

DRAFT as of October 12, 2026 @ 12:15am

Drafted by Stevie Meier

**** To be approved at Oct. 28, 2026 Board meeting ****



TIMBERLINE SPECIAL SERVICE DISTRICT

MINUTES

MEETING DATE: Wednesday, Oct 7, 2026

NOTICE 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 (In Person)

Stevie Meier, Communications Manager (In Person)

Stephen Meinhold, Director of Finance (In Person)

Nancy Michalko (In Person)

Abbey Eddy (In Person)

Ex Officio: Kris Smith, Road Manager, Road Crew/Staff (In Person)

Excused: Christoph Gorder

Carol Steedman - KGC Associates Inc., Staff

Public: Eric Ghanem (Online)

1. Roll Call

Stevie Meier opened the meeting at approximately 6:02 pm with a roll call. Stevie confirmed that five Board members were present and that the Board had a quorum. 1 member of the public (Eric Ghanem) also joined virtually.

2. Public Input

Stevie asked if there were any matters not otherwise on the agenda that members of the public wished to discuss. No public comment was offered. Stevie closed public input and moved to Staff Comments.

3. Staff Comments

Road Operations Report

- **Road Maintenance Report and Equipment Status:** Kris Smith reported sand painting, rust abatement, and winter salt supplies are fully prepared. He outlined that a mechanic completed a preseason maintenance check and evaluated a blade issue on the tractor, which Kris believed is likely a hydraulic gate problem and not a major expense - but is waiting on final cost & determination from the mechanic. Kris reported seasonal speed

bumps have been removed, and two fuel caddies were assembled, filled, and placed in the storage barn with stabilized fuel, ensuring enough supply for 12 medium-to-heavy storms without visiting a fuel station. Kris further noted that the Summit Park gas station is currently limiting diesel purchases, making the board fuel reserve beneficial & well warranted given the current unpredictable nature of diesel fuel costs. Kris also noted the skid steer significantly improved neighborhood road conditions this summer, eliminating the need to perform costly third party grading.

- **Tire Chains for Blue/Tractor:** Kris reported that the winter tire chains were in need of replacement and estimated costs between \$3,500-\$4,000 for new chains. The board acknowledged there were unspent funds in the equipment budget to cover the costs & directed Kris to purchase new chains working with Carol to complete the purchase. Stevie Meier noted that Kris should ask the vendor if state sales tax could be removed from the purchase price, as the District has tax-exemption status as a government entity. Kris agreed to contact the vendor and Stephen Meinhold offered assistance with installation once the chains arrived.
- **Resident Request Communication Protocol:** Abbey Eddy raised a question regarding how board members should handle maintenance requests texted directly to them. Stevie Meier emphasized that residents should submit requests to the board via the official board email to ensure tracking and prevent conflicting directions to staff. If the matter was an emergency situation, it could be reported directly to Kris Smith for triage, but non-emergency, routine requests must be funneled through the board email to maintain a unified process on road maintenance requests.
- **Winter Salt Delivery and Preparedness Communication:** Kris stated that two to three pallets of salt will be delivered at the end of the month, completing material preparations for winter. Stevie Meier noted that the board will circulate an email next week regarding winter preparedness.
- **Backup Plow Drivers Training:** Stevie announced that two residents, George Michalko and Keith Cox, have volunteered to be trained as backup plow drivers for the 2026/2027 winter season. Stevie stated she is working with Carol to collect the required employment documentation from both individuals to ensure appropriate insurance coverage during vehicle training.

ACTION ITEMS:

- Kris Smith to purchase new snow chains for Tractor
- Stevie Meier to ensure employee paperwork is sent to Carol for new roads crew employees needing to start training on equipment.

4. Budget Review

4a. September 25 Financial Reports - Stevie Meier noted she reviewed the financial report provided by Carol dated September 25th, and expressed confusion regarding why amounts were tracked against a prorated monthly date versus annual budget allocations. Stevie noted it created an unclear picture of the District's remaining budget balance. The board debated the merits of tracking to monthly versus annual budget amounts, with Stevie noting that bookkeeper Carol Steedman had recommended moving to a yearly allocation tracking for 2027. Stephen Meinhold explained past practices favored monthly cash-flow tracking. The board discussed the lack of consistent reporting and agreed that while monthly tracking aids cash flow, clearer overall summaries and/or quarterly reviews by a treasurer are needed for board comprehension.

