

**Sunset Empire Park & Recreation District: Board Meeting Agenda**  
**Tuesday, February 25, 2025, 5:15pm**  
**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](mailto:info@sunsetempire.com). The Board Meeting will be available via the District's YouTube page at: <https://youtube/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Public Comment
5. Correspondence
6. Recognition of SEPRD Employee of the Month: Jane Holiday
7. Recognition of SEPRD Director of Programs: Justin Smith
8. Approval of Board Meeting Minutes: January 23, 2025 & January 28, 2025
9. Review Financials: January 2025
10. Staff Presentation: Zoe Manhire, Events and Recreation Manager
11. Old Business
  - A. Strategic Plan
  - B. Projects:
    1. Fire Alarm Update
    2. System's Development Charges Update
    3. Crosswalk Improvement- Completion
  - C. SRC Occupancy Process
12. New Business
  - A. Fitness Agreement
13. Executive Director Report
  - A. Director of Programs Announcement
  - B. Review of SDAO Annual Conference
  - C. SHS Pickleball Club
  - D. Legislative News
  - E. Special Events Recap/Meetings & Events Upcoming
    1. Foundation Fascination Tournament for Bob Chisholm Community Center Refresh Project: **February 26**
    2. Budget Committee Application Deadline: **February 28**
    3. Family Dance- Let's Glow Crazy: **March 8, 4-6pm**
    4. March Board Meeting: **March 18**
    5. SEPRD Budget Committee Meeting: **April 15**
    6. SEPRD Community Egg Hunt: **April 19**
14. Executive Session: *Board of Directors will go to Executive Session for the purpose of "review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing" pursuant to ORS 192.660 (1)(i).*
15. Board Comment
16. 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.

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**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:

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**SEPRD is inviting you to a scheduled Zoom meeting.**

**Topic:** SEPRD Board Meeting

**Time:** Feb 25, 2025 05:15 PM Pacific Time (US and Canada)

**Join Zoom Meeting:**

**<https://us02web.zoom.us/j/88581195624?pwd=XmgazfKeMCDKw5ZQdTcdcdrbqXPL5.1>**

**Meeting ID:** 885 8119 5624

**Passcode:** 627993

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# Clatsop County

## Clerk and Elections

820 Exchange St., Suite 220, Astoria, OR 97103  
(503) 325-8511 phone / (503) 325-9307 fax  
Website: [www.clatsopcounty.gov](http://www.clatsopcounty.gov)  
Email: [clerk@clatsopcounty.gov](mailto:clerk@clatsopcounty.gov)

January 27, 2025

Dear Clatsop County Special Districts,

As we prepare for the District Election, please find enclosed forms, with instructions, for you to make copies and hand out to prospective candidates:

- ♦ **SEL 190** Candidate Filing - District
- ♦ Candidate's Statement for County Voters' Pamphlet
- ♦ County Voters' Pamphlet – Statement of Endorsement
- ♦ Special Districts Board Qualification Matrix

Voters' pamphlet candidate statements must have the filing fee with the candidate's statement form at the time of filing. Your candidates can either file their statement in person at our office or email his/her statement to [clerk@clatsopcounty.gov](mailto:clerk@clatsopcounty.gov) and pay for the filing fee using a debit or credit card at the time of submission.

Candidate photos for county voters' pamphlet need to be submitted to us electronically to [clerk@clatsopcounty.gov](mailto:clerk@clatsopcounty.gov) in a **.pdf** or **.jpg** format. See photo requirements in the voters' pamphlet instructions.

### **IMPORTANT DATES:**

February 8 – First day for district candidates to file declaration of candidacy.

February 28 – Last day to file text of referral or prepared ballot title.

March 20 – Last day for district candidates to file declaration OR withdrawal of candidacy.

March 20 – Last day to file or withdraw notice of measure, and to file explanatory statement.

March 24 – Last day to file candidate statements and measure arguments for county voters' pamphlet.

April 29 – Last day to register to vote.

April 30 – First day ballots are mailed out.

May 20 – Election Day

July 2 – Last day for individuals nominated/elected by write-in votes to file acceptance forms.

If you have any questions, please feel free to contact our office at (503) 325-8511, or email us at [clerk@clatsopcounty.gov](mailto:clerk@clatsopcounty.gov). We will be happy to answer any questions you may have or clarify any of the process.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracie Krevanko".

Tracie Krevanko, CCC, CEA, CERA  
Clatsop County Clerk





## District Candidate Information Sheet

### May 20, 2025 Regular District Election

#### **IMPORTANT DATES:**

<b>February 8</b>	First day for candidates to file declaration of candidacy or nominating petition for special district election.
<b>March 20</b>	Last day for district candidates to file <u>declaration</u> <b>OR</b> to <u>withdraw</u> (SEL 150) of candidacy nominating petition.
<b>March 24</b>	Last day to file candidate statements for voters' pamphlet.
<b>April 29</b>	Last day to register to vote for May election.
<b>April 30 – May 15</b>	Ballots are mailed.
<b>May 12</b>	Public certification test of vote tally system, at 9:30 a.m. Judge Guy Boyington Building, 857 Commercial St., Astoria, OR.
<b>May 20</b>	<b>Election Day</b>
<b>June 16</b>	Last day for county clerk to prepare and deliver abstract of election results to districts.
<b>June 27</b>	Last day for filing officer to prepare and deliver acceptance of office form to individuals nominated or elected by write-in votes.
<b>July 2</b>	Last day for individuals nominated or elected by write-in votes to file acceptance forms.

This packet includes:

- **Special Districts Qualification Matrix** which lists the requirements that are needed in order to qualify for the district board position to be filled;
- **SEL Forms** required for candidate filing;
- Voters' Pamphlet filing form and instructions.

You must file all required forms with Clatsop County Elections official (located at 820 Exchange Street, 2<sup>nd</sup> Floor) and follow the guidelines set out in the principal act for your jurisdiction. You may file either by paying the required fees or by obtaining petition signatures.

The enclosed information is not a substitute for reading the **County, City and District Candidate Manual**, found on the Secretary of State website, <https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>

If you have any questions or need additional forms, contact the Clatsop County Elections Office at 503-325-8511, or visit our website at [www.clatsopcounty.gov](http://www.clatsopcounty.gov) and under "Elections" tab, then select *May 20, 2025 - Regular District Election* for more information, or select *Measure/Candidate Filing* for filing forms and manuals.

#### ➤ **FILING BY FEE:**

1. File **SEL 190** (District Candidate Filing Form)
2. Pay filing fee of \$10.

➤ **FILING BY PETITION:**

1. File **SEL 190** (District Candidate Filing Form) and **SEL 121** (Candidate Signature Sheet – Nonpartisan) to fully complete your filing.
2. Submit completed **Candidate Signature Sheets (SEL 121)** with sufficient number of valid signatures to be verified by the county elections official. The number of signatures required is 25 or 10% of the total number of active registered voters in the electoral district, whichever is less (*ORS 255.235*).

