TIMBERLINE SPECIAL SERVICE DISTRICT

MINUTES

MEETING DATE: Wednesday, August 26, 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)
	Nancy Michalko (In Person)
	Abbey Eddy (Online)
	Christoph Gorder (Online)
Ex Officio:	Kris Smith, Road Manager (Staff- In Person)
	Carol Steedman, KGC Associates, Inc (Staff- Online)
Excused:	Stephen Meinhold, Director of Finance

1. Roll Call Logan Jones opened the meeting at approximately 6:05 pm with a roll call. Stevie confirmed that four Board members were present and that the Board had a quorum. Abbey Eddy joined online shortly after the meeting started and participated in the budget review.

2. Public Input

Logan Jones explained that public input is reserved for any matter not otherwise on the agenda and noted that no members of the public were present in the room or online. With no public comment offered, Logan closed public input and moved to Staff Comments.

3. Staff Comments—Road Operations Report

Kris Smith reported that the summer projects were going well and on target. He then reviewed the following items:

- **Driveway drainage.** Culvert drainage work stalled due to lack of contractor responsiveness; strategy shifted toward 2027 procurement. Kris stated that two contractors were expected to return with bids for the driveway drainage work but had not responded in three to four weeks. Kris did not expect the work to be completed in 2026 and identified it as an initiative to pick up in the spring, noting driveways off West Ponderosa Court and Cedar Way that need attention.
- **Meridian drainage report.** Stevie Meier noted that the Meridian report Nancy Michalko had circulated reflected only the culverts already in place and did not address future drainage plans.

- **Dogleg/dollhouses section.** The previously discussed work on this section would be scheduled once Chet returned to town with the paint.
- **Equipment.** The roads crew is planning for serious rust abatement on both snow blowers, which remain structurally solid, along with additional rust removal work on other equipment. Pre-season tractor servicing is currently scheduled for autumn. Kris has not pursued a sweeper-brush attachment for the skid steer, citing there is no present need.
- Kyle Monez had brought in a half-load of fill dirt as a reserve for the roads.
- **Seasonal preparation.** Kris stated snow stakes would typically be set out in October. In September, the mechanic, Ben, would perform preseason maintenance on the tractor, including addressing a hydraulic issue affecting the blade, which still functioned. Kris would arrange delivery of three pallets of salt, brought in by Kyle Monez on the Ute-lite trailer and stored under cover as quickly as possible, along with fuel caddies.
- **Speed bumps.** Stevie Meier thanked Kris for re-leveling several of the speed bumps and noted that a resident had emailed about leveling a set of bumps on Ponderorsa Drive, but she had not yet had time to respond to them letting them know the work had been completed.
- **Procurement and budget cycle.** Logan Jones recommended continuing to press the contractors for firm numbers on the culvert and cement work, with the expectation that the work would be performed in 2027. Firm figures obtained over the coming months could be used for the 2027 budget, and contracts and financing could be lined up over the winter — establishing a cycle in which each summer's procurement supports the following summer's work. Board members thanked Kris Smith for the visible improvement in road conditions over the summer.

ACTION ITEM: Kris Smith to continue work to obtain bids for culvert cleaning, drainage & concrete work.

4. Budget Review—Financial Report

Logan Jones thanked Carol Steedman for preparing the August 19, 2026 Financial Board Report and noted the format worked well. Carol reviewed the report and, because a full month was skipped since the Board last met in June, highlighted the items most likely to require the Board's attention:

- **John Deere (Skid Steer loan).** The account remained paid ahead, which Carol described as favorable to the District. It still showed approximately $53,000 owing because John Deere had not yet received the District's payment. Carol emphasized that the payment must go out on the first of the month, so it posts with John Deere before they issue their next statement; otherwise, the statement continues to show the lag of the prior month's balance. This is why the John Deere payment is the most time-critical each month.
- **Workers' compensation.** A set yearly premium of $585 was paid.

- **ULGT insurance.** The Utah Local Government Trust now carries all of the District's liability and workers' compensation insurance in one program. Because coverage had not been paid during the interim period handled by DS Accounting, the premium was paid in a one-time single lump-sum payment — a payment of $643.84 together with a smaller payment of $40.43 for an employee insurance rider while operating the equipment.
- **Balance sheet.** The District is in a good financial position. One additional assessment payment was received before the tax assignment; Carol believed she had circumvented it before the Summit County Treasurer posted it against the property owner's taxes, and the transaction would be reflected the following month. The remaining delinquent accounts have been assigned to Summit County, which assigns a special assessment against the property as an additional property tax.

