

Sunset Empire Park & Recreation District: Board Meeting Agenda**Tuesday, January 28, 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. 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: Jay Brown
7. Presentation of 2023-2024 Audit with Kern & Thompson
8. Approval of Board Meeting Minutes: November 26, 2024
9. Review Financials: November & December 2024
10. Staff Presentation: Darren Gooch, Director of Development
11. Old Business
 - A. Strategic Plan: (Review and Adoption)
 - B. Projects:
 1. Fire Alarm Update
 2. System's Development Charges Update
 3. Crosswalk Improvement
 - C. SRC Occupancy Process
12. New Business
 - A. Foundation Board- Membership and Leadership Changes (Approval)
 - B. Private Lesson Swim Program (Review and Decision)
 - C. Budget Committee Vacancy
 - D. Board Election information, Spring 2025
13. Executive Director Report
 - A. Goals for 2024-2025
 1. Staff Survey
 2. Website Update
 - B. Director of Programs Transition
 - C. Upcoming Training Opportunities
 - February 6-9: 2025 SDAO Annual Conference (Bend)
 - D. Special Events Recap/Meetings & Events Upcoming
 1. February Board Meeting: **February 25**
 2. Sunset Park & Rec Foundation Fascination Tournament for Bob Chisholm Community Center Refresh Project: **February 26**
 3. Family Dance- Let's Glow Crazy: **March 8, 4-6pm**
 4. March Board Meeting: **March 18**
 5. SEPRD Budget Committee Meeting: **April 15**

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.

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: Jan 28, 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

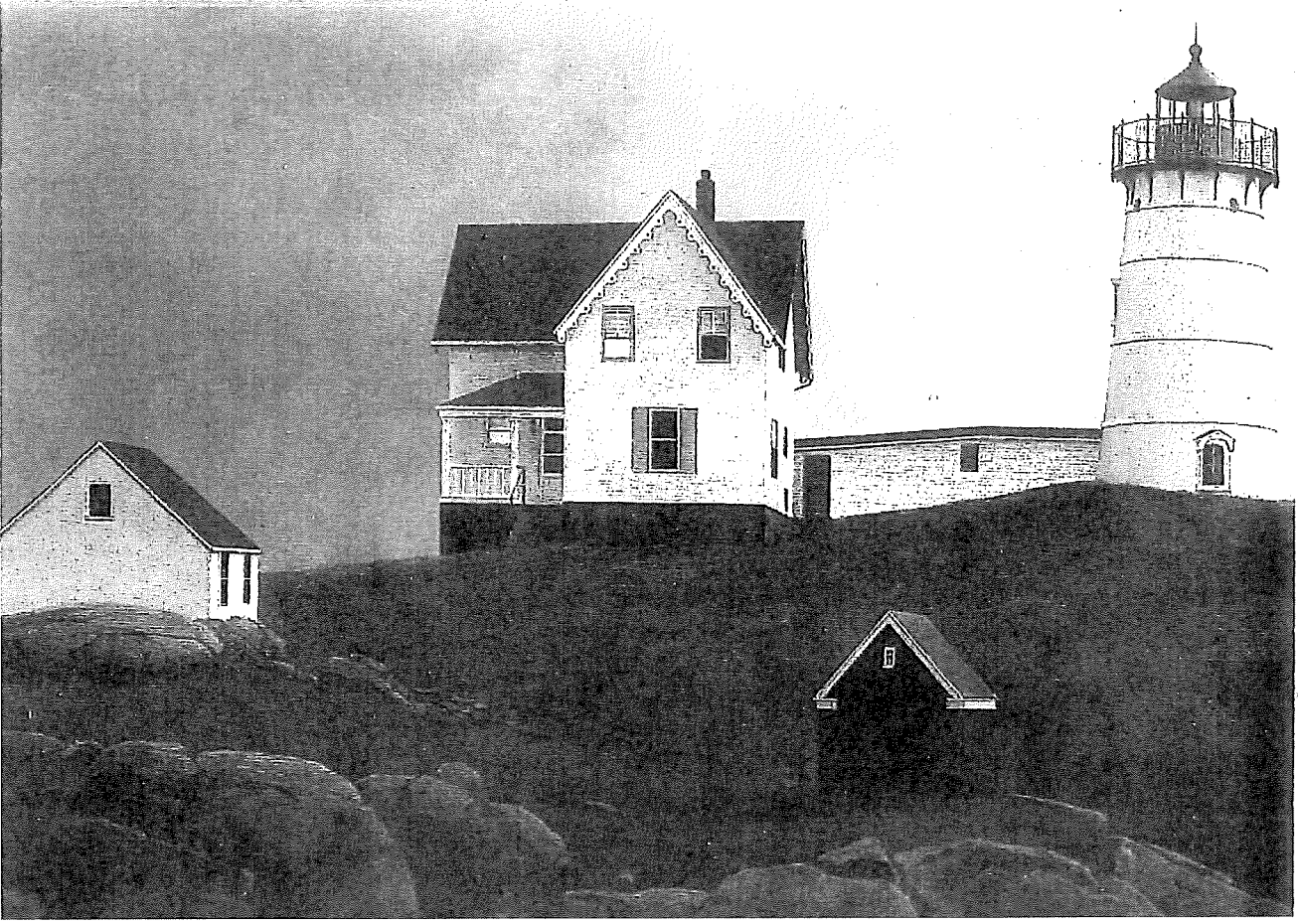
Dec. 30.
2024

Hi!

Please fix Fitness Room!
100 People wait for it?

Thank you

Katharine John and
100 People



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CARMEL, IN 46032
FS 213



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Sunset Empire Park and Recreation District

1140 Broadway
Seaside, OR 97138

503-738-3311
info@sunsetempire.com
<https://www.sunsetempire.com/>

Registration/Payment Receipt 81331236

01/06/2025 03:42 PM

Account Information

ronald graham
310 6th st
seaside, OR 97138 United
States

Payment

Credit/Debit

\$60.00

Received By

Betty Barbic at Bob Chisholm
Community Center

Item	Quantity	Amount Paid
ronald graham for Pottery Studio January 2025	1.00	\$125.00
SCHEDULE: 9a-5p every weekday from Jan 1 to Jan 31 at Bob Chisholm Community Center Art Room		
Resident Discount	1.00	(\$75.00)
Clay (bulk - per LB.)	5.00	\$10.00
Subtotal		\$135.00
Discounts		(\$75.00)
Total Payment		\$60.00

12-8-25

Memo to: - Sunset Empire Board of Directors

From: RON GRAHAM Resident
310 5th St 503-717-2705

What is the reason for charging our
Neighbors (Non Residents) \$125.00 for the
Ceramics Class AND \$50 For residents.
I believe that is too big of a increase

Reply Requested

Add to Board Packet

Skyler Archibald

From: Jane Johnson <froghair1960@gmail.com>
Sent: Thursday, January 23, 2025 11:52 PM
To: Skyler Archibald; Carolyn Heymann
Subject: How Coach Carolyn impacted my grandson's growth and development and formed a swimmer

My grandson came to live with me at age 11. He had a pretty tough start in life.

