



## **NORTH SUMMIT RECREATION SPECIAL SERVICE DISTRICT MEETING NOTICE AND AGENDA**

**PUBLIC NOTICE** is hereby given pursuant to Utah Code §52-4-202, that the Administrative Control Board (the “Board”) of the North Summit Recreation Special Service District (the “District”) will hold its regularly scheduled session and action meeting on **Monday, February 10, 2025** beginning at **6:00 PM** at the The Summit County Courthouse, Conference Room 001 (1<sup>st</sup> Floor), 60 North Main Street, Coalville, UT 84017

Join Meeting via Zoom:

<https://us06web.zoom.us/j/88096257734?pwd=WXhnN2sybldKVEFUNDI4REhBRnhnUT09>

Meeting ID: 880 9625 7734

Passcode: 052119

Members of the Board, presenters, and members of public, may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the same as listed above.

### **AGENDA**

#### **1. Call meeting to order.**

#### **2. Roll Call**

#### **3. Work Session**

a. Update/review the status of NSRSSD Programs

- I. Programming update- Jaycie Diston
- II. 2025 New Programs, Youth/Adult.

b. Beacon Hill Project Update:

c. Administrative Asst./Bookkeeper Update.

d. Discussion of monthly & quarterly financial reports.

**4. Public Input**

**5. Consideration for Approval**

- a. Review and possible approval of January 2025 financials.
- b. Review and possible approval of January 13, 2025, meeting minutes.

**6. Board Comments & Review of Action Items**

**7. Adjourn**

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact North Summit Rec. Director 435-336-7322





**Owner/Operator: Nathan Brooks**  
**480 E Border Station Rd.**  
**Coalville, UT, 84017**  
[nandkfence@gmail.com](mailto:nandkfence@gmail.com)

**Quote Date: 9/19/24**

SALESPERSON	JOB	PAYMENT TERMS	DUUE DATE
Nate Brooks	North Summit Recreation Jaycie Diston	<b>60% Deposit is required before installation begins remaining 40% is due upon completion of the project.</b>	<b>60% due before fence installation</b>

QTY	DESCRIPTION		TOTAL
1110'	Install- 1110' of 6' height black vinyl wrapped heavy-duty chain-link fence. Connect to existing fence, west side of field anchor 25 posts into the existing sidewalk. This quote includes no gates but could be figured in easily if needed in any location.		
			<b>\$37900.00</b>

**Price includes all supplies, delivery of supplies, and installation labor.**

This is a quotation on the goods named, subject to the conditions noted below: This price will be honored for 15 days from the date of the quote. We are NOT responsible for modification of existing fence posts (post or concrete footing), relocation of sprinkler lines, utility lines (gas, power or fiber etc.), or existing fences unless otherwise noted within the quote. If the final payment is not made within 1 month of completing the project and no other arrangements were agreed upon and if legal matters occur, the client may also cover the costs associated with legally resolving the matter.

**THANK YOU FOR YOUR BUSINESS!**

# WESTERN FENCE CO.

1935 S FREMONT DR. SALT LAKE CITY, UT 84104

801-506-0560

## INVOICE #

Bill to		Ship to	
Customer	NS REC	Recipient	Jaycie Diston
Customer ID#	8675309	Address	270 S BEACON HILL DRIVE
Address	P.O. Box 783 Coalville, UT 84017	Phone	435 336 7322
Phone	435-336-7322		
Payment Due		Delivery Date	TBD
Salesperson	Luca Richter	Shipping Method	Delivery
Payment Terms	Cash or check	Shipping Terms	Returns not accepted

Qty.	Item#	Description	Unit price	Discount	Line total
1110'	00	Black vinyl wrap chain-link 6'	45.00		49950.00
25		Posts	69.97		1749.25
1		Delivery/ Install			2500.00
Total Discount				0	
Subtotal				54199.25	
Sales Tax					
				Total	54199.25

Thank you for your business!



