



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 (1st 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 Hil 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

Quote Date: 9/19/24

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

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.		
			\$37900.00

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:

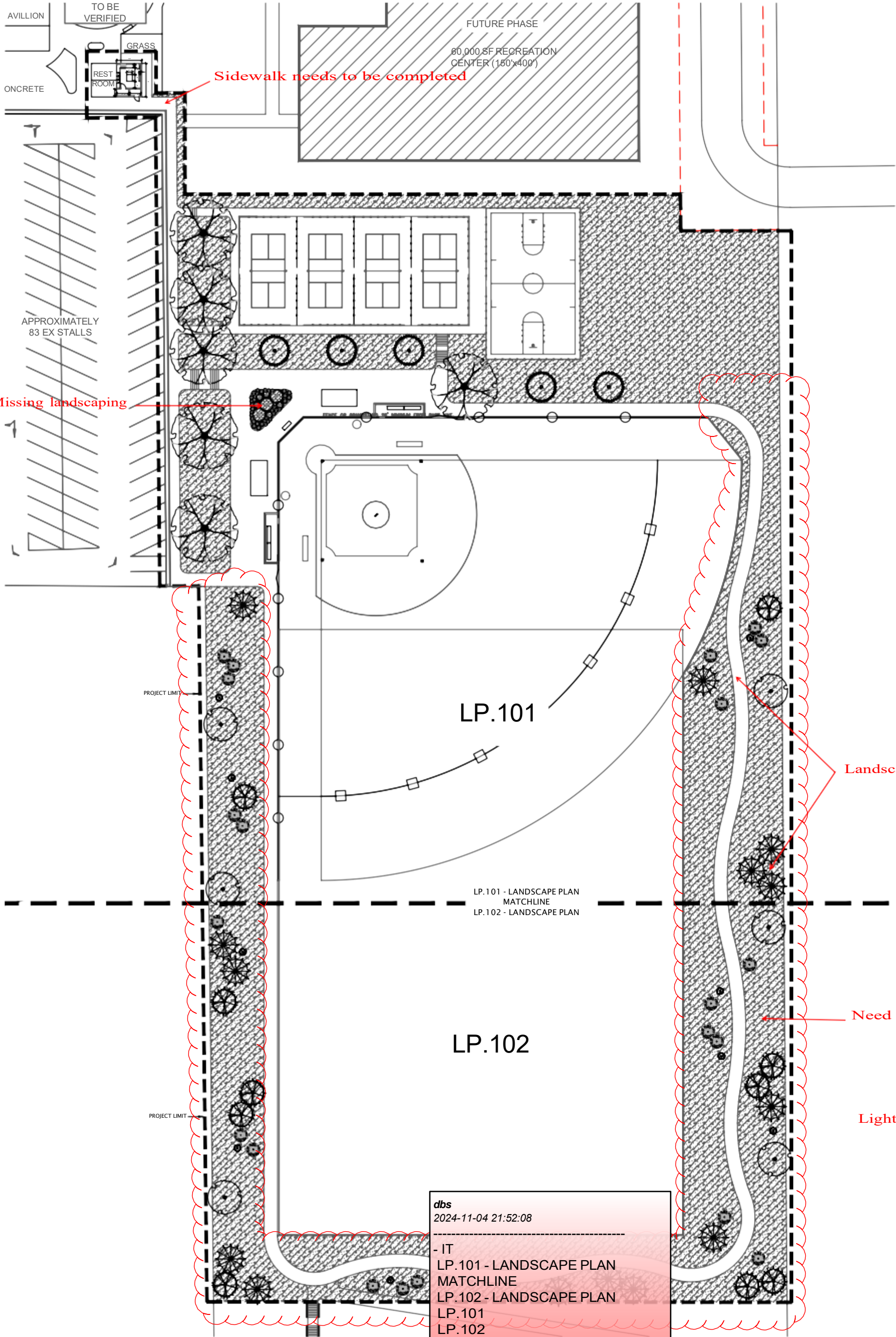
The employee is required to communicate information and ideas clearly, both verbally and in writing, so others will understand.

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.



