open during the winter to further reduce plowing work & fuel requirements.

Logan Jones supported continued development of the proposal, provided that Kris confirmed all applicable health, safety, and local regulatory requirements were followed. All board members expressed support, and Logan stated that formal Board action was not required because the anticipated purchase would remain within the applicable spending authority.

ACTION ITEM: Kris Smith to continue developing the winter diesel-contingency plan, confirm applicable storage and safety requirements, evaluate the proposed storage location, and consider purchasing winterized diesel in the fall.

Equipment and Roadside Updates

Kris reported that he had purchased fork attachments for the skid steer for slightly more than \$200. The attachments would allow pallets of salt to be unloaded mechanically rather than by hand. The salt spreader removed from Steve Anderson's truck was being stored near Roger's barn and could be retained for emergency use with the skid steer.

Kris also reported receiving useful stone and dirt from neighborhood landscaping projects. He noted that foliage and dead trees were beginning to extend over portions of the roadway and suggested reminding property owners to clear vegetation along their property boundaries.

Summer Roadwork Update

Drainage improvements on Douglas were complete on both the east and west sides, and work had begun on drainage problems near West Ponderosa.

Near the West Ponderosa slider gate, Kris replaced rocks that had reportedly been moved, allowing bicycles to pass through the area at excessive speed. He was also waiting to hear from a magnesium-chloride provider that serves smaller neighborhoods and was considering testing material already on hand following the expected rain, as mag-chloride needs to be applied to wet surfaces. .

Speed Signs

The Board discussed an email from Kris Smith regarding a resident-installed speed sign that displayed a speed different from the district's posted 15 mile per hour speed limit. Members distinguished between informal signs encouraging drivers to slow down and signs that could be mistaken for an official speed-limit sign.

The Board generally supported asking the owner to correct the displayed speed rather than requiring the removal of the sign. Logan Jones also stated that the district should prioritize the development of a comprehensive road signage plan, noting that privately installed signs located within the road right-of-way should be moved outside the right-of-way.

Abbey Eddy offered to contact the owner in question informally and explain that the Board supported the sign's safety message but wanted the displayed speed corrected to match the district's posted limit. Logan agreed that a neighbor-to-neighbor request was the appropriate first step. No formal motion was made.

ACTION ITEM: Abbey Eddy will contact the owner informally and request that the resident-installed sign be corrected to reflect the district's posted 15-mile-per-hour speed limit.

4. Budget Review

4.a Financial Reports as of 6-29-26

Logan Jones opened the financial report discussion and invited questions from the Board. Because Treasurer Dave Sanders was not present, Stevie Meier asked who had prepared the reports and raised several questions regarding the check registry and budget documents.

Stevie first questioned a \$2,325 deposit that did not appear to correspond with the district's regular \$1,200 dues amount. Carol Steedman explained that the deposit represented an insurance reimbursement for coverage that had been paid through the end of the year but was no longer needed after the District transitioned to ULGT coverage.

Stevie also questioned a \$650 payment made to Dave Sanders when his contracted monthly amount was \$500. She noted that the additional amount appeared to represent approximately 1.5 hours of work and stated that Dave had previously been asked to provide invoices for services performed beyond the monthly contract. Carol confirmed that she had not received an invoice and had only been advised that Dave had issued the \$650 payment to himself.

The Board discussed the need for documentation and notice before payments above the contracted amount are issued. Carol stated that Dave should submit any additional charges to the Board, specifically to Stephen Meinhold, as the Director of Finance for the Board, , so the Board could review and confirm the expense. She also noted that the policy governing self-issued payments and additional compensation should be reviewed.

Stevie raised further questions regarding the budget report, including why it contained a future date of June 29 and whether the figures represented actual expenses or projections. She requested that future reports clearly distinguish actual amounts from projected amounts and include a percentage-spent column so the Board could quickly compare expenditures with the adopted budget. Payroll was identified as an example where a percentage comparison would be helpful.

Stevie also requested that the written financial summary provide more complete information rather than stating only that nothing had changed since the previous month. She explained that the reports had been presented in different formats and that the Board needed a consistent format that members could understand and use going forward.

Logan concluded the discussion by stating that the Board would compile its questions and provide them to Dave Sanders for response.

