

Sunset Empire Park & Recreation District: Board Meeting Agenda
Thursday, March 21, 2024

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/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Introduction to John Donovan (Oregon Solutions) and Tony Salvador (Director of National Policy Consensus Center)
5. Recognition of SEPRD Employee of the Month: Holly Maine
6. Public Comment
7. Correspondence
8. Approval of Board Meeting Minutes: February 27, 2024
9. Review Financials: February 2024
10. Staff Presentation: Justin Smith
11. Old Business
 - A. Occupancy Update
 1. Fire Suppression System- Update
 2. Conditional Use Permit Application
 - B. Broadway Field Update
 1. Softball Field Project
 2. Community Garden Relocation
 - C. Strategic Plan Update
 - D. Previous Presentations
 1. Expansion of District Boundaries
 2. System's Development Charges
 - Review Proposal for services from FCS Group
12. New Business
 - A. Special District Grant Accessibility Act
 - B. Budget Committee
 - C. Goals for 2024
 - D. Out of District Rates
 - E. Board of Directors Training Requirement
13. Executive Session: *Board of Directors will go to Executive Session for the purpose of "conduct deliberations with persons designated by the governing body to negotiate real property transactions: pursuant to ORS 192.660(1)(e).*
14. Executive Director Report
 - A. Special Events Recap/Meetings & Events Upcoming
 1. Egg Hunt, Saturday, March 30
 2. April Board Meeting: April 23
 3. 1st Budget Committee Meeting: April 30
 4. 2nd Budget Committee Meeting: May 14

5. Spring SEPRD Staff Training: May 16

6. May Board Meeting: May 28

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.

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

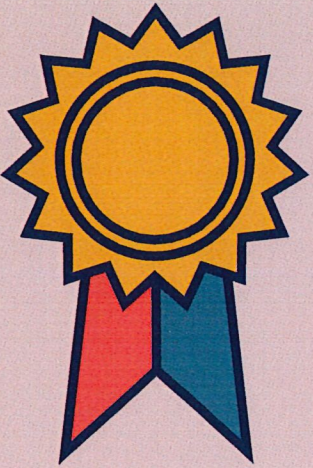
Time: Mar 21, 2024 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/88545413763>

Meeting ID: 885 4541 3763

One tap mobile

+16694449171,,88545413763# US



**SUNSET
EMPIRE**
PARK + RECREATION DISTRICT

PAUSE FOR APPLAUSE

FEBRUARY 2024

WINNER

AWARDED TO:

HOLLY MAINE

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

Skyler Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT

BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

FEBRUARY 27, 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 Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:20pm by Board President Katharine Parker, although the Board was prepared to start the meeting at 5:15 but technology was not cooperating.

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, Chris McCollister, Haley Wilding, Isaiah Collins (SEPRD Staff)

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.

RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH: ASHLEY WOLFE

The Board recognized the work of the Aquatics Supervisor, Ashley Wolfe.

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 Meeting held on January 23, 2024. After review the Board requested one change to the Meeting Minutes, to add to the minutes with the conversation that occurred with the Maintenance Staff regarding the flooring of the Women's Locker Room. That verbiage was added to the January meeting minutes. With that change *the Board unanimously voted to approve the Meeting Minutes from the January 23, Meeting (Gorman/Bodner)*

REVIEW OF FINANCIALS

The Board reviewed the Financial Reports from January 2024. *After review the Board unanimously approved the Financials from January 2024 (Bodner/Gorman).*

STAFF PRESENTATION:

The Board received a presentation from the SEPRD Human Resources & Admin Manager Haley Wilding.

**HALEY WILDING, HR
& ADMIN MANAGER**

The Board noted that they requested representation at the Vision 2050 City of Seaside Meeting and Mr. Gorman was sent as a delegate.

OLD BUSINESS

OCCUPANCY UPDATE: Mr. Archibald provided an update regarding the Fire Suppression System and the Conditional Use Permit Application. Project plans for the fire suppression system will be resubmitted for approval in early March and the building will be kept operational.

