
Sunset Empire Park & Recreation District: Board Meeting Agenda**Tuesday, November 26, 2024, 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.com/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Recognition of Softball Field Project Completion
5. Public Comment
6. Correspondence
 - A. Letter from SHS Student: Noah Herman
7. Recognition of SEPRD Employees of the Month:
 - A. November: Nicole Tibbitts
 - B. December: Brandon Soria
8. Approval of Board Meeting Minutes: October 29, 2024
9. Review Financials: October 2024
10. Staff Presentation: Cortney Tibbitts, Maintenance Coordinator
11. Old Business
 - A. Strategic Plan Update
 - B. Projects:
 1. Fire Alarm Update
 2. System's Development Charges Update
 3. Traffic Impact Analysis
 4. Crosswalk Improvement
12. New Business
 - A. SRC Gym Proposal (Review and Adopt)
 - B. SDAO Board Consultation Review (Review & Adopt)
 - C. Handbook Review (Review & Adopt)
 - D. Website Update (Discussion)
13. Executive Director Report
 - A. Goals for 2024
 - B. Reports:
 1. Audit & Bank Transition
 2. Upcoming Training Opportunities
 - February 6-9: 2025 SDAO Annual Conference (Bend)
 - C. Special Events Recap/Meetings & Events Upcoming
 1. 2024 Shutdown: November 4-18
 2. Turkey Trot & Community Thanksgiving: November 28
 3. SEPRD Employee Holiday Party: Thursday, December 12, 6pm
 4. December: No Board Meeting
 5. January Board Meeting: January 28

- 14. Board Comment
- 15. Adjournment

Accessibility: This meeting is handicapped accessible.
Please let us know at 503-738- 3311 x 0,
if you will need any special accommodation to participate in this meeting.

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

SEPRD is inviting you to a scheduled Zoom meeting.

Topic: SEPRD Board Meeting

Time: Nov 26, 2024 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/86707409376?pwd=0xzkG4Dttb8MQV93s6yECPFCaI73KM.1>

Meeting ID: 867 0740 9376

Passcode: 230888

November 26, 2024

SEPRD Board of Directors
Re: Softball Field Completion

Directors,

It is with great satisfaction that we recognize the completion of the Broadway Field Softball Field project. The project was recognized in the Seaside School Board Meeting last week and I would like to take some time to honor the efforts of those involved and celebrate in this monumental project.

Looking backwards can give us perspective on how long this topic has been efforted by SEPRD and our community partners. My first Board meeting after being hired was in July 2015 and in review of that meeting agenda and minutes, the topic of Broadway Field was on the agenda. Since that time the Board has discussed a component of Broadway Field (the IGA, the returfing, field maintenance, a second IGA and then the Softball Field) for more than 90% of their meetings since then.

Some of the important milestones included:

- Amending the IGA to structure a partner agreement with the Seaside School District in 2016
- Working with Seaside Kids to construct the Herche Family Training Facility in 2019
- Acquiring the Sunset Recreation Center property in 2021
- Amending the IGA after the City created a new agreement with SSD in 2023
- Returfing the field in 2023
- Obtaining approval from the City to construct the softball field in the new location in 2024
- Softball Field completion in 2024 and reopening for SHS and community play in Spring 2025

Along the way we've forged an improved relationship with the SSD—a relationship that will benefit current and future student athletes while maintaining our priorities to utilize the spaces at Broadway Field for the betterment of our whole community and being fiscally responsible.


I'd like to celebrate the efforts of many on this project and previous efforts:

- Randy Anderson for helping bring the need for equitable fields and playing experiences for female athletes to light and advocating for the construction of the field
- Chris Corder for helping construct the HFTF, coordinating and donating many hours of time and knowledge
- The Herche Family for their substantial contribution to the HFTF

- o Scott White and the Seaside Kids Board for supporting the HFTF and working with SEPRD and Sunset Park & Rec Foundation to construct the facility and partner with us to utilize the field and facility in the best way possible
- o Seaside School District Superintendent Susan Penrod, Principal Roberts and previous SSD Superintendents Doug Dougherty and Sheila Roley as well as other SSD administrators, athletic directors and coaches
- o SEPRD Staff for always being willing to embrace the challenge of these projects, particularly Darren Gooch, Isaiah Collins, Justin Smith, Cortney Tibbitts, Kip Keller, Lennon Wright and Jennifer Soprano
- o SEPRD Board for their continued support and investment of this important space and their example of partnership demonstrated

It's my honor to have been a part of this process and I've been the recipient of continual inspiration to know of the huge impact that this project has made, is making and will continue to make for years to come on the lives of student athletes, young people and our community at large.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

Thanks!

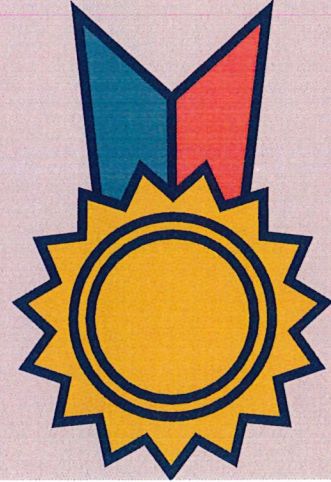
To: The Seaside Parks and Recreation
Department



You have given us a space to host
Football games and events and we
are undeniably grateful.