Submit 100% of required signatures from the district for which you are a candidate to qualify. It is also suggested that you obtain at least 5-10 additional signatures than required to compensate for those signatures that may not be valid registered voters. See **District Board Qualification Matrix** to determine the required amount of signatures needed.

3. Signatures must be certified by the County Clerk's office before the filing officer can officially accept the candidate filing.
4. Candidate may either bring the signature petitions in-person or mail them.

➤ **DEADLINE TO FILE A COMPLETED FILING OF CANDIDACY**

Filing for candidacy in the May 20 Regular District Election is **not sooner** than February 8, and **not later** than 5:00 p.m. on March 20.

➤ **CAMPAIGN FINANCE FILING**

For more information or questions on Campaign Finance, visit the Secretary of State's website at <https://sos.oregon.gov/elections> or contact the Secretary of State's Office Election Division at 503-986-1518.

➤ **VOTERS' PAMPHLET INFORMATION**

A copy of the Voters' Pamphlet Candidate's Statement form and Statement of Endorsement is enclosed. **Please read ALL instructions carefully.** You **MUST** complete the "Required Information" portion of the Candidate's Statement form to be included in the voters' pamphlet.

- Candidates running for nomination or election to Special District office shall pay the county clerk the following fee for statement: ***ORS 251.325(2)(a)(b)***
  - \$25 – For an office with **no** salary or other compensation beyond expenses is attached.
  - \$100 – For an office to which a salary or other compensation beyond expenses is attached. (Port of Astoria)

***\*\*\* Deadline for candidates to file candidate statements for county voters' pamphlet is 5:00 p.m., March 24, 2025.***

# Candidate Filing District

SEL 190

rev 12/24  
ORS 255.235

**i** This form must be filed with county elections official. All information must be completed or the form will be rejected.

## 2025 District Election Filing Dates

Candidate Filing February 8, 2025 to March 20, 2025

Withdrawal Date March 20, 2025

This filing is an

Original

Amendment

## Office Information

Filing for Office of:

District, Position or County:

## Filing Information

Filing with the required \$10.00 fee

Prospective Petition

## Candidate Information

### Name of Candidate

First

MI

Last

## How you would like your name to appear on the ballot

## Candidate Residence/Route Address

Street Address

City

State

Zip

## Candidate Mailing Address and Contact Information

Street Address or PO Box

City

State

Zip

Work Phone

Home Phone

Cell Phone

Email Address

Web Site, if applicable

## Race and Ethnicity *Optional*

**Occupation (present employment)** If no relevant experience, None or NA must be entered.

**Occupational Background (previous employment)** If no relevant experience, None or NA must be entered.

**Educational Background (schools attended)** If no relevant experience, None or NA must be entered.

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

**Prior Governmental Experience (elected or appointed)** If no relevant experience, None or NA must be entered.

**Campaign Finance Information**

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

**Residence Address Exemption**

To exempt your residence address from public disclosure, complete form [SEL 180 – Residence Address Exemption Request](#). The request for a Residence Address Exemption MUST include a publicly disclosable mailing address. See the Candidates Manual for further information.

I don't want my residence address to be disclosed. I will be filing a separate [SEL 180 – Residence Address Exemption Request](#).

**Candidate Attestation**

*By signing this document, I hereby state that:*

- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge

 **Warning**  
Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate's Signature

Date Signed

# Candidate Signature Sheet | Nonpartisan

SOME Circulators  No Circulators for this petition are being paid.

This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

 Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

<b>Candidate Information</b>	
Name _____	Office _____
Election _____	
District or Position Number (include city if applicable) _____	

Petition ID \_\_\_\_\_  
County \_\_\_\_\_

**To the Elections Official/Filing Officer, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.**

 Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

	Signature	Date Signed mm/dd/yy	Print Name	Residence or Mailing Address street, city, zip code
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____

**Circulator Certification** This certification must be completed by the circulator and additional signatures should not be collected on this sheet once the certification has been signed and dated! I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed mm/dd/yy
Printed Name of Circulator	Circulator's Address street, city, zip code

**Sheet Number**  
Completed by  
Candidate



## Skyler Archibald

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**From:** Darren Gooch  
**Sent:** Tuesday, January 28, 2025 12:54 PM  
**To:** Skyler Archibald; Cortney Tibbitts; Justin Smith; Zoe Manhire  
**Subject:** FW: Statement for Meeting

FYI

-----Original Message-----

**From:** carlos felan <myownqt@msn.com>  
**Sent:** Tuesday, January 28, 2025 12:52 PM  
**To:** Information Request <info@sunsetempire.com>  
**Subject:** Statement for Meeting

To Whom It May Concern:

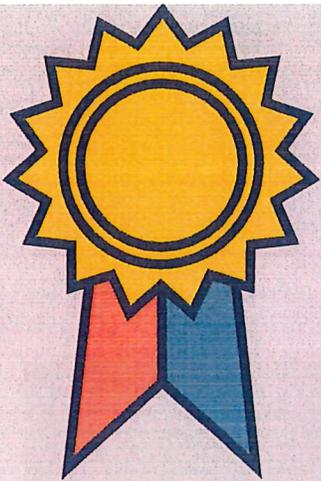
I would like to submit this statement to the Council:

Every time after a weekend basketball tournament at the Sunset Recreation Gym, the Gym floor and stands are left in disarray. Liquid spills on the floor, candy wrappers and miscellaneous papers left on the bleachers. There are numerous pickleball players who play on Monday mornings and are slipping and sliding on the floors because of the excessive dirt and dust left over by the basketball tournament. NO ONE SWEEPS, DUST MOPS OR VACUUMS the floors before the pickleball players start play. Just a matter of time before someone gets seriously injured. I'm asking the Sunset Bldg custodian prep the gym floors before pickleball play starts, daily, but especially after a weekend of basketball tournament games

No one is in charge of your happiness except you ...

Carlos Felan  
2236 So Franklin St  
Seaside Or  
360-742-6947





**SUNSET  
EMPIRE**  
PARK + RECREATION DISTRICT

**PAUSE FOR APPLAUSE**

**FEBRUARY 2025**

**WINNER**

AWARDED TO:

**JANE HOLIDAY**

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

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**Skyler Archibald**  
EXECUTIVE DIRECTOR

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**Katharine Parker**  
BOARD PRESIDENT



Jane Holiday is our February Employee of the Month!

Please join us in celebrating Jane Holiday, our February Employee of the Month! Jane is an incredible Infant Toddler and Special Events Assistant, always bringing a positive attitude and a warm smile to everything she does. Her kindness and dedication make a lasting impact on both our littlest learners and our community events.

Thank you, Jane, for your hard work and for spreading joy wherever you go! 🌊

**BOARD MEETING MINUTES**

**SUNSET EMPIRE PARK & RECREATION DISTRICT**

**JANUARY 23, 2024, 3PM**

*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 meeting of the Sunset Empire Park & Recreation District Board was called to order at 3:01pm by Board President Katharine Parker.