When taking a short trip to visit family and stay at a hotel i found out that my grandsons claims of knowing how to swim were not true. He couldn't even place his face in the water to blow bubbles. He couldn't float or dog paddle. I knew I needed help.

Once home I looked up the pool and swim lessons. My grandson being 11 I felt that private lessons would be best. Hard to focus and learn when younger children are swimming and you're trying to catch up. So by luck or intervention we found Coach Carolyn. That very first lesson she had my grandson actually swimming a bit by the end of the lesson.

Due to some developmental issues and his occupational therapist help we were able to get assistance to help pay for part of his first year of lessons.

Coach Carolyn kept saying we found his sport. As he developed and grew into the swimmer he is today.

Is he Olympic athlete... no... is he the top swimmer on the high school team... no..

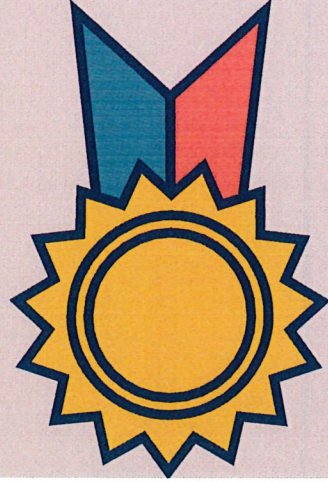
Is he that same little boy that stood on the deck fo 20 minutes just making up his mind to jump... and then a few weeks later dive.. no.

All of this is because of coach Carolyn. Her dedication and commitment to improving skills.

And when it comes to pricing and what is best for the swim community I trust her knowledge and expertise. I would rather pay extra and entice people to come to our pool than save a few dollars on a less dedicated instructor. Find a better way to fix the issues than the proposed plan . It would only hurt the pool in the long run.

Thank you

Jane Johnson



PAUSE FOR APPLAUSE

JANUARY 2025

WINNER

AWARDED TO:

JAY BROWN

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

Skyler Archibald
EXECUTIVE DIRECTOR

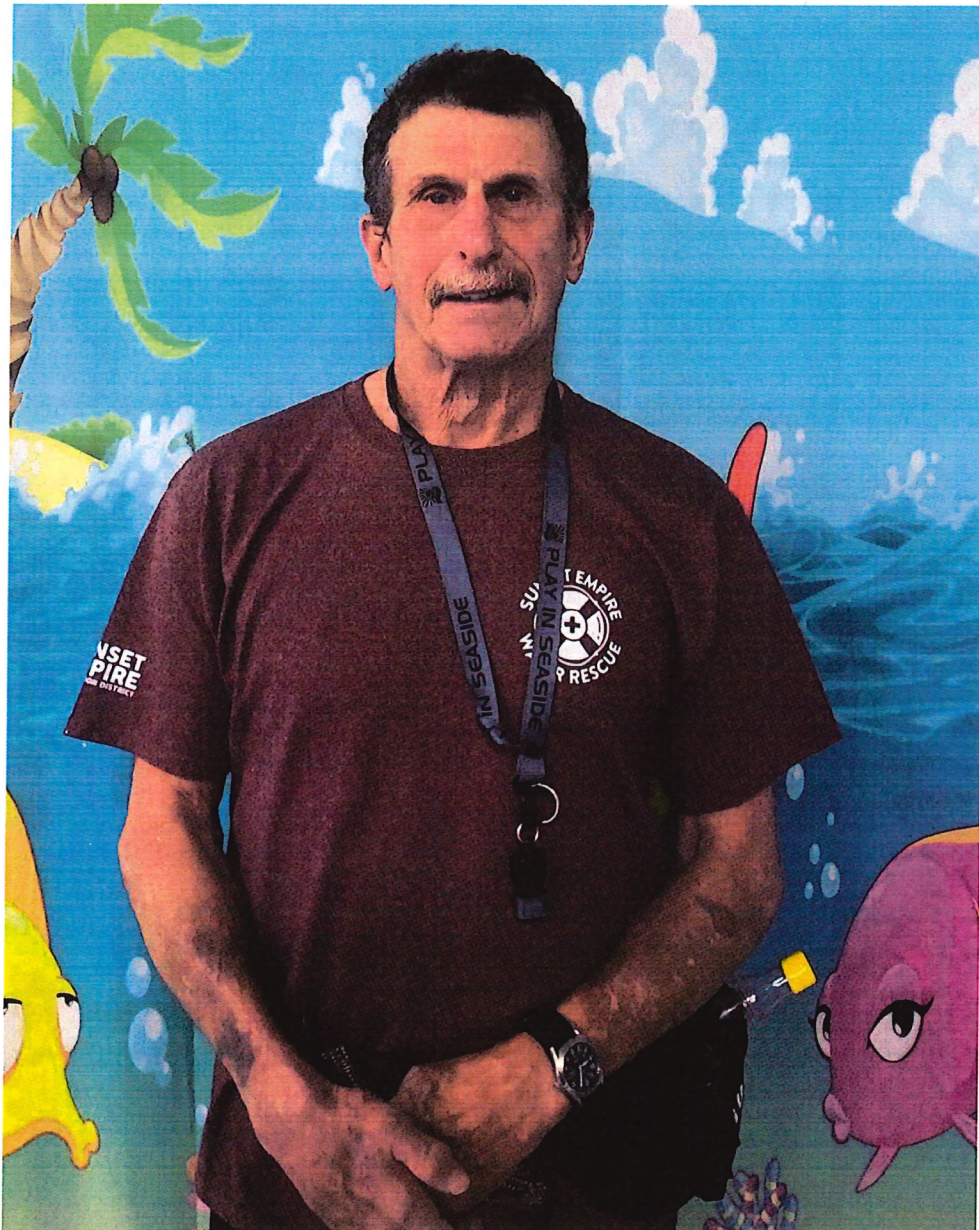
Katharine Parker
BOARD PRESIDENT

Jay Brown is our January Employee of the Month!

Jay is an incredible asset to the Aquatics Department, consistently demonstrating a positive attitude and a strong work ethic. Always with a smiling face, he is dedicated to maintaining a clean and welcoming environment and is always willing to help out 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!



Governance Letter

To the Board of Directors
Sunset Empire Park & Recreation District
Seaside, Oregon

We have audited the financial statements of the governmental activities and each major fund, of the Sunset Empire Park & Recreation District (collectively, the District), for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit.

We have communicated such information to you in our engagement letter to you dated June 18, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note A to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2024. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures were neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We detected no misstatements as a result of audit procedures that were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the attached management representation letter.

To the Board of Directors
Sunset Empire Park & Recreation District

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis (the MD&A), and the general fund budgetary schedules, which are required supplementary information (collectively the "RSI") that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the MD&A or the pension schedules, and do not express an opinion or provide any assurance on them.

With respect to the general fund budgetary schedules, and the other supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of those in charge of governance and management of the Sunset Empire Park & Recreation District and is not intended to be and should not be used by anyone other than these specified parties.

