

Sunset Empire Park & Recreation District
Board Meeting Agenda
Thursday, March 23, 2023, 5:15pm
Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138

The SEPRD Board will meet in person following guidance from the State of Oregon. 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://youtu.be/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Recognition of SEPRD Employee of the Month- March: Bennett White
5. Public Comment
6. Correspondence
7. Approval of Board Meeting Minutes: February 28, 2023
8. Review Financials: February 2023
9. Staff Presentation: Justin Smith, Director of Programs
10. Old Business
 - A. Occupancy Update
 - B. Broadway Field Update
 - C. Strategic Plan Update
 - D. District Goals 2023
 - E. Board Election Update
11. New Business
 - A. Budget Committee Vacancy Interviews:
 1. 6:30pm- Bill Montero
 2. 6:40pm- Daffne Y Mejia Alvarez
 3. 6:50pm- Jay Stirling
 - B. Budget Committee Discussion & Appointments
12. Executive Director Report
 - A. Special Events Recap/Meetings & Events Upcoming
 1. SEPRD Family Dance Recap: March 18
 2. SEPRD Community Egg Hunt: April 8 (Saturday)
 3. Budget Committee Meeting: April 18 (Tuesday)
 4. SEPRD April Board Meeting: April 25 (Tuesday)
 5. Ship & Savor: May 7 (Sunday)
13. Board Comment
14. Adjournment

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

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

SEPRD is inviting you to a scheduled Zoom meeting.

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

Time: Mar 23, 2023 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 836 9723 5504

Passcode: 207461

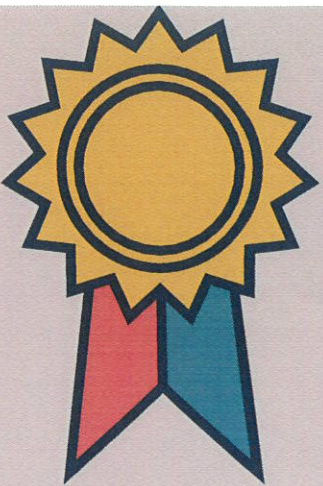
One tap mobile

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Meeting ID: 836 9723 5504

Passcode: 207461

Find your local number: <https://us02web.zoom.us/j/83697235504?pwd=K0xma0Q1ZE1YWVkwK2VEUWhJU2grQT09>



**SUNSET
EMPIRE**
PARK + RECREATION DISTRICT

PAUSE FOR APPLAUSE

MARCH
2023 WINNER
AWARDED TO:

BENNETT WHITE

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

Skyler Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT

BOARD MEETING MINUTES**SUNSET EMPIRE PARK & RECREATION DISTRICT****FEBRUARY 28, 2023, 5:15PM***This meeting was held in person at the Bob Chisholm Community Center.**Staff & Board participating were either in person or participated via Zoom®*

CALL TO ORDER	The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:18pm by Board Vice President Celeste Bodner
ATTENDANCE	Present: Katharine Parker, Board President (via Zoom®); Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman Absent: N/A Also Present: Skyler Archibald, Darren Gooch, Chris McCollister, Haley Wilding, Isaiah Collins (SEPRD Staff)
PLEDGE OF ALLEGIANCE	Led by Parker.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	Director Gorman shared that he has no financial interest or gain from the AED project but is an advocate for their usage in the community. President Parker shared that she is an employee of the Seaside School District, with no financial gain possible.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH FOR FEBRUARY: ISAIAH COLLINS	The Board recognized the work of Isaiah Collins for February. Isaiah works in multiple departments but was recognized for his leadership, intuition and drive for his Network Administrator role. Thank you, Isaiah, for all you do!
PUBLIC COMMENT	Marti Wajc offered public comment asking for information about the Sunset Pool vacuum, funds utilized for consultants and owners representatives, growth of the District and children in the SEPRD workplace.
CORRESPONDENCE	The Board reviewed correspondence provided by Hampton Lumber regarding the State of Oregon Department of Forestry's Habitat Conservation Plan which could reduce the amount of Timber Tax that the District receives.
APPROVAL OF BOARD MEETING MINUTES	The Board reviewed the meeting minutes from the Board Meeting held on January 24, 2023. <i>After review, the board unanimously approved the Board Meeting Minutes (Gorman/Coddington).</i>
REVIEW OF FINANCIALS	The Board reviewed the Financial Reports from January 2023, which included the new reports created by staff to ease the review of the financials by the Board. <i>After review the Board unanimously approved the financials for November (Coddington/Hinton) and December (Gorman/Hinton), both of 2022.</i>