## Administrative Assistant

### Job Description:

The Administrative Assistant supports the NSRSSD Director and NSRSSD board members. This role requires a combination of analytical skills, critical thinking, and effective communication to support various business functions such as budget monitoring resident/guest services and contribute to strategic planning. Works closely with NSRSSD director to identify trends, opportunities, and areas for improvement, helping the organization achieve its goals and objectives.

#### TYPICAL DUTIES:

Administrative functions which may include but not limited to; budget monitoring, purchasing, clerical support, and review accuracy of invoices by reaching out to the vendors to ensure everything is accounted for. Monitor directed budget line items through processes such as purchase order payments, department recommendations and purchases.

Develop and maintain complex filing systems, and keep orderly records as assigned. Provides back-up support by sorting and distributing incoming and outgoing information, including mail, when necessary.

Work closely with teams across departments to understand their data requirements and provide support. Collaborate with IT, finance, and other relevant teams to ensure data accuracy and consistency.

Other duties as assigned.

#### MINIMUM QUALIFICATIONS:

High school diploma or equivalent

4 years' work experience in an office or administrative setting performing clerical, administrative, and word processing, OR four years education from an accredited educational program with one year work experience in an office or administrative setting performing clerical, administrative, and word processing. QuickBooks software proficient is required.

Skill in operating a variety of office equipment.

**PREFERRED QUALIFICATIONS:**

Experience working in a public sector organization.

Associate degree in related field.

2 or more years of experience in QuickBooks, word processing, excel spreadsheets and a typing speed of 60 net words per minute or better.

**WORKING CONDITIONS:**

The employee is required to communicate information and ideas clearly, both verbally and in writing, so others will understand.

The employee is frequently required to see and observe details at close range.

Work is performed primarily working from home setting.

Frequent exposure to stressful situations while working with contractors and community members.

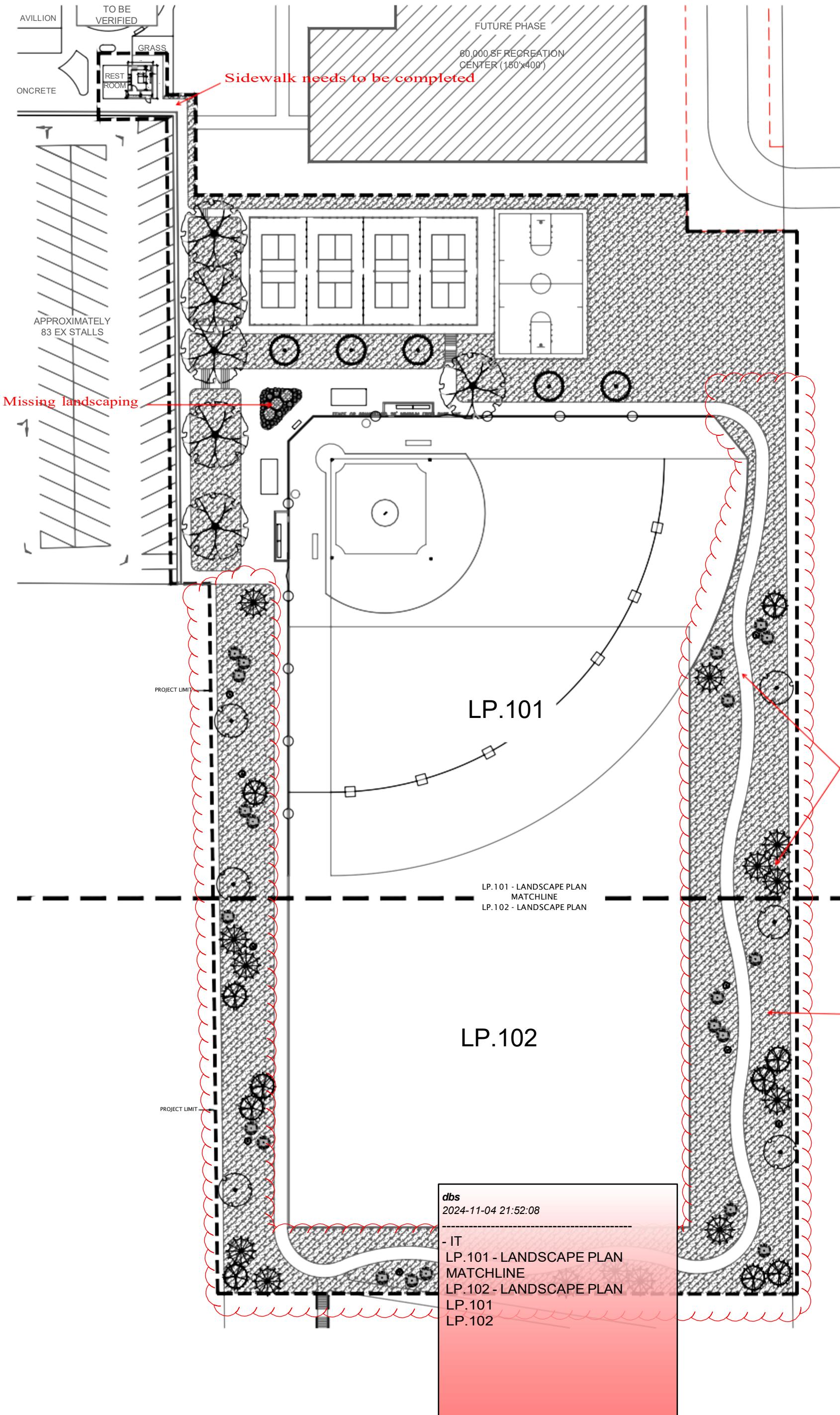
May require small amounts of travel to and from meetings, trainings, and events.