The Board discussed the Conditional Use Permit Application to be reviewed by the City of Seaside Planning Commission at a meeting on Tuesday, March 5. *The Board unanimously voted to appoint Vice-President Bodner to draft documentation or present public comment to the Commission on behalf of the Board (Hinton/Coddington).*

BROADWAY FIELD UPDATE: Mr. Archibald shared an update regarding Broadway Field, mainly pertaining to the softball field project and the Community Garden relocation. The project has commenced with improvements to the North of the SRC for the parking lot/entrance improvement. The project will include the HFTF relocation in the next week or so. The Board discussed the possibility of relocating the HFTF to Gym 2 in the SRC. Mr. Archibald shared that the parties (SEPRD, SKI, SSD) have been working through the initial concerns and the Board requested that SKI be involved in this process. After discussion the *Board voted to give Mr. Archibald the authority to sign an agreement to work with the parties and complete the relocation of the batting cage project (Hinton/Coddington).*

Mr. Archibald also shared an update about the Community Garden. Working with the City, the School District and a local non-profit, the decision has been made to utilize funding from the School District to improve the Community Gardens at the Railroad Gardens and reserve funding for a possible garden expansion based on success of the garden rental program. The parties are working together to draft an MOU for this project. *After discussion the Board unanimously voted to provide Mr. Archibald the authority to sign an MOU between the City, SSD and SEPRD provided the agreement includes the concerns of the District (Bodner/Hinton).*

STRATEGIC PLAN UPDATE: Mr. Archibald shared how the Community Charettes went today and thanked the Board Members and Community Members that participated. There was a significant amount of data that was presented as well as a preview of the completed plan.

PREVIOUS PRESENTATIONS: The Board had a discussion regarding the previous presentations the Board received regarding SDC's and possible district expansion into nearby communities. Mr. Archibald has reached out to different contacts/firms to set up meetings for discussions/thoughts/processes on expansions.

The Board discussed the timing and the need to have the strategic plan in place prior to those discussions.

Mr. Archibald shared information about the process for moving forward with Systems Development Charges.

BUDGET COMMITTEE: The Board reviewed the proposed staff schedule for the Budget process for 2024 including two Budget Committee vacancies. Budget Committee candidates have until March 1 to submit their interest for the vacant positions.

GOALS FOR 2024: The Board discussed the process for the goals for 2024. Mr. Archibald had provided some goals for consideration and Vice-President Bodner and Director Gorman are working on forming some goals.

NEW BUSINESS

OUT OF DISTRICT RATES: Mr. Archibald shared data regarding the out of district rates of participation and how a change may impact the financial position of the District. He also shared a memo which outlined what other Park & Rec Special Districts charge for out-of-district participation.

BOARD OF DIRECTORS TRAINING REQUIREMENT: The Board is required under the new ORS statute to take an ethics training course annually but information regarding the training has not been finalized.

SURPLUS PROPERTY POLICY: The Board reviewed a drafted policy that dictates what will be done with surplus property of the District. *After review the Board unanimously voted to approve the proposed Surplus Property Policy with the revision that Staff create a log of items surpluses and get multiple staff signatures for transparency (Bodner/Hinton).* The Board also reviewed a proposed IGA for disposing of surplus property for items of higher value with the State of Oregon and *after review, unanimously approved Mr. Archibald in signing that IGA (Bodner/Hinton).*

EXECUTIVE SESSION

The Board unanimously voted to go to Executive Session (Bodner/Hinton) for the purpose of “conducting deliberations with persons designated by the governing body to negotiate real property transactions: pursuant to ORS 192.660(1)(e).

The Board unanimously voted to leave Executive Session and reconvene the General Board Meeting (Bodner/Hinton).

BOARD ACTION

The Board unanimously voted to approve that Mr. Archibald be able to move forward with the agreement proposed in the Executive Session (Bodner/Hinton).

EXECUTIVE DIRECTOR REPORT

Mr. Archibald provided an update on the following items:

- SDAO CONFERENCE: Mr. Archibald thanked the Board Members that were able to attend the SDAO Conference, which was held at the Seaside Convention Center.
- SPECIAL EVENT RECAP/MEETINGS & EVENTS UPCOMING: Mr. Archibald shared a report about events previously held and events/meetings.

BOARD COMMENT

Director Coddington shared that it was a productive meeting. She talked about receiving a large magnet in the mail that referenced Broadway Middle School. She stated that she appreciated Hayley’s presentation and that she recently earned her master’s degree. She talked about concerns that patrons might have regarding the District, and she stated her goal of being open to those questions and a desire to work transparently to hear people’s concerns.

Board Vice-President Bodner stated that she was proud to serve on this Board and have such a productive meeting.

Director Hinton stated that he sent a letter to Senator Merkley regarding recreational immunity and that there was broad support for a solution on that topic.

Board President Parker stated that she was thankful for all the behind the scenes work that have been accomplished by the Board and thanked the staff for their work on these longstanding items. She stated that she had someone comment on how the Board stays engaged during these long meetings and that her reply was that we get a lot done during these productive meetings and that she appreciated the Board and what we accomplished tonight.

