



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 (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.

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



1

2 North Summit Recreation Special Service District
3 Meeting Minutes
4 **Monday, October 13, 2025.**

5 Summit County Courthouse, Conference Room 001 (1st Floor),
6 Virtual Meeting via Zoom
7 Meeting ID: 880 9625 7734
8 60 North Main Street, Coalville, Utah

9 1 **Board Members in Attendance:** Jana Johnson, Charity Richins, Dana Jones, Cynthia Sipe,
10 Chantal Guadarrama, & Tyler Orgill.

11 2 Board members participated electronically via Zoom and at and or location.

12 3

13 4

14 5 **Absent:** None

15 6

16 7 **Staff Present:** Ryan Stack, Summit County Attorney. Jaycie Diston Director. Staff
17 8 participated electronically via Zoom and at anchor location.

18 9

19 10 **Attending Guests:** Wes Chappell

20 11

21 12 Called meeting to order by Vice Chair Tyler Orgill. 6:05 P.M.

22 13

23 14 **WORK SESSION**

24 15

25 16 Open Meeting Training by Summit County Attorney Ryan Stack

26 17

27 18 Update/review the status of NSRSSD Programs by Jaycie Diston.

28 19 Youth Soccer league ended last week. Our Numbers are down from last year to this year.

29 20 We will be doing two youth basketball camps in November & December.

30 21 Jr. Jazz Registration will be coming out November 1st.

31 22 Looking into doing a Adult Basketball Tournament. Alumni Games.

32 23

24 24 Discussion of 2026 Budget- Wes Chappel

25 25 Wes C, created a powerpoint presentation to go over 2026 budget,review 2025 budget/actuals.

26 26 Discussion of budget.

27 27 **Public Input- None**

28

33 29 **Consideration for Approval.**

34 30 **Discussion & possible approval of 2026 Budget.**

35 31 **MOTION: To approve 2026 Budget. [Charity/Jana].**

36 32 All in favor:

37 33 D.Jones, T.Orgill, J. Johnson,C. Sipe., C. Guadarrama. C.Richins Abstain: None. Absent: None

38 34 **Discussion & possible approval of September Financials.**

39 35 **MOTION: To approve September financials. [Cindy/Jana].**

40 36 All in favor:

41 37 D.Jones, T.Orgill, J. Johnson,C. Sipe., C. Guadarrama. C.Richins. Abstain: None. Absent: None.

42 38 Motion Caries

43 39 Review and possible approval of October 13, 2025 meeting minutes.

44 40 **MOTION: To approve October 13 meeting minutes.** All in favor:

45 41 D.Jones, T.Orgill, J. Johnson,C. Sipe., C. Guadarrama. C.Richins. Abstain: None. Absent: None.

46 42 Motion Caries

50 50 **BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS**

51 51 **Open meetings act take place in October.**

55 52 At 7:52 pm, T.Orgill called for a motion to adjourn the meeting.

56 53 **MOTION: To adjourn the meeting of October 13 ,2025. [Charity/Cindy]** All in favor: Jones,

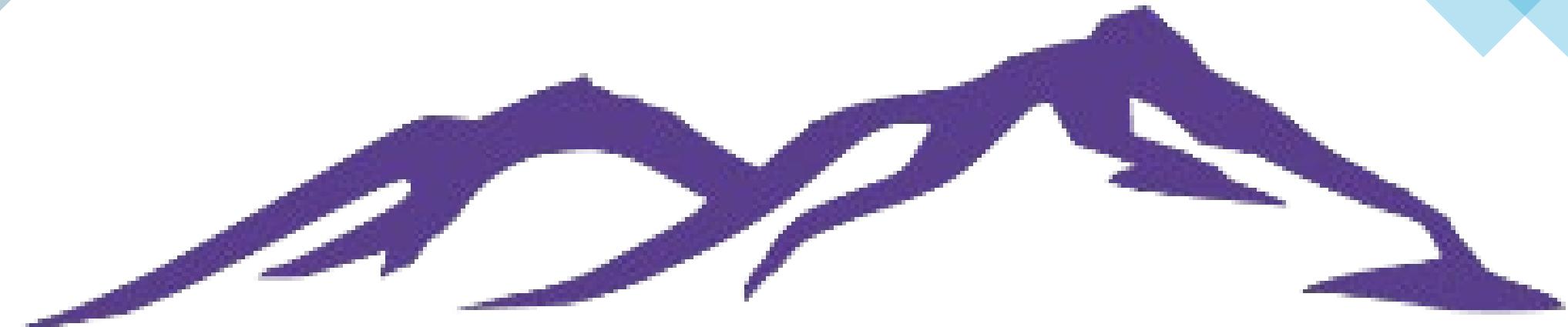
57 54 J. Johnson, C.Sipe, T. Orgill, C. Guadarrama. C.Richins. None Opposed. Abstain: None.

