



## **AGENDA**

### **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, November 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.

b. Discussion of Beacon Hill bathrooms/garbage's.

c. Establish Nominating Committee for 2026 Board Officers.

d. Discussion of 2026 Board Meeting Schedule.

**4. Public Input.**

**5. Consideration for Approval:**

- a. Review & possible approval of 2026 Board Meeting Schedule.
- b. Review and possible approval of October 13, 2025, meeting minutes.
- c. Review & possible approval of October financials.

cf

**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



North Summit Recreation Special Service District  
Meeting Minutes

**Monday, October 13, 2025.**

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

**Board Members in Attendance:** Jana Johnson, Charity Richins, Dana Jones, Cynthia Sipe, Chantal Guadarrama, & Tyler Orgill.

Board members participated electronically via Zoom and at and or location.

**Absent:** None

**Staff Present:** Ryan Stack, Summit County Attorney. Jaycie Diston Director. Staff participated electronically via Zoom and at anchor location.

**Attending Guests:** Wes Chappell

Called meeting to order by Vice Chair Tyler Orgill. 6:05 P.M.

**WORK SESSION**

Open Meeting Training by Summit County Attorney Ryan Stack

Update/review the status of NSRSSD Programs by Jaycie Diston.

Youth Soccer league ended last week. Our Numbers are down from last year to this year.

We will be doing two youth basketball camps in November & December.

Jr. Jazz Registration will be coming out November 1<sup>st</sup>.

Looking into doing a Adult Basketball Tournament. Alumni Games.

Discussion of 2026 Budget- Wes Chappell

Wes C, created a powerpoint presentation to go over 2026 budget,review 2025 budget/actuals.

Discussion of budget.

**Public Input- None**

**Consideration for Approval.**

**Discussion & possible approval of 2026 Budget.**

**MOTION: To approve 2026 Budget. [Charity/Jana].**

All in favor:

D.Jones, T.Orgill, J. Johnson,C. Sipe., C. Guadarrama. C.Richins Abstain: None. Absent: None

**Discussion & possible approval of September Financials.**

**MOTION: To approve September financials. [Cindy/Jana].**

All in favor:

D.Jones, T.Orgill, J. Johnson,C. Sipe., C. Guadarrama. C.Richins. Abstain: None. Absent: None.

Motion Caries

Review and possible approval of October 13, 2025 meeting minutes.

**MOTION: To approve October 13 meeting minutes.** All in favor:

D.Jones, T.Orgill, J. Johnson,C. Sipe., C. Guadarrama. C.Richins. Abstain: None. Absent: None.

Motion Caries

## **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

**Open meetings act take place in October.**

At 7:52 pm, T.Orgill called for a motion to adjourn the meeting.

**MOTION:** To adjourn the meeting of October 13 ,2025. [Charity/Cindy] All in favor: Jones,

J. Johnson, C.Sipe, T. Orgill, C. Guadarrama. C.Richins. None Opposed. Abstain: None.

Absent: None.

