

Sunset Empire Park & Recreation District: Board Meeting Agenda
Tuesday, October 24, 2023

Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138

The SEPRD Board will meet in person. For those that do not prefer to attend in person, the Board will accept written public comment to info@sunsetempire.com. The Board Meeting will be available via the District's YouTube page at: <https://youtube/AbmFwDasYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Recognition of SEPRD Employee of the Month, October: Izzy Coughlin
5. Public Comment
6. Correspondence
 - A. Letter from Marti Wajc
7. Presentation re/Systems Development Charges (SDC),
Doug Gabbard, FCS Group
8. Approval of Board Meeting Minutes: September 26
9. Review Financials: September 2023
 - A. Correspondence from SEPRD Finance Manager, Chris McCollister
10. Staff Presentation: Erin Reding, Youth Programs Manager
11. Old Business
 - A. Occupancy Update
 1. Fire Suppression System- Update
 2. Conditional Use Permit Application
 - B. Broadway Field Update
 1. IGA and Termination of Existing IGA
 - C. Strategic Plan Update
12. New Business
13. Executive Director Report
 - A. Shutdown Plans
 - B. District Goals 2023
 - C. Special Events Recap/Meetings & Events Upcoming
 1. Latinx Hispanic Heritage Celebration recap
 2. SEPRD Fall Fun Fest recap
 3. NRPA Conference recap
 4. ORPA: November 6-8, Portland
 5. Turkey Trot & Community Thanksgiving Meal
 6. November Meeting: November 28
14. Board Comment
15. Adjournment

Accessibility: This meeting is handicapped accessible.

Please let us know at 503-738- 3311 x 0,

if you will need any special accommodation to participate in this meeting.

ORS 192.670 requires public bodies to provide members of the general public an opportunity to access and attend the meeting via virtual means and provide an opportunity for oral testimony to be provided via technology. For SEPRD, individuals that would like to offer public comment virtually can do so by accessing the meeting using the Zoom information here:

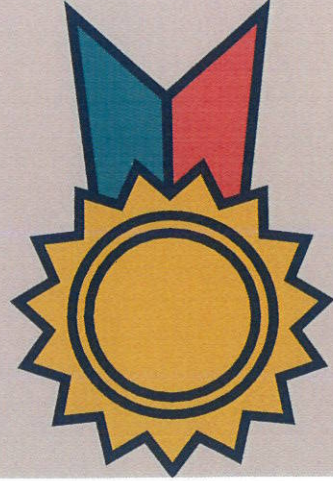
SEPRD is inviting you to a scheduled Zoom meeting.

Topic: SEPRD Board Meeting (Public Comment & Virtual Guests)

Time: Oct 24, 2023 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83697235504?pwd=K0xma0Q1ZE1YWVkwK2VEUWhJU2grQT09>



PAUSE FOR APPLAUSE

OCTOBER 2023 WINNER

AWARDED TO:

IZZY COUGHLIN

In recognition of superior service to the
District, its patrons, and
colleagues.

Skyler Archibald
EXECUTIVE DIRECTOR

Celeste Bodner
BOARD VICE-PRESIDENT



Public Meetings: Public Comment Rules of Decorum

Thank you for making a public comment during the SEPRD Public Meeting!

The goal of public meetings is to encourage discourse and engagement from our communities. It is important that we hear the voices and concerns of citizens in order to best serve them. However, it is also imperative that we maintain a respectful and productive environment that allows all voices to be heard. The following rules for decorum are provided to valued citizens as a guide for expectations during SEPRD Public Meetings.

1. Each speaker is allocated 3 minutes to speak. The SEPRD Board President or presiding officer may, in their discretion, increase or decrease this time allocation.
2. A speaker may not share or relinquish any remaining time they have not used to another speaker.
3. Speakers are only allowed to speak one time during the Public Comment period.
4. A person may speak only if they have signed up to speak in accordance with the SEPRD's Public Meeting procedures. Speaker substitutions at the meeting are not allowed.
5. Speakers shall refrain from personal attacks and/or threats directed towards the members of the Board of Directors, SEPRD staff or members of the public. This shall include unsubstantiated allegations or similarly libelous statements.
6. Speakers shall be civil and courteous in their language and presentation. Insults, profanity, use of vulgar language or gestures or other inappropriate behavior are not allowed.
7. Comments, questions, or jeering from the audience are not allowed. Speakers shall likewise not address or respond to members of the audience.
8. Speakers should not expect SEPRD Board Members to comment on or respond to their comments directly during the meeting. The Board President, or presiding officer may, however, request the SEPRD Staff follow-up with a speaker after the meeting or provide additional information to the Board at a later date. Additionally, the SEPRD Board may respond, as a body, to address a speaker's comments at a later date.
9. All Board Members have the authority to enforce the Rules of Decorum. Failure to obey these Rules may result in the forfeiture of the remaining speaking time.
10. Similarly, public comments submitted in written form (letter, email, etc.) shall be reviewed and redacted prior to committing to public record, should the written comments violate any of the rules of decorum listed above.

Individuals who fail to comply with these reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

I have read and agree to the Rules of Decorum for Public Comment:

Name: _____

Signature: _____ Date: _____

Preamble to Public Comment (to be read in advance of Public Comment period at each public meeting):

In advance of the Public Comment period, the Board of Directors wishes to extend a thank you to citizens who participate in providing feedback to the District.