KERN THOMPSON, LLC

Portland, Oregon
December 12, 2024



Management Representation Letter

Kern & Thompson, LLC
1800 S.W. First Avenue, Suite 410
Portland, OR 97201

This representation letter is provided in connection with your audit of the financial statements of the Sunset Empire Park & Recreation District (the "District"), which comprise financial position of the governmental activities and each major fund, as of June 30, 2024, and the respective changes in financial position and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date signed below, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 18, 2024, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

5. Significant assumptions we used in making accounting estimates are reasonable.
6. Related party relationships and transactions, if any, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We are in agreement with those adjustments.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.

15. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or bylaws, or waste or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware, if any.

Government-specific

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have identified to you and previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
21. The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
23. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
24. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
26. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those non-audit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the

results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

27. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as made known to you and disclosed in the notes to the financial statements.
28. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
29. There are no component units. There are no joint ventures with an equity interest, or other joint ventures, or other related organizations.
30. The financial statements properly classify all funds and activities in accordance with GASB No. 34 as amended, and GASB No. 84.
31. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
32. Components of net position (net investment in capital assets; restricted; and unrestricted) and if applicable, classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and approved.
33. Invested funds held in the Oregon State Local Government Investment Pool (LGIP) and in brokered investment accounts are properly valued.
34. Provisions for uncollectible receivables have been properly identified and recorded.
35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
36. Revenues are appropriately classified in the statement of revenues, expenses, and changes in net position.
37. Interfund activity and balances have been appropriately classified and reported.
38. Deposits and invested funds are properly classified as to risk and are properly disclosed.
39. Capital assets are properly capitalized, reported, and depreciated.
40. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
41. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

42. We acknowledge our responsibility for the required supplementary information ("RSI" – the "Management's Discussion and Analysis" and general fund budgetary schedules). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
43. We acknowledge our responsibility for presenting the supplemental budgetary comparison schedules (the "supplementary information") in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

SUNSET EMPIRE PARK & RECREATION DISTRICT

By:



Skyler Archibald, Executive Director

Date:

12/12/24

By:



Chris McCollister, Finance Manager

Date:

12/5/24

BOARD MEETING MINUTES**SUNSET EMPIRE PARK & RECREATION DISTRICT****NOVEMBER 26, 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 5:17pm by Board President Katharine Parker.

ATTENDANCE

Present: Katharine Parker, Board President; Su Coddington, Board Secretary, Michael Hinton, Kyle Gorman

Absent: Celeste Bodner, Board Vice-President

Also Present: Skyler Archibald, Isaiah Collins, Cortney Tibbitts, Chris McCollister, Nicole Tibbitts, Brandon Soria (SEPRD Staff), Randy Anderson

**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
SOFTBALL FIELD
PROJECT
COMPLETION**

The Board and Mr. Archibald shared the substantial completion of the new softball field and thanked our community partners for their efforts. The Board and staff shared a message and the Board asked Randy Anderson to speak and he did so briefly.

PUBLIC COMMENT

There was no public comment this month.

CORRESPONDENCE

There was one item of correspondence in the packet.

- Letter from community member Noah Herman thanking the District for our partnership at Broadway Field.

**RECOGNITION OF
SEPRD EMPLOYEES
OF THE MONTH:
NICOLE TIBBITTS,
BRANDON SORIA**

The Board recognized the work of two staff, Nicole Tibbitts for November and Brandon Soria for December. Thank you Nicole and Brandon!

**APPROVAL OF
BOARD MEETING
MINUTES**

The Board reviewed the meeting minutes from the meeting held on October 29, 2024. After review, *the Board unanimously approved the October 29 Meeting Minutes (Gorman/Coddington).*

**REVIEW OF
FINANCIALS**

The Board received and reviewed the Financial Statements from October 2024. After review, *the Board unanimously approved the October 2024 Financials as presented (Gorman/Hinton).*

**STAFF
PRESENTATION:
CORTNEY TIBBITTS,
MAINTENANCE
COORDINATOR**

The Board received a presentation from Cortney Tibbitts, SEPRD Maintenance Coordinator. Cortney shared the current Maintenance department makeup and projects as well as the recent shutdown projects.

OLD BUSINESS

Strategic Plan Document Review & Update: Mr. Archibald shared an update on the Strategic Plan. After receiving a significant amount of feedback from the steering committee team, Mr. Archibald met with the consultants and shared opportunities to improve the draft of the plan and provide a final version by December 13.

Project Update: Mr. Archibald shared project updates with the Board on the Fire Alarm at the SRC, SDC's, and the Traffic Impact Analysis and the Crosswalk Improvement.

NEW BUSINESS

SRC GYM PROPOSAL: The Board reviewed a proposal to open up sponsorship opportunities for both gyms in the SRC. After review the Board *unanimously authorized staff to select a gym sponsor for the SRC. (Gorman/Hinton).*

SDAO BOARD CONSULTATION REVIEW: The Board reviewed the materials provided by SDAO Bob Kiefer who conducted the Board Consultation Review. *After discussion, the board unanimously adopted the Review (Coddington/Gorman).*

HANDBOOK REVIEW: Mr. Archibald shared some of the proposed changes to the SEPRD Employee Handbook. *The Board unanimously approved the SEPRD Handbook (Gorman/Hinton).*

WEBSITE UPDATE: Mr. Archibald and the Board discussed potential changes to the SEPRD Website. The Board encouraged staff to make potential changes to the website to improve usability, adaptiveness with phones, accessibility and other improvements and asked Mr. Archibald to report back to the Board after further assessment.

**EXECUTIVE
DIRECTOR REPORT**

Goals for 2024: Mr. Archibald and the Board discussed the goals for 2024 and Mr. Archibald updated the board on progress made by staff.

Reports: Mr. Archibald shared an update with the Board on the SEPRD Audit and the transition of banking services. He also shared information about the 2025 SDAO Annual Conference.

Special Events Recap & Upcoming Events: Mr. Archibald shared some of the projects of the 2024 Shutdown as well as upcoming activities associated with Thanksgiving activities and a December Holiday Party. The Board will not meet for their regular meeting in December but will reconvene on January 28.

BOARD COMMENT

Director Gorman thanked the employees of the Month that were honored, Nicolle and Brandon and also asked if we could include the words we shared about the employees of the month to be available in the Board Packet for the Public to see. He shared the success of the Broadway Field project and his plans for potential travel in January.

Director Coddington shared her appreciation for the correspondence written by Noah. She thanked the employees of the month and thanked Cortney for his efforts. She stated her disappointment in the strategic plan and thanked Randy Anderson for his efforts in the Broadway Field and softball field improvements. She stated her gratitude to the team at SEPRD and the Executive Director and wished all a Happy Thanksgiving, Merry Christmas and Happy New Year and that she was really thankful for Bob Keifer for his help and expertise.

Director Hinton wished all a Happy Thanksgiving and that it has been a good year. He recognized the significant accomplishment of the completion of Broadway Field and the work it took. He stated that there is more work to do to improve access for all to play.