**Meeting Minutes prepared by: Jaycie Diston**

**Clerk/Board Chair Approval:**\_\_\_\_\_



# NORTH SUMMIT

— RECREATION —

# October '25 Year-to-Date Financials



# YTD Budget Review

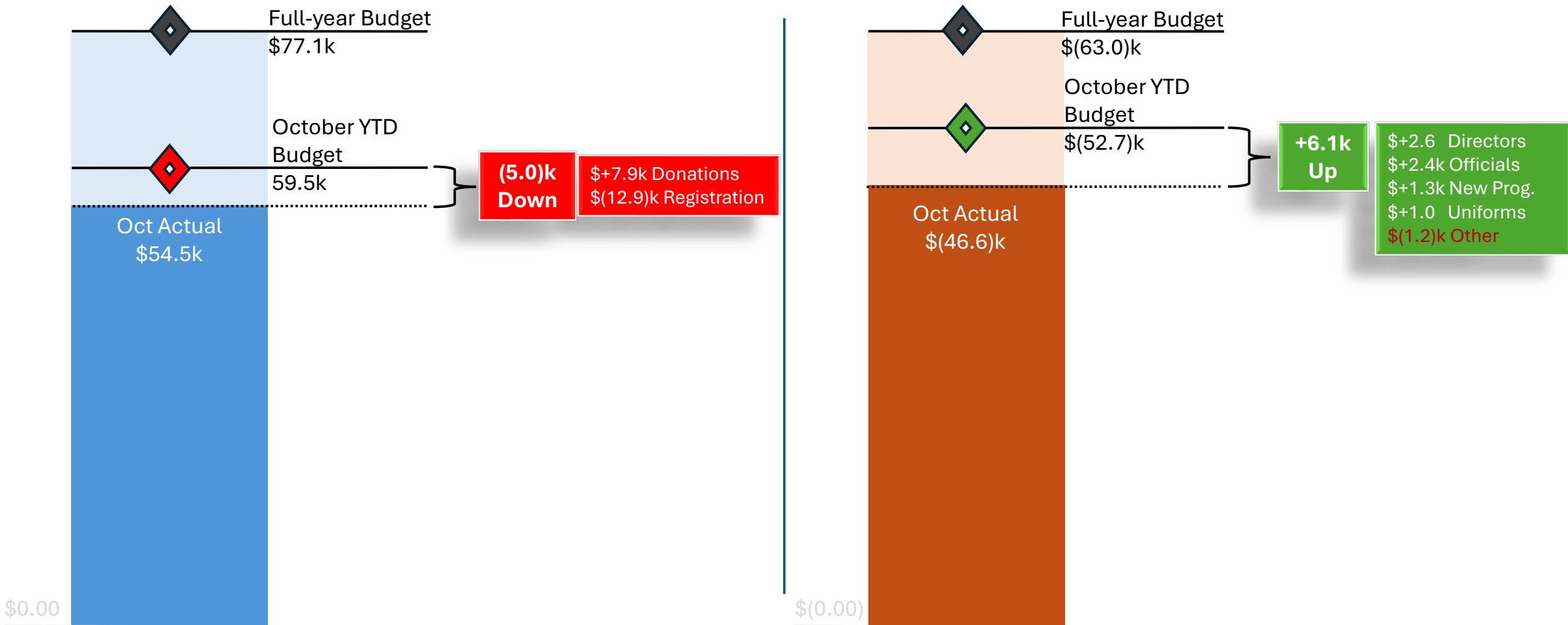


# YTD Program Revenue & Expense Review

Total Program  