The goal of public meetings is to encourage discourse and engagement from our communities. It is important we hear the voices and concerns of citizens in order to best serve them. However, it is also imperative we maintain a respectful and productive environment that allows all voices to be heard.

To this end, each speaker has agreed in advance to following standard rules for decorum during their remarks. A copy of the District's *Public Comment Rules for Decorum* are available in the lobby or on the SEPRD website on the Board page.

Each speaker is allocated 3 minutes to speak. The first speaker is invited to approach the podium.

Marti Wajc
PO Box 407
Seaside, OR 97138

October 9, 2023

SEPRD Board of Directors
1140 Broadway
Seaside, OR 97138

To the SEPRD Board of Directors:

Once again, the front desk was unattended and two individuals, one woman and one man, walked through the front lobby and right into the pool area. The woman talked with the lifeguard on duty and the man walked to the back of the pool and into the fitness room. He then exited the fitness room and went to the men's restroom.

This happened last Friday, Oct 6, at approximately 9:40 am. The mere fact that this even occurred is outlandish, not to mention totally unacceptable - especially in this day and age of gun violence.

May I remind you that a couple of years ago, a female intruder walked by the front desk and past the attendant who was too busy on her cell phone to notice that someone had entered the lobby. The intruder entered the women's locker room and stole a wallet right out of a purse that hung outside the shower stall where a woman showered. Fortunately, that was all the damage she did, not to make light of the stolen wallet.

I know that a protocol is already in place as far as front desk coverage goes, but it needs to be implemented in order to ensure the front desk has coverage at all times and is never left unattended for any reason.

I ask that this letter be included in the minutes of October's board meeting.

Marti Wajc

cc: Skyler Archibald

BOARD MEETING MINUTES
SUNSET EMPIRE PARK & RECREATION DISTRICT
SEPTEMBER 26, 2023, 5:15PM

*This meeting was held in person at the Bob Chisholm Community Center.
Staff & Board participating were either in person or participated via Zoom®*

| | |
|--|--|
| CALL TO ORDER | The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:15pm by Board President Katharine Parker |
| ATTENDANCE | Present: Katharine Parker, Board President; Celeste Bodner (present via Zoom®), Board Vice-President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman Absent: N/A Also Present: Skyler Archibald, Darren Gooch, Chris McCollister (SEPRD Staff) |
| PLEDGE OF ALLEGIANCE | Led by Parker. |
| NATIONAL HISPANIC HERITAGE MONTH PROCLAMATION | Board President Katharine Parker read a proclamation celebrating September 15-October 16 as National Hispanic Heritage Month. |
| DECLARATION OF POTENTIAL CONFLICT OF INTEREST | Board President Parker shared that she is a Seaside School District employee but that her position as an employee have no interference with her Board responsibilities or vice versa. |
| RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH – SEPTEMBER: MACKENZIE GREENWELL | The Board recognized the work of Mackenzie Greenwell, a member of our Youth Programs Team. Mackenzie has done amazing work inspiring the children, teaching, and aiding their learning and maturation. Thank you Mackenzie for all you do! |
| PUBLIC COMMENT | There was no public comment this month. |
| CORRESPONDENCE | There was no correspondence this month. |
| APPROVAL OF BOARD MEETING MINUTES | The Board reviewed the meeting minutes from the Board Meetings held on August 22 and September 6. <i>After review, the Board unanimously approved the August 22 Meeting Minutes (Gorman/Coddington) and the September 6 Meeting Minutes (Gorman/Coddington).</i> |
| REVIEW OF FINANCIALS | The Board reviewed the Financial Reports from August 2023. <i>After review the Board unanimously approved the financials for August 2023 (Hinton/Coddington).</i> |

**STAFF
PRESENTATION:
LINDSEY WOLFE &
CAROLYN HEYMANN,
SEPRD AQUATICS**

The Board received a presentation from Lindsey Wolfe, Aquatics Coordinator and Carolyn Heymann, SEPRD Swim Lesson Instructor. There are many amazing things going on within the Aquatics Programs and the Board and staff had great dialogue about those programs.

OLD BUSINESS

OCCUPANCY UPDATE: Chris Mastrandrea (Klosh Group) and Brandon Dole (SEA) provided an update to the Board about the Fire Alarm Replacement System and the Conditional Use Permit Application, both for the Sunset Recreation Center. The Permit Application has been submitted and we are waiting to hear back regarding next steps. For the Replacement of the Fire Alarm System, the chosen contractor Convergent and the District are nearly finished with the contract and an initial walkthrough has been scheduled.

STRATEGIC PLAN UPDATE: Mr. Archibald shared an update with the Board regarding the strategic plan. The group is still waiting to finalize dates for tour visits and the next steps.

BROADWAY FIELD UPDATE: Ms. Bodner led the discussion on the developments with the Broadway Field project. Mr. Archibald and the Board discussed the Broadway Field and project. Mr. Archibald shared that the staff and SSD are still working to finalize the last remaining details of the IGA for the new field. Mr. Archibald shared that the SSD had decided at their September Board Meeting to locate the SHS Softball season to the SW corner of the field, the same location that they have played at for the previous eight seasons. Ms. Bodner provided her input

NEW BUSINESS

There was no new business this month.