Sincerely,
Noah Herman

P.S.
thanks for clearing up after the
student body. We're still working on
them.



PAUSE FOR APPLAUSE NOVEMBER 2024 WINNER

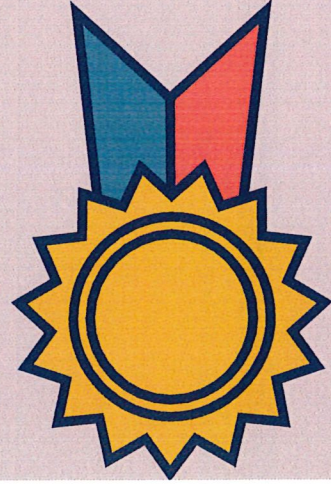
AWARDED TO:

NICOLE TIBBITTS

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

Skyler Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT



PAUSE FOR APPLAUSE DECEMBER 2024 WINNER

AWARDED TO:

BRANDON SORIA

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****OCTOBER 29, 2024, 4:30PM***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 4:38pm by Board President Katharine Parker.
ATTENDANCE	Present: Katharine Parker, Board President; Celeste Bodner (via Zoom®), Board Vice- President; Su Coddington (arrived late), Board Secretary, Michael Hinton, Kyle Gorman Absent: None Also Present: Bob Keefer (SDAO Consultant) Skyler Archibald, Isaiah Collins, Erin Reding, Chris McCollister (SEPRD Staff),
PLEDGE OF ALLEGIANCE	Led by Parker
SDAO BOARD PRACTICES ASSESSMENT WITH SDAO CONSULTANT BOB KEEFER	The Board met and completed the Board Practices Assessment with Special Districts Association of Oregon (SDAO) Consultant Bob Keefer. Bob led the Board through a discussion and self-evaluation on Key Performance Areas: Board Duties & Responsibilities, Operational Compliance & Resilience, Budget & Finance, Customer Relations, Personnel Administration and Policies & Procedures. Bob will provide a written report with a summary of discussion and findings as well as recommendations.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.
PUBLIC COMMENT	There was no public comment this month.
CORRESPONDENCE	There were three items of correspondence in the packet. <ul style="list-style-type: none">- Letter from community member Gretchen Darnell- Correspondence from ODOT re/SRC property- Letter from the District to patrons regarding shutdown
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH: BETTY BARBIC	The Board recognized the work of Betty Barbic, a Patron Relations Specialist for the District. Thank you Betty!

**APPROVAL OF
BOARD MEETING
MINUTES**

The Board reviewed the meeting minutes from the meeting held on September 24, 2024. *After review the Board approved the meeting minutes from the September 24, 2024, 3-0, with two Directors abstaining (Gorman & Hinton) (Coddington/Gorman).*

**REVIEW OF
FINANCIALS**

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

**STAFF
PRESENTATION:
ERIN REDING,
YOUTH PROGRAMS
MANAGER**

The Board received a presentation from Erin Reding, SEPRD Youth Programs Manager. Erin shared successes from last year as well as upcoming activities and hopes.

OLD BUSINESS

Strategic Plan Document Review & Update: The Board discussed the Strategic Plan after receiving it either at the meeting or a day or so prior and heard from Brandon Dole of Scott Edwards Architecture. The Board and Staff will review the Strategic Plan and provide feedback by November 15 with the hopes of finalizing the document and having it adopted by the Board at the November Meeting.

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

NEW BUSINESS

Budget Committee and Elections Update: Mr. Archibald shared an update and look-ahead to 2025. Staff anticipate that there will be one Budget Committee vacancy and there are three positions on the Board that are up for election.

**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.

Other: Mr. Archibald shared upcoming dates for meetings, training courses and conferences as well as a recap of the ORPA & NRPA Conference and provided an update on the Oregon Government Ethics Commission Training requirement.

BOARD COMMENT

Director Gorman acknowledged the great work of Betty Barbic and thanked Bob Keefer for the insightful experience. He recognized Erin Reding's leadership and asked if we could bottle her efforts and serve even more children. He reminded the Board of Election Day being a week away and encouraged folks to go vote.

Director Coddington echoed Mr. Gorman's thoughts and thanked Betty, Erin and Skyler and also encouraged all to vote. She shared that some patrons don't know about the pool being shutdown or understand the reasons/need for doing that and reminded the Board of her belief that every complaint is a gift. She stated that the District offers some very beneficial programs and that we are fortunate to have such a hub of wellness and activity.

Director Hinton thanked Director Coddington for her comments and told her she is the gift. He stated that he was proud to attend the ORPA conference at Sun River last week and that Mr. Archibald represented himself and the SEPRD well in his leadership for ORPA. It was a sold-out conference with lots of vendors and sessions. He shared that he attended a session that focused on bringing mental health services to community centers and also heard about possible regulations regarding placement of lifeguard chairs.

Board Vice-President Bodner shared that she was proud of the Board for their work and thanked them for participation and that she was thankful to participate virtually for this meeting.

Board President Parker thanked Bob Keefer, Betty and Erin and shared her appreciation for getting to near completion with the Broadway Field Project and the Strategic Plan process.