ACTION ITEMS:

- Logan Jones: To connect with Dave Sanderson to provide documentation or an invoice explaining the amount paid above his contracted monthly rate.
- The Board will review the policy governing additional compensation and payments issued by the treasurer to himself.
- Dave Sanderson : To clarify whether the budget report figures are actual amounts or projections and explain the June 29 date.
- Future financial reports should use a consistent format and clearly show actual expenditures, projections where applicable, and the percentage of each budget category spent.

5. Consideration of Approval

5.a Approval of Minutes from May 27, 2026, Public Meeting

Logan Jones moved the meeting to consideration of approval, beginning with the minutes from the May 27, 2026, public meeting.

MOTION: Stevie Meier moved to approve May 27, 2026, meeting minutes as drafted.

SECOND: Nancy Michalko seconded the motion.

ROLL-CALL VOTE:

Logan Jones — Aye
Abbey Eddy — Aye
Stevie Meier — Aye
Nancy Michalko — Aye

RESULT: The motion passed unanimously, with four votes in favor.

5.b Clerk Appointment - Carol Steedman

Logan Jones opened the discussion regarding the proposed appointment of Carol Steedman as District Clerk. He explained that the Board had previously divided responsibilities between the clerk and treasurer to create appropriate separation of duties. Logan emphasized that the change was not based on the quality of Carol's work, which the Board valued, but on the need to establish clear financial controls and avoid the appearance that one person was performing all administrative and financial functions.

Stevie Meier referred to previously drafted descriptions of the clerk and treasurer's duties and stated that the two offices should remain separate. She asked Carol to review the proposed clerk's duties and identify any changes needed before the Board prepared formal contracts. The Board discussed whether Carol's duties were more accurately described as clerk, bookkeeper, financial manager, or director of finance.

Carol explained that KGC Associates had historically provided integrated administrative, bookkeeping, accounting, communication, and meeting-support services to the district. Because QuickBooks functions as an integrated accounting system, she stated that separating routine tasks by title could create duplication and inefficiency. She did not support accepting the clerk's position as then written because the description would limit her ability to perform related services such as issuing statements, processing bills, maintaining records, preparing minutes, and responding to District communications.

Carol recommended that the Timberline Special Service District retain a treasurer as a financial consultant and oversight resource rather than as the person performing daily bookkeeping and bill-payment functions. Under that structure, KGC Associates could maintain the accounting records and provide requested financial reports, while the treasurer or a designated Board representative would review the reports, provide financial planning assistance, and serve as a check and balance.

Board members discussed the requirement that the offices of chair, clerk, and treasurer not be held by the same person. They agreed that additional legal guidance was needed to determine how those requirements applied when an outside management company performed administrative and bookkeeping services. The Board discussed consulting Ryan Stack, the District's assigned attorney, and forming a subcommittee to clarify the duties of the clerk, treasurer, bookkeeper, and Board.

The Board also addressed immediate operational concerns. Carol reported that she continued checking the emails, the district's post office box, scanning invoices, and forwarding them to Dave Sanders as treasurer, but was not receiving confirmation or follow-up. Kris Smith stated that he had received little or no response from Dave regarding daily reports, fuel purchases, other expenditures, and timesheets. Board members expressed concern that records could be delayed, overlooked, or lost if the arrangement continued without a clear interim process.

The Board discussed returning the QuickBooks bookkeeping functions to KGC Associates while leaving Dave Sanders in the appointed treasurer position during the transition. Carol explained that Dave would need to provide a current QuickBooks backup through Dropbox so she could restore the file, review the entries made during the transition, and resume maintaining the books. She also clarified that payments were processed through QuickBooks Bill Pay and that bills could be provided to the Board for approval before payment to strengthen oversight.

After further discussion, the Board agreed not to appoint a District Clerk at the June meeting. Instead, it would establish an interim transition plan under which KGC Associates would resume bookkeeping

services while a subcommittee worked with the district attorney to clarify the clerk and treasurer roles and recommend a permanent structure for consideration at a future meeting.

MOTION: Logan Jones moved that no Clerk appointment be made at the June 24, 2026 meeting; that a subcommittee be formed to clarify the duties of the Clerk and Treasurer and return recommendations for a future Board vote; and that Dave Sanders be asked to transfer the QuickBooks file to Carol Steedman/KGC Associates so KGC Associates could resume bookkeeping during the transition at Carol's current rate of \$30.95 per hour.