**EXECUTIVE
DIRECTOR REPORT**

Mr. Archibald provided an update on the following items:

- **DAYCARE PARK IMPROVEMENTS:** Darren Gooch provided an update and photos of the process and improvements at the parkspace, thanks to a grant. The space has come along really nicely and now features landscaped grass, picnic tables, ADA improvements and playground amenities added.
- **SWIM TEAM & SUNSET POOL IMPROVEMENTS:** Mr. Archibald shared the recent developments to add a timing system and purchase new diving blocks, enhancements that will benefit the SEPRD Swim Club and the SHS Swim Team. The fundraising for these improvements was shared by the Sunset Park & Rec Foundation, SHS, community efforts, a Pacifica Project and successful grant applications into the community.
- **SHUTDOWN PLANS:** Mr. Archibald shared the timeline and plans for the shutdown to occur October 28-November 13.
- **DISTRICT GOALS 2023:** Mr. Archibald shared an update on the goals for 2023.
- **SPECIAL EVENTS RECAP/EVENTS UPCOMING:** Mr. Archibald shared regarding the upcoming LatinX Hispanic Heritage Celebration,

SEPRD Fall Fun Fest and upcoming conferences with the NRPA and ORPA.

BOARD COMMENT

Board Vice-President Bodner shared that we have a lot going on, that she was thankful for the update on the strategic plan and thanked Mr. Archibald for his work.

Director Gorman congratulated Mackenzie and thanked Lindsey and Carolyn for their presentation and work. He also highlighted the improvements at Daycare Park. He also shared the upcoming Disaster Preparedness event at Camp Rilea.

Director Coddington shared her gratitude and some of the challenges she is having with some family members. She said that she was grateful for the fact that they are doing education and providing expertise in the aquatic field, for the whole district and is held by the Board. She shared that she was grateful for Levi and Cortney and the work completed on the park improvements. She reiterated the event this Saturday and the Great Oregon Shakeout upcoming. She also wanted to state that she knows that the SRC is a safe building for our community.

Director Hinton stated how much he appreciated the staff presentation & meeting Coach Carolyn. He asked how much the private swim lessons cost and how we administer that program. He stated his excitement to potentially attend the ORPA Conference.

Board President Parker congratulated Mackenzie and thanked Lindsey and Carolyn for their work and highlighted the partnership behind the Daycare Park improvements.

ADJOURNMENT

The meeting was adjourned at 7:42pm by Board President Parker.

Skyler Archibald, Exec. Director

Katharine Parker, Board President



Sunset Empire Park & Recreation District

Revenue and Expense Report

AD= Administration AQ= Aquatics BF= Building Fund BRF= Broadway Field Fund CC= Community Center

MNT= Maintenance RC= Recreation SE= Special Events SRC= Sunset Recreation Center YC= Youth Center