ADJOURNMENT

The meeting was adjourned at 7:50pm 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: **33.69%**

Through October 31, 2024	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	63,626.87	221,500.00	157,873.13	28.73%
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	34,805.86	107,600.00	72,794.14	32.35%
Recreation	22,434.65	91,900.00	69,465.35	24.41%
Special Events	53,041.23	57,500.00	4,458.77	92.25%
Sunset Recreation Center	21,025.50	162,500.00	141,474.50	12.94%
Youth Center	94,492.39	362,000.00	267,507.61	26.10%
Taxes & Other	295,489.19	2,198,864.00	1,903,374.81	13.44%
Total Revenues	595,845.69	3,264,464.00	2,668,618.31	18.25%
EXPENSES--				
AD Staffing	135,799.40	378,691.00	242,891.60	35.86%
AD PR Taxes and Benefits	32,007.50	118,469.00	86,461.50	27.02%
AD Materials, Supplies, and Services	81,457.37	307,605.00	226,147.63	26.48%
Sub-total AD Expenses	249,264.27	804,765.00	555,500.73	30.97%
AQ Staffing	191,175.15	530,665.00	339,489.85	36.03%
AQ PR Taxes and Benefits	23,738.34	87,816.00	64,077.66	27.03%
AQ Materials, Supplies, and Services	25,976.08	122,750.00	96,773.92	21.16%
Sub-total AQ Expenses	240,889.57	741,231.00	500,341.43	32.50%
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	8,186.41	32,805.00	24,618.59	24.95%
BRF PR Taxes and Benefits	629.74	3,280.00	2,650.26	19.20%
BRF Materials, Supplies, and Services	2,882.56	15,200.00	12,317.44	18.96%
Sub-total BRF Expenses	11,698.71	51,285.00	39,586.29	22.81%
CC Staffing	31,434.72	91,373.00	59,938.28	34.40%
CC PR Taxes and Benefits	3,114.21	11,612.00	8,497.79	26.82%
CC Material, Supplies, and Services	6,267.99	23,500.00	17,232.01	26.67%
Sub-total CC Expenses	40,816.92	126,485.00	85,668.08	32.27%
MNT Staffing	67,968.76	201,826.00	133,857.24	33.68%
MNT PR Taxes and Benefits	12,697.27	65,715.00	53,017.73	19.32%
MNT Materials, Supplies, and Services	22,860.90	197,250.00	174,389.10	11.59%
Sub-total MNT Expenses	103,526.93	464,791.00	361,264.07	22.27%
RC Staffing	38,831.55	119,453.00	80,621.45	32.51%
RC PR Taxes and Benefits	6,296.62	24,495.00	18,198.38	25.71%
RC Materials, Supplies, and Services	12,970.64	31,700.00	18,729.36	40.92%
Sub-total RC Expenses	58,098.81	175,648.00	117,549.19	33.08%
SE Staffing	14,113.75	43,015.00	28,901.25	32.81%
SE PR Taxes and Benefits	4,367.33	25,027.00	20,659.67	17.45%
SE Materials, Supplies, and Services	11,158.55	35,300.00	24,141.45	31.61%
Sub-total SE Expenses	29,639.63	103,342.00	73,702.37	28.68%
SRC Staffing	18,747.37	77,250.00	58,502.63	24.27%
SRC PR Taxes and Benefits	1,457.49	7,725.00	6,267.51	18.87%
SRC Materials, Supplies, and Services	97,277.59	111,000.00	13,722.41	87.64%
Sub-total SRC Expenses	117,482.45	195,975.00	78,492.55	59.95%
YC Staffing	211,464.96	632,044.00	420,579.04	33.46%
YC PR Taxes	25,063.07	97,054.00	71,990.93	25.82%
YC Materials, Supplies, and Services	19,003.38	54,500.00	35,496.62	34.87%
Sub-total YC Expenses	255,531.41	783,598.00	528,066.59	32.61%
Total Expenses	1,106,948.70	3,447,120.00	2,340,171.30	32.11%
Revenues Plus Net Working Capital	1,100,014.69	3,768,633.00	2,668,618.31	29.19%