- **New Construction Deposit:** Stephen Meinhold provided an update on the water line installation at 4611 Ponderosa Dr., in which TSSD currently is holding security deposit funds for. Stephen noted that the contractors completed a quality job on the water line, but was unclear if they planned to put in sewage connections too. Stephen stated TSSD & TLOA would hold onto the security deposit funds until a certificate of occupancy was presented & vegetation replanting conditions were fully met.
- **High-Level Budget Conversation, Professional Services, and Surplus Goals:** Stephen Meinhold presented a verbal overview on his understanding of the 2026 budget, noting that unspent project funds exist due to forecasted summer work not taking place in 2026 & that summer culvert work funds of approx. \$15,000 and the approx. \$30,000 allocated for Morgan road grading contracted services should carry over to the 2027 budget. Stephen also raised concerns over increasing professional services costs billed by KGC Associates. Stephen emphasized his goal of ending the year with a \$20,000 surplus to pad winter cash flow in January and February. Stevie Meier proposed that Stephen, as Director of Finance, present a draft 2027 budget at the next board meeting on October 28th so the board could review in detail what Stephen was proposing.
- **Monthly Expense Approval Process and Invoices Workflow:** The board discussed the inconsistent monthly expense approval process with the bookkeeper noting that invoices and receipts are frequently missing or provided piecemeal without supporting documentation. The board agreed to reiterate a desired workflow to the Accounting Services Provider - creating a dedicated email chain involving Logan Jones (as Board Chair), Stephen Meinhold (as Director of Finance), and the board email to ensure the bookkeeper submits the required paid and unpaid bills details in a single report via email on an established monthly basis, one week before board meetings.
- **TSSD and TLOA Financial Co-Mingling and Legal Separation:** Stevie Meier highlighted that a TLOA renewal fee paid to the state was made without board awareness and

questioned the broader issue of financial and operational co-mingling between the District and the TLOA neighborhood association.

Stephen Meinhold explained that, per guidance from the District's former County Attorney Ryan Stack, that county directives require separating funds and documentation for TLOA and TSSD. Stephen further noted the need for a formal lease agreement governing TLOA land use by TSSD to address associated fees. Stephen, as a representative of TLOA, noted that TLOA had not made significant progress in that endeavor but he had engaged McKenzie Meinhold, an attorney, to assist TLOA with drafting the agreement. Stephen further announced his intention to resign from his TLOA capacity after that lease process was completed to focus entirely on TSSD operations, citing he wished to move into a paid roads crew position vs. an unpaid board member role.

The board briefly discussed the historical integration of both entities, in which KGC Associates Inc previously handled admin duties for both TLOA and TSSD. Since Summit County directed the entities to separate their operations, administrative challenges have persisted due to limited administrative support and volunteer Board member capacity with both entities. Stevie reiterated the need for TLOA to establish independent financial and administrative structures, including its own bank account, Board, and procedures. She requested that Stephen, as a representative of the TLOA, provide a brief document outlining TLOA's goals and plans for separating funds. Logan Jones noted that Carol of KGC Associates Inc. has historically managed administrative functions independently, but may need additional support to ensure compliance with the statutory separation of Clerk and Treasurer duties within TSSD. He emphasized the importance of a strong TSSD treasurer to support KGC Associates Inc.'s Clerk and Accounting Services for the District.

No formal vote was taken, but next steps were established for TLOA to document their goals and outline their plans to establish an independent administrative and financial structure.

Stevie opened the floor for Public Comment.

- **Budget Tracking and QuickBooks Usage:** During Public Comment, Eric Ghanem explained that as previous TSSD Board Treasurer, he had previously requested Carol / KSG Associates Inc configure QuickBooks to compare year-to-date figures against year-to-date budgets and year-end budgets against expected year-end expenses to monitor category spending and track cash flow. Furthermore, Eric Ghanem argued that switching from a single-column annual budget to monthly totals is essential for tracking cash flow and employee time expenses despite requiring extra work on behalf of a bookkeeper, and advocated that the District track spending both ways. Stevie Meier acknowledged this feedback as useful context and that the board would request that Carol / KGC Associates

provide financial reports showing tracking against both year-to-date and year-to-end budgets.

ACTION ITEMS:

- **Financial Reporting:** KGC Associates to continue providing year-to-date financial reports to highlight cash flow, but update current reports to ALSO include year-to-end budget allocations and expenditures.
- **Expense Approval Workflow:** Stephen Meinhold and Logan Jones to reiterate the required monthly expense approval process and invoice workflow to KGC Associates.
- **TLOA Update:** Stephen Meinhold to prepare a summary of TLOA's goals and current status for presentation at the October 28 TSSD Board meeting.
- **2027 Budget:** Stephen Meinhold to present the proposed 2027 budget at the October 28 Board meeting.
- **Construction Security Deposit:** TSSD to retain the deposit until a certificate of occupancy is received and all vegetation replanting requirements are met. Stephen Meinhold to oversee compliance.