Up \$1.1k  
to Plan

## Program Revenue

## Program Expense



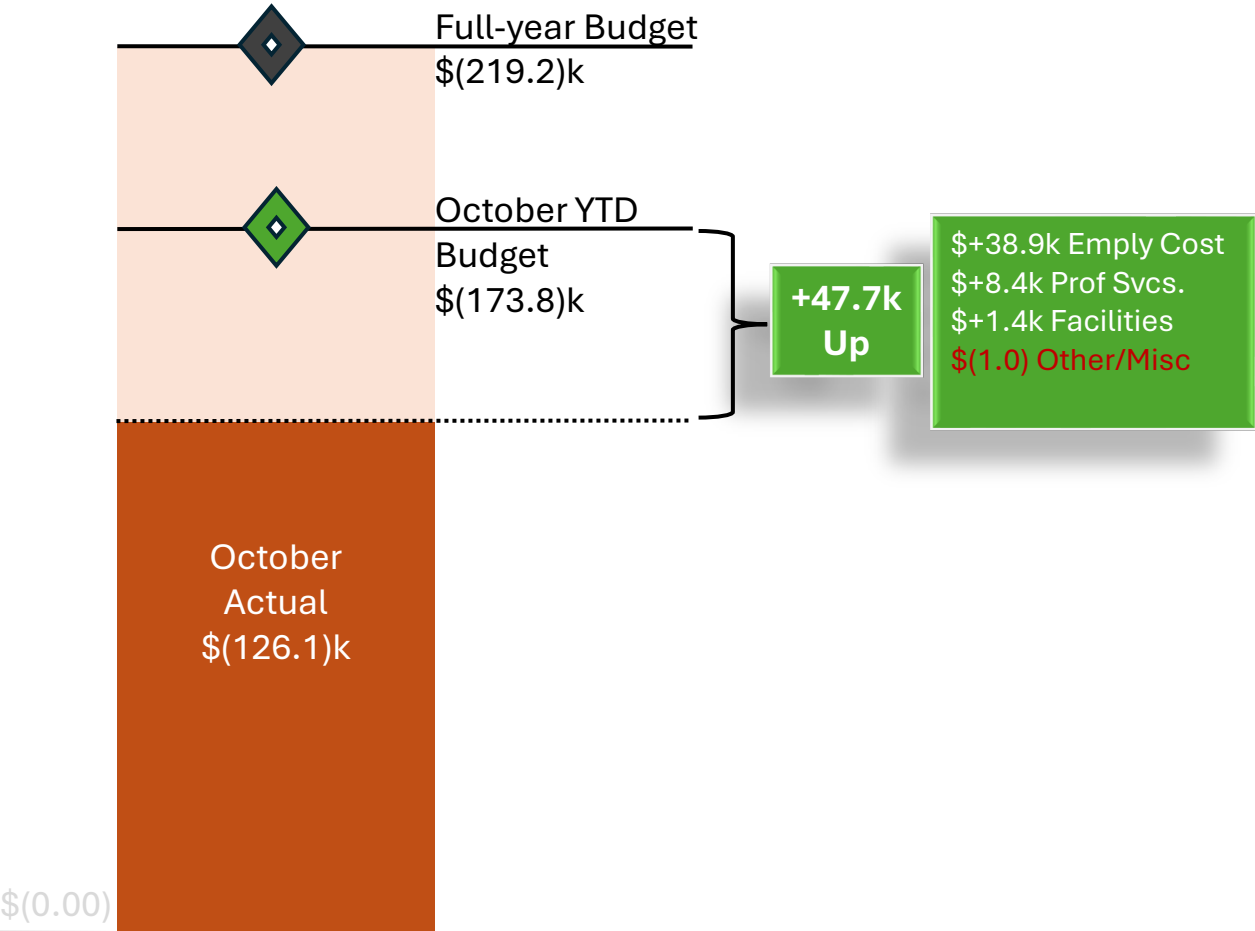
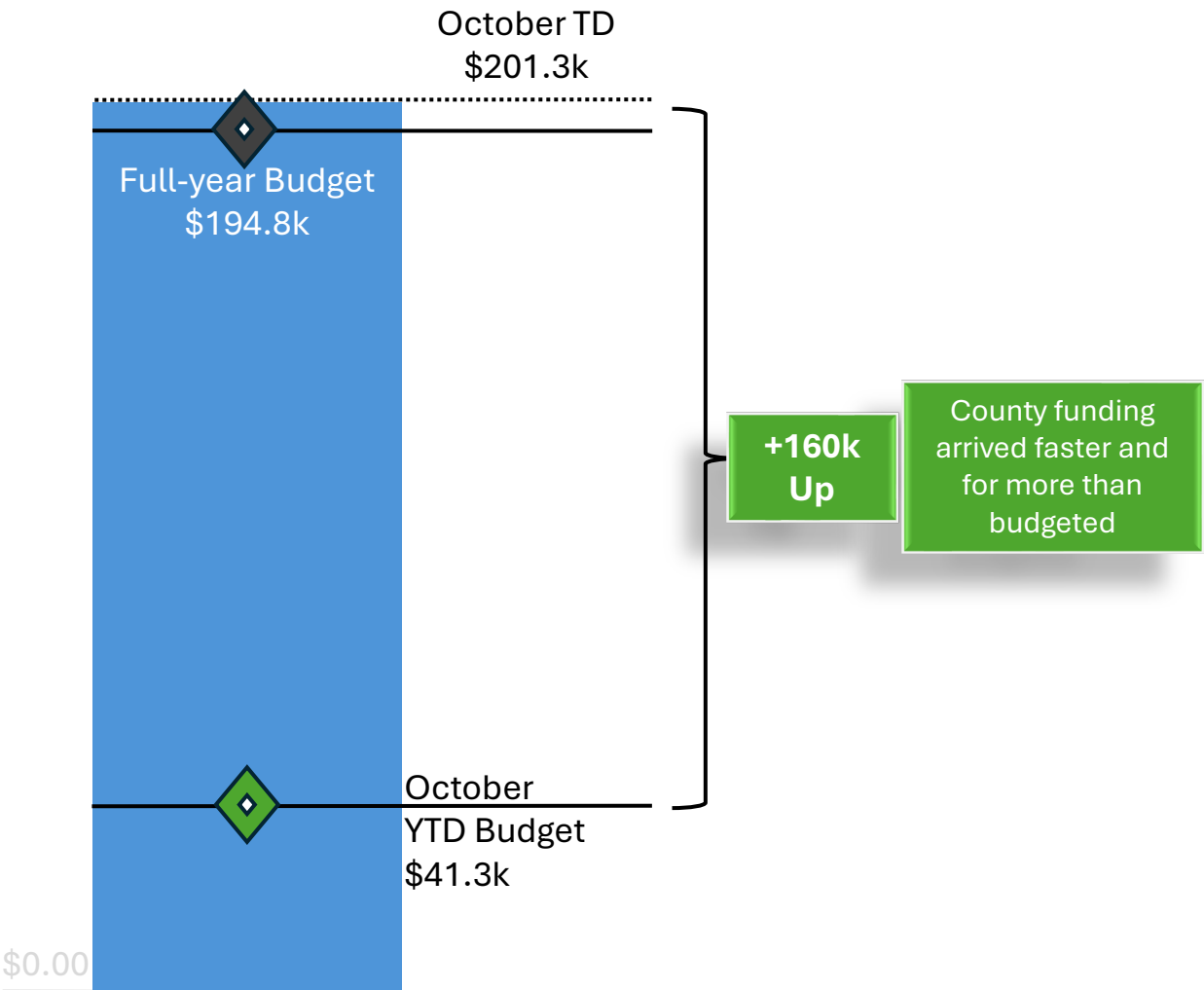