Current percentage of the fiscal year: **25.20%**

| Through September 30, 2023 | FY-to-Date | Annual Budget | Remaining | % Used |
|--|-------------------|---------------------|---------------------|---------------|
| REVENUES-- | | | | |
| Aquatics | 50,915.00 | 166,000.00 | 115,085.00 | 30.67% |
| Building Fund | 0.00 | 156,000.00 | 156,000.00 | 0.00% |
| Broadway Field Fund | 1,083.95 | 60,000.00 | 58,916.05 | 1.81% |
| Community Center | 23,879.36 | 93,800.00 | 69,920.64 | 25.46% |
| Recreation | 16,062.54 | 101,500.00 | 85,437.46 | 15.83% |
| Special Events | 26,092.97 | 41,950.00 | 15,857.03 | 62.20% |
| Sunset Recreation Center | 45,758.89 | 895,000.00 | 849,241.11 | 5.11% |
| Youth Center | 76,751.01 | 445,000.00 | 368,248.99 | 17.25% |
| Taxes & Other | 84,610.39 | 1,971,360.00 | 1,886,749.61 | 4.29% |
| Total Revenues | 325,154.11 | 3,930,610.00 | 3,605,455.89 | 8.27% |
| EXPENSES-- | | | | |
| AD Staffing | 100,766.21 | 378,500.00 | 277,733.79 | 26.62% |
| AD PR Taxes and Benefits | 32,491.81 | 109,000.00 | 76,508.19 | 29.81% |
| AD Materials, Supplies, and Services | 92,868.52 | 255,000.00 | 162,131.48 | 36.42% |
| <i>Sub-total AD Expenses</i> | <i>226,126.54</i> | <i>742,500.00</i> | <i>516,373.46</i> | <i>30.45%</i> |
| AQ Staffing | 142,356.79 | 486,375.00 | 344,018.21 | 29.27% |
| AQ PR Taxes and Benefits | 27,593.77 | 84,900.00 | 57,306.23 | 32.50% |
| AQ Materials, Supplies, and Services | 21,191.16 | 127,000.00 | 105,808.84 | 16.69% |
| <i>Sub-total AQ Expenses</i> | <i>191,141.72</i> | <i>698,275.00</i> | <i>507,133.28</i> | <i>27.37%</i> |
| BF Capital Expense | 0.00 | 250,000.00 | 250,000.00 | 0.00% |
| <i>Sub-total BF Expenses</i> | <i>0.00</i> | <i>250,000.00</i> | <i>250,000.00</i> | <i>0.00%</i> |
| BRF Staffing | 159.37 | 30,000.00 | 29,840.63 | 0.53% |
| BRF PR Taxes and Benefits | 12.23 | 2,750.00 | 2,737.77 | 0.44% |
| BRF Materials, Supplies, and Services | 579.62 | 23,750.00 | 23,170.38 | 2.44% |
| <i>Sub-total BRF Expenses</i> | <i>751.22</i> | <i>56,500.00</i> | <i>55,748.78</i> | <i>1.33%</i> |
| CC Staffing | 24,327.05 | 119,300.00 | 94,972.95 | 20.39% |
| CC PR Taxes and Benefits | 4,162.04 | 16,600.00 | 12,437.96 | 25.07% |
| CC Material, Supplies, and Services | 4,846.89 | 30,000.00 | 25,153.11 | 16.16% |
| <i>Sub-total CC Expenses</i> | <i>33,335.98</i> | <i>165,900.00</i> | <i>132,564.02</i> | <i>20.09%</i> |
| MNT Staffing | 51,713.14 | 196,000.00 | 144,286.86 | 26.38% |
| MNT PR Taxes and Benefits | 17,746.77 | 61,500.00 | 43,753.23 | 28.86% |
| MNT Materials, Supplies, and Services | 46,561.60 | 195,250.00 | 148,688.40 | 23.85% |
| <i>Sub-total MNT Expenses</i> | <i>116,021.51</i> | <i>452,750.00</i> | <i>336,728.49</i> | <i>25.63%</i> |
| RC Staffing | 28,812.58 | 83,505.00 | 54,692.42 | 34.50% |
| RC PR Taxes and Benefits | 5,096.74 | 22,000.00 | 16,903.26 | 23.17% |
| RC Materials, Supplies, and Services | 10,945.36 | 69,550.00 | 58,604.64 | 15.74% |
| <i>Sub-total RC Expenses</i> | <i>44,854.68</i> | <i>175,055.00</i> | <i>130,200.32</i> | <i>25.62%</i> |
| SE Staffing | 10,379.12 | 39,350.00 | 28,970.88 | 26.38% |
| SE PR Taxes and Benefits | 4,514.12 | 22,700.00 | 18,185.88 | 19.89% |
| SE Materials, Supplies, and Services | 15,276.67 | 29,150.00 | 13,873.33 | 52.41% |
| <i>Sub-total SE Expenses</i> | <i>30,169.91</i> | <i>91,200.00</i> | <i>61,030.09</i> | <i>33.08%</i> |
| SRC Staffing | 14,039.14 | 30,000.00 | 15,960.86 | 46.80% |
| SRC PR Taxes and Benefits | 1,079.65 | 4,200.00 | 3,120.35 | 25.71% |
| SRC Materials, Supplies, and Services | 32,084.83 | 704,800.00 | 672,715.17 | 4.55% |
| <i>Sub-total SRC Expenses</i> | <i>47,203.62</i> | <i>739,000.00</i> | <i>691,796.38</i> | <i>6.39%</i> |
| YC Staffing | 161,135.51 | 576,350.00 | 415,214.49 | 27.96% |
| YC PR Taxes | 28,154.40 | 83,500.00 | 55,345.60 | 33.72% |
| YC Materials, Supplies, and Services | 10,830.35 | 72,500.00 | 61,669.65 | 14.94% |
| <i>Sub-total YC Expenses</i> | <i>200,120.26</i> | <i>732,350.00</i> | <i>532,229.74</i> | <i>27.33%</i> |
| Total Expenses | 889,725.44 | 4,103,530.00 | 3,213,804.56 | 21.68% |
| Revenues Plus Net Working Capital | 829,323.11 | 4,434,779.00 | 3,605,455.89 | 18.70% |