# NORTH SUMMIT RECREATION NSSRD OUTDOOR SPORTS COMPLEX

235 S Beacon Hill Dr,  
Coalville, UT 84017

DESIGN REVIEW- NOT FOR CONSTRUCTION

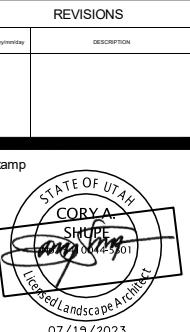
PLANT SCHEDULE	
DECIDUOUS TREES	BOTANICAL / COMMON NAME
	CERCIS CANADENSIS / EASTERN REDBUD
	MALUS X 'SPRING SNOW' / SPRING SNOW CRABAPPLE
	ZELKOVA SERRATA / SAWLEAF ZELKOVA
EVERGREEN TREES	BOTANICAL / COMMON NAME
	CUPRESSUS NOOTKATENSIS 'PENDULA' / WEEPING NOOTKA CYPRESS
	PICEA OMORICA / SERBIAN SPRUCE
	PICEA PUNGENS 'HOOPSII' / HOOPSII COLORADO SPRUCE
	PINUS SYLVESTRIS 'FASTIGIATA' / ERECT SCOTCH PINE
GROUND COVERS	BOTANICAL / COMMON NAME
	NATIVE CABIN BLEND BY GRANITE SEED / GRANITE SEED
	PLANTING BED / MULCH
NATIVE CABIN BLEND - SEED MIX:	
SPECIES	
MOUNTAIN BROME (BROMUS MARGINATUS)	
SLENDER WHEATGRASS (ELYMUS TRACHYCAULUS SSP. TRACHYCAULUS)	
SANDBERG BLUEGRASS (POA SECUNDA SSP. SANDBERGII)	
BIG BLUEGRASS (POA SECUNDA SSP. AMPLETUM)	
ROCKY MOUNTAIN BIG BLUEGRASS (POA SECUNDA SSP. MONTANA)	
WESTERN WHEATGRASS (PASCOPYRUM SMITHII)	
BLUEBUNCH WHEATGRASS (PSEUDOROGNERIA SPICATA SSP. SPICATA)	
WESTERN YARROW (ACHILLEA MILLEFOLIUM VAR. OCCIDENTALIS)*	
ROCKY MOUNTAIN PENSTEMON (PENSTEMON STRICTUS)*	
PRAIRIE CONEFLOWER (RATIBIDA COLUMBINERA)*	
COLORADO BLUE COLUMbine (AQUILEGIA COerulea)*	
ARROWLEAF BALSAMAM (BALSAMORHIZA SAGITTATA)*	
ROCKY MOUNTAIN BEARPAW (CLEOME SERRULATA)*	
BLUE FLAX (LINUM PERENNII)	
UTAH SERVICEBERRY (AMELANCHIER UTAHENSI)*	
BASIN BIG SAGEBRUSH (ARTEMISIA TRIDENTATA SSP. TRIDENTATA)*	
RUBBER RABBITBRUSH (ERICAMERIA NAUSEOSA)*	
ANTELOPE BITTERBRUSH (PURSHIA TRIDENTATA)*	
QUICKGUARD STERILE TRITICALE*	