58 55 Absent: None.

62 56 _____
63 57
64 58
65 59 **Meeting Minutes prepared by: Jaycie Diston**

66 60
67 61
68 62 **Clerk/Board Chair Approval:** _____

69



NORTH SUMMIT

— RECREATION —

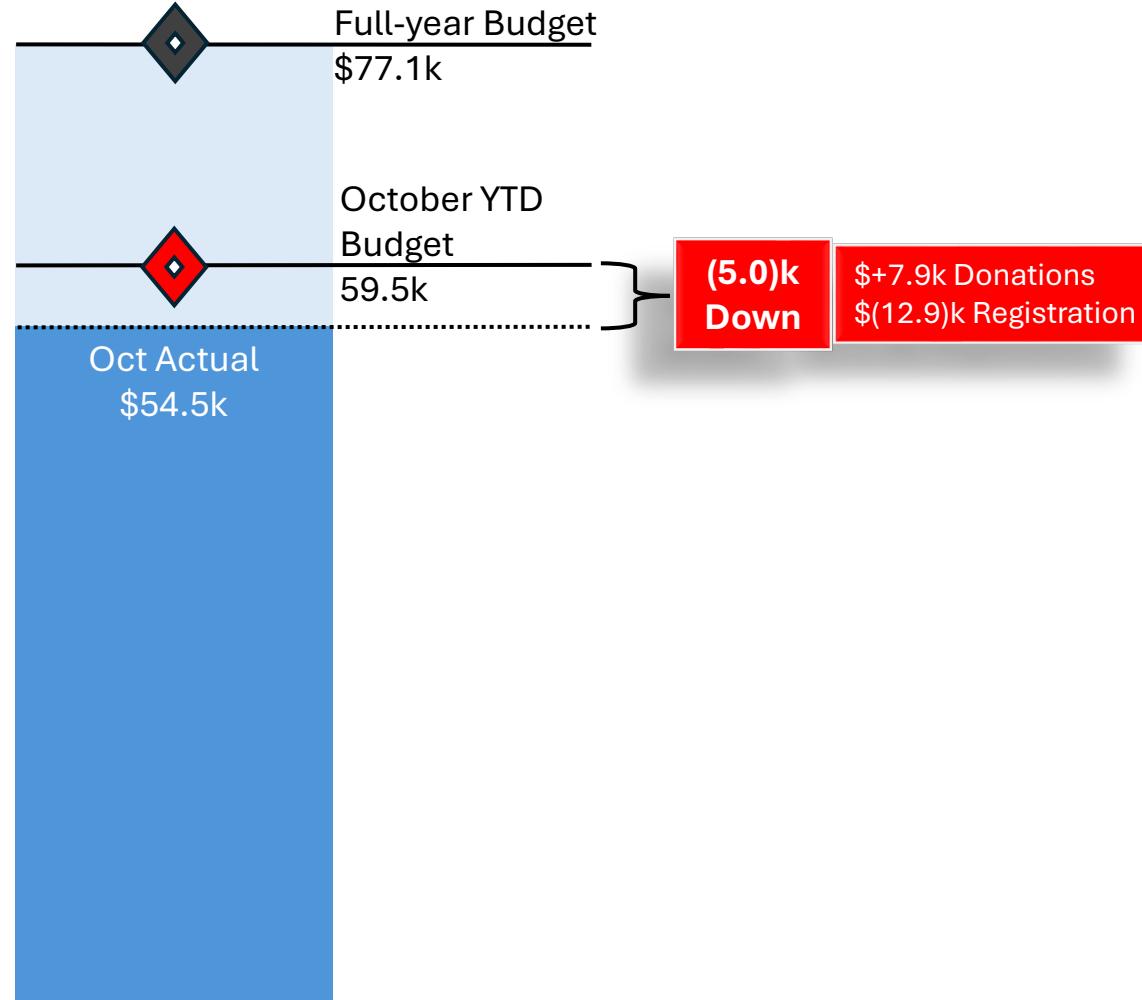