5. Consideration of Approval

5a. Approval of Minutes — August 26, 2026 Public Meeting

Stevie Meier opened approval of the minutes from the August 26 public meeting.

MOTION: Stevie Meier moved to approve the August 26, 2026 meeting minutes.

SECOND: Nancy Michalko seconded the motion.

ROLL-CALL VOTE:

Logan Jones — Aye

Stevie Meier — Aye

Nancy Michalko — Aye

Abbey Eddy — Aye

RESULT: The motion passed unanimously. August 26 Meeting minutes approved.

5b. Job Descriptions & Workflow:

Stevie introduced job descriptions and workflows created by Abbey Eddy for the District's Clerk, Treasurer, and Accounting Services Provider/Bookkeeper positions. Stevie stated the documents were created to establish accountability and clear role separations, and establish expectations beyond the minimum requirements outlined in the Utah SSD Little Manual and TSSD Bylaws. Abbey Eddy noted spending extensive time cross-referencing documents and incorporating feedback from Carol, Nancy and Stevie to reduce redundancies and reaffirm legal checks and balances.

Discussion ensued regarding Treasurer compensation relative to bookkeeping costs. Stevie and Abbey clarified that compensation was excluded from the documents on purpose and would be addressed in separate documents; reiterating the Board's current review focuses on first defining duties and responsibilities.

The question was raised on if the District had a Human Resources Manager, as the documents being reviewed referred to a HR Manager. The Board noted that no formal HR Manager role currently exists. Members agreed to revise references to the HR Manager position to the forthcoming personnel policy instead of outlining those duties in these documents.

During public comment, Eric Ghanem questioned hiring a nonresident Treasurer and raised concerns about the costs and potential liabilities of outsourcing professionals as it relates to state compliance. Based on Eric's reported research into what local HOAs pay for professional fees, he estimated annual costs for Clerk, Treasurer, and Accounting services could reach \$16, 000–\$20,000 annually.

Stevie Meier explained that, despite the board preferring a resident Treasurer, no community members had volunteered for the role in over 2 years, necessitating consideration of outside professionals. She noted District residency is not legally required for the role of Treasurer. Stephen Meinhold added that the 2026 budget assumed a professional Treasurer rate of \$250 per hour and recommended maintaining this consideration in the 2027 budget to accommodate an external candidate if needed.

MOTION: Logan Jones moved to approve Items # 1–3 of the job descriptions, contingent on revising the human resources references. He also moved to further refine the item #4, - the Workflow document, requesting it be reviewed by Carol/KGC Associates to ensure practicality and alignment with her workflow, and her understanding of startory requirements regarding separations of financial duties.

SECOND: Stevie Meier seconded the motion.

ROLL-CALL VOTE:

Logan Jones — Aye

Stevie Meier — Aye

Nancy Michalko — Aye

Abbey Eddy — Aye

RESULT: The motion passed unanimously.

ACTION ITEM:

Abbey Eddy to update items Job Descriptions removing Human Resources references & refine the Workflow document to include board feedback and ensure KGC Associates alignment.

5.c District Funds Cash Management & Yield Options

The Board reviewed Christoph Gorder's cash management report recommending opening & moving all but \$15,000 of District funds into a Public Treasurers' Investment Fund (PTIF) account to maximize interest earnings. Stevie Meier noted that although previously approved, action on opening a PTIF account had stalled due to the absence of a Treasurer or Board member volunteering to oversee account setup.

Since the proposal put forth was not materially different from what the Board had previously approved, Stevie said she'd make a motion to approve the updated recommendation, but first asked if the board wanted to move the funds into one of the interest yielding accounts currently offered by Zion Bank, as outlined in the board report until a PTIF account could be established. Stevie reiterated that the District's funds are currently in a non-interest bearing account, so until a PTIF account could be established, it might make sense to move funds into an account in order to make a smaller ROI while waiting to make a projected larger ROI with a PTIF account. Logan Jones stated he preferred maintaining the existing bank account structure until a Treasurer could oversee fund management.

MOTION: Stevie moved to approve the recommendation made in the board report, noting no movement of funds would be made until a Treasurer is appointed.

SECOND: Logan Jones seconded the motion.

ROLL-CALL VOTE:

Logan Jones — Aye

Stevie Meier — Aye

Nancy Michalko — Aye

Abbey Eddy — Aye

RESULT: The motion passed unanimously. The board will open an PTIF account once a Treasurer is appointed to oversee management.