LANDSCAPE  
PLAN

Drawing number

LP.100



Designed By: SS  
Drawn By: MTT\_BMP  
Date: 07/19/2023  
Checked By: CS  
Project No: 21-252  
Drawing Title

LANDSCAPE  
PLAN

Drawing number



NSSRD Financial Reporting  
October 2024

YTD Cash Flow	YTD Cash Position	Month-Month Change
<b>Cash gained: +\$122k</b>  $\$(-39)k$ Operating   $+\$83k$ County	<b>Cash Position: \$584k</b>  $\$156k$ Operating   $\$428k$ County	<b><math>\\$(17)k</math> cash reduction</b>  $\$+2k$ County (Interest Income) $\$(18)k$ Operating

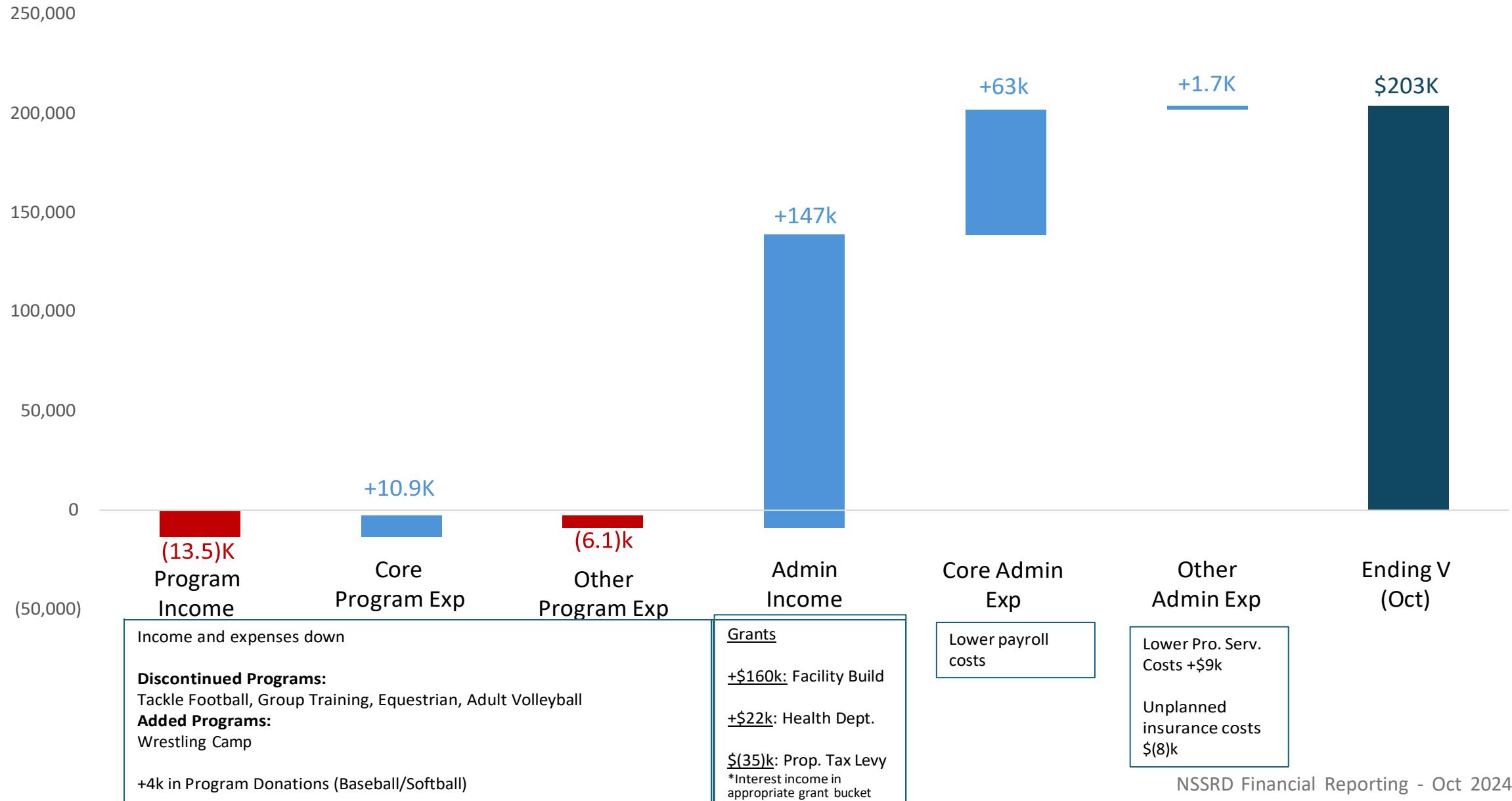
## YTD Program Highlights: $\$(28)k$ Program Income