October '25 Year-to-Date Financials

YTD Budget Review

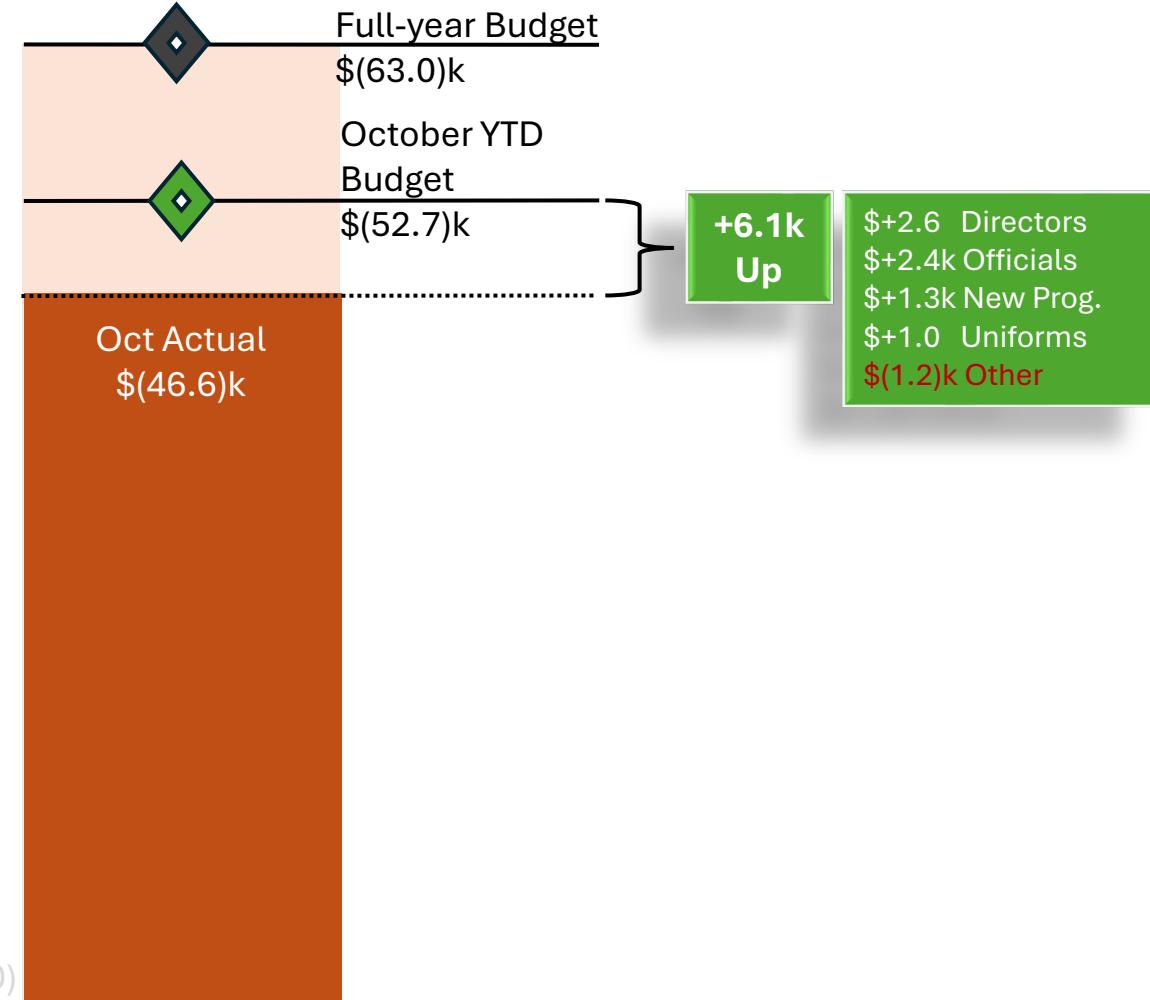
YTD Program Revenue & Expense Review

Total Program
Up \$1.1k
to Plan

Program Revenue