**ATTENDANCE**

**Present:** Katharine Parker, Board President; Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary, Michael Hinton, Kyle Gorman

**Absent:** N/A

**Also Present:** Skyler Archibald, Darren Gooch, Isaiah Collins, (SEPRD Staff), Chris Mastrandrea (Klosh Group), Brandon Dole (SEA).

**PLEDGE OF ALLEGIANCE**

Led by Parker

**DECLARATION OF POTENTIAL CONFLICT OF INTEREST**

Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.

**NEW BUSINESS**

REVIEW OF CERTIFICATE OF OCCUPANCY PROCESS RE/SUNSET RECREATION CENTER: Mr. Archibald reviewed recently received correspondence from the City of Seaside regarding transitioning fitness programs to the SRC from the Sunset Pool Fitness Room. The City's letter indicated that the District needed to complete certain tasks to obtain a Certificate of Occupancy.

Chris Mastrandrea and Brandon Dole both provided information and clarity to the Board and Staff but there remains some confusion on how/why the building lost occupancy and what exactly is required to obtain it again. Attendees reviewed the conditions that the City provided to obtain the Certificate of Occupancy

**BOARD COMMENT**

**Director Gorman** shared that he would be out of town for the Board meeting next week but would attempt to attend via Zoom®.

**Director Hinton** shared with all this recent activity that it would be a good time to revisit the locker room project with the Seaside School District and that we should revisit the possibility of borrowing money for the projects associated with obtaining occupancy to accomplish those tasks as soon as possible.

**Director Coddington** stated that she was grateful that this situation has come to the Board's attention and that it's difficult to take back words but she did appreciate the toned down rhetoric of the second letter. She stated that the

District has demonstrated transparency and the desire to work together to have a safe building and that the building is safe currently and that's our #1 priority. **Board Vice-President Bodner** thanked Mr. Archibald for helping put the meeting together. She stated that it was great that the Board was aware of what was going on and it was nice to not have a big catch-up lesson. She stated that transparency exists and she was grateful for the expertise offered by the consultants. She stated that the letter provides an invitation to negotiate a solution with the City and form a partnership with them.

**Board President Parker** thanked staff for their efforts in pulling the meeting together. She stated that the District has been transparent in our efforts regarding this process and that she looked forward to more updates and progress.

**ADJOURNMENT**

*The meeting was adjourned at 4:27pm by Board President Parker*

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Skyler Archibald, Exec. Director

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Katharine Parker, Board President

**BOARD MEETING MINUTES**

**SUNSET EMPIRE PARK & RECREATION DISTRICT**

**JANUARY 28, 2024, 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 meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:15pm by Board Vice President Celeste Bodner.

**ATTENDANCE** **Present:** Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary, Michael Hinton, Kyle Gorman, via Zoom®  
**Absent:** Katharine Parker, Board President  
**Also Present:** Skyler Archibald, Darren Gooch, Isaiah Collins, (SEPRD Staff), Chris Mastrandrea (Klosh Group), Rick Proulx (Kern & Thompson)

**PLEDGE OF ALLEGIANCE** Led by Bodner.

**DECLARATION OF POTENTIAL CONFLICT OF INTEREST** Board Vice-President Bodner asked for any conflicts of interest. There were no conflicts of interest declared.

**PUBLIC COMMENT** Susan Buskuhl offered public comment regarding the fee increase, stated that she is going to start coming to Board Meetings to learn more and offered kudos to James and other staff for the pickleball program. She stated that they really want to see the pickleball program grow. She shared concern for folks that have been priced out of pickleball and other programs. She thanked the Board for listening.

Daryl Johnson offered public comment and shared his frustration that the gym is not operating (fitness center). He stated that the City Manager stated that there was no hangup on the City side. Half of Mr. Johnson's workout is using the gym, and he swims the other half. He shared his frustration that it hasn't been resolved yet. He said that he has a hotel in Cannon Beach and if he didn't fix the roof issues in a week, he'd be out of business. He said that staff seem indifferent to the challenges of the fitness center closure.

The Board took some time to bring visibility to responses to public comments and to correspondence that they have received.

**CORRESPONDENCE** There were two items of correspondence included in the Board Packet this month.

**RECOGNITION OF SEPRD EMPLOYEE** The Board recognized lifeguard Jay Brown: Jay is an incredible asset to the Aquatics Department, consistently demonstrating a positive attitude and a

**OF THE MONTH: JAY BROWN**

strong work ethic. Always with a smiling face, he is dedicated to maintaining a clean and welcoming environment and is always willing to help in any way possible. His excellent customer service skills make a significant impact, ensuring that every interaction is a positive one. We truly appreciate Jay's hard work and dedication and are grateful to have him as part of our team!

**PRESENTATION OF 2023-2024 AUDIT WITH KERN & THOMPSON**

The Board reviewed the 2023-2024 Audit of the District, as prepared by Rick Proulx of Kern & Thompson. The Audit was received by the Board, and they asked questions to Mr. Proulx

**APPROVAL OF BOARD MEETING MINUTES: NOVEMBER 26, 2024**

The Board reviewed the Meeting Minutes from November 26, 2024. *After review, the Board unanimously voted to approve the Meeting Minutes from November 26, 2024, Meeting (Coddington/Hinton).*

**REVIEW FINANCIALS, NOVEMBER, DECEMBER 2024**

The Board reviewed the financial statements provided by the District. *After review, the Board unanimously accepted the November Financials (Gorman/Coddington) and the December Financials (Gorman/Hinton).*

**STAFF PRESENTATION: DARREN GOOCH**

Darren Gooch, Director of Development shared a presentation to the Board regarding his job duties and other pertinent updates.

**OLD BUSINESS**

Strategic Plan: The Board received an update regarding the drafted Strategic Plan and provided feedback to Staff and to Chris Mastrandrea (Klosh Group). Overall, the Board felt that the Plan was improved significantly but still not what the Board was hoping for and asked for continued revisions to the plan. The Board discussed the best way to move forward and decided to schedule a workshop to further provide feedback.

Projects:

- Fire Alarm Update: Mr. Archibald and Mr. Mastrandrea provided an update to the Board with an anticipated testing date and project completion of February 7.
- System Development Charges Update: Mr. Archibald shared an update that they continue to work through this process and recently provided a project list to the consultants.
- Crosswalk Improvement: Mr. Archibald shared that the crosswalk signs have shipped, and we hope to receive them in Seaside this week. Mr. Archibald thanked the City of Seaside Public Works Department for receiving the signs and helping with installation to improve the safety of the community in this area.

SRC Occupancy Process: Mr. Archibald and the Board continued their discussion from their last conversation at the Board Meeting on January 23. The Board and Mr. Archibald were hopeful that the relationship improvements with the City could lead to an M.O.U. with improved and more transparent communication accompanying an agreement.