4.1 Monthly Bills-to-Be-Paid and Paid Detail

Stevie Meier confirmed with Carol Steedman that the workers' compensation and other insurance amounts had been approved previously and were provided only as an informational email with "this is due" notices. Stevie stated she wanted the Board to return to receiving a monthly expense statement and a monthly "bills to be paid" statement from Carol as bookkeeper, so the Board could see everything slated for payment each month — including recurring automatic payments such as the Google Workspace account and the website hosting fee — even where no approval is required. She asked that road-crew payroll and incidental invoices, such as a recent $20 shredding fee, also be listed, so the Board has an opportunity to approve or flag a question before payment is made. Stevie noted that Carol had suggested circulating the statement one week before each Board meeting, and that Stephen Meinhold, as Director of Finance, could review and confirm it ("approved to pay") with the statement sent to, Stephen (Director of Finance), Logan Jones (Board Chair) and the board email.

Carol Steedman responded that one week's lead time was sufficient to gather the bills as they come in and that she was beginning to gather the information for the next meeting. She cautioned that certain bills must be paid when due regardless of the meeting cycle — the John Deere loan, to avoid additional interest, and the website hosting fee — but that she could provide a list of what had been paid and what remained unpaid. Because the Board's budget categories are broad, she offered to provide the full detail within each category so the Board could match category totals to the underlying items. Abbey Eddy supported the approach as a checks-and-balances measure, particularly once a formal treasurer is in place and able to review the statement.

Carol Steedman clarified that the monthly bills statement would be a separate document, not part of the financial report published for public viewing, so that individual expenses are not posted publicly. The Board agreed the important point was that the Board, and the Director of Finance see it, especially where a line item changes — for example, from $1,000 to $3,000 — so the Board can see how the difference was spent.

ACTION ITEM: Carol Steedman to begin compiling a monthly expense and "bills to be paid" statement (paid and unpaid, including recurring autopayments, payroll, and incidental charges), circulated to the board email approximately one week before each Board meeting for Stephen Meinhold's and Board review. First statement to be prepared 1 week before the next meeting for the coming cycle.

4.2 Treasurer Duties and Compensation

Logan Jones proposed that, given the recurring monthly expectation and duties of the treasurer role, the position be discussed at the next meeting and that the person performing it be paid through a dedicated budget line item. Logan mentioned a compensation cap of $5,000/yearly per board member. Stevie Meier noted that the compensation cap had been removed in 2025, so the Board is not limited to that amount. The Board agreed the value of the monthly report lies in surfacing changes from the pre-approved budget, since many recurring monthly expenses are now evolving.

> **ACTION ITEM:** Add the treasurer position — duties, compensation, and a budget line item — to the next Board meeting agenda.

4.3 Credit-Card Processing and Bank Transfer Fees

Stevie Meier asked why the financial report shows credit-card processing reimbursements as income while the District also pays credit-card processing fees. Carol Steedman explained the amounts offset one another on the profit-and-loss detail and that the District aims to remain net positive; she noted the profit-and-loss statement was part of the unpaid bills report she had sent, but it had not been attached to the report as distributed in the agenda. Nancy Michalko commented that she understood that the imbalance was a timing issue between when fees were collected and fees were paid. Carol confirmed this was the case.

Carol Steedman explained the mechanics of credit card processing: a resident who pays by credit card is charged a flat processing fee of $38, while the actual network cost varies according to credit card type— American Express, Discover, Mastercard, and Visa each differ, roughly 3.21% to 3.27%, with American Express approaching 4% — so the District applies an average and small over-or-short amounts deposit in or expense out of the bank account. She cautioned against ever accepting a credit-card payment on a large amount (for example, processing on a $10,000 assessment) and recommended bank transfer for large sums.