ADJOURNMENT

The meeting was adjourned at 8:25pm 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: **66.70%**

Through February 31, 2024	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	132,109.93	166,000.00	33,890.07	79.58%
Building Fund	0.00	156,000.00	156,000.00	0.00%
Broadway Field Fund	15,828.92	60,000.00	44,171.08	26.38%
Community Center	70,237.32	93,800.00	23,562.68	74.88%
Recreation	51,245.59	101,500.00	50,254.41	50.49%
Special Events	53,186.34	41,950.00	-11,236.34	126.79%
Sunset Recreation Center	63,172.49	895,000.00	831,827.51	7.06%
Youth Center	197,141.11	445,000.00	247,858.89	44.30%
Taxes & Other	1,967,894.77	1,971,360.00	3,465.23	99.82%
Total Revenues	2,550,816.47	3,930,610.00	1,379,793.53	64.90%
EXPENSES--				
AD Staffing	259,409.01	378,500.00	119,090.99	68.54%
AD PR Taxes and Benefits	72,909.80	109,000.00	36,090.20	66.89%
AD Materials, Supplies, and Services	253,139.34	255,000.00	1,860.66	99.27%
<i>Sub-total AD Expenses</i>	<i>585,458.15</i>	<i>742,500.00</i>	<i>157,041.85</i>	<i>78.85%</i>
AQ Staffing	349,868.72	486,375.00	136,506.28	71.93%
AQ PR Taxes and Benefits	55,933.37	84,900.00	28,966.63	65.88%
AQ Materials, Supplies, and Services	67,354.25	127,000.00	59,645.75	53.03%
<i>Sub-total AQ Expenses</i>	<i>473,156.34</i>	<i>698,275.00</i>	<i>225,118.66</i>	<i>67.76%</i>
CF Capital/Board Discretion 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	1,462.38	30,000.00	28,537.62	4.87%
BRF PR Taxes and Benefits	112.50	2,750.00	2,637.50	4.09%
BRF Materials, Supplies, and Services	12,952.15	23,750.00	10,797.85	54.54%
<i>Sub-total BRF Expenses</i>	<i>14,527.03</i>	<i>56,500.00</i>	<i>41,972.97</i>	<i>25.71%</i>
CC Staffing	67,482.41	119,300.00	51,817.59	56.57%
CC PR Taxes and Benefits	8,787.87	16,600.00	7,812.13	52.94%
CC Material, Supplies, and Services	13,248.54	30,000.00	16,751.46	44.16%
<i>Sub-total CC Expenses</i>	<i>89,518.82</i>	<i>165,900.00</i>	<i>76,381.18</i>	<i>53.96%</i>
MNT Staffing	132,521.04	196,000.00	63,478.96	67.61%
MNT PR Taxes and Benefits	40,533.15	61,500.00	20,966.85	65.91%
MNT Materials, Supplies, and Services	145,503.09	195,250.00	49,746.91	74.52%
<i>Sub-total MNT Expenses</i>	<i>318,557.28</i>	<i>452,750.00</i>	<i>134,192.72</i>	<i>70.36%</i>
RC Staffing	76,528.44	83,505.00	6,976.56	91.65%
RC PR Taxes and Benefits	13,126.87	22,000.00	8,873.13	59.67%
RC Materials, Supplies, and Services	19,884.92	69,550.00	49,665.08	28.59%
<i>Sub-total RC Expenses</i>	<i>109,540.23</i>	<i>175,055.00</i>	<i>65,514.77</i>	<i>62.57%</i>
SE Staffing	26,712.77	39,350.00	12,637.23	67.89%
SE PR Taxes and Benefits	10,052.62	22,700.00	12,647.38	44.28%
SE Materials, Supplies, and Services	30,355.33	29,150.00	-1,205.33	104.13%
<i>Sub-total SE Expenses</i>	<i>67,120.72</i>	<i>91,200.00</i>	<i>24,079.28</i>	<i>73.60%</i>
SRC Staffing	35,952.37	30,000.00	-5,952.37	119.84%
SRC PR Taxes and Benefits	2,765.03	4,200.00	1,434.97	65.83%
SRC Materials, Supplies, and Services	269,628.79	704,800.00	435,171.21	38.26%
<i>Sub-total SRC Expenses</i>	<i>308,346.19</i>	<i>739,000.00</i>	<i>430,653.81</i>	<i>41.72%</i>
YC Staffing	388,612.37	576,350.00	187,737.63	67.43%
YC PR Taxes	57,693.80	83,500.00	25,806.20	69.09%
YC Materials, Supplies, and Services	24,654.74	72,500.00	47,845.26	34.01%
<i>Sub-total YC Expenses</i>	<i>470,960.91</i>	<i>732,350.00</i>	<i>261,389.09</i>	<i>64.31%</i>
Total Expenses	2,437,185.67	4,103,530.00	1,666,344.33	59.39%
Revenues Plus Net Working Capital	3,054,985.47	4,434,779.00	1,379,793.53	68.89%