Board President Parker thanked Cortney and stated that he is stepping into a role with big shoes to fill and doing that very adequately. She thanked the employees of the month and the accomplishment of the softball field completion. She wished all Happy Holidays (in whatever form)!

ADJOURNMENT

The meeting was adjourned at 7:43pm 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: **41.92%**

<i>Through November 30, 2024</i>	<i>FY-to-Date</i>	<i>Annual Budget</i>	<i>Remaining</i>	<i>% Used</i>
REVENUES--				
Aquatics	68,665.52	221,500.00	152,834.48	31.00%
Building Fund	0.00	25,000.00	25,000.00	0.00%
Broadway Field Fund	10,930.00	37,600.00	26,670.00	29.07%
Community Center	43,073.87	107,600.00	64,526.13	40.03%
Recreation	26,058.65	91,900.00	65,841.35	28.36%
Special Events	65,097.52	57,500.00	-7,597.52	113.21%
Sunset Recreation Center	25,832.50	162,500.00	136,667.50	15.90%
Youth Center	113,447.08	362,000.00	248,552.92	31.34%
Taxes & Other	1,796,164.48	2,198,864.00	402,699.52	81.69%
Total Revenues	2,149,269.62	3,264,464.00	1,115,194.38	65.84%
EXPENSES--				
AD Staffing	165,003.45	378,691.00	213,687.55	43.57%
AD PR Taxes and Benefits	41,265.75	118,469.00	77,203.25	34.83%
AD Materials, Supplies, and Services	107,774.73	307,605.00	199,830.27	35.04%
Sub-total AD Expenses	314,043.93	804,765.00	490,721.07	39.02%
AQ Staffing	223,162.90	530,665.00	307,502.10	42.05%
AQ PR Taxes and Benefits	28,793.02	87,816.00	59,022.98	32.79%
AQ Materials, Supplies, and Services	37,826.71	122,750.00	84,923.29	30.82%
Sub-total AQ Expenses	289,782.63	741,231.00	451,448.37	39.09%
CF Capital/Board Discretion Expense	0.00	0.00	0.00	#DIV/0!
Sub-total BF Expenses	0.00	0.00	0.00	#DIV/0!
BRF Staffing	10,084.18	32,805.00	22,720.82	30.74%
BRF PR Taxes and Benefits	775.88	3,280.00	2,504.12	23.65%
BRF Materials, Supplies, and Services	2,882.56	15,200.00	12,317.44	18.96%
Sub-total BRF Expenses	13,742.62	51,285.00	37,542.38	26.80%
CC Staffing	39,011.41	91,373.00	52,361.59	42.69%
CC PR Taxes and Benefits	3,870.09	11,612.00	7,741.91	33.33%
CC Material, Supplies, and Services	7,703.08	23,500.00	15,796.92	32.78%
Sub-total CC Expenses	50,584.58	126,485.00	75,900.42	39.99%
MNT Staffing	79,263.27	201,826.00	122,562.73	39.27%
MNT PR Taxes and Benefits	15,411.04	65,715.00	50,303.96	23.45%
MNT Materials, Supplies, and Services	28,157.77	197,250.00	169,092.23	14.28%
Sub-total MNT Expenses	122,832.08	464,791.00	341,958.92	26.43%
RC Staffing	47,769.72	119,453.00	71,683.28	39.99%
RC PR Taxes and Benefits	8,064.25	24,495.00	16,430.75	32.92%
RC Materials, Supplies, and Services	15,395.75	31,700.00	16,304.25	48.57%
Sub-total RC Expenses	71,229.72	175,648.00	104,418.28	40.55%
SE Staffing	17,253.39	43,015.00	25,761.61	40.11%
SE PR Taxes and Benefits	5,523.33	25,027.00	19,503.67	22.07%
SE Materials, Supplies, and Services	13,812.85	35,300.00	21,487.15	39.13%
Sub-total SE Expenses	36,589.57	103,342.00	66,752.43	35.41%
SRC Staffing	24,061.44	77,250.00	53,188.56	31.15%
SRC PR Taxes and Benefits	1,891.72	7,725.00	5,833.28	24.49%
SRC Materials, Supplies, and Services	121,172.50	111,000.00	-10,172.50	109.16%
Sub-total SRC Expenses	147,125.66	195,975.00	48,849.34	75.07%
YC Staffing	252,417.12	632,044.00	379,626.88	39.94%
YC PR Taxes	30,898.56	97,054.00	66,155.44	31.84%
YC Materials, Supplies, and Services	23,232.23	54,500.00	31,267.77	42.63%
Sub-total YC Expenses	306,547.91	783,598.00	477,050.09	39.12%
Total Expenses	1,361,431.68	3,447,120.00	2,085,688.32	39.49%
Wauna Mill Settlement	8,952.98	0.00	-8,952.98	0.00%
Revenues Plus Net Working Capital	2,653,438.62	3,768,633.00	1,115,194.38	70.41%



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 11/01/2024 - 11/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
VEN01347	Bowman Consulting Group, LTD	11/05/2024	Regular	0.00	-1,903.75	47896
01582	BEBE MICHELLE	11/06/2024	Regular	0.00	50.00	48082
VEN01347	Bowman Consulting Group, LTD	11/06/2024	Regular	0.00	1,903.75	48083
VEN01266	Cortney Tibbitts	11/06/2024	Regular	0.00	175.54	48084
00398	FINIS	11/06/2024	Regular	0.00	525.19	48085
00260	MICHAEL HINTON	11/06/2024	Regular	0.00	386.00	48086
00150	NORTHWEST NATURAL	11/06/2024	Regular	0.00	3,543.91	48087
00161	PACIFIC POWER	11/06/2024	Regular	0.00	5,271.38	48088
00434	RICOH USA	11/06/2024	Regular	0.00	98.25	48089
01133	SDIS	11/06/2024	Regular	0.00	12,190.00	48090
00454	WALTER NELSON CO.	11/06/2024	Regular	0.00	1,463.20	48091
01726	Wilcox & Flegel	11/06/2024	Regular	0.00	99.91	48092
VEN01034	BAMM! Promotional Products, Inc	11/08/2024	Regular	0.00	810.20	48093
VEN01358	Gayla Holloway	11/08/2024	Regular	0.00	27.00	48094
01223	Jeane Jensen	11/08/2024	Regular	0.00	770.00	48095
VEN01195	Tuff Puffin	11/08/2024	Regular	0.00	600.00	48096
VEN01158	949 The Bridge	11/19/2024	Regular	0.00	200.00	48097
00312	AIRGAS USA, LLC	11/19/2024	Regular	0.00	413.45	48098
01193	Clatsop County Environmental Health	11/19/2024	Regular	0.00	1,453.00	48099
VEN01359	COASTAL ALARM SYSTEMS, INC.	11/19/2024	Regular	0.00	699.00	48100
VEN01052	Department of Administrative Services	11/19/2024	Regular	0.00	500.00	48101
00951	EO MEDIA GROUP	11/19/2024	Regular	0.00	390.00	48102
01787	Kern Thompson CPA	11/19/2024	Regular	0.00	11,000.00	48103
VEN01360	Olson Asphalt Maintenance LLC	11/19/2024	Regular	0.00	400.00	48104
00434	RICOH USA	11/19/2024	Regular	0.00	617.87	48105
00183	SPECIAL DISTRICTS ASSOC. OF OREGON	11/19/2024	Regular	0.00	2,970.00	48106
00900	STAPLES	11/19/2024	Regular	0.00	678.18	48107
00454	WALTER NELSON CO.	11/19/2024	Regular	0.00	588.35	48108
01510	Wave	11/19/2024	Regular	0.00	967.05	48109
VEN01362	Brittany Washington	11/25/2024	Regular	0.00	40.00	48111
VEN01361	Al Anon	11/25/2024	Regular	0.00	200.00	48112
00297	CASH	11/25/2024	Regular	0.00	200.00	48113
01560	CHRIS DUFFY	11/25/2024	Regular	0.00	80.03	48114
00186	CITY OF SEASIDE	11/25/2024	Regular	0.00	100.00	48115
VEN01081	Farmers Market Fund	11/25/2024	Regular	0.00	701.00	48116
00096	GEORGIE'S CERAMIC & CLAY	11/25/2024	Regular	0.00	817.00	48117
00099	GRAINGER	11/25/2024	Regular	0.00	652.20	48118
01795	KLOSH GROUP INC	11/25/2024	Regular	0.00	3,452.05	48119
VEN01193	Playful Pickleball LLC	11/25/2024	Regular	0.00	400.00	48120
00434	RICOH USA	11/25/2024	Regular	0.00	79.65	48121
VEN01216	The Harbor	11/25/2024	Regular	0.00	230.00	48122
00966	THE SHERWIN-WILLIAMS COMPANY	11/25/2024	Regular	0.00	136.40	48123
00454	WALTER NELSON CO.	11/25/2024	Regular	0.00	84.40	48124
01726	Wilcox & Flegel	11/25/2024	Regular	0.00	55.39	48125