**STAFF
PRESENTATION:
HALEY WILDING**

The Board received a presentation from Haley Wilding, SEPRD HR & Administrative Coordinator.

OLD BUSINESS

OCCUPANCY UPDATE: Mr. Archibald was joined by Brandon Dole from SEA and Chris Mastrandrea & Jeff Caldwell from the Klosh Group in sharing an update about the occupancy process. The Board received a proposal from Interface Engineering for the design and solicitation for a fire alarm system at the Sunset Recreation Center. *After review, the Board unanimously approved the proposal from Interface Engineering (Hinton/Gorman).*

BROADWAY FIELD UPDATE: The Board received information from their project team and were joined by Susan Penrod, Seaside School District Superintendent and Brian Hardebeck, SSD Owners Rep. The information shared concerned the process of the resurfacing of the existing field and the relocation of the softball field. The Board reiterated that their designees for making decisions would be Celeste Bodner and Michael Hinton and those individuals will work with Mr. Archibald to ensure that the District continues to be represented in this process. The Board expressed their thankfulness to the SSD representatives for their willingness to answer questions and attend the meeting. *After discussion, the Board voted unanimously to authorize the Executive Director to prepare and sign the Conditional Use Permit documents for the softball field project after satisfying some of the conditions discussed by the Board (receive and approve of the drafted CUP and review by Board delegates (Gorman/Hinton, Bodner amendment)).*

STRATEGIC PLAN RFP UPDATE: Mr. Dole provided a short update to the Board regarding the timeline and process for the strategic plan. There was a question about if it was prudent to delay the Strategic Plan difference. Timeline and next steps were shared.

DISTRICT GOALS UPDATE: Mr. Archibald shared an updated District Goals document. The Board requested that we prioritize the goals and that Mr. Archibald work with Director Gorman to solidify the goals and adjust one of the goals submitted by Mr. Archibald. *After discussion, the Board unanimously approved the slate of 10 district goals as presented at the Meeting (Gorman/Hinton).*

NEW BUSINESS

SPR FOUNDATION: Mr. Archibald shared an update about the Foundation Board which met recently to approve their 2023 Budget. *The Board unanimously voted to approve the membership of Marcus Runkle on the Sunset Park & Rec Foundation Board (Bodner/Hinton).*

BOARD ELECTION INFORMATION FROM CLATSOP COUNTY: Mr. Archibald shared information from the County about the two Board positions that are up for election and the Board Packet included the information from the County about how to complete the process.

BUDGET COMMITTEE VACANCY, PROCESS, TIMELINE: Mr. Archibald shared information about the two vacancies on the Budget Committee and proposed a timeline for filling those vacancies and moving the work of the Budget Committee forward. The Board discussed holding Budget Committee interviews on Thursday, March 23 around their scheduled March Board meeting.

REQUEST FROM NWRES D FOR ESCUELITA MOVIL (LITTLE MOBIL SCHOOL): The Board received a proposal from NWRES D to host an Escuelita Movil at the Sunset Recreation Center for an 8-week session in the Spring. The Board and Mr. Archibald discussed the proposal and how it could fit into the District operations at the SRC.