February 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 164,453.00	\$ 22,574.15	\$ 45,995.31	\$ -	\$ 233,022.46
Non-exempt Staff	1.50	\$ 54,287.17	\$ 4,340.34	\$ -	\$ -	\$ 58,627.51
Sub-total	5.80	\$ 218,740.17	\$ 26,914.49	\$ 45,995.31	\$ -	\$ 291,649.97
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 132,521.04	\$ 13,203.51	\$ 27,329.64	\$ -	\$ 173,054.19
Sub-total	3.87	\$ 132,521.04	\$ 13,203.51	\$ 27,329.64	\$ -	\$ 173,054.19
AQUATICS						
Exempt Staff	1.40	\$ 58,612.54	\$ 6,537.61	\$ 19,883.69	\$ -	\$ 85,033.84
Non-exempt Staff	12.67	\$ 291,155.15	\$ 29,512.07	\$ -	\$ -	\$ 320,667.22
Sub-total	14.07	\$ 349,767.69	\$ 36,049.68	\$ 19,883.69	\$ -	\$ 405,701.06
RECREATION						
Exempt Staff	0.20	\$ 11,181.08	\$ 1,781.57	\$ 7,156.87	\$ -	\$ 20,119.52
Non-exempt Staff	0.85	\$ 47,020.36	\$ 4,188.43	\$ -	\$ -	\$ 51,208.79
Sub-total	1.05	\$ 58,201.44	\$ 5,970.00	\$ 7,156.87	\$ -	\$ 71,328.31
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 56,643.69	\$ -	\$ 19,514.93	\$ -	\$ 76,158.62
Non-exempt Staff	11.80	\$ 331,968.68	\$ -	\$ -	\$ -	\$ 331,968.68
Sub-total	13.10	\$ 388,612.37	\$ -	\$ 19,514.93	\$ -	\$ 408,127.30
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 8,248.81	\$ 697.59	\$ 1,938.11	\$ -	\$ 10,884.51
Non-exempt Staff	2.70	\$ 59,233.60	\$ 6,152.17	\$ -	\$ -	\$ 65,385.77
Sub-total	2.85	\$ 67,482.41	\$ 6,849.76	\$ 1,938.11	\$ -	\$ 76,270.28
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 26,712.77	\$ 2,709.85	\$ 5,991.81	\$ -	\$ 35,414.43
Non-exempt Staff	0.50	\$ 17,584.99	\$ 1,350.96	\$ -	\$ -	\$ 18,935.95
Sub-total	1.15	\$ 44,297.76	\$ 4,060.81	\$ 5,991.81	\$ -	\$ 54,350.38
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 1,462.38	\$ 112.50	\$ -	\$ -	\$ 1,574.88
Sub-total	0.37	\$ 1,462.38	\$ 112.50	\$ -	\$ -	\$ 1,574.88
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 35,952.37	\$ 2,765.03	\$ -	\$ -	\$ 38,717.40
Sub-total	4.20	\$ 35,952.37	\$ 2,765.03	\$ -	\$ -	\$ 38,717.40
TOTAL	46.46	\$ 1,297,037.63	\$ 95,925.78	\$ 127,810.36	\$ -	\$ 1,520,773.77