Program Revenues: $\$46k$	Program Expenses: $\$(52)k$	Grants & Overheads: $\$(21)k$
$\$42k$ Registrations   $+4k$ Donations	$\$(20)k$ Personnel   $\$(20)k$ Uniforms   $\$(12)k$ Misc.	$\$59k$ Tax Levy   $\$(80)k$ Administrative

Note: most of Misc. category were for grand opening expenses

# YTD Income Statement V Walk

(With facility build grant income)



# YTD Income Statement V Walk

(Sans facility build grant income)

500,000

250,000

200,000

150,000

100,000

50,000

0

(50,000)

**(13.5)K**  
Program Income

**+10.9K**  
Core Program Exp

**(6.1)k**  
Other Program Exp

**(13)k**  
Admin Income

**+63K**  
Core Admin Exp

**+1.7K**  
Other Admin Exp

**\$43K**  
Ending V (Oct)

Income and expenses down

**Discontinued Programs:**

Tackle Football, Group Training, Equestrian, Adult Volleyball

**Added Programs:**

Wrestling Camp

+4k in Program Donations (Baseball/Softball)

Grants

+\$22k: Health Dept.

\$(35)k: Prop. Tax Levy

\*Interest income in appropriate grant bucket

Lower payroll costs

Lower Pro. Serv. Costs +\$9k

Unplanned insurance costs \$(8)k

# Program Snapshot

## 2024 YTD Program Snapshot

### Month 10

Program Metrics	Total	Baseball & Softball	Basketball	Basketball Camp	Flag Football	Soccer	Tackle Football	Wrestling Camp	Youth Volleyball	New Program Dev	Park Reservation
<b>Total Program: \$s</b>											
Registration Income	43,012.92	11,415.00	9,190.28	8,067.76	5,250.00	6,114.88	0.00	300.00	2,450.00	75.00	150.00
Scholarships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Donations	4,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Registration Trans. Fees	(1,290.50)	(342.48)	(275.73)	(242.05)	(157.51)	(183.46)	0.00	(9.00)	(73.51)	(2.25)	(4.50)
Revenue Subtotal	45,722.42	15,072.52	8,914.55	7,825.71	5,092.49	5,931.42	0.00	291.00	2,376.49	72.75	145.50
Officials and Referees	(9,704.55)	(1,844.95)	(3,014.10)	(2,512.50)	(1,136.00)	0.00	(19.50)	0.00	(1,177.50)	0.00	0.00
Director	(10,177.41)	(1,700.00)	(1,600.00)	(3,687.41)	(1,500.00)	(690.00)	0.00	0.00	(1,000.00)	0.00	0.00
Assistant Director	(500.00)	0.00	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Uniforms	(19,407.50)	(6,035.00)	(5,901.00)	(1,237.50)	(1,860.00)	(2,414.00)	(1,000.00)	0.00	(960.00)	0.00	0.00
Program Misc. Expense	(12,673.45)	(753.90)	0.00	0.00	0.00	(1,264.58)	0.00	0.00	(195.94)	(10,459.03)	0.00
Expense Subtotal	(52,462.91)	(10,333.85)	(11,015.10)	(7,437.41)	(4,496.00)	(4,368.58)	(1,019.50)	0.00	(3,333.44)	(10,459.03)	0.00