EXECUTIVE SESSION

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

EXECUTIVE DIRECTOR REPORT

Mr. Archibald provided an update on the following items:

- Staffing Update: The District has hired Zoe Manhire as Events and Recreation Coordinator and will be working to solidify a relationship with a prospective grantwriter in the next bit. Additionally, the District will be contracting their marketing efforts with a local contractor.
- Special Events Recap/Events upcoming:
 - o SEPRD Family Dance: March 18
 - o SEPRD March Board Meeting: March 23 (Thursday)
 - o Ship & Savor: May 7

BOARD COMMENT

Director Gorman shared that he would not be in person at the next meeting, but that he has grandkids who are excelling in swimming. He thanked Darren for the Fascination Tournament which was really fun. He also responded to some of Marti’s comments and said that we should respond to her concerns and ensure good communication. He shared his appreciation for the contractor’s expertise on the Broadway Field project.

Director Coddington congratulated Isaiah and thanked Haley for her presentation. She noted that she appreciated Marti’s public comments and said it is critical that we need to respond to her concerns to help ensure accuracy and good information. She stated her appreciation for the volume of projects that are going on and that she appreciated the changes that were coming. She also stated that she has decided not to move to Chicago. She thanked Darren for his helpfulness and Mr. Archibald.

Director Hinton stated that he was really happy to be able to attend the SDAO Conference and spoke on some of the session that he attended. He brought back some posters from the conference to share with the Board

Board President Parker apologized for not being present but that she was glad to be able to participate and she thanked our partners for their attendance and feedback.

Board Vice-President Bodner reminded the Board that as part of their commitment to the public, that she would formulate a response and keep the chair in the loop. She shared her appreciation for Michael for his expertise on the projects

underway at Broadway Field. She shared her enthusiasm for recruiting some good budget committee members.

ADJOURNMENT

The meeting was adjourned at 8:47pm by Board Vice-President Bodner

Skyler Archibald, Exec. Director

Celeste Bodner, Board Vice-President

Sunset Empire Park & Recreation District

Revenue and Expense Report

AD= Administration AQ= Aquatics BF= Building Fund BRF= Broadway Field Fund CC= Community Center
MNT= Maintenance RC= Recreation SE= Special Events SRC= Sunset Recreation Center YC= Youth Center