# YTD Other/Admin Revenue & Expense


Total Other/Admin  
Up \$+207.7k  
to Plan

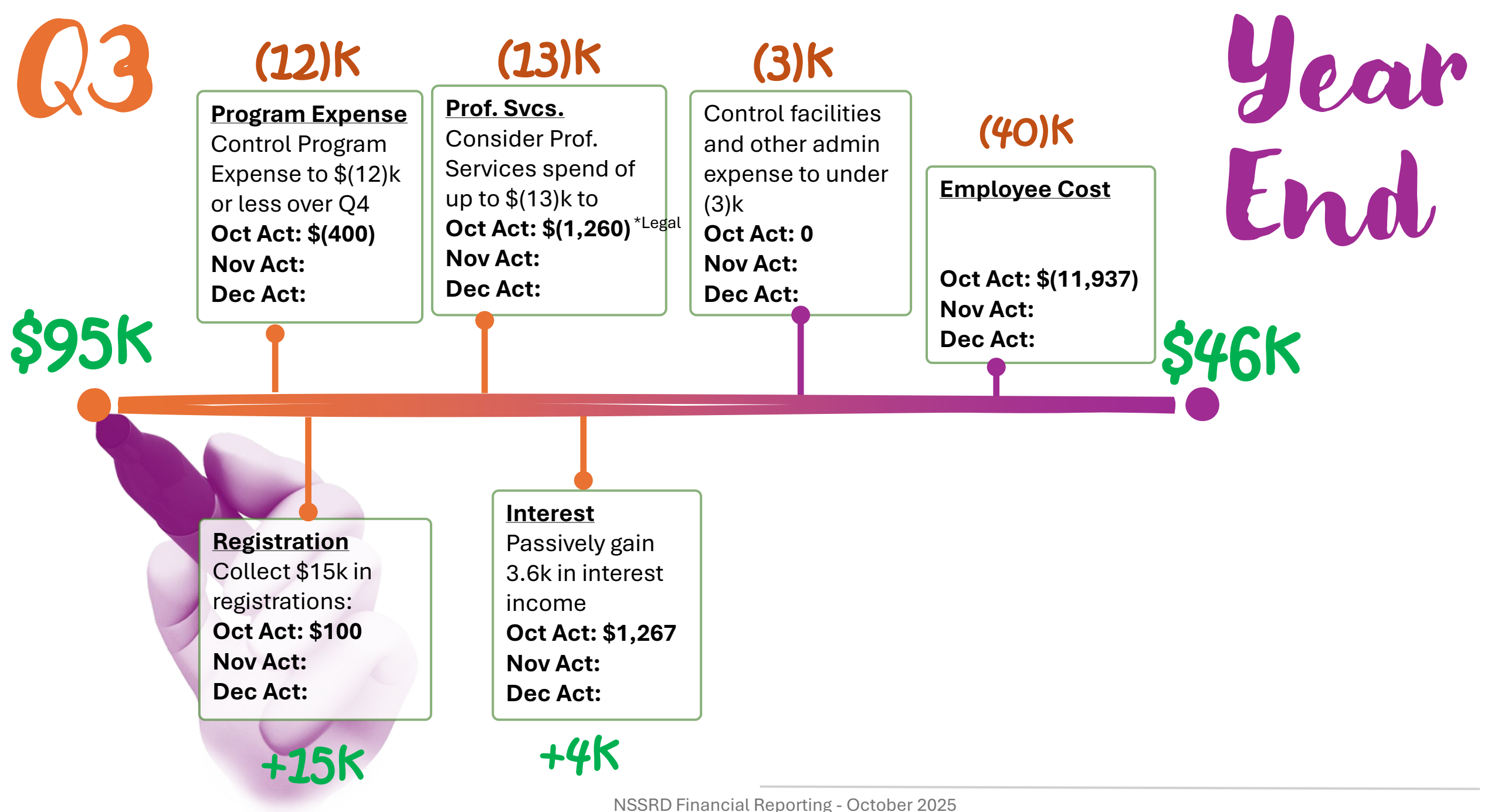
## Other/Admin Revenue

## Other/Admin Expense



# Year-end Estimate (10 months actual + 2 months estimate)





# P&L and Cashflows

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# YTD P&L

Year  
Month

2025  
10

## Year-to-Date - Budget to Actual - Income & Expense

	Budget	Actuals	\$V to Budget
<b>Revenue</b>			
<b>Recreation Programs Income</b>			
Registration Income	\$ 42,639	\$ 29,756	\$ (12,883)
Scholarships	\$ -	\$ -	\$ -
Donations	\$ 16,863	\$ 24,728	\$ 7,865
Net Registration Income:	\$ 59,502	\$ 54,484	\$ (5,018)
<b>Taxes &amp; Grant Funds</b>			
Property Taxes	\$ 35,865	\$ 187,613	\$ 151,748
County Grant	\$ -	\$ -	\$ -
Interest Income	\$ 5,447	\$ 13,718	\$ 8,272
Non Program Income	\$ 41,312	\$ 201,331	\$ 160,019
<b>Total Revenue</b>	<b>\$ 100,814</b>	<b>\$ 255,815</b>	<b>\$ 155,001</b>

<b>Expenses</b>			
<b>Administrative Expenses</b>			
<b>Compensation</b>			
Salary/Benefits	\$ (120,261)	\$ (102,278)	\$ 17,983
Part Time Employee	\$ (18,333)	\$ (3,365)	\$ 14,968
Employee Bonuses	\$ -	\$ -	\$ -
Payroll Fee	\$ (625)	\$ -	\$ 625
FICA/Medicare/WC	\$ (5,897)	\$ (43)	\$ 5,853
Mileage / PerDiem	\$ -	\$ (491)	\$ (491)
Total Compensation	\$ (145,116)	\$ (106,178)	\$ 38,938
<b>Other Administration</b>			
Bank Charges	\$ (208)	\$ (12)	\$ 196
Depreciation Expenses	\$ -	\$ -	\$ -
Office Supplies	\$ (833)	\$ (515)	\$ 318
Professional Services	\$ (15,061)	\$ (6,611)	\$ 8,450
Utilities	\$ (1,442)	\$ (1,509)	\$ (68)
Interest Expense	\$ -	\$ -	\$ -
Misc.	\$ (205)	\$ (1,198)	\$ (993)
Insurance	\$ (8,500)	\$ (9,040)	\$ (540)
Total Other Administrative Expenses:	\$ (26,249)	\$ (18,885)	\$ 7,364
Total Administrative Expenses:	\$ (171,365)	\$ (125,063)	\$ 46,302