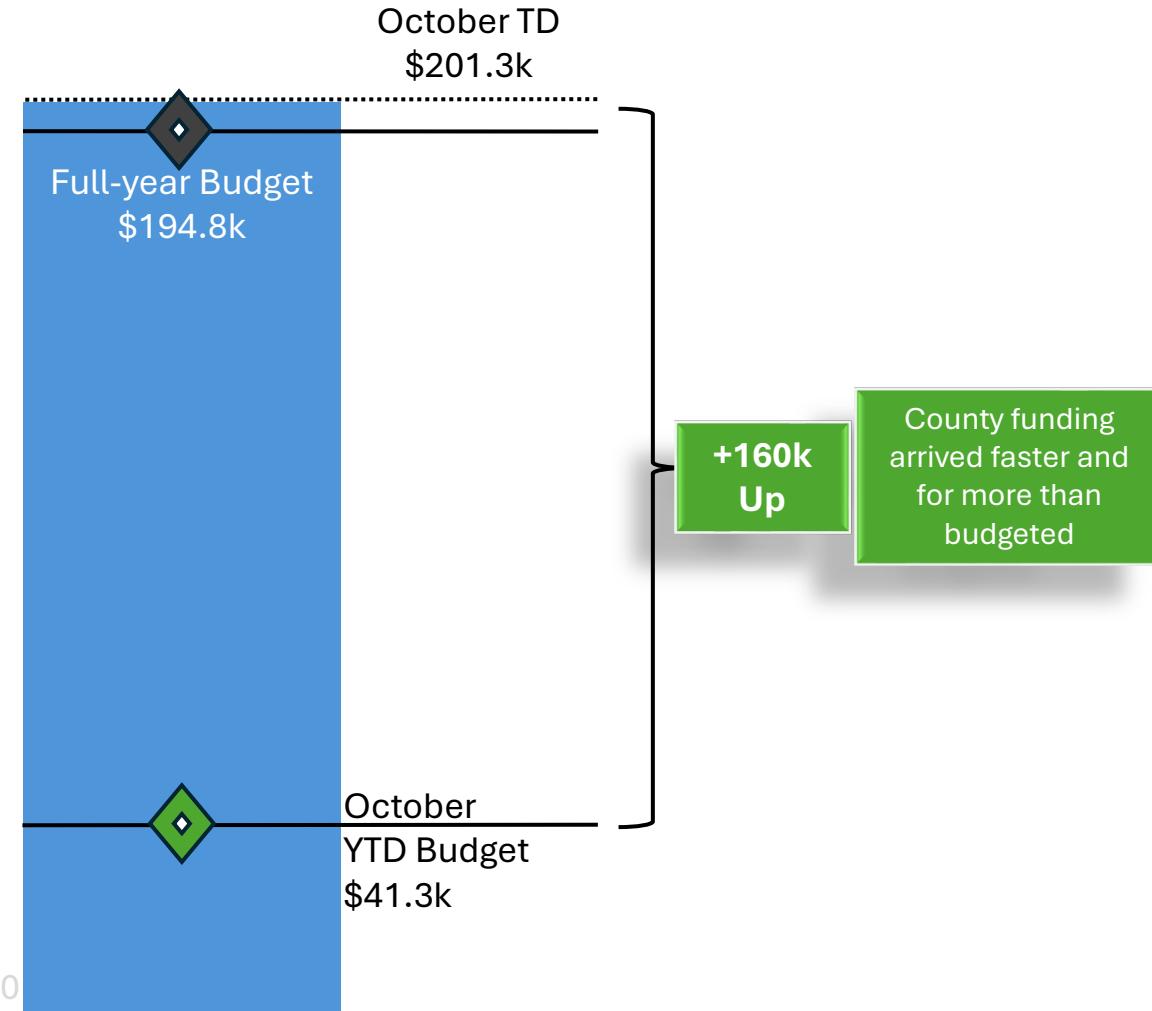
Program Expense



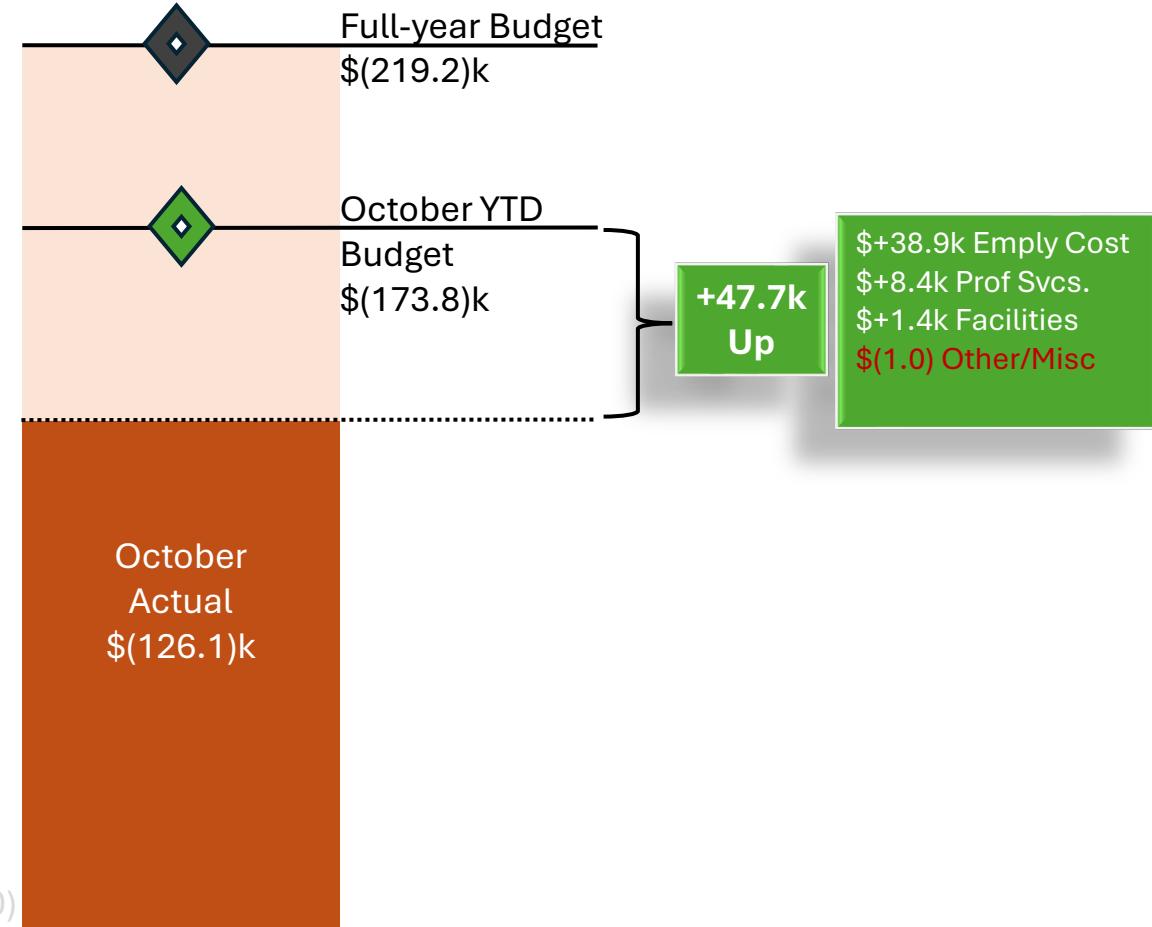
YTD Other/Admin Revenue & Expense

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

Other/Admin Revenue



Other/Admin Expense



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



Q3

(12)K

Program Expense

Control Program Expense to \$(12)k or less over Q4

Oct Act: \$(400)

Nov Act:

Dec Act:

(13)K

Prof. Svcs.