## **NEW BUSINESS**

Foundation Board Membership and Leadership Changes: The Board reviewed several changes with the Foundation Board. After discussion, *the Board unanimously accepted the proposed slate of Sunset Park & Rec Foundation Board Members, accepted the resignation of Marcus Runkle and accepted the proposed leadership of the Foundation Board (Hinton/Coddington).*

Private Swim Lesson Program: Mr. Archibald shared information and a proposal on the Private Swim Lesson Program offered by SEPRD. He included participation data over the last three years. The adopted fee structure has a significant impact on the fee structure of this program and there was concern that the fee structure could limit participation of this important program. *After presentation and discussion among the Board and Staff (Archibald & Heymann) the Board unanimously voted to adjust the fee schedule for Private Swim Lessons to a rate of \$52.50 for in-district and \$70 for out-of-district (Gorman/Hinton).*

Budget Committee Vacancy: The Board heard an update regarding the Budget Committee Vacancy. The deadline for application for the Budget Committee is February 28.

Board Election Information, Spring 2025: The Board reviewed timelines for the Spring 2025 Election. The Board has three positions that will be up for elections.

## **EXECUTIVE DIRECTOR REPORT**

Goals for 2024-2025: Mr. Archibald shared an update on the outcomes/goals for the Executive Director including some progress on a staff survey and website transition for the District.

Director of Programs Transition: Mr. Archibald shared an update regarding the transition with Justin Smith leaving SEPRD for a position with the North County Rec District in Nehalem. The District will turn to internal candidates initially for filling the position.

Upcoming Training Opportunities: Mr. Archibald shared updates on the SDAO Conference.

Special Events Report & Events/Meetings Upcoming: Mr. Archibald shared updates on Meetings upcoming as well as a couple of special events in February/March.

**EXECUTIVE SESSION** Considering timing and the absence of the Board President, *the Board unanimously voted to amend the agenda and postpone the previously scheduled agenda item for the Executive Session (Hinton/Gorman).*

**BOARD COMMENT** **Director Gorman** stated that the Master Plan is improved and appreciated the efforts on that front. He said that SEPRD Staff, Carolyn, is awesome and he appreciated that she brought the concerns to the District and stated that he was thankful for Jay Brown and that he is awesome.

**Director Coddington** congratulated Jay on his award. She thanked Rick for his audit presentation and that she was glad that we had a clean audit again. She thanked Darren for his presentation and efforts and that we had a good success rate for grants this year. She discussed the Strategic Plan which leaps and bounds better but still some areas that need to be addressed and she agreed that a work session would be helpful. She thanked Carolyn for her efforts teaching and inspiring swimmers. She stated that every complaint is a gift, and she was thankful for the feedback the Board received on Carolyn's program. She discussed the process with the City and that she appreciated the response that the team had and how they came together on that effort. She stated that what the District has done is to be transparent and open and working to utilize the building. She stated that it was an honor to be part of the Board and that she hasn't decided if she will run for election, but she was grateful for her position and that the District is as good as it is.

**Director Hinton** said ditto to Su's comments and expressed his gratitude for the great employees that the District has. He stated that he will miss Justin Smith and that he has done an outstanding job. He stated that the District has a lot of unfinished business and that we need to crack the whip and get the SRC work done as fast as we can. He stated his concern about the political climate in the nation and concerns about the impacts to our community. He stated his disappointment that we are losing our SRC tenant, Consejo Hispano

**Board Vice-President Bodner** stated her gratitude that the Board has become strategic and proud that the Board is making decisions based on strategy and data and that we've made great progress on that.

**ADJOURNMENT** *The meeting was adjourned at 8:19pm by Board President Parker*

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Skyler Archibald, Exec. Director

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Celeste Bodner, Board Vice-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: 58.33%

Through January 31, 2025	FY-to-Date	Annual Budget	Remaining	% Used
<b>REVENUES--</b>				
Aquatics	109,521.63	221,500.00	111,978.37	49.45%
Building Fund	0.00	25,000.00	25,000.00	0.00%
Broadway Field Fund	11,020.00	37,600.00	26,580.00	29.31%
Community Center	60,471.01	107,600.00	47,128.99	56.20%
Recreation	40,003.39	91,900.00	51,896.61	43.53%
Special Events	69,798.44	57,500.00	-12,298.44	121.39%
Sunset Recreation Center	35,356.50	162,500.00	127,143.50	21.76%
Youth Center	156,111.93	362,000.00	205,888.07	43.12%
Taxes & Other	1,927,851.87	2,198,864.00	271,012.13	87.67%
<b>Total Revenues</b>	<b>2,410,134.77</b>	<b>3,264,464.00</b>	<b>854,329.23</b>	<b>73.83%</b>
<b>EXPENSES--</b>				
AD Staffing	251,426.18	378,691.00	127,264.82	66.39%
AD PR Taxes and Benefits	61,475.82	118,469.00	56,993.18	51.89%
AD Materials, Supplies, and Services	154,080.40	307,605.00	153,524.60	50.09%
<i>Sub-total AD Expenses</i>	<i>466,982.40</i>	<i>804,765.00</i>	<i>337,782.60</i>	<i>58.03%</i>
AQ Staffing	307,676.57	530,665.00	222,988.43	57.98%
AQ PR Taxes and Benefits	39,045.08	87,816.00	48,770.92	44.46%
AQ Materials, Supplies, and Services	62,350.47	122,750.00	60,399.53	50.79%
<i>Sub-total AQ Expenses</i>	<i>409,072.12</i>	<i>741,231.00</i>	<i>332,158.88</i>	<i>55.19%</i>
CF Capital/Board Discretion Expense	0.00	0.00	0.00	#DIV/0!
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>#DIV/0!</i>
BRF Staffing	14,445.75	32,805.00	18,359.25	44.04%
BRF PR Taxes and Benefits	1,111.35	3,280.00	2,168.65	33.88%
BRF Materials, Supplies, and Services	4,016.68	15,200.00	11,183.32	26.43%
<i>Sub-total BRF Expenses</i>	<i>19,573.78</i>	<i>51,285.00</i>	<i>31,711.22</i>	<i>38.17%</i>
CC Staffing	57,084.84	91,373.00	34,288.16	62.47%
CC PR Taxes and Benefits	5,626.44	11,612.00	5,985.56	48.45%
CC Material, Supplies, and Services	11,736.48	23,500.00	11,763.52	49.94%
<i>Sub-total CC Expenses</i>	<i>74,447.76</i>	<i>126,485.00</i>	<i>52,037.24</i>	<i>58.86%</i>
MNT Staffing	120,131.07	201,826.00	81,694.93	59.52%
MNT PR Taxes and Benefits	22,411.37	65,715.00	43,303.63	34.10%
MNT Materials, Supplies, and Services	63,189.80	197,250.00	134,060.20	32.04%
<i>Sub-total MNT Expenses</i>	<i>205,732.24</i>	<i>464,791.00</i>	<i>259,058.76</i>	<i>44.26%</i>
RC Staffing	69,625.02	119,453.00	49,827.98	58.29%
RC PR Taxes and Benefits	11,822.26	24,495.00	12,672.74	48.26%
RC Materials, Supplies, and Services	17,085.47	31,700.00	14,614.53	53.90%
<i>Sub-total RC Expenses</i>	<i>98,532.75</i>	<i>175,648.00</i>	<i>77,115.25</i>	<i>56.10%</i>
SE Staffing	25,343.30	43,015.00	17,671.70	58.92%
SE PR Taxes and Benefits	7,996.62	25,027.00	17,030.38	31.95%
SE Materials, Supplies, and Services	20,793.93	35,300.00	14,506.07	58.91%
<i>Sub-total SE Expenses</i>	<i>54,133.85</i>	<i>103,342.00</i>	<i>49,208.15</i>	<i>52.38%</i>
SRC Staffing	34,357.97	77,250.00	42,892.03	44.48%
SRC PR Taxes and Benefits	2,685.05	7,725.00	5,039.95	34.76%
SRC Materials, Supplies, and Services	162,949.42	111,000.00	-51,949.42	146.80%
<i>Sub-total SRC Expenses</i>	<i>199,992.44</i>	<i>195,975.00</i>	<i>-4,017.44</i>	<i>102.05%</i>
YC Staffing	349,500.83	632,044.00	282,543.17	55.30%
YC PR Taxes	43,817.06	97,054.00	53,236.94	45.15%
YC Materials, Supplies, and Services	32,176.46	54,500.00	22,323.54	59.04%
<i>Sub-total YC Expenses</i>	<i>425,494.35</i>	<i>783,598.00</i>	<i>358,103.65</i>	<i>54.30%</i>