September 2023 Personnel Services Breakdown

| | FTE's | Wages | PR Taxes | Benefits | Longevity Pay | Total |
|----------------------------|--------------|----------------------|---------------------|---------------------|---------------|----------------------|
| ADMINISTRATION | | | | | | |
| Exempt Staff | 4.30 | \$ 65,374.35 | \$ 12,286.58 | \$ 17,842.88 | \$ - | \$ 95,503.81 |
| Non-exempt Staff | 1.50 | \$ 19,576.20 | \$ 2,362.35 | \$ - | \$ - | \$ 21,938.55 |
| Sub-total | 5.80 | \$ 84,950.55 | \$ 14,648.93 | \$ 17,842.88 | \$ - | \$ 117,442.36 |
| MAINTENANCE | | | | | | |
| Exempt Staff | 0.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Non-exempt Staff | 3.87 | \$ 51,713.14 | \$ 7,069.67 | \$ 10,677.10 | \$ - | \$ 69,459.91 |
| Sub-total | 3.87 | \$ 51,713.14 | \$ 7,069.67 | \$ 10,677.10 | \$ - | \$ 69,459.91 |
| AQUATICS | | | | | | |
| Exempt Staff | 1.40 | \$ 22,830.41 | \$ 3,592.82 | \$ 7,782.26 | \$ - | \$ 34,205.49 |
| Non-exempt Staff | 12.67 | \$ 118,922.37 | \$ 16,218.69 | \$ - | \$ - | \$ 135,141.06 |
| Sub-total | 14.07 | \$ 141,752.78 | \$ 19,811.51 | \$ 7,782.26 | \$ - | \$ 169,346.55 |
| RECREATION | | | | | | |
| Exempt Staff | 0.20 | \$ 4,348.20 | \$ 683.58 | \$ 2,806.10 | \$ - | \$ 7,837.88 |
| Non-exempt Staff | 0.85 | \$ 17,346.38 | \$ 1,607.06 | \$ - | \$ - | \$ 18,953.44 |
| Sub-total | 1.05 | \$ 21,694.58 | \$ 2,290.64 | \$ 2,806.10 | \$ - | \$ 26,791.32 |
| YOUTH PROGRAMS | | | | | | |
| Exempt Staff | 1.30 | \$ 22,028.11 | \$ - | \$ 7,631.59 | \$ - | \$ 29,659.70 |
| Non-exempt Staff | 11.80 | \$ 139,107.40 | \$ - | \$ - | \$ - | \$ 139,107.40 |
| Sub-total | 13.10 | \$ 161,135.51 | \$ - | \$ 7,631.59 | \$ - | \$ 168,767.10 |
| COMMUNITY CENTER | | | | | | |
| Exempt Staff | 0.15 | \$ 3,244.47 | \$ 346.16 | \$ 763.03 | \$ - | \$ 4,353.66 |
| Non-exempt Staff | 2.70 | \$ 21,082.58 | \$ 3,052.85 | \$ - | \$ - | \$ 24,135.43 |
| Sub-total | 2.85 | \$ 24,327.05 | \$ 3,399.01 | \$ 763.03 | \$ - | \$ 28,489.09 |
| SPECIAL EVENTS | | | | | | |
| Exempt Staff | 0.65 | \$ 10,379.12 | \$ 1,442.98 | \$ 2,351.76 | \$ - | \$ 14,173.86 |
| Non-exempt Staff | 0.50 | \$ 10,367.50 | \$ 719.38 | \$ - | \$ - | \$ 11,086.88 |
| Sub-total | 1.15 | \$ 20,746.62 | \$ 2,162.36 | \$ 2,351.76 | \$ - | \$ 25,260.74 |
| BROADWAY FIELD FUND | | | | | | |
| Exempt Staff | 0.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Non-exempt Staff | 0.37 | \$ 159.37 | \$ 12.23 | \$ - | \$ - | \$ 171.60 |
| Sub-total | 0.37 | \$ 159.37 | \$ 12.23 | \$ - | \$ - | \$ 171.60 |
| SRC FUND | | | | | | |
| Exempt Staff | 0.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Non-exempt Staff | 4.20 | \$ 14,039.14 | \$ 1,079.65 | \$ - | \$ - | \$ 15,118.79 |
| Sub-total | 4.20 | \$ 14,039.14 | \$ 1,079.65 | \$ - | \$ - | \$ 15,118.79 |
| TOTAL | 46.46 | \$ 520,518.74 | \$ 50,474.00 | \$ 49,854.72 | \$ - | \$ 620,847.46 |