Check Report

Vendor Number
VEN01014

Vendor Name
Zions Bank

Payment Date
11/25/2024

Payment Type
Regular

Date Range: 11/01/2024 - 11/30/2024

Discount Amount	Payment Amount	Number
0.00	18,528.75	48126

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	44	0.00	74,548.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-1,903.75
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	53	45	0.00	72,644.35

Check Report

Date Range: 11/01/2024 - 11/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	11/30/2024	Bank Draft	0.00	2,039.10	DFT0001709
01793	US Treasury	11/30/2024	Bank Draft	0.00	8,718.98	DFT0001710
01734	Oregon Department of Revenue	11/30/2024	Bank Draft	0.00	4,795.27	DFT0001711
01793	US Treasury	11/30/2024	Bank Draft	0.00	5,166.99	DFT0001712
01793	US Treasury	11/30/2024	Bank Draft	0.00	20.94	DFT0001713
01793	US Treasury	11/30/2024	Bank Draft	0.00	89.52	DFT0001714
01734	Oregon Department of Revenue	11/30/2024	Bank Draft	0.00	51.91	DFT0001715
01793	US Treasury	11/30/2024	Bank Draft	0.00	1,935.58	DFT0001728
01793	US Treasury	11/30/2024	Bank Draft	0.00	8,276.26	DFT0001729
01734	Oregon Department of Revenue	11/30/2024	Bank Draft	0.00	4,538.31	DFT0001730
01793	US Treasury	11/30/2024	Bank Draft	0.00	4,878.64	DFT0001731
01793	US Treasury	11/30/2024	Bank Draft	0.00	29.08	DFT0001734
01793	US Treasury	11/30/2024	Bank Draft	0.00	124.30	DFT0001735
01734	Oregon Department of Revenue	11/30/2024	Bank Draft	0.00	72.60	DFT0001736
01793	US Treasury	11/30/2024	Bank Draft	0.00	44.09	DFT0001737
01793	US Treasury	11/30/2024	Bank Draft	0.00	5.32	DFT0001738
01793	US Treasury	11/30/2024	Bank Draft	0.00	22.74	DFT0001739
01734	Oregon Department of Revenue	11/30/2024	Bank Draft	0.00	3.70	DFT0001740

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	18	18	0.00	40,813.33
EFT's	0	0	0.00	0.00
	18	18	0.00	40,813.33

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	44	0.00	74,548.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-1,903.75
Bank Drafts	18	18	0.00	40,813.33
EFT's	0	0	0.00	0.00
	71	63	0.00	113,457.68

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2024	113,457.68
			113,457.68

November 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 108,454.56	\$ 10,400.39	\$ 28,865.67	\$ -	\$ 147,720.62
Non-exempt Staff	1.50	\$ 30,792.11	\$ 1,999.69	\$ -	\$ -	\$ 32,791.80
Sub-total	5.80	\$ 139,246.67	\$ 12,400.08	\$ 28,865.67	\$ -	\$ 180,512.42
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 79,263.27	\$ 6,046.17	\$ 9,364.87	\$ -	\$ 94,674.31
Sub-total	3.87	\$ 79,263.27	\$ 6,046.17	\$ 9,364.87	\$ -	\$ 94,674.31
AQUATICS						
Exempt Staff	1.40	\$ 35,698.50	\$ 3,109.25	\$ 11,647.97	\$ -	\$ 50,455.72
Non-exempt Staff	12.67	\$ 187,464.40	\$ 14,035.79	\$ -	\$ -	\$ 201,500.19
Sub-total	14.07	\$ 223,162.90	\$ 17,145.05	\$ 11,647.97	\$ -	\$ 251,955.92
RECREATION						
Exempt Staff	0.20	\$ 7,351.69	\$ 1,088.02	\$ 4,418.32	\$ -	\$ 12,858.03
Non-exempt Staff	0.85	\$ 28,678.05	\$ 2,557.91	\$ -	\$ -	\$ 31,235.96
Sub-total	1.05	\$ 36,029.74	\$ 3,645.93	\$ 4,418.32	\$ -	\$ 44,093.99
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 36,058.30	\$ -	\$ 11,655.52	\$ -	\$ 47,713.82
Non-exempt Staff	11.80	\$ 216,358.82	\$ -	\$ -	\$ -	\$ 216,358.82
Sub-total	13.10	\$ 252,417.12		\$ 11,655.52	\$ -	\$ 264,072.64
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 1,838.44	\$ 318.63	\$ 741.44	\$ -	\$ 2,898.51
Non-exempt Staff	2.70	\$ 37,122.71	\$ 2,810.02	\$ -	\$ -	\$ 39,932.73
Sub-total	2.85	\$ 38,961.15	\$ 3,128.65	\$ 741.44	\$ -	\$ 42,831.24
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 17,253.39	\$ 1,214.34	\$ 3,703.60	\$ -	\$ 22,171.33
Non-exempt Staff	0.50	\$ 6,678.75	\$ 605.39	\$ -	\$ -	\$ 7,284.14
Sub-total	1.15	\$ 23,932.14	\$ 1,819.73	\$ 3,703.60	\$ -	\$ 29,455.47
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 10,084.18	\$ 775.88	\$ -	\$ -	\$ 10,860.06
Sub-total	0.37	\$ 10,084.18	\$ 775.88	\$ -	\$ -	\$ 10,860.06
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 24,061.44	\$ 1,866.72	\$ 25.00	\$ -	\$ 25,953.16
Sub-total	4.20	\$ 24,061.44	\$ 1,866.72	\$ 25.00	\$ -	\$ 25,953.16
TOTAL	46.46	\$ 827,158.61	\$ 46,828.21	\$ 70,422.39	\$ -	\$ 944,409.21