Total Expenses	1,953,961.69	3,447,120.00	1,493,158.31	56.68%
	0.00	0.00		
Revenues Plus Net Working Capital	2,914,303.77	3,768,633.00	854,329.23	77.33%

## January 2025 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity	Total
<b>ADMINISTRATION</b>						
Exempt Staff	4.30	\$ 169,292.72	\$ 15,897.55	\$ 42,521.64	\$ -	\$ 227,711.91
Non-exempt Staff	1.50	\$ 41,823.50	\$ 3,056.63	\$ -	\$ -	\$ 44,880.13
<b>Sub-total</b>	<b>5.80</b>	<b>\$ 211,116.22</b>	<b>\$ 18,954.18</b>	<b>\$ 42,521.64</b>	<b>\$ -</b>	<b>\$ 272,592.04</b>
<b>MAINTENANCE</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 120,131.07	\$ 9,184.18	\$ 13,227.19	\$ -	\$ 142,542.44
<b>Sub-total</b>	<b>3.87</b>	<b>\$ 120,131.07</b>	<b>\$ 9,184.18</b>	<b>\$ 13,227.19</b>	<b>\$ -</b>	<b>\$ 142,542.44</b>
<b>AQUATICS</b>						
Exempt Staff	1.40	\$ 44,888.71	\$ 4,283.68	\$ 15,424.02	\$ -	\$ 64,596.41
Non-exempt Staff	12.67	\$ 262,516.78	\$ 19,337.38	\$ -	\$ -	\$ 281,854.16
<b>Sub-total</b>	<b>14.07</b>	<b>\$ 307,405.49</b>	<b>\$ 23,621.06</b>	<b>\$ 15,424.02</b>	<b>\$ -</b>	<b>\$ 346,450.57</b>
<b>RECREATION</b>						
Exempt Staff	0.20	\$ 10,702.24	\$ 1,585.41	\$ 6,509.60	\$ -	\$ 18,797.25
Non-exempt Staff	0.85	\$ 41,605.64	\$ 3,727.25	\$ -	\$ -	\$ 45,332.89
<b>Sub-total</b>	<b>1.05</b>	<b>\$ 52,307.88</b>	<b>\$ 5,312.66</b>	<b>\$ 6,509.60</b>	<b>\$ -</b>	<b>\$ 64,130.14</b>
<b>YOUTH PROGRAMS</b>						
Exempt Staff	1.30	\$ 52,491.95	\$ -	\$ 17,190.27	\$ -	\$ 69,682.22
Non-exempt Staff	11.80	\$ 297,008.88	\$ -	\$ -	\$ -	\$ 297,008.88
<b>Sub-total</b>	<b>13.10</b>	<b>\$ 349,500.83</b>		<b>\$ 17,190.27</b>	<b>\$ -</b>	<b>\$ 366,691.10</b>
<b>COMMUNITY CENTER</b>						
Exempt Staff	0.15	\$ 2,676.09	\$ 459.83	\$ 1,111.29	\$ -	\$ 4,247.21
Non-exempt Staff	2.70	\$ 54,358.49	\$ 4,055.32	\$ -	\$ -	\$ 58,413.81
<b>Sub-total</b>	<b>2.85</b>	<b>\$ 57,034.58</b>	<b>\$ 4,515.15</b>	<b>\$ 1,111.29</b>	<b>\$ -</b>	<b>\$ 62,661.02</b>
<b>SPECIAL EVENTS</b>						
Exempt Staff	0.65	\$ 25,343.30	\$ 1,691.01	\$ 5,462.58	\$ -	\$ 32,496.89
Non-exempt Staff	0.50	\$ 8,006.29	\$ 843.03	\$ -	\$ -	\$ 8,849.32
<b>Sub-total</b>	<b>1.15</b>	<b>\$ 33,349.59</b>	<b>\$ 2,534.04</b>	<b>\$ 5,462.58</b>	<b>\$ -</b>	<b>\$ 41,346.21</b>
<b>BROADWAY FIELD FUND</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 14,445.75	\$ 1,111.35	\$ -	\$ -	\$ 15,557.10
<b>Sub-total</b>	<b>0.37</b>	<b>\$ 14,445.75</b>	<b>\$ 1,111.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,557.10</b>
<b>SRC FUND</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 34,357.97	\$ 2,660.05	\$ 25.00	\$ -	\$ 37,043.02
<b>Sub-total</b>	<b>4.20</b>	<b>\$ 34,357.97</b>	<b>\$ 2,660.05</b>	<b>\$ 25.00</b>	<b>\$ -</b>	<b>\$ 37,043.02</b>
<b>TOTAL</b>	<b>46.46</b>	<b>\$ 1,179,649.38</b>	<b>\$ 67,892.67</b>	<b>\$ 101,471.59</b>	<b>\$ -</b>	<b>\$ 1,349,013.64</b>