Consider Prof. Services spend of up to \$(13)k to

Oct Act: \$(1,260) *Legal

Nov Act:

Dec Act:

(3)K

Control facilities and other admin expense to under (3)k

Oct Act: 0

Nov Act:

Dec Act:

(40)K

Employee Cost

Oct Act: \$(11,937)

Nov Act:

Dec Act:

\$95K

\$46K

Year End

Registration

Collect \$15k in registrations:

Oct Act: \$100

Nov Act:

Dec Act:

+15K

Interest

Passively gain 3.6k in interest income

Oct Act: \$1,267

Nov Act:

Dec Act:

+4K

P&L and Cashflows

YTD P&L

Year
Month

2025
10

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

Budget

Actuals

\$V to Budget

Revenue

Recreation Programs Income

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)

Taxes & Grant Funds

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

Total Revenue \$ 100,814 \$ 255,815 \$ 155,001

Expenses

Administrative Expenses

Compensation

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

Other Administration

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

Recreation Program Expenses					
Sub-Contractor					
Officials and Referees	\$	(10,581)	\$	(8,207)	\$ 2,374
Director	\$	(10,205)	\$	(7,800)	\$ 2,405
Assistant Director	\$	(1,200)	\$	(990)	\$ 210
Total Sub-Contractor	\$	(21,986)	\$	(16,997)	\$ 4,989
Other Expenses					
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)
Total Other Expenses	\$	(30,750)	\$	(29,609)	\$ 1,141
Total Recreation Program Expenses:	\$	(52,736)	\$	(46,607)	\$ 6,130
Facility Expenses					
Maintenance & Upkeep					
Facilities Maintenance	\$	(2,500)	\$	(1,079)	\$ 1,421
Total Facilities Expenses	\$	(2,500)	\$	(1,079)	\$ 1,421
Total Expenses	\$	(226,601)	\$	(172,749)	\$ 53,852
Change in Net Position	\$	(125,788)	\$	83,066	\$ 208,854

Year	2025
Month	10

Year-to-Date Account Cashflow

	Country 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)
Total	2,311.17	114,146.14	226,131.94	23,171.26	365,760.51	365,760.51
Change	(7,462.65)	48,669.82	(9,739.16)	(130,504.36)	(99,036.35)	83,065.94

Monthly P&L

Year	2025								
Month	10								
Monthly - Budget to Actual - Income & Expense									
	Budget	Actuals		\$V to Budget					
Revenue									
Recreation Programs Income									
Registration Income	\$ 140	\$ 100	\$ (40)						
Scholarships	\$ -	\$ -	\$ -						
Donations	\$ -	\$ -	\$ -						
Net Registration Income:	\$ 140	\$ 100	\$ (40)						
Taxes & Grant Funds									
Property Taxes	\$ -	\$ -	\$ -						
County Grant	\$ -	\$ -	\$ -						
Interest Income	\$ 508	\$ 1,267	\$ 758						
Non Program Income	\$ 508	\$ 1,267	\$ 758						
Total Revenue	\$ 648	\$ 1,367	\$ 718						
Expenses									
Administrative Expenses									
Compensation									
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						
Other Administration									
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	2025								
Month	10								
Monthly - Budget to Actual - Income & Expense									
	Budget	Actuals		\$V to Budget					
Recreation Program Expenses									
Sub-Contractor									
Officials and Referees	\$ -	\$ (255)	\$ (255)	\$ -	\$ -				
Director	\$ (692)	\$ -	\$ -	\$ 692	\$ -				
Assistant Director	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Sub-Contractor	\$ (692)	\$ (255)	\$ 437						
Other Expenses									
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	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Other Expenses	\$ (3,075)	\$ (146)	\$ 2,929						
Total Recreation Program Expenses:	\$ (3,767)	\$ (402)	\$ 3,365						
Facility Expenses									
Maintenance & Upkeep									
Facilities Maintenance	\$ (250)	\$ -	\$ -	\$ 250	\$ -				
Total Facilities Expenses	\$ (250)	\$ -	\$ -	\$ 250	\$ -				
Total Expenses	\$ (18,915)	\$ (13,627)	\$ 5,287						
Change in Net Position	\$ (18,266)	\$ (12,261)	\$ 6,005						

Year	2025
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 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	-	-	-	-	-	-
Total	2,311.17	114,146.14	226,131.94	23,171.26	365,760.51	365,760.51
Change	8.35	412.50	(10,962.31)	(1,719.41)	(12,260.87)	(12,260.87)