



BOARD MEETING MINUTES

Meeting Date: **February 25, 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 (Online)
Nancy Michalko (In Person)
Stephen Meinhold (In Person)

Excused: Christoph Gorder, Board Member

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

Guest(s) / Public: N/A

1. Meeting Called to Order & Roll Call

The meeting was called to order at 6:02 PM by Logan Jones, who confirmed a quorum and began the roll call.

2. Public Input

No members of the public attended the meeting.

3. Staff Comments

- Kris Smith reported acquiring an additional load of salt, and stated he believed the current supply is expected to last through year-end. He noted $\frac{3}{4}$ of Utelite supply had been used due to unusually low-snow year (with a high need for ice melt supplies).
- Kris requested an email be sent to the district requesting the removal of a dilapidated trailer from the guest parking lot, stating the trailer would be towed within 48 hours if not moved. **Stevie Meier** was assigned the task of sending an email notification.
- Stephen thanked Kris for his work during the unusual rainstorm and for clearing culverts that had been packed with ice and snow, causing drainage issues onto the roads. Kris stated that because the ground was wet from recent rain, he was able to cut and grade all the damaged areas on Douglas and Ponderosa, citing that while Cedar Way was fixed it remained a slight problem area.

- The discussion shifted to a long-term plan focusing on drainage over driveways, specifically prioritizing more gutters over culverts due to the latter being a "maintenance nightmare".

4. Consideration for Approval

a. January 28, 2026 Meeting Minutes

MOTION: Stevie Meier motioned to approve meeting minutes of January 28, 2026.

Second: The motion was seconded by Nancy Michalko.

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

Action Item:

- **Stevie Meier** to post approved minutes to TSSD website

b. Electronic Meetings Policy Resolution

The board revisited the electronic meetings policy resolution, with Stevie Meier summarizing the updates, which included fixing a typo and removing the requirement for a Vice Chair to sign the document since that position is currently vacant. Stevie Meier also confirmed with County Attorney Ryan Stack that a policy is only needed for public body meetings, not non-public ones.

MOTION: Stevie Meier motioned to approve Electronic Meetings Policy Resolution 2026-1.

Second: The motion was seconded by Nancy Michalko.

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

Action Item:

- **Logan Jones** to sign the approved policy, forward it to Ryan Stack for countersignature, and upload the fully executed resolution to Google Drive.

c. Agenda Creation Workflow Timeline:

- Logan introduced the agenda creation workflow timeline, which includes helpful deadlines, and asked for feedback. Stevie Meier found the timeline helpful but sought clarification on whether the board was adopting this as a formal policy, to which the Logan clarified it was intended as an administrative procedure rather than a policy & noted it was misplaced on the agenda - intending the document to be a work session item and confirming the the board was not formally approving a policy.

- Stevie Meier asked who is responsible for creating the agenda, noting the current document didn't specify. Logan stated that agenda creation responsibilities would be outlined in the Bylaws and role clarification document he was presenting later on in the meeting.
- It was decided that the board would informally adopt the procedure to start practicing it and that the specific deadline dates in the document Nancy created needed to be double-checked before circulating it. Nancy Michalko volunteered to verify the dates, and Stevie Meier offered to create a "procedures" folder in the shared drive to house the new workflow document.
- The board discussed the need for training on Google Drive, as it appeared only some members knew how to use it. Logan offered to check permissions for all board members to ensure access to shared documents & provide follow up to Nancy on how to access the shared drive.

Action Item:

- **Logan Jones** to ensure all board members have access to uploading documents to shared Google Drive.
- **Stevie Meier** to create a "Procedures" folder in the shared drive to house the new workflow documents. Upload Agenda Workflow time to a procedures folder within the drive.
- **Nancy Michalko** to verify the dates in the accompanying Workflow schedule she created & upload to the Procedures folder in Google Drive.

5. Budget Review

a. Equipment Savings Option

- Stephen Meinhold noted that the board currently has about \$63,000 in savings, and suggested that \$50,000 in a 3-month CD could earn about \$534. He recommended exploring putting a substantial portion of the savings into three-month CDs.
- Carol Steedman clarified that the goal is to move the two savings accounts (\$36,000 and \$27,000) from non-interest-bearing accounts into CDs or money markets, which would yield better returns than the current low rate.
- Logan Jones agreed that while the idea is wise for financial growth, it is better to wait until a Treasurer, who will be managing the funds, is in place for the board, citing the board currently didn't have a Treasurer.
- Stephen Meinhold agreed & also suggested that potential earnings from such investments could help cover the cost of administrative roles, including those of a third party treasurer.