Check Report

By Check Number

Date Range: 02/01/2024 - 02/29/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00460	DEX IMAGING	02/15/2024	Regular	0.00	-2,048.23	47547
00099	GRAINGER	02/15/2024	Regular	0.00	-544.96	47548
VEN01190	Scott Edwards Architecture	02/15/2024	Regular	0.00	-608.61	47551
00549	BUILDERS FIRSTSOURCE	02/05/2024	Regular	0.00	109.41	47564
VEN01140	CBM Systems, LLC	02/05/2024	Regular	0.00	2,832.81	47565
VEN01286	Cole Industrial Inc.	02/05/2024	Regular	0.00	2,831.04	47566
01758	COLUMBIA LOCKSMITH LLC	02/05/2024	Regular	0.00	180.00	47567
00649	CTL CORPORATION	02/05/2024	Regular	0.00	476.00	47568
00460	DEX IMAGING	02/05/2024	Regular	0.00	2,048.23	47569
00187	DMT Auto Parts	02/05/2024	Regular	0.00	156.25	47570
00087	ENGLUND MARINE SUPPLY	02/05/2024	Regular	0.00	208.85	47571
00099	GRAINGER	02/05/2024	Regular	0.00	150.96	47572
01382	KBGE-FM	02/05/2024	Regular	0.00	200.00	47573
01388	MediAmerica	02/05/2024	Regular	0.00	520.00	47574
00150	NORTHWEST NATURAL	02/05/2024	Regular	0.00	9,623.90	47575
01387	RICOH USA, INC.	02/05/2024	Regular	0.00	42.77	47576
VEN01195	Tuff Puffin	02/05/2024	Regular	0.00	1,385.60	47577
01726	Wilcox & Flegel	02/05/2024	Regular	0.00	173.68	47578
VEN01242	CONVERGINT	02/09/2024	Regular	0.00	5,881.45	47579
00951	EO MEDIA GROUP	02/09/2024	Regular	0.00	390.00	47580
00096	GEORGIE'S CERAMIC & CLAY	02/09/2024	Regular	0.00	52.00	47581
00099	GRAINGER	02/09/2024	Regular	0.00	885.00	47582
01223	Jeane Jensen	02/09/2024	Regular	0.00	585.00	47583
01756	Northwest Local Government Legal Advisor	02/09/2024	Regular	0.00	114.00	47584
00161	PACIFIC POWER	02/09/2024	Regular	0.00	6,898.33	47585
VEN01287	Papa Murphy	02/09/2024	Regular	0.00	504.00	47586
VEN01190	Scott Edwards Architecture	02/09/2024	Regular	0.00	608.61	47587
01133	SDIS	02/09/2024	Regular	0.00	15,075.62	47588
00454	WALTER NELSON CO.	02/09/2024	Regular	0.00	197.74	47589
01510	Wave	02/09/2024	Regular	0.00	967.05	47590
00312	AIRGAS USA, LLC	02/20/2024	Regular	0.00	1,598.27	47591
VEN01034	BAMM! Promotional Products, Inc	02/20/2024	Regular	0.00	3,222.50	47592
01560	CHRIS DUFFY	02/20/2024	Regular	0.00	127.12	47593
00080	DIAMOND HEATING	02/20/2024	Regular	0.00	710.00	47594
VEN01015	Franz Family Bakeries	02/20/2024	Regular	0.00	271.45	47595
VEN01071	Jacobs Radio	02/20/2024	Regular	0.00	199.00	47596
01795	KLOSH GROUP INC	02/20/2024	Regular	0.00	4,885.55	47597
00157	P&L JOHNSON	02/20/2024	Regular	0.00	215.92	47598
VEN01193	Playful Pickleball LLC	02/20/2024	Regular	0.00	500.00	47599
00294	POLK RILEY'S PRINTING	02/20/2024	Regular	0.00	334.00	47600
00454	WALTER NELSON CO.	02/20/2024	Regular	0.00	1,474.29	47601
VEN01034	BAMM! Promotional Products, Inc	02/26/2024	Regular	0.00	5,514.58	47602
VEN01289	Chris Corder	02/26/2024	Regular	0.00	444.25	47603
VEN01286	Cole Industrial Inc.	02/26/2024	Regular	0.00	2,831.04	47604
01651	Fire Extinguisher service	02/26/2024	Regular	0.00	1,568.95	47605
00099	GRAINGER	02/26/2024	Regular	0.00	2,037.42	47606
01567	JJ ELECTRIC SERVICE	02/26/2024	Regular	0.00	3,785.00	47607
01567	JJ ELECTRIC SERVICE	02/26/2024	Regular	0.00	2,900.00	47608
VEN01290	Kammy Pell	02/26/2024	Regular	0.00	11.00	47609
01040	RECOLOGY WESTERN OREGON	02/26/2024	Regular	0.00	680.09	47610
01387	RICOH USA, INC.	02/26/2024	Regular	0.00	79.65	47611
VEN01190	Scott Edwards Architecture	02/26/2024	Regular	0.00	913.00	47612
VEN01288	Seaside Towing	02/26/2024	Regular	0.00	248.00	47613
00900	STAPLES	02/26/2024	Regular	0.00	427.11	47614

Check Report

Date Range: 02/01/2024 - 02/29/2024

Vendor Number
00454

Vendor Name
WALTER NELSON CO.