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 OMORIKA / 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 SPP. TRACHYCAULUS)
SANDBERG BLUEGRASS (POA SECUNDA SPP. SANDBERGII)
BIG BLUEGRASS (POA SECUNDA SPP. AMPLA)
ROCKY MOUNTAIN FESCUE (FESTUCA SAXIMONTANA)
WESTERN WHEATGRASS (PASCOPYRUM SMITHII)
BLUEBUNCH WHEATGRASS (PSEUDOROEGNERIA SPICATA SPP. SPICATA)
WESTERN YARROW (ACHILLEA MILLEFOLIUM VAR. OCCIDENTALIS)*
ROCKY MOUNTAIN PENSTEMON (PENSTEMON STRICTUS)*
PRAIRIE CONEFLOWER (RATIBIDA COLUMNIFERA)*
COLORADO BLUE COLUMBINE (AQUILEGIA COERULEA)*
ARROWLEAF BALSAMROOT (BALSAMORHIZA SAGITTATA)*
ROCKY MOUNTAIN BEERPLANT (CLEOME SERRULATA)*
BLUE FLAX (LINUM PERENNE)*
UTAH SERVICEBERRY (AMELANCHIER UTAHENSIS)*
BASIN BIG SAGEBRUSH (ARTEMISIA TRIDENTATA SPP. TRIDENTATA)*
RUBBER RABBITBRUSH (ERICAMERIA NAUSEOSA)*
ANTELOPE BITTERBRUSH (PURSHIA TRIDENTATA)*
QUICKGUARD STERILE TRITICALE*