Check Report

By Check Number

Date Range: 09/01/2023 - 09/30/2023

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|--|--------------|--------------|-----------------|----------------|--------|
| Bank Code: General-General | | | | | | |
| VEN01223 | Tricia Brown | 09/06/2023 | Regular | 0.00 | -40.00 | 47148 |
| 00434 | RICOH USA | 09/06/2023 | Regular | 0.00 | -79.65 | 47234 |
| VEN01242 | CONVERGINT | 09/06/2023 | Regular | 0.00 | -2,195.00 | 47241 |
| 01328 | Cannon Beach Chamber | 09/06/2023 | Regular | 0.00 | -160.00 | 47252 |
| 01531 | ROBERT RICHTER | 09/29/2023 | Regular | 0.00 | -250.00 | 47284 |
| VEN01254 | Clarence Robinson | 09/06/2023 | Regular | 0.00 | 200.00 | 47301 |
| 01382 | KBGE-FM | 09/06/2023 | Regular | 0.00 | 300.00 | 47302 |
| 00141 | MESHER SUPPLY | 09/06/2023 | Regular | 0.00 | 103.89 | 47303 |
| VEN01193 | Meyer Freeman | 09/06/2023 | Regular | 0.00 | 500.00 | 47304 |
| 01756 | Northwest Local Government Legal Advisor | 09/06/2023 | Regular | 0.00 | 880.00 | 47305 |
| 00156 | ORPA | 09/06/2023 | Regular | 0.00 | 635.07 | 47306 |
| 00161 | PACIFIC POWER | 09/06/2023 | Regular | 0.00 | 4,690.92 | 47307 |
| 01040 | RECOLOGY WESTERN OREGON | 09/06/2023 | Regular | 0.00 | 680.09 | 47308 |
| 01387 | RICOH USA, INC. | 09/06/2023 | Regular | 0.00 | 54.33 | 47309 |
| 01133 | SDIS | 09/06/2023 | Regular | 0.00 | 15,075.62 | 47310 |
| VEN01195 | Tuff Puffin | 09/06/2023 | Regular | 0.00 | 1,385.60 | 47311 |
| 01726 | Wilcox & Flegel | 09/06/2023 | Regular | 0.00 | 21.02 | 47312 |
| 00577 | RICOH USA | 09/06/2023 | Regular | 0.00 | 79.95 | 47313 |
| VEN01223 | Tricia Brown | 09/06/2023 | Regular | 0.00 | 80.00 | 47314 |
| 00829 | ACE HARDWARE - SEASIDE | 09/11/2023 | Regular | 0.00 | 158.95 | 47315 |
| VEN01238 | Ashley Sterling | 09/11/2023 | Regular | 0.00 | 450.00 | 47316 |
| 01510 | Wave | 09/11/2023 | Regular | 0.00 | 966.95 | 47317 |
| 00460 | DEX IMAGING | 09/11/2023 | Regular | 0.00 | 1,230.88 | 47318 |
| VEN01071 | Jacobs Radio | 09/11/2023 | Regular | 0.00 | 498.00 | 47319 |
| 01492 | LEVI CONNER | 09/11/2023 | Regular | 0.00 | 121.44 | 47320 |
| 00150 | NORTHWEST NATURAL | 09/11/2023 | Regular | 0.00 | 2,690.18 | 47321 |
| 01079 | OHANA MEDIA GROUP, LLC | 09/11/2023 | Regular | 0.00 | 300.00 | 47322 |
| 01010 | Skyler Archibald | 09/11/2023 | Regular | 0.00 | 115.93 | 47323 |
| 00900 | STAPLES | 09/11/2023 | Regular | 0.00 | 661.68 | 47324 |
| 00454 | WALTER NELSON CO. | 09/11/2023 | Regular | 0.00 | 886.98 | 47325 |
| VEN01261 | Laura Stewart | 09/13/2023 | Regular | 0.00 | 200.00 | 47326 |
| 01710 | Richard Thomasian | 09/13/2023 | Regular | 0.00 | 150.00 | 47327 |
| 00788 | ELIZABETH MACDONALD | 09/15/2023 | Regular | 0.00 | 57.56 | 47328 |
| VEN01262 | Kathy Pennington | 09/15/2023 | Regular | 0.00 | 249.00 | 47329 |
| 01795 | KLOSH GROUP INC | 09/15/2023 | Regular | 0.00 | 3,873.14 | 47330 |
| 01443 | LAUREN FISHER | 09/15/2023 | Regular | 0.00 | 199.00 | 47331 |
| 01778 | TYLER TECHNOLOGIES INC | 09/15/2023 | Regular | 0.00 | 12,589.35 | 47332 |
| 00454 | WALTER NELSON CO. | 09/15/2023 | Regular | 0.00 | 375.27 | 47333 |
| 00312 | AIRGAS USA, LLC | 09/20/2023 | Regular | 0.00 | 1,403.46 | 47334 |
| 01691 | CHASING EBENEZER | 09/20/2023 | Regular | 0.00 | 200.00 | 47335 |
| 01560 | CHRIS DUFFY | 09/20/2023 | Regular | 0.00 | 100.87 | 47336 |
| VEN01015 | Franz Family Bakeries | 09/20/2023 | Regular | 0.00 | 521.84 | 47337 |
| VEN01043 | Henry Sneli | 09/20/2023 | Regular | 0.00 | 250.00 | 47338 |
| VEN01263 | PNWBD | 09/20/2023 | Regular | 0.00 | 200.00 | 47339 |
| VEN01190 | Scott Edwards Architecture | 09/20/2023 | Regular | 0.00 | 9,938.60 | 47340 |
| 00454 | WALTER NELSON CO. | 09/20/2023 | Regular | 0.00 | 250.29 | 47341 |
| 01726 | Wilcox & Flegel | 09/20/2023 | Regular | 0.00 | 204.12 | 47342 |
| VEN01048 | Carolyn Heymann | 09/28/2023 | Regular | 0.00 | 130.00 | 47343 |
| 00096 | GEORGIE'S CERAMIC & CLAY | 09/28/2023 | Regular | 0.00 | 264.00 | 47344 |
| 00099 | GRAINGER | 09/28/2023 | Regular | 0.00 | 778.38 | 47345 |
| VEN01193 | Meyer Freeman | 09/28/2023 | Regular | 0.00 | 400.00 | 47346 |
| 00157 | P&L JOHNSON | 09/28/2023 | Regular | 0.00 | 447.24 | 47347 |
| 00434 | RICOH USA | 09/28/2023 | Regular | 0.00 | 79.65 | 47348 |
| VEN01264 | Robin Spear | 09/28/2023 | Regular | 0.00 | 32.00 | 47349 |

Check Report

Date Range: 09/01/2023 - 09/30/2023

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|------------------------|--------------|--------------|-----------------|----------------|--------|
| 00459 | TRAILS END RECOVERY | 09/28/2023 | Regular | 0.00 | 458.00 | 47350 |
| 01778 | TYLER TECHNOLOGIES INC | 09/28/2023 | Regular | 0.00 | 2,103.57 | 47351 |
| 01602 | TYR SPORT INC | 09/28/2023 | Regular | 0.00 | 150.00 | 47352 |

Bank Code General Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 55 | 52 | 0.00 | 68,372.82 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 5 | 0.00 | -2,724.65 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 55 | 57 | 0.00 | 65,648.17 |