# Check Report

By Check Number

Date Range: 01/01/2025 - 01/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: General-General</b>						
00829	ACE HARDWARE - SEASIDE	01/09/2025	Regular	0.00	126.82	48158
01304	American Red Cross	01/09/2025	Regular	0.00	342.00	48159
VEN01368	BACKFLOW VALVE SERVICES	01/09/2025	Regular	0.00	355.00	48160
VEN01367	BETTY BARBIC	01/09/2025	Regular	0.00	27.99	48161
00549	BUILDERS FIRSTSOURCE	01/09/2025	Regular	0.00	409.13	48162
VEN01063	Clatsop County Democrats	01/09/2025	Regular	0.00	450.00	48163
VEN01369	Coastal Restoration LLC	01/09/2025	Regular	0.00	701.42	48164
00087	ENGLUND MARINE SUPPLY	01/09/2025	Regular	0.00	503.16	48165
01651	Fire Extinguisher service	01/09/2025	Regular	0.00	737.00	48166
00099	GRAINGER	01/09/2025	Regular	0.00	141.51	48167
VEN01366	HI-TIDE OCEANFRONT INN	01/09/2025	Regular	0.00	200.00	48168
VEN01071	Jacobs Radio	01/09/2025	Regular	0.00	423.00	48169
01382	KBGE-FM	01/09/2025	Regular	0.00	200.00	48170
00140	KIWANIS CLUB OF SEASIDE	01/09/2025	Regular	0.00	125.00	48171
00141	MESHER SUPPLY	01/09/2025	Regular	0.00	163.78	48172
01129	Pacific Alarm Systems	01/09/2025	Regular	0.00	894.60	48173
00161	PACIFIC POWER	01/09/2025	Regular	0.00	7,677.36	48174
00371	POOL & SPA HOUSE	01/09/2025	Regular	0.00	852.26	48175
01684	RE Investment Company	01/09/2025	Regular	0.00	726.90	48176
01040	RECOLOGY WESTERN OREGON	01/09/2025	Regular	0.00	718.86	48177
00434	RICOH USA	01/09/2025	Regular	0.00	43.26	48178
01387	RICOH USA, INC.	01/09/2025	Regular	0.00	79.65	48179
01010	Skyler Archibald	01/09/2025	Regular	0.00	148.74	48180
00454	WALTER NELSON CO.	01/09/2025	Regular	0.00	1,562.64	48181
01510	Wave	01/09/2025	Regular	0.00	967.05	48182
01726	Wilcox & Flegel	01/09/2025	Regular	0.00	174.49	48183
00510	Zoe Manhire	01/09/2025	Regular	0.00	88.21	48184
00312	AIRGAS USA, LLC	01/16/2025	Regular	0.00	2,366.41	48185
VEN01368	BACKFLOW VALVE SERVICES	01/16/2025	Regular	0.00	79.00	48186
01022	CIVICPLUS	01/16/2025	Regular	0.00	3,105.00	48187
VEN01266	Cortney Tibbitts	01/16/2025	Regular	0.00	115.24	48188
01787	Kern Thompson CPA	01/16/2025	Regular	0.00	5,000.00	48189
00150	NORTHWEST NATURAL	01/16/2025	Regular	0.00	6,954.44	48190
01387	RICOH USA, INC.	01/16/2025	Regular	0.00	495.26	48191
01133	SDIS	01/16/2025	Regular	0.00	12,190.00	48192
00900	STAPLES	01/16/2025	Regular	0.00	252.77	48193
00454	WALTER NELSON CO.	01/16/2025	Regular	0.00	871.78	48194

**Bank Code General Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	37	0.00	50,269.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>45</b>	<b>37</b>	<b>0.00</b>	<b>50,269.73</b>

Check Report

Date Range: 01/01/2025 - 01/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	01/31/2025	Bank Draft	0.00	2,017.40	DFT0001782
01793	US Treasury	01/31/2025	Bank Draft	0.00	8,626.36	DFT0001783
01734	Oregon Department of Revenue	01/31/2025	Bank Draft	0.00	4,587.23	DFT0001784
01793	US Treasury	01/31/2025	Bank Draft	0.00	4,426.44	DFT0001785
01793	US Treasury	01/31/2025	Bank Draft	0.00	8.44	DFT0001786
01793	US Treasury	01/31/2025	Bank Draft	0.00	36.10	DFT0001787
01734	Oregon Department of Revenue	01/31/2025	Bank Draft	0.00	18.79	DFT0001788
01793	US Treasury	01/31/2025	Bank Draft	0.00	165.38	DFT0001789
01793	US Treasury	01/31/2025	Bank Draft	0.00	707.16	DFT0001790
01734	Oregon Department of Revenue	01/31/2025	Bank Draft	0.00	382.33	DFT0001791
01793	US Treasury	01/31/2025	Bank Draft	0.00	474.15	DFT0001792
01793	US Treasury	01/31/2025	Bank Draft	0.00	2,054.74	DFT0001808
01793	US Treasury	01/31/2025	Bank Draft	0.00	8,786.08	DFT0001809
01734	Oregon Department of Revenue	01/31/2025	Bank Draft	0.00	4,679.32	DFT0001810
01793	US Treasury	01/31/2025	Bank Draft	0.00	4,841.70	DFT0001811
01793	US Treasury	01/31/2025	Bank Draft	0.00	0.40	DFT0001816
01793	US Treasury	01/31/2025	Bank Draft	0.00	1.72	DFT0001817
01793	US Treasury	01/31/2025	Bank Draft	0.00	2,091.82	DFT0001818
01793	US Treasury	01/31/2025	Bank Draft	0.00	8,944.10	DFT0001819
01734	Oregon Department of Revenue	01/31/2025	Bank Draft	0.00	4,792.11	DFT0001820
01793	US Treasury	01/31/2025	Bank Draft	0.00	5,024.38	DFT0001821
01793	US Treasury	01/31/2025	Bank Draft	0.00	51.12	DFT0001824
01793	US Treasury	01/31/2025	Bank Draft	0.00	218.56	DFT0001825
01734	Oregon Department of Revenue	01/31/2025	Bank Draft	0.00	127.83	DFT0001826
01793	US Treasury	01/31/2025	Bank Draft	0.00	56.17	DFT0001827
01793	US Treasury	01/31/2025	Bank Draft	0.00	-61.02	DFT0001828
01793	US Treasury	01/31/2025	Bank Draft	0.00	-260.88	DFT0001829
01734	Oregon Department of Revenue	01/31/2025	Bank Draft	0.00	-143.91	DFT0001830
01793	US Treasury	01/31/2025	Bank Draft	0.00	-213.75	DFT0001831

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	62,440.27
EFT's	0	0	0.00	0.00
	<b>29</b>	<b>29</b>	<b>0.00</b>	<b>62,440.27</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	45	37	0.00	50,269.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	29	29	0.00	62,440.27
EFT's	0	0	0.00	0.00
	<u>74</u>	<u>66</u>	<u>0.00</u>	<u>112,710.00</u>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2025	<u>112,710.00</u>
			<u>112,710.00</u>