Current percentage of the fiscal year: **66.70%**

Through February 31, 2023	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	108,181.63	168,000.00	59,818.37	64.39%
Building Fund	25,000.00	25,000.00	0.00	100.00%
Broadway Field Fund	41,113.22	47,400.00	6,286.78	86.74%
Community Center	68,736.60	76,575.00	7,838.40	89.76%
Recreation	75,338.70	48,650.00	-26,688.70	154.86%
Special Events	37,734.26	37,950.00	215.74	99.43%
Sunset Recreation Center	389,876.54	460,330.00	70,453.46	84.70%
Youth Center	372,980.14	433,000.00	60,019.86	86.14%
Taxes & Other	1,900,188.41	1,971,360.00	71,171.59	96.39%
Total Revenues	3,019,149.50	3,268,265.00	249,115.50	92.38%
EXPENSES--				
AD Staffing	235,013.76	350,480.00	115,466.24	67.05%
AD PR Taxes and Benefits	65,953.56	156,250.00	90,296.44	42.21%
AD Materials, Supplies, and Services	148,885.51	210,800.00	61,914.49	70.63%
Sub-total AD Expenses	449,852.83	717,530.00	267,677.17	62.69%
AQ Staffing	306,557.69	437,000.00	130,442.31	70.15%
AQ PR Taxes and Benefits	49,018.91	94,060.00	45,041.09	52.11%
AQ Materials, Supplies, and Services	68,835.36	115,000.00	46,164.64	59.86%
Sub-total AQ Expenses	424,411.96	646,060.00	221,648.04	65.69%
CF Capital/Board Discretion Expense	0.00	134,000.00	134,000.00	0.00%
Sub-total BF Expenses	0.00	134,000.00	134,000.00	0.00%
BRF Staffing	2,591.90	16,380.00	13,788.10	15.82%
BRF PR Taxes and Benefits	199.59	2,950.00	2,750.41	6.77%
BRF Materials, Supplies, and Services	26,302.05	23,500.00	-2,802.05	111.92%
Sub-total BRF Expenses	29,093.54	42,830.00	13,736.46	67.93%
CC Staffing	76,242.62	111,092.00	34,849.38	68.63%
CC PR Taxes and Benefits	11,584.23	25,700.00	14,115.77	45.07%
CC Material, Supplies, and Services	11,380.75	9,000.00	-2,380.75	126.45%
Sub-total CC Expenses	99,207.60	145,792.00	46,584.40	68.05%
MNT Staffing	135,737.18	178,000.00	42,262.82	76.26%
MNT PR Taxes and Benefits	39,115.50	67,040.00	27,924.50	58.35%
MNT Materials, Supplies, and Services	74,970.12	179,250.00	104,279.88	41.82%
Sub-total MNT Expenses	249,822.80	424,290.00	174,467.20	58.88%
RC Staffing	33,107.97	52,850.00	19,742.03	62.65%
RC PR Taxes and Benefits	7,649.15	13,552.00	5,902.85	56.44%
RC Materials, Supplies, and Services	10,685.57	31,250.00	20,564.43	34.19%
Sub-total RC Expenses	51,442.69	97,652.00	46,209.31	52.68%
SE Staffing	23,970.39	38,000.00	14,029.61	63.08%
SE PR Taxes and Benefits	14,053.53	31,950.00	17,896.47	43.99%
SE Materials, Supplies, and Services	17,061.66	19,600.00	2,538.34	87.05%
Sub-total SE Expenses	55,085.58	89,550.00	34,464.42	61.51%
SRC Staffing	15,466.27	148,512.00	133,045.73	10.41%
SRC PR Taxes and Benefits	1,373.01	26,732.00	25,358.99	5.14%
SRC Materials, Supplies, and Services	222,236.57	540,219.00	317,982.43	41.14%
Sub-total SRC Expenses	239,075.85	715,463.00	476,387.15	33.42%
YC Staffing	316,296.09	509,650.00	193,353.91	62.06%
YC PR Taxes	47,818.68	119,237.00	71,418.32	40.10%
YC Materials, Supplies, and Services	61,449.94	52,750.00	-8,699.94	116.49%
Sub-total YC Expenses	425,564.71	681,637.00	256,072.29	62.43%
Total Expenses	2,023,557.56	3,694,804.00	1,671,246.44	54.77%
Revenues Plus Net Working Capital	3,523,318.50	3,772,434.00	249,115.50	93.40%