Check Report

Date Range: 09/01/2023 - 09/30/2023

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|------------------------------|--------------|--------------|-----------------|----------------|------------|
| Bank Code: Payroll-Payroll | | | | | | |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 2,273.48 | DFT0001046 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 9,721.02 | DFT0001047 |
| 01734 | Oregon Department of Revenue | 09/30/2023 | Bank Draft | 0.00 | 5,234.25 | DFT0001048 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 6,015.07 | DFT0001049 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 34.56 | DFT0001079 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 147.78 | DFT0001080 |
| 01734 | Oregon Department of Revenue | 09/30/2023 | Bank Draft | 0.00 | 93.12 | DFT0001081 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 120.32 | DFT0001082 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 17.92 | DFT0001083 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 76.58 | DFT0001084 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 2,025.82 | DFT0001085 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 8,661.88 | DFT0001086 |
| 01734 | Oregon Department of Revenue | 09/30/2023 | Bank Draft | 0.00 | 4,623.52 | DFT0001087 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 5,430.39 | DFT0001088 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 7.24 | DFT0001091 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 30.96 | DFT0001092 |
| 01734 | Oregon Department of Revenue | 09/30/2023 | Bank Draft | 0.00 | 15.95 | DFT0001093 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 4.77 | DFT0001094 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 115.78 | DFT0001095 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 495.06 | DFT0001096 |
| 01734 | Oregon Department of Revenue | 09/30/2023 | Bank Draft | 0.00 | 303.38 | DFT0001097 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 354.17 | DFT0001098 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 2,058.06 | DFT0001099 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 8,799.88 | DFT0001100 |
| 01734 | Oregon Department of Revenue | 09/30/2023 | Bank Draft | 0.00 | 4,730.06 | DFT0001101 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 5,675.35 | DFT0001102 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 50.94 | DFT0001103 |
| 01793 | US Treasury | 09/30/2023 | Bank Draft | 0.00 | 217.80 | DFT0001104 |
| 01734 | Oregon Department of Revenue | 09/30/2023 | Bank Draft | 0.00 | 114.24 | DFT0001105 |

Bank Code Payroll Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 0 | 0 | 0.00 | 0.00 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 29 | 29 | 0.00 | 67,449.35 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 29 | 29 | 0.00 | 67,449.35 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 55 | 52 | 0.00 | 68,372.82 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 5 | 0.00 | -2,724.65 |
| Bank Drafts | 29 | 29 | 0.00 | 67,449.35 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 84 | 86 | 0.00 | 133,097.52 |

Fund Summary

| Fund | Name | Period | Amount |
|------|-------------|--------|-------------------|
| 999 | Pooled Cash | 9/2023 | 133,097.52 |
| | | | 133,097.52 |

We would like to address an issue that came up with our bank account on September 11th, 2023. While looking through our bank statements we noticed that there was an unauthorized charge for \$4,576.38. When we called the Seaside branch to get a better understanding of what that charge was for, and found out that a branch in Salem had deposited another person's money into our account and withdrew the amount to fix it. While in theory this becomes a wash, it doesn't become a wash on our side. To remain transparent to our board we are required to recognize the deposit as a revenue, and the withdrawal as an expense. As a governmental entity we are required to follow a strict budget, and the additional expense from this incident will have an impact on the budget.

The other issue that we had with this issue is that we weren't told that there was an issue at all. This was something that we had to uncover and ask about. We would expect that if there was something like this that we would be notified of this.

October 24, 2023

To: SEPRD Board of Directors
Re: District Goals 2023, September Update

Hi Directors,

Here are the goals established and agreed upon by the Board and an update on those goals as of October 2023 (end of September), (75% of 2023 completed).

1. Explore and learn more about Systems Development Charges (SDC's) and bring information back to the Board

Identified a consulting firm (FCS Group) that presented to the Board earlier this meeting. Regularly participate in ORPA Legislative Committee conversations to ensure accurate information and engagement regarding this topic.

2. Start conversation with out-of-District communities for possible District expansion

Meet with Strategies 360 bi-weekly and preparing them to come to the November Board meeting for discussion and next steps.

3. Return Sunset Pool to pre-pandemic hours of operation, offering more weekend hours and open swims

We have continued operation on Saturdays with a full catalog of programs, open swims and even some rentals also. At this point, we do not have the financial incentive, participation or staffing available to open on Sundays.

4. Create more opportunities for patrons to get to know staff, particularly the Executive Director

Staff have hosted two meet and greet opportunities, including one on Friday, 9/22. Executive Director has begun offering weekly columns to local media and District will also publish the program guide in early 2024 to help community get to know staff and programs better.

5. Enhance utilization

Staff have hired two bilingual individuals for help in translating marketing materials as well as translating for Seaside Farmers Market attendees. Retained those individuals for duties outside of the SFM.

6. Obtain full occupancy for the Sunset Recreation Center and begin the process of utilizing the building spaces, providing more recreation and community space.

Update provided earlier in the meeting.

- Hire a grantwriter to fundraise for phased improvements at the Sunset Recreation Center, in coordination with the Sunset Park & Rec Foundation. Utilize the position to develop a strategy aimed to increase programming and capacity at the SRC.**

Grantwriter has been hired and begun their work. Grants have been applied for!