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: **50.41%**

<i>Through December 31, 2024</i>	<i>FY-to-Date</i>	<i>Annual Budget</i>	<i>Remaining</i>	<i>% Used</i>
REVENUES--				
Aquatics	92,812.06	221,500.00	128,687.94	41.90%
Building Fund	0.00	25,000.00	25,000.00	0.00%
Broadway Field Fund	10,930.00	37,600.00	26,670.00	29.07%
Community Center	52,007.44	107,600.00	55,592.56	48.33%
Recreation	32,429.32	91,900.00	59,470.68	35.29%
Special Events	67,302.52	57,500.00	-9,802.52	117.05%
Sunset Recreation Center	30,594.50	162,500.00	131,905.50	18.83%
Youth Center	134,761.24	362,000.00	227,238.76	37.23%
Taxes & Other	1,876,674.83	2,198,864.00	322,189.17	85.35%
Total Revenues	2,297,511.91	3,264,464.00	966,952.09	70.38%
EXPENSES--				
AD Staffing	199,206.64	378,691.00	179,484.36	52.60%
AD PR Taxes and Benefits	49,305.10	118,469.00	69,163.90	41.62%
AD Materials, Supplies, and Services	120,966.81	307,605.00	186,638.19	39.33%
Sub-total AD Expenses	369,478.55	804,765.00	435,286.45	45.91%
AQ Staffing	257,730.86	530,665.00	272,934.14	48.57%
AQ PR Taxes and Benefits	33,621.76	87,816.00	54,194.24	38.29%
AQ Materials, Supplies, and Services	47,409.02	122,750.00	75,340.98	38.62%
Sub-total AQ Expenses	338,761.64	741,231.00	402,469.36	45.70%
CF Capital/Board Discretion Expense	0.00	0.00	0.00	#DIV/0!
Sub-total BF Expenses	0.00	0.00	0.00	#DIV/0!
BRF Staffing	12,205.92	32,805.00	20,599.08	37.21%
BRF PR Taxes and Benefits	938.99	3,280.00	2,341.01	28.63%
BRF Materials, Supplies, and Services	3,154.51	15,200.00	12,045.49	20.75%
Sub-total BRF Expenses	16,299.42	51,285.00	34,985.58	31.78%
CC Staffing	46,759.89	91,373.00	44,613.11	51.17%
CC PR Taxes and Benefits	4,612.66	11,612.00	6,999.34	39.72%
CC Material, Supplies, and Services	8,765.05	23,500.00	14,734.95	37.30%
Sub-total CC Expenses	60,137.60	126,485.00	66,347.40	47.55%
MNT Staffing	95,339.22	201,826.00	106,486.78	47.24%
MNT PR Taxes and Benefits	18,183.88	65,715.00	47,531.12	27.67%
MNT Materials, Supplies, and Services	37,340.77	197,250.00	159,909.23	18.93%
Sub-total MNT Expenses	150,863.87	464,791.00	313,927.13	32.46%
RC Staffing	56,798.17	119,453.00	62,654.83	47.55%
RC PR Taxes and Benefits	9,577.90	24,495.00	14,917.10	39.10%
RC Materials, Supplies, and Services	16,945.42	31,700.00	14,754.58	53.46%
Sub-total RC Expenses	83,321.49	175,648.00	92,326.51	47.44%
SE Staffing	20,393.03	43,015.00	22,621.97	47.41%
SE PR Taxes and Benefits	6,516.66	25,027.00	18,510.34	26.04%
SE Materials, Supplies, and Services	19,568.56	35,300.00	15,731.44	55.44%
Sub-total SE Expenses	46,478.25	103,342.00	56,863.75	44.98%
SRC Staffing	28,536.20	77,250.00	48,713.80	36.94%
SRC PR Taxes and Benefits	2,236.59	7,725.00	5,488.41	28.95%
SRC Materials, Supplies, and Services	143,354.92	111,000.00	-32,354.92	129.15%
Sub-total SRC Expenses	174,127.71	195,975.00	21,847.29	88.85%
YC Staffing	292,740.75	632,044.00	339,303.25	46.32%
YC PR Taxes	36,180.40	97,054.00	60,873.60	37.28%
YC Materials, Supplies, and Services	26,857.00	54,500.00	27,643.00	49.28%
Sub-total YC Expenses	355,778.15	783,598.00	427,819.85	45.40%
Total Expenses	1,636,624.93	3,447,120.00	1,810,495.07	47.48%
Wauna Mill Settlement	41,378.25	0.00	-41,378.25	0.00%
Revenues Plus Net Working Capital	2,801,680.91	3,768,633.00	966,952.09	74.34%



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	12/02/2024	Regular	0.00	152.54	48127
VEN01363	Columbia Screen Printing	12/02/2024	Regular	0.00	4,380.00	48128
VEN01266	Cortney Tibbitts	12/02/2024	Regular	0.00	96.48	48129
00099	GRAINGER	12/02/2024	Regular	0.00	210.02	48130
00434	RICOH USA	12/02/2024	Regular	0.00	40.95	48131
00192	ROTARY CLUB OF SEASIDE	12/02/2024	Regular	0.00	252.75	48132
VEN01108	Sandra Delgado	12/02/2024	Regular	0.00	100.00	48133
01133	SDIS	12/02/2024	Regular	0.00	12,190.00	48134
VEN01158	949 The Bridge	12/09/2024	Regular	0.00	200.00	48135
00312	AIRGAS USA, LLC	12/09/2024	Regular	0.00	1,407.97	48136
01304	American Red Cross	12/09/2024	Regular	0.00	440.00	48137
01560	CHRIS DUFFY	12/09/2024	Regular	0.00	51.59	48138
VEN01071	Jacobs Radio	12/09/2024	Regular	0.00	249.00	48139
01223	Jeane Jensen	12/09/2024	Regular	0.00	660.00	48140
VEN01364	Jennifer Grey	12/09/2024	Regular	0.00	22.47	48141
VEN01365	Kiwanis Builders Club	12/09/2024	Regular	0.00	200.00	48142
00084	KNORR SYSTEMS	12/09/2024	Regular	0.00	1,547.76	48143
00150	NORTHWEST NATURAL	12/09/2024	Regular	0.00	7,863.11	48144
00161	PACIFIC POWER	12/09/2024	Regular	0.00	6,933.40	48145
00371	POOL & SPA HOUSE	12/09/2024	Regular	0.00	1,003.70	48146
01040	RECOLOGY WESTERN OREGON	12/09/2024	Regular	0.00	718.86	48147
01726	Wilcox & Flegel	12/09/2024	Regular	0.00	131.92	48148
00312	AIRGAS USA, LLC	12/16/2024	Regular	0.00	401.55	48149
VEN01242	CONVERGINT	12/16/2024	Regular	0.00	12,259.43	48150
VEN01266	Cortney Tibbitts	12/16/2024	Regular	0.00	93.40	48151
01787	Kern Thompson CPA	12/16/2024	Regular	0.00	5,000.00	48152
01684	RE Investment Company	12/16/2024	Regular	0.00	675.33	48153
01387	RICOH USA, INC.	12/16/2024	Regular	0.00	491.23	48154
00900	STAPLES	12/16/2024	Regular	0.00	530.51	48155
01602	TYR SPORT INC	12/16/2024	Regular	0.00	76.10	48156
00454	WALTER NELSON CO.	12/16/2024	Regular	0.00	241.68	48157