Carol reported a new $10 fee the bank now charges on every electronic bank transfer or ACH transaction, regardless of amount, would be going into effect for 2027. She had asked the merchant services team at Quickbooks/Intuit to reduce it by half and her request had been denied. In response to Stevie Meier's question about how residents could avoid "paying a fee to pay their fees," Carol advised that residents can use their individual bank bill-pay service or mail a paper check rather than paying through the QuickBooks invoice. Abbey noted that QuickBooks automatically presents the invoice total with the credit-card fee included and that the payer must manually change it to pay by ACH or other methods. Carol noted paying by ACH through QuickBooks will still incur the $10 fee, regardless if the payee manually changes the amount to be paid. The Board agreed the next round of invoices, expected in 2027, should state clearly that residents can avoid a fee by mailing a physical check or using their own bank's online bill-pay, and that the change should also be communicated ahead of time — ideally at the annual membership meeting and budget hearing, so it appears in the membership minutes. Stevie Meier noted the Board would need to approve verbiage for invoices no later than the November meeting in order to present it at the December meeting. Logan Jones asked Carol Steedman to circulate a draft of the invoice language when she begins that work, which she expected around November, since there is no active invoicing at present (all delinquent balances have been assigned to Summit County). Carol agreed to send the draft for Board approval, noting the

verbiage has varied over the years — from a lengthy version favored by Dan Syroid to perhaps only three lines now.

> **ACTION ITEM:** Carol Steedman to circulate draft 2027 invoice language, including the fee-avoidance note, for Board approval — for the November 2026 meeting for approval so it can be presented in December and at the annual membership meeting and budget hearing.

4.4 Savings Account Interest Rate and PTIF

Carol Steedman noted that Christoph Gorder is the only authorized signer on the District's bank accounts, and suggested Christoph call Zions Bank to move checking account funds into an account with higher interest rate. She offered to send Christoph details and the name of the Zions Bank contact, Cody, in Coalville. Carol explained the funds were sitting in checking, not earning enough to be "worthwhile", and that the Board should be a good steward and ensure the money earns a reasonable higher return.

Stevie Meier noted that the long-term goal remained moving funds into a Public Treasurer's Investment Fund (PTIF) account, which the Board had approved several months earlier, though the move was on pause since the board no longer has an appointed treasurer. Carol Steedman advised against PTIF and recommended staying with Zions, which she expected would match the rate, cautioning that once funds are placed in PTIF, the District has less direct control, and responsibility for oversight would become a board member reporting assignment. Carol further noted that Christoph Gorder is responsible for the Zions accounts, so to simplify the responsibility of the board, she suggested the funds should stay with Zions with oversight by Christoph.

Christoph Gorder stated that, as a matter of process, it is not his role to move money unilaterally. He would call Cody directly, determine the interest rate options, and bring them back to the Board for approval — or move a portion into savings if the Board so directed. Christoph asked how much working capital should remain in checking. Carol Steedman suggested keeping approximately $10,000 in checking and moving the bulk into the general savings account to earn a higher rate. She suggested discussing with Cody whether a three-month or six-month certificate of deposit would be worthwhile. Stevie Meier recalled a prior figure of approximately $60,000 to be moved into the PTIF account but did not want to be quoted on the amount without checking the earlier meeting minutes; Logan Jones agreed the Board would review the prior minutes and follow up with Christoph.

Carol Steedman noted that she is required to report on bank activity to the State of Utah and asked who would monitor a PTIF account and submit the required reports to the Department of Investments for the State. Logan Jones acknowledged Carol's current oversight responsibility and asked the Board to look for an option that meets its goals while being easier for staff to manage. Stevie Meier stated that no funds would be moved into a PTIF account until the Board identifies someone who will monitor the account and pull the reports for the bookkeeper; Carol noted those reports must be filed directly on the state auditor portal.

> **ACTION ITEM:** Christoph Gorder to contact Zions Bank (Cody, Coalville) regarding a higher-interest savings option and any certificate-of-deposit terms, and to present the options to the Board for approval.

ACTION ITEM: No funds to be moved into a PTIF account until the Board identifies who will perform the bank reconciliations, monitor the account, and file the required State reports. The Board to review prior meeting minutes for the previously approved transfer amount.

ACTION ITEM: Stevie/Logan to review previous approved PTIF account creation for the specific amount of funds the board had approved to move into a high-yield account option.

5. Consideration of Approval

5. a Approval of Minutes — June 24, 2026 Public Meeting

Logan Jones returned to the approval of minutes, which had briefly been passed over, and opened approval of the minutes from the June 24, 2026 public meeting (initially referenced as June 26 and corrected on the record to June 24).