**SEPRD's Vendors**

<b>Vendor</b>	<b>Description</b>
94.9 The Bridge	Advertising
Ace Hardware	Maint. Supplies
American Red Cross	Training/Certification
Backflow Valve Services	Plumbing service inspections
BAMM! Promotional Products	Custom promotional products
Builders First Source	Maint. Supplies
CBM Systems	SRC Custodial
City Of Seaside	Water Bill/Market
Civic Plus	POS annual bill
Cole Industrial	Maint. Supplies
Columbia Locksmith	Lock replacement/Maint.
Convergint	Fire Systems
CTL Corporatyion	Tech Equipment
Diamond Heating	HVAC Repair/Installation
Deming Designs	Wheelchair Parts
DMT Auto Parts (Napa)	Maint. Supplies
Englund Marine	Maint. Supplies
EO Media Group	Advertising
Evans Plumbing	Plumbing
FCS Group	SDC Consult
Fire Extinguisher Service	Inspection of extinguishers
Franz Family Bakeries	YP Nutrition
Georgies Ceramic & Clay	Pottery Supplies
Government Finance Officers Association	Finance Membership
Grainger	Maint. Supplies
HD Supply Facilites	Maint. Supplies
Jacobs Radio	Advertising
Jeane Jenson	Yoga Contractor
JJ Electric	Electrical maint.
Kern Thompson, CPA	Auditor
Kiwi Glass	Window Replacements
Klosh Group	Consultants
KMUN	Advertising
Les Schwab	Tires
Lincoln Aquatics	Aquatic supplies
Liftoff, LLC	Email/Microsoft Suites
Logotek	Custom Printing
Manage My Market	Farmers Market Software
Mediamerica	Advertising
Meshher	Maint. Supplies
Northwest Natural	Natural Gas
NW Local Government Legal	Lawyer
Ohana Media Group	Advertising/Notices
Oregon Recreation and Parks (ORPA)	Dues/Trainings

**SEPRD's Vendors**

<b>Vendor</b>	<b>Description</b>
Oregon State Audit Division	Filing fee for annual audit
P & L Johnson	Mechanical Heating
Pacific Alarm Systems	Maintenance/Testing
Pacific Power	Electricity
Pers	Annual social security percentage
Playful Pickleball	Recreation Contractor
Pitney Bowes	Postage/Lease of postage printer
Polk Riley	Printing
Pool & Spa House	Maint. Supplies
Recology Western Oregon	Trash
Ricoh USA	Printer Contract
Rotary	Dues
Scott Edwards Archeticture	Consultants
S & F Land Services	Surveying
SDIS	Insurance/Workers Comp
Seattle Pottery	Pottery supplies
Sherwin Williams	Maint. Supplies
Special Districts of Oregon	Dues/Trainings
Staples	Office Supplies
Sysco	YP Nutrition
Tillicum Foundation	Advertising
Trachsel Construction	Maintenance
Trails End Recovery	Debris Disposal
Tuff Puffin	Marketing
Tyler Technologies	Accounting Software
TYR	Aquatics Vending Supplies
United Rentals	Maint Equipment rental
Water Gear inc.	Aquatics Vending Supplies
Walter Nelson	Cleaning Supplies
WAVE	Phone/Internet
Wilcox Flegel	Fuel
Zions Bank	Building Loan



# Memo

**To:** Spencer Kyle, City Manager  
**From:** Jeff Flory, Community Development Director  
**Date:** February 3, 2025  
**Re:** Response to Compliance Letter - SEPRD

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Please consider this memo as the formal response to the requested clarifying information pursuant to the inquiry submitted by the Sunset Empire Recreation District (SEPRD) Director, Skyler Archibald via e-mail on January 10, 2025. SEPRD needs to consult with the Design Professional in Responsible Charge (DPRC) as to their approved plans and the work that needs to be done to bring the Sunset Recreation Center into compliance.

## ***1. Permits Finalized***

*All building permits that are required for the fire and life safety systems except as noted below for the mechanical permit, must pass their final inspection by July 1, 2025.*

### Permits Outstanding:

**769-23-000139-STR** – This permit is for the “Change of Occupancy” of the structure from a school to the SRC. The approved plans for this permit have multiple structural and fire and life safety items that need to be completed and inspected to satisfy the permit. No inspections have been requested pursuant to this permit and this permit shows expired as of July 14, 2024. Staff can reactivate this permit upon a request from the “Design Professional in Responsible Charge (DPRC).”

**769-24-000003-FIRE** – This permit is for the commercial fire alarm and was issued to Convergent for the installation of the detection and notification system. This permit received an approved “rough-in” inspection and is still pending a final inspection. This permit expires on April 22, 2025.

### Deferred Submittals:

Listed in permit 769-23-000139-STR are three deferred submittals. Deferred submittals refer to portions of your plans that were not submitted at the time of the initial permit application. Instead, these elements will be submitted to the Building Official for review and approval at a later date. One of these deferred submittals, Modifications to the Existing Fire Detection and Alarm System has already been submitted and a permit issued as referenced above. Two deferred submittals remain, including:

- Modifications to the Existing Fire Sprinkler System.
- Modifications to the Existing Mechanical and Electrical Systems.

The City has not received plans or permit applications for these deferred submittals.

## **SEPARATE PERMITS AND DEFERRED SUBMITTAL BIDDER DESIGN ITEMS**

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CONTRACTOR SHALL PROVIDE DESIGN, ENGINEERING, FURNISHING AND INSTALLATION OF A COMPLETE, FUNCTIONING SYSTEM(S) BASED ON THE SCHEMATIC LAYOUT SHOWN ON THE ARCHITECTURAL DRAWINGS, DESCRIBED HEREIN AND IN COMPLIANCE WITH PREVAILING CODE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FINAL ORDERING OF ALL DEVICES AND FIXTURES TO ENSURE PROPER OPTIONS, ACCESSORIES AND CONFIGURATIONS. CONTRACTOR SHALL PROVIDE COMPLETE DESIGN AND DOCUMENTATION AS REQUIRED FOR SUBMISSION TO, AND APPROVAL OF ARCHITECT, OWNER, AND GOVERNING BUILDING DEPARTMENT.

UPON COMPLETION OF REVIEW BY THE ARCHITECT OR ENGINEER OF RECORD, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ROUTING DOCUMENTS TO PERMIT AGENCY FOR PLANS REVIEW AND PAYING ANY PLANS CHECK AND PERMIT FEES.

### DEFERRED SUBMITTALS:

1. MODIFICATIONS TO THE EXISTING FIRE SPRINKLER SYSTEM
2. MODIFICATIONS TO THE EXISTING FIRE DETECTION AND ALARM SYSTEM
3. MODIFICATIONS TO THE EXISTING MECHANICAL AND ELECTRICAL SYSTEMS

The above information was taken directly from SEPRDs approved plans under permit number **769-23-000139-STR**.

### **3. Fire Department Approval**

*The Seaside Fire Department must approve the issuance of a temporary C of O contingent on a fire watch program. This program must meet all safety requirements established by the department.*

Seaside Fire and Rescue has stated that a fire watch program would be necessary if any of the fire and life safety systems are taken offline.

