



BOARD MEETING MINUTES

Meeting Date: **January 28, 2026**

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

Board Members:

Logan Jones, Chair Person (In Person)
Stevie Meier, Communications Manager (In Person)
Nancy Michalko (In Person)
Stephen Meinhold (Online)
Christoph Gorder (Online)

Excused:

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

Guest(s) / Public: Anne & Dan Harris (Online)

1. Meeting Called to Order & Roll Call

The meeting was called to order at 6:03 PM by Logan Jones, who confirmed a quorum and began the roll call.

2. Public Input

Anne and Dan Harris raised a concern about a missing package from the locked mailbox room and inquired about sending a neighborhood-wide email asking if anyone had accidentally taken their package. Logan Jones responded that the district policy is to not send out personal requests through the district email, as the TSSD email is not for that purpose. Stevie Meier supported this, noting that the TSSD is a government entity under the Summit County Council, with responsibilities limited to road maintenance and road-related safety. Logan Jones suggested posting a notice on the mail kiosk bulletin board or sharing the information on Nextdoor or the Timberline neighborhood Facebook page.

3. Staff Comments -

Kris Smith provided an update on road conditions, noting that the ongoing freeze-melt cycles have created very icy conditions, especially on West Ponderosa, Ponderosa Court, Upper Douglas, Cedar Way, and Cedar Court. He outlined the road crew is applying a mixture of Ute-lite and salt daily, having used over a third of the annual supply already due to the intensity of the issue.

Kris also recommended installing a warning marker at the corner of Bristol Cone and Ponderosa due to vehicles cutting the corner and risking entry into the stream, with a retaining wall or guardrail to be evaluated this summer.

Kris confirmed that all equipment is functioning well and expressed appreciation for the board's purchase of the skid-steer spreader and snow blade. The only issue noted was a hydraulic problem with Blue's blade, which is scheduled for inspection by Ben (the mechanic).

Stephen Meinhold raised the need for a protocol to address full road melt during extended sunny, snow-free periods, potentially using a dedicated salt spreader truck. He proposed developing this protocol with Kris Smith over the summer to improve treatment of problem areas and facilitate a smoother transition through mud season

4. Consideration for Approval

a. November 19, 2025 Meeting Minutes

- Stevie Meier noted that approval of the November 19, 2025 meeting minutes had been postponed from the last meeting because a member of the public expressed interest in wanting to propose changes. As of January 28, 2026, the member of the public who requested changes had not reached out with comments, so a motion was made to approve the minutes as presented in the December board meeting.

MOTION: Logan Jones motioned to approve November 19, 2025 meeting minutes.

Second: The motion was seconded by Stevie Meier.

VOTE: The motion was unanimously approved by all Board Members.

b. December 17, 2025 Meeting Minutes

MOTION: Stevie Meier motioned to approve December 17, 2025 meeting minutes.

Second: The motion was seconded by Nancy Nancy Michalko.

VOTE: The motion was unanimously approved by all Board Members.

Nancy Michalko offered to print and post the meeting minutes at the mail kiosk. Logan Jones discussed the historical precedent for distributing approved minutes, noting they are posted on the TSSD website in compliance with code and as an environmentally sustainable practice. He expressed concern about setting a precedent by using personal board member resources to print and post multi-page minutes, emphasizing that if printing is not a county requirement or a repeatable process by board members, minutes should remain posted online. Christoph Gorder agreed that online posting is the preferred method.

5. Budget Review

Carol Steedman presented a budget report for January, explaining that full reports would be available next month due to the timing of collecting resident funds and processing payroll. Carol Steedman confirmed the district's finances are "very healthy" and noted that the district has collected \$32,000 from residents so far for 2026 dues. Stephen Meinhold stated a plan to look into Zion's Bank options for investing the equipment fund in a high-percentage savings or CD.

Stevie Meier inquired about the \$10,000 in the escrow construction account which was in the budget report. Carol Steedman clarified those funds are a deposit for a new construction happening in the district. Stephen Meinhold explained that the deposit is in place to cover any road damages during construction and is tied to the TLOA final inspection process, with the district keeping \$1,000 for processing if the builder is compliant. Stephen Meinhold confirmed that the new builders, Cecilia and Emanuel, are comfortable reaching out to Stephen with any questions.