October 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 88,253.58	\$ 8,545.84	\$ 21,818.55	\$ -	\$ 118,617.97
Non-exempt Staff	1.50	\$ 26,488.52	\$ 1,643.11	\$ -	\$ -	\$ 28,131.63
Sub-total	5.80	\$ 114,742.10	\$ 10,188.95	\$ 21,818.55	\$ -	\$ 146,749.60
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 67,968.76	\$ 5,181.49	\$ 7,515.78	\$ -	\$ 80,666.03
Sub-total	3.87	\$ 67,968.76	\$ 5,181.49	\$ 7,515.78	\$ -	\$ 80,666.03
AQUATICS						
Exempt Staff	1.40	\$ 29,523.80	\$ 2,666.02	\$ 9,037.40	\$ -	\$ 41,227.22
Non-exempt Staff	12.67	\$ 161,615.05	\$ 12,034.92	\$ -	\$ -	\$ 173,649.97
Sub-total	14.07	\$ 191,138.85	\$ 14,700.94	\$ 9,037.40	\$ -	\$ 214,877.19
RECREATION						
Exempt Staff	0.20	\$ 6,011.47	\$ 884.39	\$ 3,333.06	\$ -	\$ 10,228.92
Non-exempt Staff	0.85	\$ 23,214.64	\$ 2,079.17	\$ -	\$ -	\$ 25,293.81
Sub-total	1.05	\$ 29,226.11	\$ 2,963.56	\$ 3,333.06	\$ -	\$ 35,522.73
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 29,484.84	\$ -	\$ 8,937.75	\$ -	\$ 38,422.59
Non-exempt Staff	11.80	\$ 181,980.12	\$ -	\$ -	\$ -	\$ 181,980.12
Sub-total	13.10	\$ 211,464.96		\$ 8,937.75	\$ -	\$ 220,402.71
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 1,503.38	\$ 259.39	\$ 567.18	\$ -	\$ 2,329.95
Non-exempt Staff	2.70	\$ 29,881.08	\$ 2,287.64	\$ -	\$ -	\$ 32,168.72
Sub-total	2.85	\$ 31,384.46	\$ 2,547.03	\$ 567.18	\$ -	\$ 34,498.67
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 14,113.75	\$ 1,046.99	\$ 2,798.38	\$ -	\$ 17,959.12
Non-exempt Staff	0.50	\$ 6,507.90	\$ 521.96	\$ -	\$ -	\$ 7,029.86
Sub-total	1.15	\$ 20,621.65	\$ 1,568.95	\$ 2,798.38	\$ -	\$ 24,988.98
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 8,186.41	\$ 629.74	\$ -	\$ -	\$ 8,816.15
Sub-total	0.37	\$ 8,186.41	\$ 629.74	\$ -	\$ -	\$ 8,816.15
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 18,747.37	\$ 1,457.49	\$ -	\$ -	\$ 20,204.86
Sub-total	4.20	\$ 18,747.37	\$ 1,457.49	\$ -	\$ -	\$ 20,204.86
TOTAL	46.46	\$ 693,480.67	\$ 39,238.15	\$ 54,008.10	\$ -	\$ 786,726.92



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 10/01/2024 - 10/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
VEN01071	Jacobs Radio	10/28/2024	Regular	0.00	-199.00	47997
01382	KBGE-FM	10/28/2024	Regular	0.00	-200.00	47999
00434	RICOH USA	10/28/2024	Regular	0.00	-516.30	48003
01710	Richard Thomasian	10/24/2024	Regular	0.00	-200.00	48012
VEN01356	AMBER BERTOLET	10/09/2024	Regular	0.00	50.00	48017
VEN01048	Carolyn Heymann	10/09/2024	Regular	0.00	155.58	48018
00137	Cesar M & F PLUMBING	10/09/2024	Regular	0.00	776.00	48019
VEN01242	CONVERGINT	10/09/2024	Regular	0.00	9,500.00	48020
VEN01266	Cortney Tibbitts	10/09/2024	Regular	0.00	91.79	48021
01220	Department of Consumer and Business Serv	10/09/2024	Regular	0.00	358.00	48022
01727	Government Ethics Commission	10/09/2024	Regular	0.00	945.68	48023
00099	GRAINGER	10/09/2024	Regular	0.00	254.64	48024
VEN01071	Jacobs Radio	10/09/2024	Regular	0.00	199.00	48025
01223	Jeane Jensen	10/09/2024	Regular	0.00	585.00	48026
01382	KBGE-FM	10/09/2024	Regular	0.00	200.00	48027
00141	MESHER SUPPLY	10/09/2024	Regular	0.00	518.28	48028
00150	NORTHWEST NATURAL	10/09/2024	Regular	0.00	2,687.49	48029
00161	PACIFIC POWER	10/09/2024	Regular	0.00	5,403.99	48030
VEN01355	Paul Greer	10/09/2024	Regular	0.00	100.00	48031
00371	POOL & SPA HOUSE	10/09/2024	Regular	0.00	133.98	48032
01040	RECOLOGY WESTERN OREGON	10/09/2024	Regular	0.00	1,437.72	48033
00434	RICOH USA	10/09/2024	Regular	0.00	79.65	48034
01387	RICOH USA, INC.	10/09/2024	Regular	0.00	31.21	48035
VEN01190	Scott Edwards Architecture	10/09/2024	Regular	0.00	2,308.41	48036
00454	WALTER NELSON CO.	10/09/2024	Regular	0.00	1,696.69	48037
01726	Wilcox & Flegel	10/09/2024	Regular	0.00	17.54	48038
VEN01321	A&B Farms	10/16/2024	Regular	0.00	138.00	48039
00829	ACE HARDWARE - SEASIDE	10/16/2024	Regular	0.00	64.35	48040
VEN01339	Baird Family Orchards	10/16/2024	Regular	0.00	29.00	48041
01435	BLACKBERRY BOG FARM	10/16/2024	Regular	0.00	94.00	48042
VEN01242	CONVERGINT	10/16/2024	Regular	0.00	42,750.00	48043
VEN01319	Diem Farms LLC	10/16/2024	Regular	0.00	64.00	48044
00096	GEORGIE'S CERAMIC & CLAY	10/16/2024	Regular	0.00	147.50	48045
VEN01331	Pablo Munoz Farms	10/16/2024	Regular	0.00	479.00	48046
01129	Pacific Alarm Systems	10/16/2024	Regular	0.00	402.00	48047
VEN01333	Pilgrim's Roasted Nut'Z	10/16/2024	Regular	0.00	18.00	48048
00434	RICOH USA	10/16/2024	Regular	0.00	484.00	48049
01133	SDIS	10/16/2024	Regular	0.00	9,622.00	48050
01441	T BEE S HONEY	10/16/2024	Regular	0.00	69.00	48051
VEN01336	The Cookie Jar LLC	10/16/2024	Regular	0.00	5.00	48052
VEN01337	The Hummus Stop	10/16/2024	Regular	0.00	37.00	48053
00454	WALTER NELSON CO.	10/16/2024	Regular	0.00	357.00	48054
00312	AIRGAS USA, LLC	10/18/2024	Regular	0.00	401.55	48055
00186	CITY OF SEASIDE	10/18/2024	Regular	0.00	1,580.00	48056
00099	GRAINGER	10/18/2024	Regular	0.00	52.88	48057
01384	Skyler Archibald	10/18/2024	Regular	0.00	567.22	48058
00900	STAPLES	10/18/2024	Regular	0.00	47.32	48059
VEN01335	T Bee S Honey	10/18/2024	Regular	0.00	69.00	48060
01510	Wave	10/18/2024	Regular	0.00	1,934.10	48061
01726	Wilcox & Flegel	10/18/2024	Regular	0.00	104.33	48062
01602	TYR SPORT INC	10/21/2024	Regular	0.00	597.23	48063
00312	AIRGAS USA, LLC	10/28/2024	Regular	0.00	1,401.32	48064
01560	CHRIS DUFFY	10/28/2024	Regular	0.00	59.63	48065
VEN01286	Cole Industrial Inc.	10/28/2024	Regular	0.00	2,121.80	48066