### **5. Electrical Permit Finalization**

*Proof of passed final inspections of any electrical permits issued by Clatsop County must be submitted before the City can issue a temporary C of O.*

The deferred submittals mentioned above states that modifications are needed to the "Electrical Systems." If electrical permits are necessary, they must be issued and receive final inspections from Clatsop County. If permits are not necessary, the DPRC can issue a response to this inquiry explaining why the electrical system upgrades were placed on the approved plans as a deferred submittal and do not require permits.

### **6. Fire Protection and Life Safety Systems**

*You must provide documentation verifying that the existing automatic sprinkler system is adequate for the building's intended uses and occupancies. If the system is found to not meet the necessary code requirements per the 2022 Oregon Structural Specialty Code, a permit application and plan review approval will be required for any modifications to the existing system. This permit is required to receive final approval prior to July 1, 2025.*

“Modifications to the Existing Fire Sprinkler System” is listed as a deferred submittal for the change of occupancy. This deferred plan has not been submitted to the City for review. The City does not know what items need to be fixed as we are not responsible for evaluating their system. SEPRD needs to hire a competent and qualified professional to evaluate the system, determine what needs to be fixed or upgraded, and submit for permits to perform the work. This is required for a temporary C of O. This needs to be done under the direction of the DPRC.

### ***Time Allowed to Complete Mechanical Improvements***

*It is not clear on the letter that the District has an additional two years (until July 2027) to complete the mechanical improvements. That clarity was only provided by the City Manager but we would like clarity to be provided in writing on the timing of the expectations and the requirements.*

Per Chapter 150 of the Code of Seaside: “(B) Expiration of permits. (1) Every permit issued by the Building and Code Enforcement Director shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days, or if the work authorized by such permit is not completed and received a final inspection within 24 months from the date of such permit.”

Once the mechanical permit is issued, progress needs to be made in completing the work. If work does not commence within six months of the issuance of the permit or if work is abandoned for six months, the permit expires. If the work does not receive a final inspection within 24 months of the permit being issued, the permit expires.

### ***Temporary Certificate of Occupancy***

*Understanding that the City did at one point issue a temporary certificate of occupancy at one point (seems like it was in 2021), what would prevent the city from issuing SEPRD another temporary certificate of occupancy for the building for the next six months and still maintain the conditions needed for approval from the previous letter?*

Oregon Structural Specialty Code Section 111.3 Temporary Occupancy:

“The *building official* is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the *permit*, provided that such portion or portions shall be occupied safely. The *building official* shall set a time period during which the temporary certificate of occupancy is valid.”

The building official has determined which items on SEPRD’s approved set of plans need to be completed so that the building can be occupied safely. The prior approval for occupancy was for a very narrow scope and a small section of the building. The approval was only for daycare in a specific area. This approval was revoked due to SEPRD unlawfully expanding to full occupancy of the SRC without meeting any of the fire and life safety requirements necessary or obtaining a certificate of occupancy.

The building is not safe to occupy and therefore, a temporary C of O cannot be justified. The City will issue a temporary C of O once all of the items listed in the letter dated January 6, 2025, are completed.

The letter from Spencer Kyle, City Manager, dated January 22, 2025, contained a section called "Response to Claims Raised in SEPRD's Appeal". The City Manager asked staff to verify his statement made in Section 3. Traffic Impact Analysis. Our response is below.

***Traffic Impact Analysis (TIA)***

The Traffic Impact Analysis (TIA) was required as part of the change of use from a school to a sports facility/recreation center. This requirement falls under the city's zoning ordinance and is a condition of approval for SEPRD's conditional use permit. The conditional use permit governs how land and buildings can be used within the city, ensuring that developments align with zoning regulations.

On the other hand, the certificate of occupancy (C of O) requirements are part of the building code, which ensures that the building is safe to occupy. The building code addresses structural integrity, fire safety, and other critical safety aspects.

It is important to note that these are two separate approvals necessary for SEPRD's building. The conditional use permit approval ensures compliance with zoning laws, while the C of O ensures the building meets safety standards. The TIA was not a requirement for the temporary C of O but was a requirement of their conditional use permit.

Their approved site plan also showed a parking lot design that maximized the number of available parking spaces. Their approval from the Planning Commission was based on the designs they submitted for review. I don't think the parking lot has been re-stripped yet according to the approved plan.

**Sunset Empire Park + Recreation District**

**HIGH SCHOOL  
PICKLEBALL  
CLUB**

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**FEBURARY 3RD -  
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1120 Broadway, Seaside**

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**GRATIS**

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28 DE MAYO**

**7:00 PM - 8:00 PM  
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Regístrate ahora



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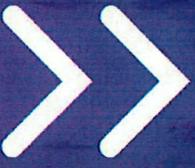
# Sunset Empire Park + Recreation District



# Lets Glow Crazy Family Dance



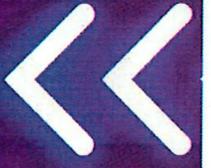
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\$32 - Family  
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\*at the door price

4 PM -  
6 PM



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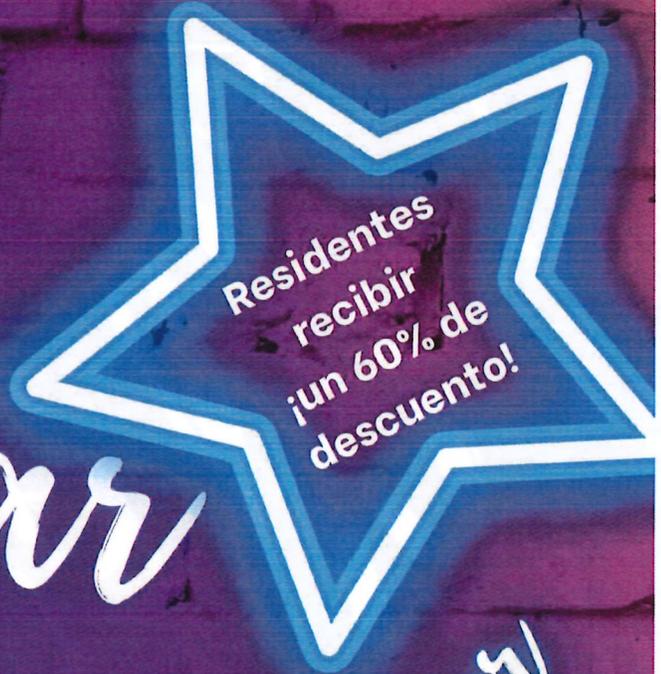


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# Sunset Empire Park + Recreation District

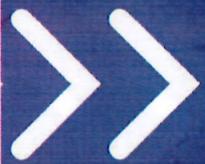
*Vamos  
a brillar*



*¡Preinscribirse para  
descuentos adicionales!*



*Loco  
baile familiar*



Sábado  
8 de  
marzo

\$32 - Familia  
\$8 - Individual  
\*al precio de puerta

4 PM -  
6 PM



Sunset Recreation Center  
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Patrocinador de oro



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