



North Summit Recreation Special Service District  
Meeting Minutes

**Monday, January 8, 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, John Hansen, Dana Jones, Charity Richins,  
2 Virginia Richins, Tyler Orgill & Brian Zwhalen. Board members participated electronically via  
3 Zoom and at anchor location.

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5 **Absent:**, Cory Jones, Assistant Director

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

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9 **Attending Guests:** None

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11 **CALL TO ORDER**

12 The meeting of January 8, 2024, was called to order by Chair C. Richins at 6:07 pm.

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14 **WORK SESSION**

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16 Update/review the status of NSRSSD Programs

17 Will be Jaycie Diston.

18 Basketball is going really well, been assisting Nate Brooks, no complaints or complications.

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20 Beacon Hill Project Update-

21 Cory was absent sent update via Email stating:

22 No big changes with the project. Still working with Matt and Janna to find some additional  
23 funding for the project. Been difficult with the holidays to find time to meet up with everyone.

24 Hopefully will have more answers soon.

25  
26 Blue Design Co. is needing updates on color selection on surfacing, turf colors & etc..

27 Discussion of funding, concrete cost, drainage system & meeting with Ron Boyer.

28 Construction Committee will be working with Cory to get additional information.

29 Construction Committee & Cory are scheduled to meet January 11, 2024 at construction site.

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31 **Full Time Employee Benefits**

32 Discussion of benefits offered for the Full Time Director position.

33 Medical, Dental, Life Insurance, 401K, USR Retirement.

34 Jaycie will be working with Summit County HR Benefits coordinator Laura Smith & getting a  
35 breakdown of benefits offered.

36

37 **Job Description**

38 Discussion of job description for the Full Time Director position.

39 Job description will be presented to County Council for approval.

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41 **Public Input- None**

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43

44 **Consideration for Approval**

45 Review and possible approval of December 2023 financials.

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47 **MOTION:** To approve financials from December, 2023 [ Brian/Wes] All in favor: Chappell,  
48 Jones, C.Richins, Zwhalen, Hansen, Orgill. None Opposed. Abstain: None. Absent: None.

49 Motion carries.

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51 **Discussion and possible approval of Decemeber 11, 2023 meeting minutes.**

52 Board members received draft minutes from 12/11/23 Board meeting in their Board packet prior  
53 to the meeting.

54

55 **MOTION:** To approve minutes from December 11,2023 [ Virginia, John] All in favor:  
56 Chappell, Jones, C.Richins, Zwhalen, Hansen, Orgill, V.Richins. None Opposed. Abstain: None.  
57 Absent: None. Motion carries.

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59 Discussion and possible approval of the 2024 Board Officers.

60 Board Chair- Charity Richins

61 Vice Chair- Dana Jones

62 Secretary- Tyler Orgill

63 Treasure- Brian Zwhalen/  
64

65 **MOTION:** To approve the 2024 Board Officers. [ Jones/Hansen ] All in favor: Chappell,  
66 Jones, C.Richins, Zwhalen, Orgill, Hansen, V.Richins. None Opposed. Abstain: None. Absent:  
67 None. Motion carries.

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70 Discussion and approval of Job description for Full Time Director position.

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72 **MOTION:** To approve job description of the Full Time Director position  
73 [ V.Richins/Hansen ] All in favor: Jones, C.Richins, Zwhalen, Orgill,Hansen, V.Richins None  
74 Opposed. Abstain: None. Absent: Wes Chappel. Motion carries.

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

Present job description to county council.  
Benefit enrollments follow up with Summit County benefit coordinator.  
None

At 7:44 pm, Chair C. Richins called for a motion to adjourn the meeting.

**MOTION:** To adjourn the meeting of January 8,2024. [Virginia/Orgill] All in favor: Jones, C.Richins, Zwhalen, Orgill, V.Richins None Opposed. Abstain: None. Absent: Hansen, Chappel. Motion carries.

**MOTIONS:**

**MOTION:** To approve financials from December, 2023 [ Brian/Wes] All in favor: Chappell, Jones, C.Richins, Zwhalen, Hansen, Orgill. None Opposed. Abstain: None. Absent: None. Motion carries.

**MOTION:** To approve minutes from December 11,2023 [ Virginia, John] All in favor: Chappell, Jones, C.Richins, Zwhalen, Hansen, Orgill, V.Richins. None Opposed. Abstain: None. Absent: None. Motion carries.

**MOTION:** To approve the 2024 Board Officers. [ Jones/Hansen ] All in favor: Chappell, Jones, C.Richins, Zwhalen, Orgill, Hansen, V.Richins. None Opposed. Abstain: None. Absent: None. Motion carries.

**MOTION:** To approve job description of the Full Time Director position [ V.Richins/Hansen ] All in favor: Jones, C.Richins, Zwhalen, Orgill,Hansen, V.Richins None Opposed. Abstain: None. Absent: Wes Chappel. Motion carries.

**MOTION:** To adjourn the meeting of January 8,2024. [Virginia/Orgill] All in favor: Jones, C.Richins, Zwhalen, Orgill, V.Richins None Opposed. Abstain: None. Absent: Hansen, Chappel. Motion carries.

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Minutes prepared by Jaycie Diston

Clerk/Board Chair Approval: 