MOTION: Stevie Meier moved to approve the June 24, 2026 meeting minutes.
SECOND: Nancy Michalko seconded the motion.
ROLL-CALL VOTE:

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

RESULT: The motion passed unanimously.

5.b Privacy Policy — Approval for Review by the Summit County Attorney's Office

Nancy Michalko presented a draft Privacy Policy, explaining that the action before the Board was approval of the draft to be sent for review to the Summit County Attorney's Office. She had taken the documentation provided by the North Summit Fire District, together with applicable state documents, and combined them into a cleaner, more comprehensive policy addressing not only the District website policy but also records management, data protection, and state privacy requirements. She flagged one obligation for the board to note: the policy as drafted currently outlines that a designated Board member must serve as a Chief Administrative Officer responsible for monitoring the District's privacy practices and any enforcement action, while recognizing that Carol Steedman, who is not a board member, but rather Contract Staff already performs much of the records management and data collection. Nancy further noted that the document follows all state requirements.

Logan Jones asked whether the Chief Administrative Officer could also be the Clerk, given that Carol Steedman handles the District's annual reporting and the privacy policy carries its own reporting. The Board discussed revising the first bullet under Section 3 to read: "The designated BOARD MEMBER (or Contractor appointed by the Board)..."

The board discussed whether the language should be "employee" or a "contractor", with the consensus favoring "contractor," while keeping in the "Board member or" language to keep the

option open for board members to fill the position in the future. Members also noted the policy provides for a separate Records Officer appointed by the Board and agreed to confirm with the County if the two roles may be held by the same person.

Carol Steedman clarified that she currently effectively serves as Chief Administrative Officer by signing and certifying the reports she presents as true and correct, supported by bank statements and other internal controls. She further explained that the Chief Financial Officer provides an additional level of certification, which is why both she and Stephen Meinhold signed the year-end documents in 2025. The records and archiving function requires State training and certification in records management and the Government Records Access and Management Act (GRAMA). Carol noted she is already certified, and any additional person handling records would also need to certify, which adds the certification burden at each additional level. She recommended keeping the policy to what the State requires — a combined Chief Administrative Officer/Records Officer — rather than adding levels.

Stevie Meier acknowledged she had not yet had the opportunity to review the document in full, as it had come in late. Nancy Michalko explained that the county process anticipates the exchange of preliminary drafts, further Board discussion, and possible county push-back, and that forwarding the draft now — with the discussed revision made — keeps the process moving while preserving a later opportunity for the Board to review and formally adopt a final version. Stevie Meier framed the proposed change: the first bullet under Section 3 could read that a "Chief Administrative Officer/Records Officer — designated Board member or contractor" serves in those two roles.

> **MOTION:** Logan Jones moved to send the Privacy Policy on for review by the Summit County Attorney's Office, with the changes discussed — combining the "Chief Administrative Officer" and "Records Officer" references and providing that a designated Board member or contractor, appointed by the Board, serve in the role.
> **SECOND:** Nancy Michalko seconded the motion.
> **ROLL-CALL VOTE:**
>
> Logan Jones — Aye
>
> Nancy Michalko — Aye
>
> Christoph Gorder — Aye
>
> Abbey Eddy — Aye
>
> Stevie Meier — Abstained (had not yet reviewed the document)
>
> **RESULT:** The motion passed, with four votes in favor and one abstention.

The Board confirmed the document would be sent to Dave Thomas (see Item 6.1), and noted Stevie Meier's recommendation that the role remain available to a Board member as well as a contractor.

ACTION ITEM: Nancy Michalko to send the draft Privacy Policy to Dave Thomas (see Item 6.1) & County council for their review/approval.

6. Working Session — Board Policy & Procedures: Status Review and Counsel Transition

6.1 Counsel Transition

Logan Jones reported that Ryan Stack, the District's assigned attorney, had been nominated to the Fourth District Court but had not yet been confirmed by the Utah Senate. If confirmed, he would resign his county position to take the appointment, and questions going forward should be directed to Dave Thomas, the Chief Deputy in the County Attorney's Office. Stevie Meier recapped for members who had not seen the note. The Board agreed that when the Privacy Policy is sent, it should go to Dave Thomas with cc to Ryan Stack.