SECOND: Abbey Eddy seconded the motion.

ROLL-CALL VOTE:

Logan Jones — Aye
Abbey Eddy — Aye
Stevie Meier — Aye
Nancy Michalko — Aye

RESULT: The motion passed unanimously, with four votes in favor.

ACTION ITEMS:

- Dave Sanders to provide Carol Steedman/KGC Associates with a current QuickBooks backup and the information needed to transfer the bookkeeping records.
- Carol Steedman/KGC Associates to resume bookkeeping services after receiving and reviewing the QuickBooks file.
- Kris Smith to resume sending daily records, fuel and purchase information, and time sheets to Carol.
- A Board subcommittee of Stevie Meier, Nancy Michalko & Abbey Eddy will work with Ryan Stack, the District's assigned attorney, to clarify the duties, legal requirements, and appropriate checks and balances for the Clerk, Treasurer, bookkeeping, and administrative functions.
- The subcommittee will return its recommendations to the Board for consideration at a future meeting.

6. Board Comments

6.a Summer Roads Project Status

Following the lengthy Clerk discussion, Logan Jones asked the Board if they would like to adjourn early. Stevie Meier reported that, because approximately 20 minutes remained in the meeting, the Board should quickly acknowledge the remaining items on the agenda & could forgo reviewing the full project status tracking do. Stevie acknowledged the summer road-project update from Kris Smith and District staff, together with an email from Stephen Meinhold outlining the items he was tracking. The information had been distributed to the Board for review, and no additional discussion or action was needed because Stephen had pledged continued to work on the identified items.

6.b TSSD Summer Potluck Status

The Board discussed scheduling the summer community potluck. Nancy Michalko offered to host the event but was unavailable during July. After considering several Saturdays, the Board reached consensus to tentatively schedule the potluck for Saturday, August 29, at Nancy Michalko's home.

ACTION ITEM: Nancy Michalko will coordinate the summer potluck arrangements and confirm the August 29 date via email with the Board.

6.c Project Tracking/Other Board Items

6.c.(1) Review Road Crew Hourly Rates Document

Stevie Meier reported that the road crew hourly-rates document had been revised to reflect the rates approved by the Board at the May 2026 meeting. The updated document had been finalized and made available to the public.

6.c.(2) One Open Board Position

The Board discussed continuing outreach to fill the open Board position. Stevie suggested issuing another notice and repeating the outreach bi-monthly while the vacancy remains open. Abbey Eddy recommended delaying the reminder for the open board position and instead using the next email to request a board member willing to serve as Treasurer or Clerk.

The board agreed that, after the Clerk and Treasurer duties are more clearly defined, the recruitment notice could identify specific experience or skills needed by the Board, including financial or treasurer-related qualifications, rather than issuing only a general call for volunteers.

ACTION ITEM: The Board will consider issuing recurring vacancy notices and will refine future outreach after the Clerk and Treasurer roles have been clarified.

6.c.(3) TSSD Project Tracking – Signage Plan

Logan Jones stated that the district's road-signage plan should be treated as a priority. Because Abby Eddy would be focusing on the Clerk and Treasurer role review, Logan agreed to take the lead on advancing the signage project, who he had originally resigned to Abby during the May 2026 board meeting. Logan suggested including Kris Smith in the planning process and coordinating with the Summit County engineering department as needed. Kris agreed to assist with the project.

ACTION ITEM: Logan Jones and Kris Smith will begin advancing the district's road signage plan and coordinate with the Summit County engineering department as appropriate.

7. Working Session

7.a Google Drive Training and Organization Overview

Stevie Meier emphasized the importance of ensuring that all Board members understand how to use the District's Google Drive and Google email accounts. She noted that training had previously been offered and again offered to assist Board members with accessing and using the systems.

Because Logan Jones needed to leave for a family obligation, he asked that training occur after the regular meeting was adjourned. No formal Google Drive working session was conducted before adjournment.

ACTION ITEM: Stevie Meier will continue offering Google Drive and Google email training to Board members who need assistance.

8. Adjourn

The Timberline Special Service District regular board meeting adjourned at 7:49 p.m.