- Carol Steedman noted the low risk associated with short-term CDs, citing that early withdrawal from a CD should only have a penalty of losing only one month of interest. Stephen Meinhold to confirm this, once he speaks with the bank.

Action Items: The board decided to hold off on making an immediate decision about moving the funds into CDs or money markets until a Treasurer is on board.

b. Financial Report

- Carol Steedman presented a budget report for February noting that most money is in a non-interest-bearing account and that TSSD has collected \$73,000 since the beginning of the year, with more collections expected prior to the March 1 deadline. Carol noted after March 1, an 8% late fee penalty would be applied & she anticipated additional revenue from late fees, as traditionally many residents pay late fees instead of paying the bill on time.
- Carol noted current expenses were low and the balance on the skidsteer loan is \$71,000.
- Stephen confirmed that the board has \$36,000 in a savings account, \$27,000 in an equipment savings account, and a \$131,000 balance in checking, noting that the surplus from the previous year is likely still sitting in checking.
- Carol Steedman confirmed that the surplus from 2025 was \$17,923.

Action Items:

- **Stephen Meinhold** to look into the 2024 and 2025 budgets to confirm the surplus and prepare a proposal for the April board meeting outlining specific amounts to move into CDs or money markets. This plan will also incorporate a close-out of the 2025 calendar year to identify and designate any unspent budgeted surplus .

6. Work Sessions

a. Board Elections / Role Clarification

The board held a work session on outlining appointed board jobs and associated duties, and noted that these duties needed to align with the draft bylaws Nancy is creating.

- **Meeting Minutes:** Initial discussion focused on clarifying the overlap between the Vice Chair and the Clerk regarding meeting minutes.
 - Stevie Meier suggested moving the creation of meeting minutes to a board member, such as the Vice Chair, to alleviate the workload on the Clerk, Carol Steedman. However, Logan argued that minute creation is an administrative duty and a poor use of board member time. The consensus was reached that the Clerk should handle the formal meeting minutes, which are legally required to be posted, while the Vice Chair could be responsible for creating and circulating a recap of board action items.

- Carol (Clerk) expressed confusion on whether she should be taking meeting minutes for the current meeting, since Stevie Meier had previously offered to take them. Stevie Meier confirmed she would create meeting minutes & a recap of board action items for the current February meeting, but starting in March, the Clerk should handle the creation of all meeting minutes as well as being responsible for publicly posting them.
- **Chair and Vice Chair Duties:** Discussed clarifying the separation of duties between the Chair and Vice Chair, aiming to prevent overlap and duplicate work. The suggestion was to delineate the Chair's responsibility for pre-meeting preparation and board member coordination, while the Vice Chair would focus on during-meeting note taking and sending a post-meeting follow-up email on action items. Additional duties assigned to the Vice Chair included maintaining the project tracking document.
- **Note-Taking and Minutes Responsibility:** There was a clear consensus that the vice chair should take notes during the meeting to assist the chair, who is focused on running the meeting. The board also confirmed that the second bullet point in the presented board report regarding recording and posting public minutes should be moved off the vice chair's duties and back to the clerk.
- **Separation of Clerk and Treasurer Roles:** The discussion focused on the necessity of separating the legally distinct roles of the clerk and treasurer, which Carol Steedman has historically been performing together. Logan stated his intention to hire a separate management company to handle the treasurer duties, which typically involve managing QuickBooks, while the Clerk handles bank statements and money access. The current clerk, Carol Steedman, indicated she would step down if the QuickBooks responsibilities are transferred to another company, citing she would not want to continue doing only minutes and select other Clerk duties.

The board confirmed that the new model, where the Treasurer is in QuickBooks and the Clerk has access to bank statements, is a standard model.

Action Items:

- **Nancy Michalko** to update Bylaws to reflect updated role responsibilities, circulate the revised draft to the board for draft approval, and then submit it to Ryan Stack for final review.