Total Program	(6,740.49)	4,738.67	(2,100.55)	388.30	596.49	1,562.84	(1,019.50)	291.00	(956.95)	(10,386.28)	145.50
Property Tax Revenue	51,333.72										
Interest Income	7,806.29										
NSSRD Overhead	(80,632.12)										
Total NSSRD Program	(28,232.60)										
Correction for PY revenue from CY program	(9,535.00)	Note: \$9,535 of <b>Baseketball</b> registration income shown in this table -originated in 2023 and does not show in the 2024 CF/IS Reporting									
Total NSSRD YTD Cash Flow	(37,767.60)										

# YTD Account Positions

Year	2024	Grants for Park Build	Op Savings	Zion's Op Checking	Total	Total Sans Grant
Month	10	PTIF 8654	PTIF 8079	Business Growth Checking		
<b>YTD Account Cashflow</b>						
County Health Dept Grant	PTIF 8639					
Beginning Balance	1,229.65	267,812.83	180,824.45	12,485.83	462,352.76	194,539.93
Xfer: Zions into PTIF	22,570.05	713,146.60	(2,500.00)	(733,216.65)	-	(713,146.60)
Xfer: PTIF into Zions	(12,937.01)	(568,308.00)	(83,500.00)	664,745.01	-	568,308.00
Xfer: Zions Out (Pay for Build)	-	-	-	(569,253.67)	(569,253.67)	(569,253.67)
Registration Income	-	-	-	33,477.92	33,477.92	33,477.92
Program Donations	-	-	-	4,000.00	4,000.00	4,000.00
Scholarships	-	-	-	-	-	-
Officials and Referees	-	-	-	(9,704.55)	(9,704.55)	(9,704.55)
Director	-	-	-	(10,177.41)	(10,177.41)	(10,177.41)
Assistant Director	-	-	-	(500.00)	(500.00)	(500.00)
Uniforms	-	-	-	(19,407.50)	(19,407.50)	(19,407.50)
Registration Transaction Fees	-	-	-	(1,290.50)	(1,290.50)	(1,290.50)
Sportsman Registration Softwar	-	-	-	-	-	-
New Program Development	-	-	-	-	-	-
Program Misc. Expense	-	-	-	(12,673.45)	(12,673.45)	(12,673.45)
Property Taxes	-	-	28,930.72	-	28,930.72	28,930.72
County Grant	-	-	-	713,146.60	713,146.60	713,146.60
Health Dept. Grant	-	-	-	22,403.00	22,403.00	22,403.00
Interest Income	325.08	15,477.28	7,481.21	-	23,283.57	7,806.29
Employees	-	-	-	(63,612.86)	(63,612.86)	(63,612.86)
Payroll Fee	-	-	-	-	-	-
FICA/Medicare	-	-	-	-	-	-
Unemployment Tax	-	-	-	(170.97)	(170.97)	(170.97)
Bank Charges	-	-	-	(153.00)	(153.00)	(153.00)
Depreciation Expenses	-	-	-	-	-	-
Office Supplies	-	-	-	(649.56)	(649.56)	(649.56)
Professional Services	-	-	-	(5,978.82)	(5,978.82)	(5,978.82)
Utilities	-	-	-	(1,503.54)	(1,503.54)	(1,503.54)
Interest Expense	-	-	-	-	-	-
Misc.	-	-	-	(407.39)	(407.39)	(407.39)
Insurance	-	-	-	(8,155.98)	(8,155.98)	(8,155.98)
<b>Total</b>	<b>11,187.77</b>	<b>428,128.71</b>	<b>131,236.38</b>	<b>13,402.51</b>	<b>583,955.37</b>	<b>155,826.66</b>
Change	9,958.12	160,315.88	(49,588.07)	916.68	121,602.61	(38,713.27)