Check Report

Date Range: 10/01/2024 - 10/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01044	Erin Reding	10/28/2024	Regular	0.00	29.41	48067
VEN01015	Franz Family Bakeries	10/28/2024	Regular	0.00	46.13	48068
00099	GRAINGER	10/28/2024	Regular	0.00	17.97	48069
VEN01218	Haley Wilding	10/28/2024	Regular	0.00	576.42	48070
VEN01071	Jacobs Radio	10/28/2024	Regular	0.00	199.00	48071
01382	KBGE-FM	10/28/2024	Regular	0.00	200.00	48072
00260	MICHAEL HINTON	10/28/2024	Regular	0.00	147.40	48073
00371	POOL & SPA HOUSE	10/28/2024	Regular	0.00	302.12	48074
00434	RICOH USA	10/28/2024	Regular	0.00	621.77	48075
00454	WALTER NELSON CO.	10/28/2024	Regular	0.00	362.52	48076
01795	KLOSH GROUP INC	10/29/2024	Regular	0.00	4,107.21	48077
00965	JENNIFER SOPRANO	10/31/2024	Regular	0.00	20.00	48078
VEN01357	Lori Hutchings	10/31/2024	Regular	0.00	25.00	48079
VEN01193	Playful Pickleball LLC	10/31/2024	Regular	0.00	200.00	48080
01384	Skyler Archibald	10/31/2024	Regular	0.00	551.42	48081

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	65	0.00	98,633.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-1,115.30
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	75	69	0.00	97,517.95

Check Report

Date Range: 10/01/2024 - 10/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	10/31/2024	Bank Draft	0.00	2,118.36	DFT0001650
01793	US Treasury	10/31/2024	Bank Draft	0.00	9,057.60	DFT0001651
01734	Oregon Department of Revenue	10/31/2024	Bank Draft	0.00	4,889.96	DFT0001652
01793	US Treasury	10/31/2024	Bank Draft	0.00	5,078.12	DFT0001653
01793	US Treasury	10/31/2024	Bank Draft	0.00	2.86	DFT0001655
01793	US Treasury	10/31/2024	Bank Draft	0.00	12.22	DFT0001656
01793	US Treasury	10/31/2024	Bank Draft	0.00	2.56	DFT0001657
01793	US Treasury	10/31/2024	Bank Draft	0.00	10.96	DFT0001658
01793	US Treasury	10/31/2024	Bank Draft	0.00	0.98	DFT0001659
01793	US Treasury	10/31/2024	Bank Draft	0.00	4.20	DFT0001660
01793	US Treasury	10/31/2024	Bank Draft	0.00	2,214.48	DFT0001679
01793	US Treasury	10/31/2024	Bank Draft	0.00	9,468.84	DFT0001680
01734	Oregon Department of Revenue	10/31/2024	Bank Draft	0.00	5,182.63	DFT0001681
01793	US Treasury	10/31/2024	Bank Draft	0.00	5,539.52	DFT0001682
01793	US Treasury	10/31/2024	Bank Draft	0.00	40.50	DFT0001683
01793	US Treasury	10/31/2024	Bank Draft	0.00	173.20	DFT0001684
01734	Oregon Department of Revenue	10/31/2024	Bank Draft	0.00	96.09	DFT0001685
01793	US Treasury	10/31/2024	Bank Draft	0.00	60.45	DFT0001686
01793	US Treasury	10/31/2024	Bank Draft	0.00	7.52	DFT0001687
01793	US Treasury	10/31/2024	Bank Draft	0.00	32.14	DFT0001688
01734	Oregon Department of Revenue	10/31/2024	Bank Draft	0.00	11.85	DFT0001689
01793	US Treasury	10/31/2024	Bank Draft	0.00	20.94	DFT0001690
01793	US Treasury	10/31/2024	Bank Draft	0.00	89.52	DFT0001691
01734	Oregon Department of Revenue	10/31/2024	Bank Draft	0.00	51.91	DFT0001692
01793	US Treasury	10/31/2024	Bank Draft	0.00	0.48	DFT0001693
01793	US Treasury	10/31/2024	Bank Draft	0.00	2.08	DFT0001694