DESIGN REVIEW- NOT FOR CONSTRUCTION

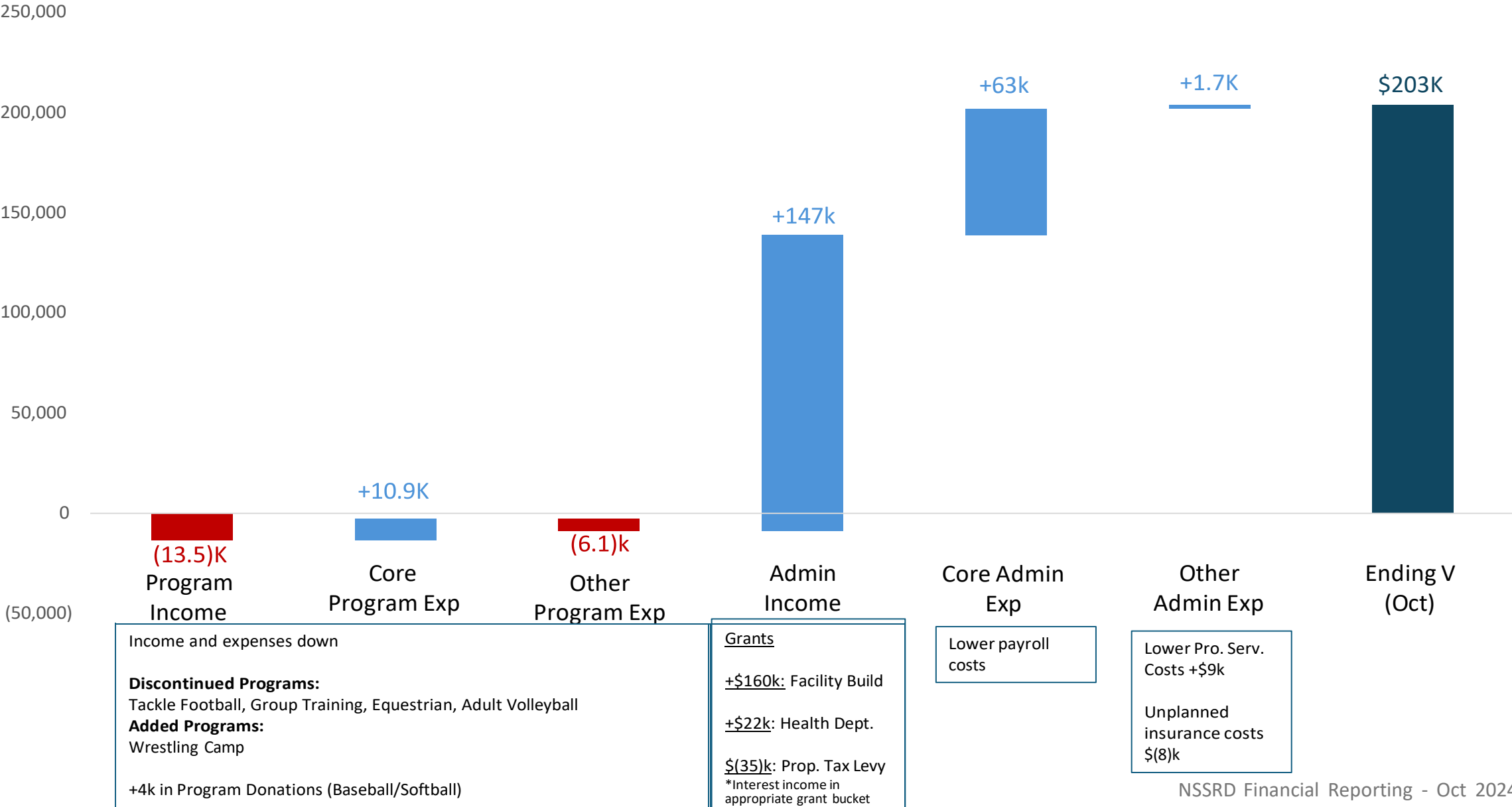


NSSRD Financial Reporting
October 2024

YTD Cash Flow	YTD Cash Position	Month-Month Change
<p>Cash gained: +\$122k</p> <p>\$(39)k Operating +\$83k County</p>	<p>Cash Position: \$584k</p> <p>\$156k Operating \$428k County</p>	<p>\$(17)k cash reduction</p> <p>\$+2k County (Interest Income) \$(18)k Operating</p>
<p>YTD Program Highlights: \$(28)k Program Income</p>		
<p>Program Revenues: \$46k</p> <p>\$42k Registrations +4k Donations</p>	<p>Program Expenses: \$(52)k</p> <p>\$(20)k Personnel \$(20)k Uniforms \$(12)k Misc.</p> <p>Note: most of Misc. category were for grand opening expenses</p>	<p>Grants & Overheads: \$(21)k</p> <p>\$59k Tax Levy \$(80)k Administrative</p>
<p>NSSRD Financial Reporting - Oct 2024 YTD</p>		

YTD Income Statement V Walk

(With facility build grant income)



YTD Income Statement V Walk

(Sans facility build grant income)

300,000

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
Total Program: \$\$											
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	** Excludes Interest Earned on County Grant Savings									
NSSRD Overhead	(80,632.12)	** Excludes Depreciation Expense									
Total NSSRD Program	(28,232.60)										
Correction for PY revenue from CY progr	(9,535.00)	Note: \$9,535 of Baseketball 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					
Month	10					
YTD 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	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)
Total	11,187.77	428,128.71	131,236.38	13,402.51	583,955.37	155,826.66
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						
	Country Health Dept Grant	Grants for Park Build	Op Savings	Zion's Op Checking		
	PTIF 8639	PTIF 8654	PTIF 8079	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	-	-	-	-	-	-
Total	11,187.77	428,128.71	131,236.38	13,402.51	583,955.37	155,826.66
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 (1st Floor),
Virtual Meeting via Zoom
Meeting ID: 880 9625 7734
60 North Main Street, Coalville, Utah

Board Members in Attendance: Wes Chappell, Charity Richins, Cynthia Sipe and Jana Johnson. Board members participated electronically via Zoom and at anchor location.

Absent: Dana Jones, Brian Zwahlen, Tyler Orgill, Ryan Stack.

Staff Present: Jaycie Diston. Director Staff participated electronically via Zoom and at anchor location.

Attending Guests: None

CALL TO ORDER

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

WORK SESSION

Update/review the status of NSRSSD Programs

Updated by Jaycie Diston.

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

Beacon Hill Project Update

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

Discussion of cement barriers to help protect the drinking fountain.

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

Discussion of 2025 DRAFT budget.

Jaycie, Dana, Charity met to go over 2024/2025 budget. Discussion of budget for 2025.

Discussion of some corrections that need to be made, interest income, add bank charges, and increases compensation for officials/refs.

Discussions of bookkeeping and financial reporting job scope of work.

Discussion of bookkeeping services that are needed for NSRSSD. Part-time contracted employee 1099. Less than 10 hours of work a month. Recommendation to the board by Jaycie was to hire a bookkeeper, to be able to do payroll, data entry, banking. Discussion of job description and will bring this to the board next meeting.

Public Input- None

Consideration for Approval

Review and possible approval of 2025 DRAFT Budget.

MOTION: To approve 2025 DRAFT Budget [Wes/Cindy] All in favor: Chappell, C.Richins, Sipe, Johnson. None Opposed. Abstain: None. Absent: Orgill, Jones, Zwahlen. Motion carries

Review and possible approval of September 2024 financials.

MOTION: To approve financials from September 2024 [Jana,Charity] All in favor: Chappell, C.Richins, Sipe, Johnson. None Opposed. Abstain: None. Absent: Jones,Orgill, Zwahlen. Motion carries

Discussion and possible approval of September 09, 2024 meeting minutes.

Board members received draft minutes from 09/09/24 Board meeting in their Board packet prior to the meeting.

MOTION: To approve minutes from September 9, 2024 [Wes/Tyler] All in favor: Chappell, Sipe, Johnson, C.Richins. None Opposed. Abstain: None. Absent: Jones, Zwahlen, Orgill. Motion carries.

BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS

At 7:27 pm, Chair Charity Richins called for a motion to adjourn the meeting.

MOTION: To adjourn the meeting of October 14 ,2024. [Wes/Cindy] All in favor: Sipe, Johnson, C.Richins, Chappell. None Opposed. Abstain: None. Absent: Zwahlen, Orgill, Jones. Motion carries.

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Minutes prepared by Jaycie Diston

Clerk/Board Chair Approval: _____