Payment Date
02/26/2024

Payment Type
Regular

Discount Amount
0.00

Payment Amount
648.62

Number
47615

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	52	0.00	88,725.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-3,201.80
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	61	55	0.00	85,523.39

Check Report

Date Range: 02/01/2024 - 02/29/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	02/29/2024	Bank Draft	0.00	2,158.26	DFT0001281
01793	US Treasury	02/29/2024	Bank Draft	0.00	9,228.48	DFT0001282
01734	Oregon Department of Revenue	02/29/2024	Bank Draft	0.00	4,833.01	DFT0001283
01793	US Treasury	02/29/2024	Bank Draft	0.00	5,366.93	DFT0001284
01793	US Treasury	02/29/2024	Bank Draft	0.00	-48.56	DFT0001285
01793	US Treasury	02/29/2024	Bank Draft	0.00	-207.62	DFT0001286
01734	Oregon Department of Revenue	02/29/2024	Bank Draft	0.00	-124.34	DFT0001287
01793	US Treasury	02/29/2024	Bank Draft	0.00	-124.62	DFT0001288
01793	US Treasury	02/29/2024	Bank Draft	0.00	1.84	DFT0001289
01793	US Treasury	02/29/2024	Bank Draft	0.00	7.90	DFT0001290
01793	US Treasury	02/29/2024	Bank Draft	0.00	17.62	DFT0001291
01793	US Treasury	02/29/2024	Bank Draft	0.00	75.30	DFT0001292
01734	Oregon Department of Revenue	02/29/2024	Bank Draft	0.00	22.72	DFT0001293
01793	US Treasury	02/29/2024	Bank Draft	0.00	3.48	DFT0001314
01793	US Treasury	02/29/2024	Bank Draft	0.00	14.84	DFT0001315
01734	Oregon Department of Revenue	02/29/2024	Bank Draft	0.00	30.25	DFT0001316
01793	US Treasury	02/29/2024	Bank Draft	0.00	2,098.16	DFT0001317
01793	US Treasury	02/29/2024	Bank Draft	0.00	8,971.58	DFT0001318
01734	Oregon Department of Revenue	02/29/2024	Bank Draft	0.00	4,725.15	DFT0001319
01793	US Treasury	02/29/2024	Bank Draft	0.00	5,411.12	DFT0001320
01793	US Treasury	02/29/2024	Bank Draft	0.00	38.56	DFT0001321
01793	US Treasury	02/29/2024	Bank Draft	0.00	164.90	DFT0001322
01734	Oregon Department of Revenue	02/29/2024	Bank Draft	0.00	88.24	DFT0001323
01793	US Treasury	02/29/2024	Bank Draft	0.00	83.28	DFT0001324
01793	US Treasury	02/29/2024	Bank Draft	0.00	15.98	DFT0001325
01793	US Treasury	02/29/2024	Bank Draft	0.00	68.36	DFT0001326
01734	Oregon Department of Revenue	02/29/2024	Bank Draft	0.00	36.98	DFT0001327

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	27	27	0.00	42,957.80
EFT's	0	0	0.00	0.00
	27	27	0.00	42,957.80

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	52	0.00	88,725.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-3,201.80
Bank Drafts	27	27	0.00	42,957.80
EFT's	0	0	0.00	0.00
	88	82	0.00	128,481.19

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2024	128,481.19
			128,481.19

SEPRD's Vendors

Vendor	Description
Airgas	Co2 for pool
Ace Hardware	Maint. Supplies
BAMM! Promotional Products	Custom promotional products
American Red Cross	Training/Certification
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
Dex Imaging	Printer Contract
DMT Auto Parts (Napa)	Maint. Supplies
Englund Marine	Maint. Supplies
EO Media Group	Advertising
Evans Plumbing	Plumbing
Fire Extinguisher Service	Inspection of extinguishers
Franz Family Bakeries	YP Nutrition
Georgies Ceramic & Clay	Pottery Supplies
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
KBGE-FM (94.9)	Advertising
KMUN	Advertising
Logotek	Custom Printing
Mediamerica	Advertising
Meshier	Maint. Supplies
Northwest Natural	Natural Gas
NW Local Government Legal	Lawyer
Ohana Media Group	Advertising/Notices
Oregon Recreation and Parks (ORPA)	Dues/Trainings
Oregon State Audit Division	Filing fee for annual audit
P & L Johnson	Mechanical Heating
Pacific Alarm Systems	Maintenance/Testing
Pacific Power	Electricity
Playful Pickleball	Recreation Contractor
Pitney Bowes	Postage/Lease of postage printer