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	26	26	0.00	44,169.97
EFT's	0	0	0.00	0.00
	26	26	0.00	44,169.97

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	65	0.00	98,633.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-1,115.30
Bank Drafts	26	26	0.00	44,169.97
EFT's	0	0	0.00	0.00
	101	95	0.00	141,687.92

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2024	141,687.92
			141,687.92

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.
Convergint	Fire Systems
CTL Corporatyion	Tech Equipment
Diamond Heating	HVAC Repair/Installation
Deming Designs	Wheelchair Parts
DMT Auto Parts (Napa)	Maint. Supplies
Englund Marine	Maint. Supplies
EO Media Group	Advertising
Evans Plumbing	Plumbing
FCS Group	SDC Consult
Fire Extinguisher Service	Inspection of extinguishers
Franz Family Bakeries	YP Nutrition
Georgies Ceramic & Clay	Pottery Supplies
Government Finance Officers Association	Finance Membership
Grainger	Maint. Supplies
HD Supply Facilites	Maint. Supplies
Jacobs Radio	Advertising
Jeane Jenson	Yoga Contractor
JJ Electric	Electrical maint.
Kern Thompson, CPA	Auditor
Kiwi Glass	Window Replacements
Klosh Group	Consultants
KMUN	Advertising
Les Schwab	Tires
Lincoln Aquatics	Aquatic supplies
Liftoff, LLC	Email/Microsoft Suites
Logotek	Custom Printing
Manage My Market	Farmers Market Software
Mediamerica	Advertising
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

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

November 26, 2024

SEPRD Board of Directors

Re: Sunset Recreation Center Gym Sponsorships

Directors,

The gymnasiums at the Sunset Recreation Center are two of the most coveted and highly sought after spaces in the District inventory and, consequently, two of the most heavily trafficked spaces. With daily programs, special events, frequent rentals and evening/weekend rentals by the Pacific Basketball League, we estimate that over 25,000 participants pass through each of the gymnasiums over the course of the calendar year.

The previous sponsorship the District had in place for Gym 1 has ended and the District is pursuing new sponsors for either one or both gymnasiums. Sponsorship revenue will help offset the District's maintenance and janitorial costs and provide potential upgrades for the SRC.

While the District has a sponsorship policy and agreements in place for events, facility sponsorship is new for us and we want to ensure best practices in our protocol. Our hope is to closely follow the established policies and procedures but offer local businesses with an opportunity to submit a proposal or "bid" for the gym sponsorships.

Process:

- SEPRD Staff prepares protocol for gym sponsorship and Board approves policy
- Bid period for gym sponsorship opens and is advertised (2 weeks)
- Bid period for gym sponsorship closes
- Staff review bids received and selects based on criteria established (see below)
- Staff work with winning bidders to finalize contract, order signage (or other elements previously agreed upon)

Criteria:

It is essential that the District has criterion for evaluating the bids that is fair and removes biases from the process as much as possible. For the gym sponsorship we will evaluate proposals on the following criteria and award points based on the bids received. The evaluation committee will consist of Zoe Manhire (Recreation Manager), Justin Smith (Director of Programs), Chris McCollister (Finance Manager) and myself.

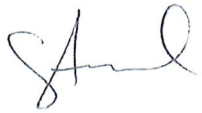
Alignment with SEPRD Mission, Vision, Values	30 points possible
Value of agreement	30 points possible
Proposed signage/marketing for the bidder	20 points possible
Duration of agreement (bidders can select for 1, 2 or 3 years)	15 points possible
Other	5 points possible
Total	100 points possible

Again, bids could be received for either one or both gymnasiums and that will be an important consideration as well. We estimate that the gym sponsorship is valued at \$5,000 annually, based on visibility, market analysis and comparison with our other event sponsorship levels.

It is my hope to have the Board of Directors review and ratify this process, confirming our process and designating authority for this decision to be made by staff, following the process and utilizing the criterion established above.

If approved, an appropriate motion might say, *"I move that we accept the distributed proposal and criteria for the gym sponsorships in the SRC and designate staff to continue this process"*.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

DATE: November 10, 2024

TO: Katharine Parker, Board President
Skyler Archibald, Executive Director

SUBJECT: Consultant's Impressions and Recommendations
Board Practices Assessment
Conducted October 29, 2024

FROM: Bob Keefer, Sr. Consultant
SDAO Consulting Services

It was a pleasure meeting with you and your board members and conducting the Board Practices Assessment for SEPRD. Accompanying this memo is your board's **Assessment Summary**. I trust that you will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents and any recommended actions at your next board meeting. SDAO will do a 60-day follow-up to check progress and offer additional consulting support if desired. Again, please extend to your board members my sincere appreciation for participating in the Board Practices Assessment.

Impressions

Sunset Empire Parks and Recreation District's board is comprised of dedicated members who are enthusiastic about serving district residents. They bring a wide variety of experience and expertise to the table. They respectfully share their perspectives and are willing to learn from their fellow board members and the staff. They trust and respect each other. There appears to be a genuine interest in the district being transparent in all that it does.