Year  
Month

2025  
10

## Year-to-Date - Budget to Actual - Income & Expense

	Budget	Actuals	\$V to Budget
<b>Recreation Program Expenses</b>			
<b>Sub-Contractor</b>			
Officials and Referees	\$ (10,581)	\$ (8,207)	\$ 2,374
Director	\$ (10,205)	\$ (7,800)	\$ 2,405
Assistant Director	\$ (1,200)	\$ (990)	\$ 210
<b>Total Sub-Contractor</b>	<b>\$ (21,986)</b>	<b>\$ (16,997)</b>	<b>\$ 4,989</b>
<b>Other Expenses</b>			
Uniforms	\$ (19,583)	\$ (18,580)	\$ 1,003
Registration Transaction Fees	\$ (1,000)	\$ (1,723)	\$ (723)
Sportsman Registration Software	\$ -	\$ -	\$ -
New Program Development	\$ (4,167)	\$ (2,857)	\$ 1,310
Program Misc. Expense	\$ (6,000)	\$ (1,791)	\$ 4,209
Program Equipment	\$ -	\$ (4,659)	\$ (4,659)
<b>Total Other Expenses</b>	<b>\$ (30,750)</b>	<b>\$ (29,609)</b>	<b>\$ 1,141</b>
<b>Total Recreation Program Expenses:</b>	<b>\$ (52,736)</b>	<b>\$ (46,607)</b>	<b>\$ 6,130</b>
<b>Facility Expenses</b>			
<b>Maintenance &amp; Upkeep</b>			
Facilities Maintenance	\$ (2,500)	\$ (1,079)	\$ 1,421
<b>Total Facilities Expenses</b>	<b>\$ (2,500)</b>	<b>\$ (1,079)</b>	<b>\$ 1,421</b>
<b>Total Expenses</b>	<b>\$ (226,601)</b>	<b>\$ (172,749)</b>	<b>\$ 53,852</b>
<b>Change in Net Position</b>	<b>\$ (125,788)</b>	<b>\$ 83,066</b>	<b>\$ 208,854</b>