6. Consideration of Approval

a. Standardized Document Accessibility Workflow for District Publications

Carol Steedman presented a board report focusing on accountability and the risk management issue of website accessibility and compliance with Utah and ADA Title 2 standards. Carol Steedman stated that while the TSSD website pages are compliant, all posted PDFs, images, diagrams, and maps are not, noting approximately 80 non-compliant files, and that the compliance deadline is April 24th, 2026.

Stevie Meier requested clarification on the compliance deadline, noting that the website referenced in the report lists April 26, 2027, for special district governments. The deadline was not directly confirmed; instead, Carol emphasized the importance of bringing all files into compliance and strongly recommended that the board invest in the application outlined in her report.

During her board report, Carol referred to Stephen Meinhold as "Chief Administrative Officer" and herself as "Chief Financial Officer." Stevie Meier requested clarification, noting that these titles had not been formally assigned by the board. Carol clarified that the titles are state-designated for budget documentation purposes related to the 2025 budget submission and were not roles approved by board action.

- **Options for Web Accessibility Compliance** Carol Steedman proposed (3) three options for achieving compliance:
 - Option 1: manual compliance work at \$130 per hour thru her company
 - Option 2: continuing without intervention and waiting for a complaint
 - Option 3: subscribing to Streamline's "doc access" platform for \$50/ mo. which would automatically fix files and mitigate risk

Stephen Meinhold supported adopting the document access service, noting it provides full protection at a reasonable price, but highlighted a 5% annual increase not disclosed in the board report. Stevie Meier expressed mild concern about the annual exponential cost increase and confusion over whether the service automatically makes future postings compliant. Stevie asked Carol to clarify how the service worked. Logan Jones proposed tabling the accessibility issue and forwarding Carol Steedman's report to Ryan Stack, the County Attorney, for legal advice, as Logan Jones had not heard this concern from him.

MOTION: Logan Jones motioned for the continuation of the item under review while seeking clarity from Ryan Stack.

Second: The motion was seconded by Stephen Meinhold

VOTE: The motion was unanimously approved by all Board Members.

b. Electronic Meetings Policy

Logan Jones introduced a resolution drafted by Ryan Stack authorizing the TSSD to conduct electronic meetings. Stevie Meier raised a question regarding the quorum requirement in item three, specifically on whether it applies to non-public committee meetings or informal working groups. The board discussed concerns about electronic meetings and quorum requirements. Stephen Meinhold expressed his concern, interpreting the document as stating that the board would not be able to electronically meet in less than a quorum, which could hamper committee meetings or informal working group sessions. Stevie Meier further noted that the document requires signatures from a board chair and a board vice chair, pointing out the board currently lacks a board vice chair. She suggested changing this requirement to just a board member signature. Logan Jones moved to approve the resolution pending clarification from Ryan Stack on both items. Stevie noted that Ryan Stack may require a new vote once clarification is received and recommended postponing approval until the questions are resolved. Stevie committed to following up with Ryan Stack for clarification. Logan Jones agreed that outreach to Ryan Stack, who provided the document, to seek clarification on the matter would be a good course of action.

MOTION: No motion was made and the item is still under review pending clarification from Ryan Stack.

The discussion regarding board vice chair brought up the need for board elections.

Logan Jones proposed scheduling this for the next meeting to designate and elect the necessary roles. The two open board positions, including the treasurer role which has not been formally elected, were highlighted as items for the next agenda. Logan Jones also agreed to look into the specifics of which positions need to be filled, such as a vice chair

7. Board Reports - Discussion

- a. **Recap of TSSD Purpose** – Stevie Meier read a statement from the website to clarify the role and jurisdiction of the Timberline Special Service District (TSSD), confirming that they were created by Summit County Council to facilitate snow removal and road maintenance within Timberline's boundaries and are a quasi-government body. Stevie emphasized that TSSD is not a homeowners association, clarifying that there is a separate Timberline Lot Owners Association (TLOA). There was a brief discussion with Christoph Gorder regarding board member term lengths, which Stevie clarified are four years unless filling a vacated seat.

The discussion continued to cover the historical role of the TLOA, including its involvement with CC&Rs and ongoing ambiguity regarding the separation of responsibilities between the TLOA and TSSD. Stevie Meier stated her understanding that the TLOA had been dissolved and was unsure whether it still had active board members. Stephen Meinhold clarified that the TLOA has remained minimally active with the same board members for the past two to three years, addressing issues such as rentals and community complaints, and is considering formal reorganization. He noted that he has been serving as the de facto board president. Stevie Meier suggested following up offline with Stephen to determine appropriate TLOA contact information for inclusion on the TSSD website.