6.2 Bylaws

Nancy Michalko reported that the bylaws, previously believed to be nearly complete with Ryan Stack, had stalled — Ryan had come back indicating he did not support the bylaws the Board had adopted. Nancy Michalko said the reason was unclear, but it may have related to a previous concern that a Board member related to District worker (i.e. Roads Crew) could create a conflict. Nancy described the exchange with Ryan Stack as unusual and expressed she would do additional review on the matter. Nancy noted that Ryan Stack had also stated that he does not sign these documents — the County Council signs them — and that the Board must present the bylaws to the County Council.

The Board discussed that, historically, the attorney's signature block signified only "approved as to form." If Ryan Stack confirmed via email that he does not sign the bylaws, the Board should take that at face value, remove that signature field, and send the document to the County Clerk and County Council for approval. The draft contained four signature fields — County Council, County Clerk, County Attorney (i.e. Ryan Stack), and the Board Chair — which several members considered excessive. Stevie Meier noted that the Board and county attorney had exchanged red-lined drafts three or four times and that she had not seen Ryan's latest draft; she wanted to understand what Ryan Stack's most recent concerns were. Nancy noted that some correspondence may have been missed because Ryan had continued using an older email address for her, during her transition to the District Gmail account, and agreed to forward what she had. The Board confirmed it is operating under its Board-approved bylaws while awaiting county approval.

> **ACTION ITEM:** Nancy Michalko to send the most recent version of the Board-approved Bylaws to Dave Thomas for review, while in tandem continuing to push for signatures from the County Council and County Clerk.

6.3 Clerk and Treasurer Definitions

The committee of Stevie Meier, Nancy Michalko, and Abbey Eddy reported on the status of Clerk and Treasurer definitions they had volunteered to draft. Abbey Eddy explained the descriptions were drawn primarily from the county's "little manual" for Special Service Districts, without outside consultation, and that she had aimed for a bare-bones job description reflecting the District's actual workflow — particularly KGC Associates, Inc serving as both bookkeeper and clerk with management of QuickBooks Desktop — while satisfying the county and State

requirement that the Clerk and the Treasurer be two different people for checks and balances on District financial business. Two separate documents were proposed via email, but not yet available for Public review: a job description the Board would formally approve, and an internal workflow document describing how the roles operate in practice.

Stevie Meier asked that all Board members review the new guidelines and Logan Jones asked Abbey Eddy to check in with Carol Steedman to confirm the job duties align with her management responsibilities before the item returns on a future agenda. Abbey Eddy agreed she would send Carol the job descriptions and workflow; Carol Steedman agreed to review the documents

> **ACTION ITEM:** All Board members to review the draft Clerk and Treasurer job descriptions and workflow and provide comments to Abbey Eddy within approximately two weeks. Abbey Eddy to confirm the duties with Carol Steedman. Item to return on the next agenda alongside Board elections.

7. Board Comments

7.d Clerk / Treasurer Definitions — Committee Update; Board Elections

Stevie Meier reported that she had been speaking with a neighbor who had expressed interest in joining the Board and possibly serving as treasurer, and would continue to encourage that person, while noting nothing was settled. The Board discussed holding Board elections — overdue for the year — at the September meeting, and agreed the election should come with a job description for each role. Members identified the roles as Chair, Vice Chair, Treasurer, Roads Manager, and Communications Manager (with Clerk handled in parallel, as a contracted function) — approximately five roles across six Board members, underscoring the value of filling the open seat. The Board noted that a prior working session and the February 2026 board report had already defined several of these roles (Chair, Vice Chair, Secretary, Treasurer) and that the Communications Manager and other roles still needed brief definitions. The Board discussed the possibility of appointing an interim treasurer if no candidate applied before the election, recognizing that the application-to-onboarding process had taken three to four months for a recent Board member.

> **ACTION ITEM:** Stevie Meier to place Board elections on the next agenda, with a brief (high-level) job description for each role — Chair, Vice Chair, Treasurer, Roads Manager, Communications Manager, and Clerk — linked from the agenda, building on the February 2026 board report. Prospective new member to be encouraged to apply for the Board.

7.c Signage Project Status

Logan Jones reported that he had met that day with Brandon Brady, the county engineer, who verbally approved the District's signage plan; Logan had asked him to send a confirming email. Logan characterized this as a significant step and a priority to complete. Logan further stated that the county will not provide the signs but has directed the District to use the Manual on Uniform Traffic Control Devices (MUTCD) standards as the design framework. The next steps are to obtain the correct materials and solicit quotes.