I am impressed by the "Board of Directors Community Commitments" document, dated October 20, 2020, which is available on the district's website. It effectively outlines the board's priorities for addressing past challenges and advancing towards a more professionally managed organization.

While facilitating the BPA process, I found this board to be the most interactive of all the boards I have worked with. The board members take their roles and responsibilities seriously and they are very supportive of Skyler and district staff. They are interested in solving issues and are looking toward the future with guarded optimism. Although it will be challenging work, the future is very bright for the district as it continues to grow.

Recommendations

1. Based on our discussions and without knowing if the district has a customer service plan, I recommend the district set clear written guidelines on how best to deal with any issues or complaints from the public. These guidelines should include how to address concerns brought to the board.
2. During the meeting, several board members expressed concern about the absence of various operational plans. I recommend prioritizing the development of a comprehensive strategic plan that outlines key priorities for the next three to five years. Priority should be given to the creation or updating of essential policies and plans (e.g., financial management, succession, business continuity, personnel, board roles and responsibilities, etc.). By taking a proactive approach, the district will be better equipped to address policy and procedural needs in a timelier manner.
3. Assure that performance appraisals are completed for all staff on a yearly basis. Performance reviews are a good thing. They provide an opportunity to set clear expectations of performance and limit miscommunication between supervisors and employees.
4. Continue to prioritize and support the professional development of staff, including encouraging leadership involvement with ORPA and SDAO. Participation in these organizations will help staff build valuable professional connections, which will, in turn, enhance their skills, broaden their knowledge, and keep them up to date on best practices and emerging industry trends. These professional networks will also foster opportunities for collaboration, knowledge-sharing, and problem-solving, all of which will contribute to staff growth and improve their effectiveness within the district. Additionally, supporting professional development will help cultivate a positive work environment and strengthen staff engagement, leading to greater dedication and loyalty to the district.
5. Review and update the "Board of Directors Community Commitments" document. As noted earlier, this document is an excellent tool for setting priorities. Additionally, it serves as an important means of holding the board and the organization accountable to the community for the commitments made.

Keep up the great work. You are doing an amazing job with the resources the district has available.

If you have any questions about these recommendations or any other information provided as part of this assessment, please do not hesitate to contact me.

SDAO BOARD PRACTICES ASSESSMENT

Sunset Empire Park and Recreation District

October 29, 2024

Board of Directors: Susan Coddington, Celeste Bodner, Michael Hinton, Kyle Gorman, Katharine Parker

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				The board listens to the community and is transparent in their decision making. Due to previous issues, the board has made it a priority to intentionally communicate well with patrons. When mistakes happen, the district responds responsibly and professionally... Top Notch. District residents support the district. The district has a good record of fiscal management.
Demonstration of good governance practices				The board works well together, share common values and are engaged. No hidden agendas. There is clarity of roles and the board does a good job spreading responsibilities among each other. The board understands that they have just one employee (Skyler).
Operational Compliance & Resilience				
Overall regulatory compliance & timeliness of compliance reporting				Doing well. Trust Skyler. He routinely communicates with the board about such issues.
Potential challenges				The development and operation of the middle school as a community center is stretching the budget. Lack of grievance procedures. Lack of planning... succession, strategic, business continuity plans.

Sunset Empire Park and Recreation District
SDAO Board Practices Assessment
October 29, 2024 - Page 2 of 3

Organizational resilience				Great leadership in place at the district. Receptive to change. Dealt with COVID pandemic and pivoted quickly as things changed. The district was one of the very first agencies to re-open. The community appreciated the district's effort to keep programs running.
Budget and Finance				
Consistency in budgeting to meet needs				Inclusive process. Very capable staff. The board is well informed about any budget issues and any issues are addressed. The budget is not routinely changed during the year. The district has not had to use Tax Anticipation Notes to support operations.
Soundness of financial practices				Clean audits. The board and staff take recommendations from the auditors seriously. Some concern for future financial commitments associated with facility and program growth. No financial plan in place.
Customer Relations				
Management of service problems				Customer service has improved greatly but there is plenty of room for improvement. Communication with the public and patrons can improve. More of an operational issue. Skyler may need to empower staff more to address issues in a timely manner.
Improvements to customer service				
Personnel Administration				
Staff morale and work climate				Employee retention is good however, the district struggles with recruitment of lifeguards and reception staff. There was push back from staff regarding Skyler's wage increase. Compensation across the entire district needs to be addressed.
Management of employee performance				HR policies need attention. Executing changes may be an issue. The board annually provides a performance review of Skyler. The district hired a HR professional to lead efforts in this area.

Sunset Empire Park and Recreation District
SDAO Board Practices Assessment
October 29, 2024 - Page 3 of 3

Alignment of positions and work assignments				Staff may start in one position and move to other positions as training, personal interests, and needs of the district progress. This has created some redundancy which is a good thing.
Policies and Procedures				
Soundness of administrative policies				May need some work but overall, in a good place. Policies may be more reactive than they should be.
Consistency between work practices and policies				
Efficiency of staff and work systems				There is a desire that the new HR manager will be able to evaluate this issue more to ensure that the district is running as efficiently as possible with the staff it has.