# Month End Account Positions

Year	2024
Month	10

Monthly Account Cashflow						
	County Health Dept Grant PTIF 8639	Grants for Park Build PTIF 8654	Op Savings PTIF 8079	Zion's Op Checking Business Growth Checking	Total	Total Sans Grant
Beginning Balance	11,140.11	426,597.18	141,642.49	21,475.42	600,855.20	174,258.02
Xfer: Zions into PTIF	-	-	-	-	-	-
Xfer: PTIF into Zions	-	-	(11,000.00)	11,000.00	-	-
Xfer: Zions Out (Pay for Build)	-	-	-	-	-	-
Registration Income	-	-	-	110.00	110.00	110.00
Program Donations	-	-	-	-	-	-
Scholarships	-	-	-	-	-	-
Officials and Referees	-	-	-	-	-	-
Director	-	-	-	(690.00)	(690.00)	(690.00)
Assistant Director	-	-	-	-	-	-
Uniforms	-	-	-	-	-	-
Registration Transaction Fees	-	-	-	(136.25)	(136.25)	(136.25)
Sportsman Registration Softwar	-	-	-	-	-	-
New Program Development	-	-	-	-	-	-
Program Misc. Expense	-	-	-	(4,329.98)	(4,329.98)	(4,329.98)
Property Taxes	-	-	-	-	-	-
County Grant	-	-	-	-	-	-
Health Dept. Grant	-	-	-	-	-	-
Interest Income	47.66	1,531.53	593.89	-	2,173.08	641.55
Employees	-	-	-	(13,656.55)	(13,656.55)	(13,656.55)
Payroll Fee	-	-	-	-	-	-
FICA/Medicare	-	-	-	-	-	-
Unemployment Tax	-	-	-	(55.88)	(55.88)	(55.88)
Bank Charges	-	-	-	-	-	-
Depreciation Expenses	-	-	-	-	-	-
Office Supplies	-	-	-	(40.04)	(40.04)	(40.04)
Professional Services	-	-	-	(27.87)	(27.87)	(27.87)
Utilities	-	-	-	(112.12)	(112.12)	(112.12)
Interest Expense	-	-	-	-	-	-
Misc.	-	-	-	(134.22)	(134.22)	(134.22)
Insurance	-	-	-	-	-	-
<b>Total</b>	<b>11,187.77</b>	<b>428,128.71</b>	<b>131,236.38</b>	<b>13,402.51</b>	<b>583,955.37</b>	<b>155,826.66</b>
Change	47.66	1,531.53	(10,406.11)	(8,072.91)	(16,899.83)	(18,431.36)



North Summit Recreation Special Service District  
Special Meeting Minutes  
**Monday, October 14, 2024**

Summit County Courthouse, Conference Room 001 (1<sup>st</sup> Floor),  
Virtual Meeting via Zoom  
Meeting ID: 880 9625 7734  
60 North Main Street, Coalville, Utah