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	31	0.00	58,621.75
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
	37	31	0.00	58,621.75

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	12/31/2024	Bank Draft	0.00	2,030.52	DFT0001747
01793	US Treasury	12/31/2024	Bank Draft	0.00	8,682.16	DFT0001748
01734	Oregon Department of Revenue	12/31/2024	Bank Draft	0.00	4,730.64	DFT0001749
01793	US Treasury	12/31/2024	Bank Draft	0.00	4,932.09	DFT0001750
01793	US Treasury	12/31/2024	Bank Draft	0.00	6.84	DFT0001751
01793	US Treasury	12/31/2024	Bank Draft	0.00	29.28	DFT0001752
01734	Oregon Department of Revenue	12/31/2024	Bank Draft	0.00	15.77	DFT0001753
01793	US Treasury	12/31/2024	Bank Draft	0.00	128.26	DFT0001761
01793	US Treasury	12/31/2024	Bank Draft	0.00	548.46	DFT0001762
01734	Oregon Department of Revenue	12/31/2024	Bank Draft	0.00	317.64	DFT0001763
01793	US Treasury	12/31/2024	Bank Draft	0.00	919.31	DFT0001764
01793	US Treasury	12/31/2024	Bank Draft	0.00	2,213.68	DFT0001778
01793	US Treasury	12/31/2024	Bank Draft	0.00	9,465.44	DFT0001779
01734	Oregon Department of Revenue	12/31/2024	Bank Draft	0.00	5,103.58	DFT0001780
01793	US Treasury	12/31/2024	Bank Draft	0.00	5,402.23	DFT0001781

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	15	15	0.00	44,525.90
EFT's	0	0	0.00	0.00
	15	15	0.00	44,525.90

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	31	0.00	58,621.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	15	15	0.00	44,525.90
EFT's	0	0	0.00	0.00
	52	46	0.00	103,147.65

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2024	103,147.65
			103,147.65

December 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 133,096.31	\$ 12,574.04	\$ 34,313.45	\$ -	\$ 179,983.80
Non-exempt Staff	1.50	\$ 35,179.09	\$ 2,417.61	\$ -	\$ -	\$ 37,596.70
Sub-total	5.80	\$ 168,275.40	\$ 14,991.65	\$ 34,313.45	\$ -	\$ 217,580.50
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 95,339.22	\$ 7,280.09	\$ 10,903.79	\$ -	\$ 113,523.10
Sub-total	3.87	\$ 95,339.22	\$ 7,280.09	\$ 10,903.79	\$ -	\$ 113,523.10
AQUATICS						
Exempt Staff	1.40	\$ 41,873.20	\$ 3,589.10	\$ 13,830.73	\$ -	\$ 59,293.03
Non-exempt Staff	12.67	\$ 215,857.66	\$ 16,201.92	\$ -	\$ -	\$ 232,059.58
Sub-total	14.07	\$ 257,730.86	\$ 19,791.03	\$ 13,830.73	\$ -	\$ 291,352.62
RECREATION						
Exempt Staff	0.20	\$ 8,691.91	\$ 1,293.53	\$ 5,243.32	\$ -	\$ 15,228.76
Non-exempt Staff	0.85	\$ 34,231.74	\$ 3,041.05	\$ -	\$ -	\$ 37,272.79
Sub-total	1.05	\$ 42,923.65	\$ 4,334.58	\$ 5,243.32	\$ -	\$ 52,501.55
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 42,631.76	\$ -	\$ 13,869.42	\$ -	\$ 56,501.18
Non-exempt Staff	11.80	\$ 250,108.99	\$ -	\$ -	\$ -	\$ 250,108.99
Sub-total	13.10	\$ 292,740.75		\$ 13,869.42	\$ -	\$ 306,610.17
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 2,173.50	\$ 379.19	\$ 889.38	\$ -	\$ 3,442.07
Non-exempt Staff	2.70	\$ 44,536.13	\$ 3,344.09	\$ -	\$ -	\$ 47,880.22
Sub-total	2.85	\$ 46,709.63	\$ 3,723.28	\$ 889.38	\$ -	\$ 51,322.29
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 20,393.03	\$ 1,415.37	\$ 4,395.68	\$ -	\$ 26,204.08
Non-exempt Staff	0.50	\$ 7,509.09	\$ 705.61	\$ -	\$ -	\$ 8,214.70
Sub-total	1.15	\$ 27,902.12	\$ 2,120.98	\$ 4,395.68	\$ -	\$ 34,418.78
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 12,205.92	\$ 938.99	\$ -	\$ -	\$ 13,144.91
Sub-total	0.37	\$ 12,205.92	\$ 938.99	\$ -	\$ -	\$ 13,144.91
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 28,536.20	\$ 2,211.59	\$ 25.00	\$ -	\$ 30,772.79
Sub-total	4.20	\$ 28,536.20	\$ 2,211.59	\$ 25.00	\$ -	\$ 30,772.79
TOTAL	46.46	\$ 972,363.75	\$ 55,392.19	\$ 83,470.77	\$ -	\$ 1,111,226.71

SEPRD's Vendors	
Vendor	Description
94.9 The Bridge	Advertising
Ace Hardware	Maint. Supplies
American Red Cross	Training/Certification
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.
Convergent	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
Meshor	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

SEPRD's Vendors

Vendor	Description
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

January 28, 2025

SEPRD Board of Directors

Re: Sunset Park & Rec Foundation Board

Directors,

We are pleased to have a great partnership and collaboration with the Sunset Park & Rec Foundation. The Foundation has a purpose to support the efforts of SEPRD through fundraising, advocacy and project support to make a difference in our community. The Foundation is supported by Director of Development, Darren Gooch and the Foundation receives financial oversight and management from Finance Manager, Chris McCollister.

The Foundation features a separate Board of Directors that are approved by the SEPRD Board. Recently there have been some changes in the Foundation Board members as well as some new leadership. In presenting these changes we note the leadership of previous Foundation Board Chair Ashley Flukinger, who served in that capacity for the previous eight years.