- **Printed Documents and Meeting Schedule** - Logan Jones suggested that the meeting schedule, which has been adopted in December 2025 and updated on the TSSD website, would be valuable to print for the community. Nancy Michalko volunteered to print the website version of the meeting schedule and post at the kiosk.
- b. **Review of Current Insurance Coverage** – Christoph Gorder provided an overview of TSSD's current insurance coverage, which includes general insurance (general liability, crime, and inland marine) with Auto Owners, and renewed in December for approx. \$3,000. He outlined TSSD's Workman's Compensation policy with Utah Local Government Trust (ULGT), costing \$585 in 2025 and estimated at \$847 for the 2026

budget based on 2.4% of payroll. Stevie Meier expressed a desire for a more timely process for reviewing and approving insurance renewals by the board, as the last insurance renewal was completed without the board reviewing the declaration documents or amounts. Stevie requested that moving forward, insurance renewals be brought to the board to ensure clarity on coverages before they are renewed.

Christoph Gorder explained that Carol Steedman is currently bidding out the general insurance package to ULGT to explore possibly consolidation and a better deal. Additional coverage being looked into includes an umbrella policy, cyber attack coverage, and increasing the crime threshold from \$9,000 to \$25,000. Carol Steedman stated she shared that ULGT estimated cost with Christoph already and that the estimates would've been sent to him via email before January 28, 2026. It was noted that this was just an estimate that covered a range of coverage amounts vs. an actual quote based on TSSD's desired coverage. The board discussed the need to formally request a firm quote from ULGT. Carol Steedman indicated that a board member would need to sign the request to get a firm quote, which requires going through their underwriter because TSSD is a government entity. Logan Jones established the next steps for Christoph Gorder are to obtain the firm quote and create a board report comparing the existing coverage with the new quote for the next board meeting

- **Need for Administrative Support** Christoph Gorder voiced disappointment about the loss of Susan (third party Treasure) in 2025 as an administrative support, and advocated for the board to hire professional help to advise on important decisions like insurance and financial matters. Stephen Meinhold agreed, highlighting the growing amount of money the board handles and proposing to include a financial advisor who could help with long-term projections. Logan Jones supported the idea of professional help for treasurer and other services, and this discussion was tabled for the next meeting.
- c. **Review of Bylaws Draft :** Nancy Michalko presented a draft of the bylaws, which Logan Jones noted will govern board operations. Nancy explained that the draft incorporates Ryan Stack's template, Utah Association of Special Districts guidelines, and feedback from Carol Steedman. Board members were asked to review the draft and submit comments or questions to Nancy by February 18, ahead of the next meeting, with the goal of reviewing and adopting a final version at that meeting.
- **Road Signage Update :** Logan Jones committed to reaching out to the engineer regarding road signage. Stevie Meier mentioned a recent request for a stop sign that

came through to the TSSD email and that would follow up with the individual letting them know that stop signs were included in the current road signage plan .

- **Winter Staffing:** The topic of winter staffing for Roy "Chet" Smith and George Michalko was discussed. Stevie Meier asked Carol Steedman to confirm whether their onboarding paperwork had been received, noting it had been requested in previous board meetings. Carol explained that paperwork would be completed once employment begins and noted that neither individual has started work due to lack of snow and work/hours this season. Stevie expressed a preference to collect the paperwork in advance to avoid delays once work becomes available, noting significant snow could fall at any time, necessitating the need to have employees on standby to help clear roads. Stephen Meinhold offered to obtain the necessary documents and provide them to Carol.

The board discussed the current two hourly rates (driver rate and labor rate) used for employees. Logan Jones requested that Stephen Meinhold provide a board report with these rates for review at the next meeting, alongside the commitment to having the paperwork ready for potential employees. Stephen Meinhold suggested the board consider setting minimum hours for drivers to ensure their retention in the future, especially during months with low snowfall, as the budget is already allocated for their labor. The board acknowledged this as a budget conversation for the next meeting.

8. Adjournment

Logan Jones moved to close the meeting.

The Timberline Special Service District public meeting adjourned at 7:51 pm.