- Edit or recreate the IGA between the City, SSD, and SEPRD regarding Broadway Field**

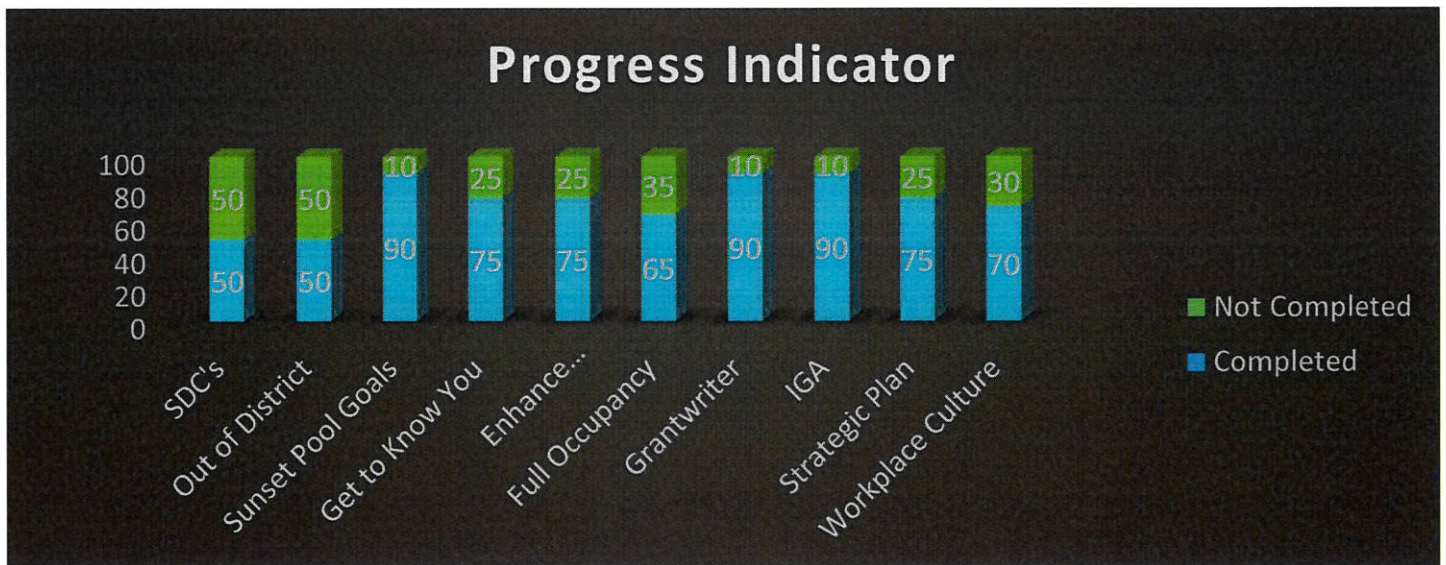
Update provided earlier in the meeting.

- Complete the Strategic Plan, in conjunction with consultants from SEA and SFA**

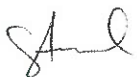
Update provided earlier in the meeting.

- Align recruitment and retention goals to ensure a healthy workplace culture while meeting program needs.**

Recognized professional staff on National Park & Rec Professionals Day in July. Assigned all staff training in Diversity, Sexual Harassment prevention and other topics and have a 90%+ completion percentage



Sincerely,



Skyler Archibald | Executive Director | Sunset Empire Park & Recreation District

1140 Broadway | Seaside, Oregon 97138

503-738-3311 | sarchibald@sunsetempire.com | sunsetempire.com



Seaside Turkey Trot

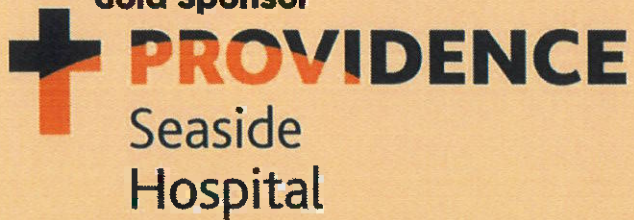
5K Fun Run/Walk

November 23rd, 2023

**Doors Open At 8AM At The Sunset Recreation Center
1120 Broadway | Seaside, OR 97138**

Race Starts At 9AM | Cost: \$35 Per Person & Includes A T-shirt!

Gold Sponsor



Silver Sponsor



For More Information,
Please Visit [SunsetEmpire.com](https://www.sunsetempire.com)



Register here!



Seaside Turkey Trot

5K Fun Run/Walk

23 de Noviembre de 2023

Las puertas se abren a las 8 a. m. en el centro recreativo Sunset
La carrera comienza a las 9 a. m. | Costo: \$35 por persona
e incluye una camiseta

Patrocinador de Oro



Patrocinador de Plata



Registrar aquí

Para obtener más información,
visítenos en sunsetempire.com



Community Thanksgiving Meal

Nov 23rd



12-2pm

SEPRD and Helping Hands jointly host this Community Thanksgiving Meal from 12-2pm at the Bob Chisholm Community Center. Lunch is served hot in the Main Hall and to-go meals are also available.



Comida Comunitaria de Acción de Gracias

23 de Nov  12-2pm

SEPRD y Helping Hands organizan
conjuntamente esta comida
comunitaria de Acción de Gracias de 12
a 2 p. m. en el Centro Comunitario Bob
Chisholm. El almuerzo se sirve caliente
en el salón principal y también se
ofrecen comidas para llevar.