Logan Jones noted the scope requires making a list of every sign to be ordered, including several custom street signs and seasonal signs, with copyright and verbiage checks on the designs. He

said the work was within his professional expertise but that he could not assemble the Board elections and job-description materials in addition to obtaining quotes for signage by the September meeting, stating he would need assistance with the Signage project for it to occur before the winter. Stevie Meier expressed concern that the Singage project had moved from person to person — originally assigned to Logan, then to Abbey Eddy, then back to Logan — and expressed the project should stay with a single point of contact for efficiency. Stevie, thus offered to take on preparation of the next meeting's agenda - including putting together job-description materials for Board Elections, and to serve as Chair for September meeting and follow up with members on their materials, so that Logan could focus his efforts on the signage project. Christoph Gorder suggested recruiting a non-Board volunteer to manage signage plan project logistics under Board oversight. Stevie noted this could add several months to the project, given the District has had one to two open Board seats for over a year without attracting volunteers and that recruiting volunteers for the Signage project could be cumbersome.

ACTION ITEM: Logan Jones to lead the road-signage project over the coming months — obtain Brandon Brady's written confirmation, apply the MUTCD standards, compile the full list of standard and custom signs, and obtain quotes. Stevie Meier to prepare the next meeting agenda and serve as chair for that meeting.

7.b TSSD Summer Potluck Status

Nancy Michalko reported that she would host the community potluck at her home on Saturday, in part to honor Steve Anderson, a TSSD employee for more than twenty years of service and well known as "plow guy" to the neighborhood. Nancy noted that a neighbor Janet had organized games and activities for the children. Weather was cited as a concern, with thunderstorms possible Saturday; the Board discussed contingencies, including moving into Nancy's garage or barn (with tools put away for child safety) or shifting to a "block party" format moving house to house. The board discussed logistics of food and setup - with Stevie sharing a sign up sheet and recap of what board members had offered to contribute. . Board members were encouraged to text neighbors to boost attendance.

Logan Jones asked that the event include a brief toast at approximately 6:20 p.m. thanking the neighborhood and recognizing Steve, kept low-key consistent with Steve's preference. Stevie Meier also suggested introducing the Board members present, with participation optional for anyone not wishing to be identified. Abbey Eddy suggested a thank-you gift, and Logan Jones offered to purchase it. Christoph Gorder noted he would be out of town and unable to attend.

ACTION ITEM: Nancy Michalko to host the summer potluck on Saturday; Board members to bring the assigned dishes and text neighbors. Logan Jones to purchase a thank-you gift for Steve, and conduct includes a brief toast at approximately 6:20 p.m.

7. a Summer Roads Project Status

The summer roads project status was covered under Staff Comments. Stevie Meier reiterated the need for a Board-member Roads Manager to track project progress and work closely with Kris Smith and asked that the role be defined as part of Board elections. Logan Jones agreed the Board had been carrying many projects beyond its core duty of road maintenance and snow removal, that staff had been empowered to manage day-to-day operations well, and that a Board-member

lead for the larger road projects would help; he indicated he could see himself taking on that kind of role, including the signage project, which he considered the most important, budgeted project to complete by year-end.

7.e Project Tracking Review (Working Document)

Stevie Meier reviewed the District's project tracking document. She first explained why agenda links should point to PDF versions rather than live working documents: citing a working document can change up to the moment of a meeting, which conflicts with the posted agenda. She asked that any member adding an item to an agenda also create a PDF of it & submit it in accordance with the deadline dates for agenda items. The following items were noted:

- **Clerk and Treasurer definitions.** All Board members to comment to Abbey Eddy within two weeks; items to return before next meeting with Board elections (see Items 6.3 and 7.d).
- **High-yield savings account.** Assigned to Christoph Gorder to research interim savings or CD options with Zions Bank (see Item 4.4).
- **County relationship / interlocal items.** Nancy Michalko reported no update pending the new County Council's committee assignments and confirmation of the District's attorney. If Dave Thomas becomes the District's contact, the Board hopes to resolve the outstanding county items together.
- **Privacy policy.** To be Forwarded to the Summit County Attorney's Office (see Item 5.b).
- **Equipment shed.** A small shed proposed for the top of Douglas Dr, or south of the mail boxes , to hold smaller materials – signs, lights, etc – — distinct from a possible equipment garage for the tractor and dry goods. Remains a back-burner item on the tracking list. The Board also discussed the age of Roger Crawford, the property owner whose garage and barn the District currently uses for storage, and the need to plan for covered storage should that arrangement change.
- **Document accessibility.** The District acknowledged it must bring its documents into a standardized accessible format; the requirement takes effect in 2027, so noted there is time to prepare.
- **Hydrology and drainage assessment.** Logan Jones to follow the District's procurement policy and obtain an engineering firm for the West/Upper Balsam hydrology and drainage assessment; the Board discussed whether it must first consult the county and agreed the county conversation should come before engaging independent contractors.
    - Back-burner item. In a related discussion, Kris Smith and Logan Jones noted a yield sign would be placed on the bottom of Upper Balsam Drive and that adding drainage and a small amount of paving at the bottom of that hill could reduce the ongoing loss of gravel and salt, and should be listed as a high-priority item for next summer's procurement; in the meantime the crew would salt the area well.
- **Board email protocol.** A protocol was established: all emails coming into the board email are automatically forwarded to Carol Steedman, and also remain in the Board email inbox.

; Carol is to check email messages daily - forwarding anything she can't address directly to the entire board for review. Individual board members to review emails when copied or forwarded messages. Stevie Meier said she currently also checks the email 3-4 times a week & responds to the majority of emails.

- **Training and compliance.** The District must complete both State-required and county-required training annually. Some Board members still need to complete the special-district board-member training. Stevie Meier sought clarification on what training was needed for 2026, noting she had previously completed 2025 training online but was later told she had to retake them in person, creating an unnecessary burden on her time and bandwidth. Stevie asked that this be clarified with Dave Thomas (incoming County appointed legal council) to avoid duplication or unnecessary trainings for all board members. Nancy Michalko agreed to add the item to her agenda when reaching out to Dave Thomas. Completed training certificates to be submitted to Carol Steedman; kept in a Google folder.
- **Salt spreaders.** Kris Smith asked to keep both spreaders: the Salt Dog spreader removed from Steve's truck (to be rewired as a backup) and the larger front-mounted skid-steer spreader, because the spreader purchased last year does not perform well with any moisture. The Board agreed Kris could retain both.
- **Personnel policy.** An open item; the Board hopes to assign it as a special task within the next meeting or two.
- **Mail kiosk security cameras/package deliveries.** No new issues reported. However, some residents seem to continue directing Amazon package deliveries to the kiosk during the Summer months. Stevie Meier saw no present problem but noted volume tends to rise around the holidays. Kris Smith noted alternatives such as delivery to the free Amazon lockers at Whole Foods,and encouraging daily kiosk checks during the holiday periods. The security camera question remains on the list for possible future discussion.

ACTION ITEM: Nancy Michalko to add the training-duplication question to her agenda and follow up with Dave Thomas. Once clarified, all Board members to complete & submit completed training certificates to Carol Steedman for 2026.

7.e (cont.) Google Drive and Gmail Training

Stevie Meier walked the Board through the District's shared Google Drive… The file-organization routine is:

Location of File:. In "Shared Drive", not "My Drive."

Permissions. All board members & Clerk can view/edit/comment/save; nobody can delete — deletion requests refer to Stevie Meier or Logan Jones.

File Path for Board Meetings Folder/Documents:
TSSD Work Files →2026 Board Meetings→YY/MM/DD Public Meetings

- **Meeting recordings - To be stored in the** “Meeting Recordings and Draft Minutes” folder within the corresponding Meetings folder, organized by date.
- Agenda , approved minutes; exhibits/board reports all have in the subfolders within the dated Meetings folder.
    - Drafts stay in the “**Meeting Recordings and Draft Minutes” folder** until approved.
    - **Board reports**. Saved in the “exhibits/boards reports” folder, and also shortcut-linked (never copied) into the master Board Reports folder; Stevie committed to adding the shortcut links after each meeting for the time being. **Templates.** "Template only” File → Make a Copy before editing.

Notify the Board. When items are shared with the board for review, place them in the appropriate folder on Google Drive **AND** mail the Google link to the Board when you add a document, so members know when/where to look for it. If you don’t alert people you posted a document, they won’t know to go in and read it.

Nancy Michalko said she would save her privacy-policy notes as a new dated draft rather than overwrite the original.

8. Adjourn

The Timberline Special Service District regular board meeting adjourned at 7:53 p.m.