November 26, 2024

SEPRD Board of Directors

Re: Handbook Update

Directors,

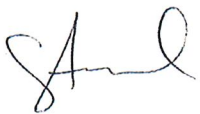
Staff have completed a significant update to the SEPRD Employee Handbook and would like to share a portion of those updates with you. I bring these updates to you for visibility and with simplicity in mind; clearly the policies therein need to be understood by the Board but asking you to review the entire document does not seem to be good use of the time of the Board nor does it properly utilize the time and experiences of staff. However, the document is available for review and is part of the public record.

The handbook contains much of the same language and policies of previous iterations and was templated from resources made available through our membership with SDAO and our relationship with HR Answers. It includes the specific policies required by the State of Oregon regarding leave (FMLA, OFLA, POSL).

I wanted to highlight some of the proposed changes for you:

- Language regarding the District's anti-harassment & sexual harassment policies
- Language regarding the District's reporting of incidents policy and policy against retaliation as well as our dispute resolution process
- New policy on lactation breaks for employees
- Clarification policies on Public Official status for employees
- New policy on children in the workplace
- Required language on FMLA, OFLA
- New policy on vacation payout for employees
- Updated policy on the District's drug/alcohol policy for employees
- New policy on sick leave bank and donation

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

SEPRD Executive Director Goals 2024-25

Key Results / Goals

1. Objective: Improve Financial Security & Growth
 - a. Key Result: Deliver a staff report and recommendation to the Board on System Development Charges
 - b. Key Result: Create investment plan/policy
 - c. Key Result: Plan and implement new user fee schedules across all programs (equity for in-district patrons)
 - d. Key Result: Cost analysis of programmatic offerings that takes into consideration program costs, labor costs (including administrative %), and facilities costs (including maintenance)
2. Objective: Upgrade Facilities
 - a. Key Result: Complete Broadway Field renovation in collab w/ SSD
 - b. Key Result: Finalize strategic plan
 - c. Key Result: Create long-term capital plan
3. Objective: Enhance Community Relationships
 - a. Key Result: Strengthen community visibility to SEPRD leadership
 - b. Key Result: Conduct website usability analysis and develop plan for update
 - c. Key Result: Develop a patron management plan that articulates equitable response to and protocols for a patron complaint, conflict, injury, and unusual incidents
4. Objective: Strengthen Organizational Culture
 - a. Key Result: Establish a metric to gauge staff satisfaction and implement an annual staff survey
 - b. Key Result: Develop a human resources plan that articulates equitable response to and protocols for staff complaint, conflict, injury, and unusual incidents
 - c. Key Result: Conduct compensation scan and develop compensation guidelines/plan that takes into account both COLA and merit increases based on documented performance
 - d. Key Result: Develop a development plan for key positions (e.g. to mitigate risk due to key staff departure), including position descriptions / competencies

Sunset Empire Park + Recreation District

Seaside's 2024

TROTE DE TURQUÍA



Diversión 5K
Correr/caminar

Ejecutar ahora.
¡Engulle más tarde!

**Regístrate
ahora**



28 de Noviembre

Las puertas se abren a las 8 a.m. en el Sunset Recreation Center

1120 Broadway | Seaside, OR 97138

La carrera comienza a las 9 a.m.

Costo: \$35 por persona e incluye una camiseta.

**SUNSET
EMPIRE**
PARK + RECREATION DISTRICT
sunsetempire.com

Patrocinador de Oro
 **PROVIDENCE**
Seaside
Hospital

Patrocinador Plata
Seaside Tourism Grant
SEASIDE
is for Fun

Sunset Empire Park + Recreation District

Seaside's 2024

TURKEY TROT



**5K Fun
Run/Walk**



Run Now.
Gobble Later!

*Register
Now*

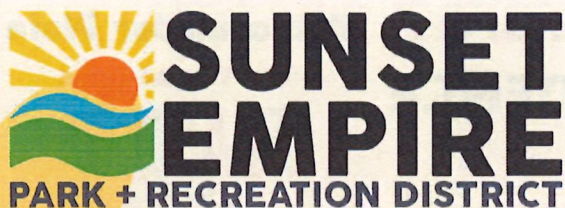


November 28th

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

Race Starts At 9AM

Cost: \$35 Per Person & Includes A T-shirt!



sunsetempire.com



FREE!

COMMUNITY **T**hanksgiving **Dinner**



THURSDAY
NOVEMBER

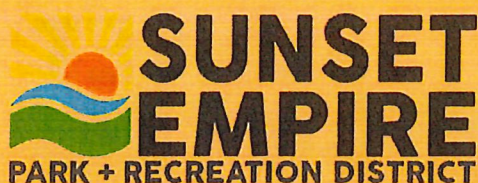
28

12:00pm - 2:00pm

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

***Join us for a warm, delicious meal on
Thanksgiving at the BCCC. To-go
meals are available. Everyone is
welcome to share in the holiday spirit
with your community!***

***Sign up here to volunteer
or donate items***



www.sunsetempire.com



¡GRATIS!

COMUNIDAD

Cena de Gracias



**JUEVES
NOVIEMBRE**

28

12:00pm - 2:00pm

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

**Únase a nosotros para disfrutar de
una comida cálida y deliciosa el Día de
Acción de Gracias en el BCCC. Hay
comidas para llevar disponibles.
¡Todos son bienvenidos a compartir el
espíritu navideño con su comunidad!**

**Regístrese aquí para ser
voluntario o donar artículos**



www.sunsetempire.com