1 **Board Members in Attendance:** Wes Chappell, Charity Richins, Cynthia Sipe and Jana  
2 Johnson. Board members participated electronically via Zoom and at anchor location.  
3  
4 **Absent:** Dana Jones, Brian Zwahlen, Tyler Orgill, Ryan Stack.  
5  
6 **Staff Present:** Jaycie Diston. Director Staff participated electronically via Zoom and at anchor  
7 location.  
8  
9 **Attending Guests:** None  
10

11 **CALL TO ORDER**

12 The meeting of October 14, 2024, was called to order at 6:04 pm. By Chair Charity Richins.  
13

14 **WORK SESSION**

15 Update/review the status of NSRSSD Programs

16 Updated by Jaycie Diston.

17 Youth Soccer ends tonight October 14, we had a great season was able to finish it off on the new  
18 field. We have Martin Saucedo coming to do a soccer camp for ages 5-12<sup>th</sup> grade. Basketball  
19 camp will coming as well. Talking about delaying youth basketball program until after the  
20 holidays. The other districts don't start until after the holidays.  
21

22 Beacon Hill Project Update

23 Discussion of vandalism at the Beacon Hill play ground. Drinking fountain has been broken  
24 again. Water has been shut off to the drinking fountain until we can get it taken care of.

25 Discussion of cement barriers to help protect the drinking fountain.

26 Security cameras are being installed, we are going to try non wifi cameras & if they don't work  
27 well we will look into getting wifi to be able to have different cameras.  
28

29  
30 Discussion of 2025 DRAFT budget.  
31 Jaycie, Dana, Charity met to go over 2024/2025 budget. Discussion of budget for 2025.  
32 Discussion of some corrections that need to be made, interest income, add bank charges, and  
33 increases compensation for officials/refs.  
34  
35 Discussions of bookkeeping and financial reporting job scope of work.  
36 Discussion of bookkeeping services that are needed for NSRSSD. Part-time contracted employee  
37 1099. Less than 10 hours of work a month. Recommendation to the board by Jaycie was to hire a  
38 bookkeeper, to be able to do payroll, data entry, banking. Discussion of job description and will  
39 bring this to the board next meeting.  
40  
41  
42 **Public Input- None**  
43  
44 **Consideration for Approval**  
45  
46 **Review and possible approval of 2025 DRAFT Budget.**  
47  
48 **MOTION:** To approve 2025 DRAFT Budget [Wes/Cindy] All in favor: Chappell, C.Richins,  
49 Sipe, Johnson. None Opposed. Abstain: None. Absent: Orgill, Jones, Zwahlen. Motion carries  
50  
51  
52 **Review and possible approval of September 2024 financials.**  
53  
54 **MOTION:** To approve financials from September 2024 [Jana,Charity] All in favor: Chappell,  
55 C.Richins, Sipe, Johnson. None Opposed. Abstain: None. Absent: Jones,Orgill, Zwahlen. Motion  
56 carries  
57  
58 **Discussion and possible approval of September 09, 2024 meeting minutes.**  
59 Board members received draft minutes from 09/09/24 Board meeting in their Board packet prior  
60 to the meeting.  
61  
62 **MOTION:** To approve minutes from September 9, 2024 [Wes/Tyler] All in favor: Chappell,  
63 Sipe, Johnson, C.Richins. None Opposed. Abstain: None. Absent: Jones, Zwahlen, Orgill.  
64 Motion carries.  
65  
66  
67 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**  
68  
69 At 7:27 pm, Chair Charity Richins called for a motion to adjourn the meeting.  
70  
71 **MOTION:** To adjourn the meeting of October 14 ,2024. [Wes/Cindy] All in favor: Sipe,  
72 Johnson, C.Richins, Chappell. None Opposed. Abstain: None. Absent: Zwahlen, Orgill, Jones.  
73 Motion carries.  
74

75  
76  
77  
78  
79

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80  
81 Minutes prepared by Jaycie Diston

82  
83 Clerk/Board Chair Approval: \_\_\_\_\_