- **Logan Jones** to provide the board with contracts for consideration for third-party Clerk and Treasurer candidates, ideally at the March board meeting.
- **Carol Steedman** confirmed she is ready to help with a smooth transition and training for whoever takes over.

b. Insurance Coverages Update

- The board received an update that the Utah Local Government Trust (UGLT) recommended increasing the insurance liability coverage from \$1 million to \$3–\$5 million, with UGLT citing the rising cost of lawsuits. The cost difference for the increased coverage and consolidation of policies under one Insurance Provider is estimated to be about \$1,300, which would simplify insurance overall. The board expressed wanting to proceed with the liability increase and consolidate coverage under the UGLT, however Logan Jones suggested that Christoph Gorder speak with County Attorney Ryan Stack about the coverage increase before getting a formal quote, specifically asking if Ryan felt the \$3 Million policy is sufficient potentially saving TSSD money compared to a \$5 million coverage increase. Additionally, Logan noted that Christoph must provide a proposal for adjusting the 2026 budget to cover the insurance cost increase.
- Kris Smith requested that with whatever insurance policy the board decided, that physical cards for liability coverage for equipment be provided. Carol Steedman stated that UGLT would not issue physical cards for equipment items like the Plow or Skid Steer. Furthermore, Carol stated that coverage only applied to the equipment, not the driver. This raised concern amongst the board, as the board always believed that liability coverage would extend to the driver.

Action Items:

- **Logan Jones** to connect with **Christoph Gorder**, who was absent from the meeting, to follow up with Ryan Stack before proceeding with additional insurance coverages.
- **Christoph Gorder** to confirm with the current insurer and UGLT whether drivers are covered under both existing and proposed policies, and inquire about issuing physical insurance cards for equipment.

c. Summer Road Projects

The board reviewed proposed budget allocations for Summer Road maintenance.

- The board clarified that because an overall budget for 2026 road maintenance has been approved, individual project allocations do not require separate board approval provided total expenditures remain within the approved budget.
- A new top priority for summer road projects was identified as addressing the front intersection of Balsam and Ponderosa Dr., specifically the area where the creek runs underneath the road.
 - **May Culvert work:** Stephen Meinhold plans to coordinate with Kyle, who has experience and helped with the budget creation , to plan specific projects to ensure they can begin in May. Stephen, Kris, and Kyle will meet to schedule payments and procurement necessities to align with the purchasing policy.
 - **Upper Balsam Project and Hydrology:** The proposed project for Upper Balsam involves a hydrology report and experimenting with a new top road treatment, representing the largest chunk of project money. Logan Jones noted that although a recent large rain event did not cause major washouts on Upper Balsam, the hydrology study is deemed necessary to address historical erosion concerns and the issue of wash-over and debris on the road before considering pavement and volunteered to get guidance from the County Engineer on the issue.
 - **Signage Plan:** Logan Jones aims to raise the signage plan to a top priority and noted he has connections to the county engineer. Logan plans to finalize adjustments to the signage plan and then send it for the county engineer's review, at which time he will also request for the engineer to analyze the hydrology issues on Upper Balsam.

Action Items:

- **Stephen Meinhold** to coordinate with Kris and Kyle to prepare for the proposed May culvert work.
- **Logan Jones** to engage with county engineers to advance the signage plan and hydrology analysis.

7. Board Comments

- a. Bylaws Update** – Nancy Michalko provided an update on the draft Bylaws and requested clarification from Stevie Meier regarding proposed revisions to be shared with Ryan Stack for review. Stevie confirmed her edits were included in the tracked changes document she emailed to Nancy and noted most were minor grammatical updates, but that her primary concerns with the latest attorney's draft are:

1. Conflict of Interest Statement: The current language prohibiting board

members from having relationships with staff is overly restrictive for small district. Stevie proposed either removing the provision or requiring disclosure of such relationships.

2. Board Compensation: Stevie proposed revise language from “shall be paid” to “may” or “can” be paid, as the district currently lacks funds for board compensation.

Nancy will incorporate the updates, including revised role duties, and submit the draft to Ryan Stack for further review. The board intends to adopt the Bylaws at the March meeting, pending timely attorney feedback.

Action Items:

- **Nancy Michalko** to update Bylaws and circulate the draft one more time for the entire board's review before sending it to Ryan Stack.
- b. Board Positions** – Stevie Meier noted the board has two open positions and is actively following up with a prospective applicant. **Stevie** also committed to sending community email announcing the open positions.
- c. TSSD Project Tracking** - Due to time constraints, Stevie provided brief updates on (2) pending items:
 1. **Compliance Training** - An action item remains to confirm annual board training requirements and determine whether it will be conducted in person or online..
 2. **Update on Lost Property Funds Recovery:** Carol Steedman provided an update that the state is expected to send an "award letter in two weeks" regarding the recovery of lost property funds, though the exact amount, initially estimated around \$1,000, is unknown. Stevie noted that if recovered, this money could potentially be allocated toward the insurance cost increase

8. Adjournment

Logan Jones moved to close the meeting.

The Timberline Special Service District public meeting adjourned at 7:58 pm.