Year	2025
Month	10

### Year-to-Date 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 Accounts	Rec P&L
Beginning Balance	9,773.82	65,476.32	235,871.10	153,675.62	464,796.86	282,694.57
Xfer: Zions into PTIF	-	140,000.00	-	(140,000.00)	-	-
Xfer: PTIF into Zions	(7,707.00)	(94,500.00)	(95,000.00)	197,207.00	-	-
Xfer: Zions Out (Pay for Build)	-	-	-	(182,102.29)	(182,102.29)	-
Registration Income	-	-	-	29,755.95	29,755.95	29,755.95
Donations	-	-	-	24,728.00	24,728.00	24,728.00
Scholarships	-	-	-	-	-	-
County Grant	-	-	-	-	-	-
Property Taxes	-	-	87,612.66	100,000.00	187,612.66	187,612.66
Interest Income	244.35	3,169.82	10,304.18	-	13,718.35	13,718.35
Employee Compensation	-	-	(3,616.00)	(102,561.76)	(106,177.76)	(106,177.76)
Bank Charges	-	-	-	(12.00)	(12.00)	(12.00)
Depreciation Expenses	-	-	-	-	-	-
Office Supplies	-	-	-	(515.07)	(515.07)	(515.07)
Professional Services	-	-	-	(6,610.73)	(6,610.73)	(6,610.73)
Utilities	-	-	-	(1,509.37)	(1,509.37)	(1,509.37)
Misc.	-	-	-	(1,198.22)	(1,198.22)	(1,198.22)
Insurance	-	-	(9,040.00)	-	(9,040.00)	(9,040.00)
Sportsman Registration Software	-	-	-	-	-	-
Officials and Referees	-	-	-	(8,207.40)	(8,207.40)	(8,207.40)
Director	-	-	-	(7,800.00)	(7,800.00)	(7,800.00)
Assistant Director	-	-	-	(990.00)	(990.00)	(990.00)
Uniforms	-	-	-	(18,580.00)	(18,580.00)	(18,580.00)
Registration Transaction Fees	-	-	-	(1,722.50)	(1,722.50)	(1,722.50)
Sportsman Registration Software	-	-	-	-	-	-
New Program Development	-	-	-	(2,856.60)	(2,856.60)	(2,856.60)
Program Misc. Expense	-	-	-	(1,790.97)	(1,790.97)	(1,790.97)
Program Equipment	-	-	-	(4,659.20)	(4,659.20)	(4,659.20)
Facilities Maintenance	-	-	-	(1,079.20)	(1,079.20)	(1,079.20)
<b>Total</b>	<b>2,311.17</b>	<b>114,146.14</b>	<b>226,131.94</b>	<b>23,171.26</b>	<b>365,760.51</b>	<b>365,760.51</b>
Change	(7,462.65)	48,669.82	(9,739.16)	(130,504.36)	(99,036.35)	83,065.94



# Monthly P&L

Year  
Month

2025  
10

## Monthly - Budget to Actual - Income & Expense

	Budget	Actuals	\$V to Budget
<b>Revenue</b>			
<b>Recreation Programs Income</b>			
Registration Income	\$ 140	\$ 100	\$ (40)
Scholarships	\$ -	\$ -	\$ -
Donations	\$ -	\$ -	\$ -
Net Registration Income:	\$ 140	\$ 100	\$ (40)
<b>Taxes &amp; Grant Funds</b>			
Property Taxes	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -
Interest Income	\$ 508	\$ 1,267	\$ 758
Non Program Income	\$ 508	\$ 1,267	\$ 758
<b>Total Revenue</b>	<b>\$ 648</b>	<b>\$ 1,367</b>	<b>\$ 718</b>
<b>Expenses</b>			
<b>Administrative Expenses</b>			
<b>Compensation</b>			
Salary/Benefits	\$ (12,026)	\$ (10,637)	\$ 1,389
Part Time Employee	\$ (1,833)	\$ (1,300)	\$ 533
Employee Bonuses	\$ -	\$ -	\$ -
Payroll Fee	\$ (63)	\$ -	\$ 63
FICA/Medicare/WC	\$ (590)	\$ -	\$ 590
Mileage / PerDiem	\$ -	\$ -	\$ -
Total Compensation	\$ (14,512)	\$ (11,937)	\$ 2,575
<b>Other Administration</b>			
Bank Charges	\$ (21)	\$ -	\$ 21
Depreciation Expenses	\$ -	\$ -	\$ -
Office Supplies	\$ (83)	\$ -	\$ 83
Professional Services	\$ (70)	\$ (1,260)	\$ (1,190)
Utilities	\$ (144)	\$ (72)	\$ 72
Interest Expense	\$ -	\$ -	\$ -
Misc.	\$ (68)	\$ 43	\$ 110
Insurance	\$ -	\$ -	\$ -
Total Other Administrative Expenses:	\$ (386)	\$ (1,289)	\$ (903)
Total Administrative Expenses:	\$ (14,898)	\$ (13,226)	\$ 1,672