SEPRD's Vendors

Vendor	Description
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
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

TASK PLAN

1. Kickoff

- 1.1 **Project setup and monthly billing.** FCS GROUP will prepare accurate monthly bills that include a report of progress during the billing period.
- 1.2 **Data request.** FCS GROUP will prepare a written data request for information needed for the study.
- 1.3 **Kickoff meeting.** FCS GROUP will convene a kickoff meeting via video conference with District staff to initiate the study.
- 1.4 **Data review and follow-up.** FCS GROUP will follow up with District staff as needed to obtain additional data or resolve questions.

2. Technical Analysis

- 2.1 **Calculate growth in demand.** FCS GROUP will quantify the current customer base and project customer growth for both residents and lodging units.
- 2.2 **Calculate levels of service for parks.** FCS GROUP will calculate level of service for parks facilities based on multiple defensible approaches.
- 2.3 **Calculate reimbursement fee cost basis.** Where applicable, FCS GROUP will calculate the maximum defensible reimbursement fee cost basis for existing parks facilities.
- 2.4 **Calculate improvement fee cost basis.** FCS GROUP will analyze the project list and determine the maximum defensible SDC eligibility for each project.
- 2.5 **Calculate schedules of SDCs.** FCS GROUP will make appropriate adjustments to the cost bases and calculate a schedule of SDCs for both residential land uses and lodging land uses.
- 2.6 **Video conference with staff to review analysis.** FCS GROUP will facilitate a video conference with screen-sharing capability to review results of the technical analysis with District staff.
- 2.7 **Revise analysis as needed.** FCS GROUP will revise the analysis as needed based on feedback received in the review meeting.

3. Communication

- 3.1 **Draft report.** FCS GROUP will prepare a draft report that documents all findings and recommendations of the study and submit it to the District for feedback.
- 3.2 **Presentations at board meetings.** FCS GROUP will summarize the draft report in up to two presentations (one remote and one on-site) at public meetings of the District board. The first presentation is usually at a work session during the 90-day notice period, and the second presentation is usually at the public hearing after the 90-day notice period.
- 3.3 **Final report.** FCS GROUP will revise the draft report based on feedback received from the District and deliver the final version.

BUDGET

FCS GROUP proposes to complete these tasks at a cost not to exceed \$33,105. Below is a detailed budget by individual task and team member:

Task Detail	On Site	Ghilarducci Principal	Gabbard PM	Nelson Sr. Analyst	Admin Support	Total Hours	Expense Budget	Budget Estimate
Task 1: Kickoff								
1.1 Project setup and monthly billing			4		4	8		\$1,360
1.2 Data request			1	2		3		\$595
1.3 Kickoff meeting		3	4	6		13		\$2,935
1.4 Data review and follow-up			2	8		10		\$1,910
<i>Task 1 Subtotal</i>	0	3	11	16	4	34	\$0	\$6,800
Task 2: Technical Analysis								
2.1 Calculate growth in demand (including lodging).			3	12		15		\$2,865
2.2 Calculate levels of service for parks.			1	4		5		\$955
2.3 Calculate reimbursement fee cost basis.			3	12		15		\$2,865
2.4 Calculate improvement fee cost basis.			3	12		15		\$2,865
2.5 Calculate schedules of SDCs.		2	2	8		12		\$2,520
2.6 Video conference with staff to review analysis		2	2	2		6		\$1,440
2.7 Revise analysis as needed.		1	2	8		11		\$2,215
<i>Task 2 Subtotal</i>	0	5	16	58	0	79	\$0	\$15,725
Task 3: Communication								
3.1 Draft report		1	2	16		19		\$3,655
3.2 Presentations at board meetings (up to 2)	1	2	12	8		22	\$200	\$4,870
3.3 Final report		1	2	6		9		\$1,855
<i>Task 3 Subtotal</i>	1	4	16	30	0	50	\$200	\$10,380
Labor Total		\$3,660	\$10,105	\$18,720	\$420			\$32,905
Expenses							\$200	
Budget Estimate								\$33,105
Cost Summary								
Total Hours		12	43	104	4	163		
Billing Rate		\$305	\$235	\$180	\$105			

EXPIRATION

This proposal expires on December 31, 2024.

Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

The Problem

Despite the significant presence of special districts in the U.S., **Federal law lacks a consistent definition and reference to special purpose units of local government.**

As a result, special districts:

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of "local government" for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as "geographic units of government."

The Solution: H.R. 7525

The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

"Special District" Defined

H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:



The term "special district" means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



Common Services Provided

- | | | |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital | Road & Highway |
| Irrigation | Park & Recreation | Airport |
| Fire Protection | Port/Harbor/Navigation | Electricity |
| Ambulance | Library | Mosquito Control |
| Transit | Cemetery | Resource Conservation |

Quick Facts

35,000

Special District Governments

17%

All local government revenue

50 states

Connect & Engage on Solutions

NSDC is the only national organization representing and advocating for all types of special districts at the federal level.



jk@paragonlobbying.com



(877) 924-2732

March 21, 2024

To: SEPRD Board of Directors
Re: Budget Committee Vacancy, Process & Timeline

Directors,

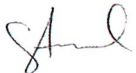
This memo is to update the Board and Public with the preparations for the 2024-2025 Budget. Work has been ongoing for several months and with the expected appointments of Paul McCarthy and Tracy MacDonald, the Budget Committee is full.

- Jamie Bingham | Term Expires 2024-2025
- William Montero | Term Expires 2025-2026
- Jay Stirling | Term Expires 2025-2026
- Paul McCarthy | Term Expires 2026-2027
- Tracy MacDonald | Term Expires 2026-2027

Staff has made some changes to the Budget Calendar but for the most part, the process remains intact and looks familiar to previous years.

- April 30:** Budget Committee Meeting, 6pm
- May 14:** Budget Committee Meeting (if necessary), 6pm
- May 21:** Budget Adopted during May Board Meeting

Sincerely,



Skyler Archibald | Executive Director | Sunset Empire Park & Recreation District
1140 Broadway | Seaside, Oregon 97138
503-738-3311 | sarchibald@sunsetempire.com | sunsetempire.com

ANUAL DE SUNSET EMPIRE PARK & RECREATION

BÚSQUEDA DE HUEVOS

& BUCEO DEL TESORO ACUÁTICO

SABADO, 30 DE MARZO DE 2024

EN EL PARQUE BROADWAY

1140 BROADWAY, SEASIDE, OREGON

El calendario de la BÚSQUEDA DE HUEVOS:

- 10:00 am Visita con el Conejo de Pascua
 - 10:30 a. m. La búsqueda comienza primero con el grupo de edad más joven y continúa con la siguiente categoría de edad (todos los horarios de inicio son provisionales y están sujetos a cambios):
 - 0 a 2 años - Canastas y ayuda de un adulto OK
 - 3 a 4 años - Cestas OK
 - 5 a 6 años - No se permiten cestas
 - 7 a 8 años - No se permiten cestas
 - 9 a 10 años - No se permiten cestas
- *Acomodaciones especiales disponibles

BUCEO DEL TESORO ACUATICO

en la piscina Sunset - 1140 Broadway St

El costo es \$5.00

Cronograma:

12:30 h edades 7-9 años

13:30 edades 10-13 años

14:30 edades 14-17 años



patrocinador de oro

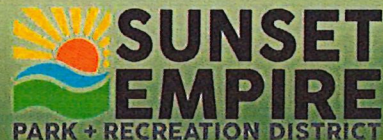
TOYOTA



Amigo patrocinador



Amigo patrocinador



Visita sunempire.com para más información

SUNSET EMPIRE PARK & RECREATION'S ANNUAL
EGG HUNT
& TREASURE DIVE
SATURDAY, MARCH 30, 2024
AT BROADWAY PARK
1140 BROADWAY, SEASIDE, OR

The EGG HUNT Schedule:

- 10:00am Visit with the Easter Bunny
 - 10:30am Hunt Begins with youngest age group first and continues with the next age category (All start times are tentative and subject to change):
 - 0 to 2 years - Baskets & Adult Help OK
 - 3 to 4 years - Baskets OK
 - 5 to 6 years - No Baskets Allowed
 - 7 to 8 years - No Baskets Allowed
 - 9 to 10 years - No Baskets Allowed
- *Special Accommodations Available

AQUATIC TREASURE DIVE
at Sunset Pool - 1140 Broadway St
Cost is \$5.00

- Schedule:**
- 12:30pm ages 7-9 years old
 - 1:30pm ages 10-13 years old
 - 2:30pm ages 14-17 years old



Gold Sponsor



TOYOTA



Friend Sponsor



Friend Sponsor



Visit SunsetEmpire.com For More Info