5.d Communications Policy Amendment

Stevie Meier proposed updates to the outdated communications policy to replace old email address and Mailchimp references with the new board email & communication practices. Stevie also highlighted that the current policy required individual board members to be cc'ed on all replies from the board email directed at community members, and suggested that the policy be updated that board members be b'cced instead. During discussions, board members raised concerns about inbox clutter and that they did not wish to be b'cced on all community correspondence. Logan Jones suggested the policy be amended making the b'cc optional at the discretion of the Communications Director, or the individual sending the reply from the board email.

MOTION: Stevie Meier moved to approve the communications policy update with the amendment making b'cc optional at the discretion of the individual sending the reply from the board email.

SECOND: Logan Jones seconded the motion.

ROLL-CALL VOTE:

Logan Jones — Aye

Stevie Meier — Aye

Nancy Michalko — Aye

Abbey Eddy — Aye

RESULT: The motion passed unanimously. The Communications policy will be amended as stated.

ACTION ITEM:

Stevie Meier to update the Communications Policy. Circulate the approved policy to the board via email & upload the approved policy to the District's Google drive for record keeping purposes.

5e. Signage Plan

The board reviewed the updated signage plan as drafted by Logan Jones. Stevie Meier noted discrepancies in yield sign placements and the omission of previously approved signage plan from June 2025, citing those previously approved signs should be included in the request for quotes/pricing on new signage. Abby Eddy commented on how she appreciated the individualized tree designs proposed for signage for each street name. Stevie questioned if the proposed different tree logos would alter the lettering sizes of the street names or increase costs due to the unique nature of each tree logo. Logan Jones stated that tree logos on signs would adhere to Manual on Uniform Traffic Control Devices standards and maintain lettering size consistency across all signage. He also said he didn't anticipate additional costs for the unique tree designs on each sign. No formal motion or move to vote was made, but the board agreed that Logan should solicit bids for both regular and winter signage to ensure previously approved winter signage is not neglected, and explore potential cost savings through a combined bulk quantity signage order.

ACTION ITEM:

Logan Jones to solicit bids & compile costs for the proposed signage.

6. Working Session

6a. Board Appointed Jobs and Associated Duties

Stevie Meier presented a proposal outlining Board roles, responsibilities, and proposed universal and role-specific compensation. She noted that existing reserves could potentially fund compensation for at least two years without increasing District fees, with the possibility of extending that period through forecasted investment earnings and continued budget surpluses. Stevie recommended first reaching consensus on whether compensation is warranted and determining appropriate amounts before developing a detailed funding plan. Stevie explained that compensation could improve accountability, encourage participation, and help address volunteer burnout and ongoing challenges recruiting and retaining Board members.

She further outlined that the current leadership gap and operational challenges of lacking a Treasurer, paired with the statutory requirement for Board Chair to be a community resident, put a considerable amount of work and responsibilities on volunteer board members.

Logan Jones was in favor of compensation, but proposed compensating Board members based on tracked hours, subject to a cap, rather than fixed monthly stipends as currently proposed. Stephein Meinhold noted that he anticipated current professional services costs to increase in 2027, and noted that be taken into consideration when considering board compensation amounts.

Abbey Eddy expressed discomfort with shifting from volunteer roles to paid positions and raised concern with anticipated administrative burden on individuals' time on filing 1099 tax forms for such a relatively small amount of compensation. Abbey also suggested that the board look into hiring a third party Director, who could take on the majority of the duties so they don't fall to board members.

Logan Jones responded stating that outsourcing heavy items over the past four to five years has consistently failed, asserting that neighborhood board members care more than external staff, and that creating line items for this direction is likely necessary despite higher expenses. Logan also reminded the group that the Board Chair, currently proposed to receive the highest compensation amount, legally must be held by a community member and cannot be outsourced even if the board desired so. Logan underscored that any additional budget line items and increases must be fully considered before voting, and subsequently requested a motion to adjourn the meeting citing running out of time for continued discussion. Logan encouraged everyone to read the draft budget sent out by Carol and return to the next board meeting on October 28 to discuss finer details, noting that as a working session, public input is closed on this matter, and a draft budget needs to be approved before December.

The working session concluded due to time constraints. Upon conclusion, Stevie requested that Board members submit feedback to her directly to inform an updated proposal for the October 28, 2026 board meeting.

ACTION ITEMS:

- Stevie Meier to revise board report upon receiving feedback from board members
- All board members to send Stevie comments/feedback on the proposal prior to October 21st.

7. Board Comments

Due to time constraints, board comment agenda items will be discussed in the next board meeting.

8. Adjourn

Logan Jones motioned to adjourn the meeting. Nancy Michalko seconded the motion.

The Timberline Special Service District regular board meeting adjourned at 8:04 pm.