Year  
Month

2025  
10

## Monthly - Budget to Actual - Income & Expense

	Budget	Actuals	\$V to Budget
<b>Recreation Program Expenses</b>			
<b>Sub-Contractor</b>			
Officials and Referees	\$ -	\$ (255)	\$ (255)
Director	\$ (692)	\$ -	\$ 692
Assistant Director	\$ -	\$ -	\$ -
<b>Total Sub-Contractor</b>	<b>\$ (692)</b>	<b>\$ (255)</b>	<b>\$ 437</b>
<b>Other Expenses</b>			
Uniforms	\$ (1,958)	\$ -	\$ 1,958
Registration Transaction Fees	\$ (100)	\$ (146)	\$ (46)
Sportsman Registration Software	\$ -	\$ -	\$ -
New Program Development	\$ (417)	\$ -	\$ 417
Program Misc. Expense	\$ (600)	\$ -	\$ 600
Program Equipment	\$ -	\$ -	\$ -
<b>Total Other Expenses</b>	<b>\$ (3,075)</b>	<b>\$ (146)</b>	<b>\$ 2,929</b>
<b>Total Recreation Program Expenses:</b>	<b>\$ (3,767)</b>	<b>\$ (402)</b>	<b>\$ 3,365</b>
<b>Facility Expenses</b>			
<b>Maintenance &amp; Upkeep</b>			
Facilities Maintenance	\$ (250)	\$ -	\$ 250
<b>Total Facilities Expenses</b>	<b>\$ (250)</b>	<b>\$ -</b>	<b>\$ 250</b>
<b>Total Expenses</b>	<b>\$ (18,915)</b>	<b>\$ (13,627)</b>	<b>\$ 5,287</b>
<b>Change in Net Position</b>	<b>\$ (18,266)</b>	<b>\$ (12,261)</b>	<b>\$ 6,005</b>

<b>Year</b>	<b>2025</b>
<b>Month</b>	<b>10</b>

<b>Monthly Account Cashflow</b>							
	County Health Dept Grant PTIF 8639	Grants for Park Build PTIF 8654	Op Savings PTIF 8079	Zion's Op Checking Business Growth Checking	Total Accounts	Rec P&L	
Beginning Balance	2,302.82	113,733.64	237,094.25	24,890.67	378,021.38	378,021.38	
Xfer: Zions into PTIF	-	-	-	-	-	-	
Xfer: PTIF into Zions	-	-	(10,000.00)	10,000.00	-	-	
Xfer: Zions Out (Pay for Build)	-	-	-	-	-	-	
Registration Income	-	-	-	100.00	100.00	100.00	
Donations	-	-	-	-	-	-	
Scholarships	-	-	-	-	-	-	
County Grant	-	-	-	-	-	-	
Property Taxes	-	-	-	-	-	-	
Interest Income	8.35	412.50	845.69	-	1,266.54	1,266.54	
Employee Compensation	-	-	(1,808.00)	(10,128.83)	(11,936.83)	(11,936.83)	
Bank Charges	-	-	-	-	-	-	
Depreciation Expenses	-	-	-	-	-	-	
Office Supplies	-	-	-	-	-	-	
Professional Services	-	-	-	(1,260.00)	(1,260.00)	(1,260.00)	
Utilities	-	-	-	(71.69)	(71.69)	(71.69)	
Misc.	-	-	-	42.61	42.61	42.61	
Insurance	-	-	-	-	-	-	
Sportsman Registration Software	-	-	-	-	-	-	
Officials and Referees	-	-	-	(255.25)	(255.25)	(255.25)	
Director	-	-	-	-	-	-	
Assistant Director	-	-	-	-	-	-	
Uniforms	-	-	-	-	-	-	
Registration Transaction Fees	-	-	-	(146.25)	(146.25)	(146.25)	
Sportsman Registration Software	-	-	-	-	-	-	
New Program Development	-	-	-	-	-	-	
Program Misc. Expense	-	-	-	-	-	-	
Program Equipment	-	-	-	-	-	-	
Facilities Maintenance	-	-	-	-	-	-	
<b>Total</b>	<b>2,311.17</b>	<b>114,146.14</b>	<b>226,131.94</b>	<b>23,171.26</b>	<b>365,760.51</b>	<b>365,760.51</b>	
Change	8.35	412.50	(10,962.31)	(1,719.41)	(12,260.87)	(12,260.87)	