Sunset Park & Rec Foundation Board Members:

Ashley Flukinger

Brooke English

Carly Baltazar

Jennifer Gooch

Kegan Wallis

Raedetia Castle

Ross Knutsen

We present that slate of members and the following as officers of the Foundation Board:

Board Chair: Raedetia Castle

Board Vice-Chair: Brooke English

Secretary: Carly Baltazar

Treasurer: Kegan Wallis

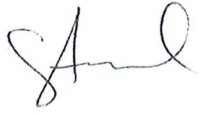
The Foundation Board recently received the resignation of Marcus Runkle who had served previously.

We ask the SEPRD Board to accept the membership of the Foundation Board as presented and the leadership proposed. A motion for such action might say:

"I move that we accept the proposed slate of Sunset Park & Rec Foundation Board Members, accept the resignation of Marcus Runkle and accept the proposed leadership of the Foundation Board".



Sincerely,

A handwritten signature in black ink, appearing to read "S. Archibald".

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

1140 Broadway | Seaside, Oregon 97138

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


SEPRD PRIVATE SWIM LESSON PROGRAM

SEPRD Board Meeting
January 28, 2025

1

CURRENT SERVICE GROUP AND USAGE

- Carolyn's time:
 - Providing private lessons/coaching
 - Fire & Rescue Swim Training Clinics
 - Pre-Season Skills & Conditioning Clinics
 - Admin Time



- Private Lesson Program
 - In-District Youth
 - Out-District (Competitive)
 - Out-District (Neighbors)
 - Kate Besse Scholarship Recipients
 - Adults
- First Responders including SEPRD lifeguards
- Lessons are provided for 60-minute blocks

2


CURRENT SERVICE GROUP AND USAGE

- Three-year average of 525 lessons (2022-2024)
 - 42/month (Jan-March)
 - 53/month (April-June)
 - 50/month (July-Sept)
 - 30/month (Oct-Dec)



3

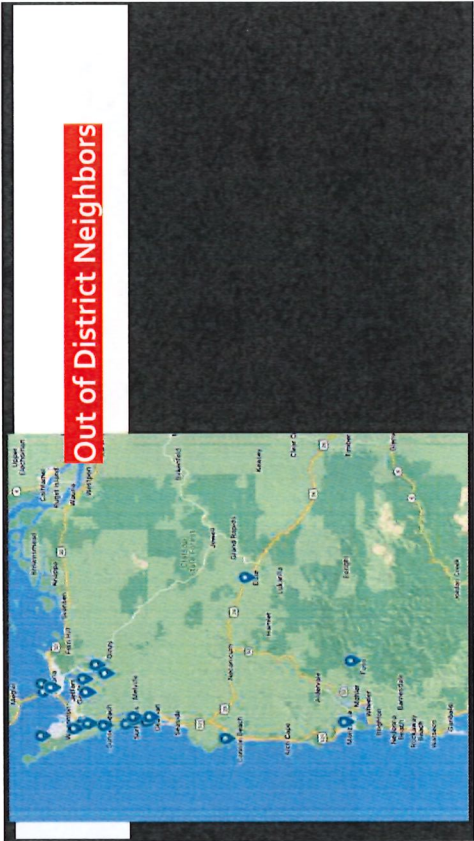
In District Users



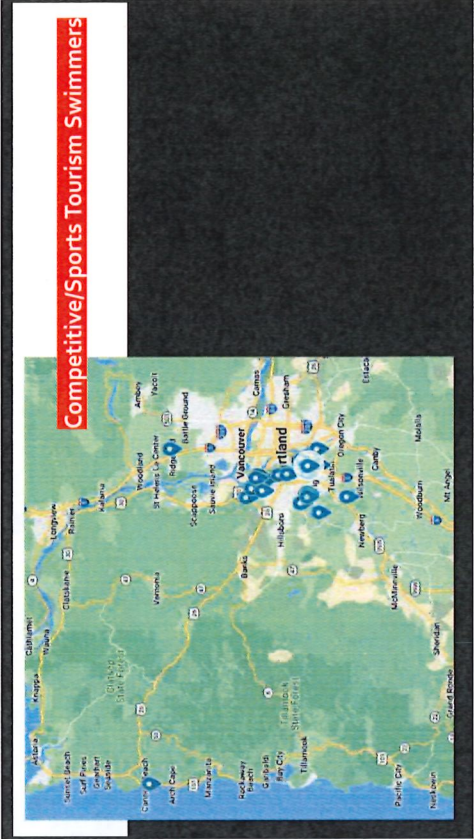
Map locations include: Little Beach, Lewis & Clark Timberlands Office, Seaside Beach, Seaside Beach Oregon, Seaside Golf Course, Painted Rock Beach, Captain Kid Amusement Park, and Warrenton Reservoir Dam.

4

1



5



6

COMPETITIVE SWIMMER

A photograph of a swimmer in a pool, likely at a competitive swimmer's facility. The swimmer is in the water, and the pool has lane lines and a diving board visible in the background.

7

FEEES FOR THIS PROGRAM

	2024 (25%)		2025 (60%)
In-District	\$45/hour		\$50/hour
Out-District	\$60/hour		\$125/hour

8



CONCERNS

- New fee structure
- Disproportionately impacts this program
- Significantly reduces/eliminates competitive/sports tourism element of Carolyn's offering
- Reduces opportunities for program to reach early swimmers, individuals with special needs

9

OPTIONS FOR CHANGE

1. Re-classify all AQ programs to fall under the Youth Program member discount.
 - Would apply to all AQ programs (Group, Swim Team, Open Swim, Kinderswim, Private Lessons)
2. Price Private Swim Lessons separately – maintain current 25% discount with overall fee raise

	Proposal 1
In-District	\$48/hour
Out-District	\$80/hour

	Proposal 2
In-District	\$52.50
Out-District	\$70

10

OTHER OPTION

Transition to a privately contracted format for lessons and other programs offered by this current employee

- Rent lane space to them based on pool schedule
- Challenge of maintaining inclusive registration process→ under this format contractor selects client base and pricing

11

QUESTIONS

12

January 28, 2025

SEPRD Board of Directors

Re: Spring 2025 Election Dates & Info

Directors,

In the coming months, three of the current Directors on the SEPRD Board are up for election. They are:

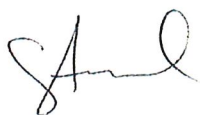
- District 1: Su Coddington, Term expiring on June 30, 2025
- District 2: Celeste Bodner, Term expiring on June 30, 2025
- District 3: Michael Hinton, Term expiring on June 30, 2025

To provide awareness and transparency, Staff share information regarding the election process and timeline:

- o February 8- First day for candidates to file
- o March 20- Last day for candidates to file
- o March 24- Last day for candidates to file candidate statements for voters pamphlet
- o April 21- Ballots begin to be mailed
- o May 20- Election Day
- o June 30- Current term ends for Directors in Districts 1-3
- o July 22- Swearing in of new or returning elected officials

District staff are grateful for the service of the Board and for our District's ability to participate in this democratic process. Please let me know if you have any follow-up questions

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