February 2022 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 156,918.75	\$ 17,404.28	\$ 45,202.95	\$ -	\$ 219,525.98
Non-exempt Staff	1.50	\$ 37,375.33	\$ 3,346.33	\$ -	\$ -	\$ 40,721.66
Sub-total	5.80	\$ 194,294.08	\$ 20,750.61	\$ 45,202.95	\$ -	\$ 260,247.64
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 135,737.18	\$ 11,742.79	\$ 27,372.71	\$ -	\$ 174,852.68
Sub-total	3.87	\$ 135,737.18	\$ 11,742.79	\$ 27,372.71	\$ -	\$ 174,852.68
AQUATICS						
Exempt Staff	1.40	\$ 55,853.36	\$ 5,429.09	\$ 19,081.81	\$ -	\$ 80,364.26
Non-exempt Staff	12.67	\$ 236,898.67	\$ 24,508.00	\$ -	\$ -	\$ 261,406.67
Sub-total	14.07	\$ 292,752.03	\$ 29,937.10	\$ 19,081.81	\$ -	\$ 341,770.94
RECREATION						
Exempt Staff	0.20	\$ 10,685.76	\$ 905.86	\$ 4,613.63	\$ -	\$ 16,205.25
Non-exempt Staff	0.85	\$ 22,422.21	\$ 2,129.66	\$ -	\$ -	\$ 24,551.87
Sub-total	1.05	\$ 33,107.97	\$ 3,035.52	\$ 4,613.63	\$ -	\$ 40,757.12
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 53,506.78	\$ -	\$ 17,704.24	\$ -	\$ 71,211.02
Non-exempt Staff	11.80	\$ 262,789.31	\$ -	\$ -	\$ -	\$ 262,789.31
Sub-total	13.10	\$ 316,296.09		\$ 17,704.24	\$ -	\$ 334,000.33
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 7,912.33	\$ 768.68	\$ 1,974.23	\$ -	\$ 10,655.24
Non-exempt Staff	2.70	\$ 68,330.29	\$ 6,779.13	\$ -	\$ 2,062.19	\$ 77,171.61
Sub-total	2.85	\$ 76,242.62	\$ 7,547.81	\$ 1,974.23	\$ 2,062.19	\$ 87,826.85
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 23,970.39	\$ 2,257.06	\$ 10,671.24	\$ -	\$ 36,898.69
Non-exempt Staff	0.50	\$ 12,126.87	\$ 1,125.23	\$ -	\$ -	\$ 13,252.10
Sub-total	1.15	\$ 36,097.26	\$ 3,382.29	\$ 10,671.24	\$ -	\$ 50,150.79
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 2,591.90	\$ 199.59	\$ -	\$ -	\$ 2,791.49
Sub-total	0.37	\$ 2,591.90	\$ 199.59	\$ -	\$ -	\$ 2,791.49
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 15,466.27	\$ 1,373.01	\$ -	\$ -	\$ 16,839.28
Sub-total	4.20	\$ 15,466.27	\$ 1,373.01	\$ -	\$ -	\$ 16,839.28
TOTAL	46.46	\$ 1,102,585.40	\$ 77,968.72	\$ 126,620.81	\$ 2,062.19	\$ 1,309,237.12



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 02/01/2023 - 02/28/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	02/02/2023	Regular	0.00	66.84	46891
01758	COLUMBIA LOCKSMITH LLC	02/02/2023	Regular	0.00	635.00	46892
01758	COLUMBIA LOCKSMITH LLC	02/02/2023	Regular	0.00	1,955.00	46893
00099	GRAINGER	02/02/2023	Regular	0.00	249.25	46894
01761	HD Supply Facilities Maintenance Ltd	02/02/2023	Regular	0.00	59.98	46895
00065	KMUN	02/02/2023	Regular	0.00	125.00	46896
01129	Pacific Alarm Systems	02/02/2023	Regular	0.00	414.50	46897
00454	WALTER NELSON CO.	02/02/2023	Regular	0.00	375.56	46898
00312	AIRGAS USA, LLC	02/06/2023	Regular	0.00	1,035.29	46899
01040	RECOLOGY WESTERN OREGON	02/06/2023	Regular	0.00	653.93	46900
01133	SDIS	02/06/2023	Regular	0.00	14,279.49	46901
00099	GRAINGER	02/07/2023	Regular	0.00	808.38	46902
00150	NORTHWEST NATURAL	02/07/2023	Regular	0.00	10,228.46	46903
00371	POOL & SPA HOUSE	02/07/2023	Regular	0.00	475.50	46904
01133	SDIS	02/07/2023	Regular	0.00	48,174.00	46905
00900	STAPLES	02/07/2023	Regular	0.00	1,405.57	46906
01602	TYR SPORT INC	02/07/2023	Regular	0.00	241.87	46907
00131	UNITED RENTALS	02/07/2023	Regular	0.00	1,303.48	46908
00312	AIRGAS USA, LLC	02/14/2023	Regular	0.00	363.00	46909
VEN01182	Buchalter Law Firm	02/14/2023	Regular	0.00	280.00	46910
VEN01140	CBM Systems, LLC	02/14/2023	Regular	0.00	2,832.81	46911
00951	EO MEDIA GROUP	02/14/2023	Regular	0.00	390.00	46912
01651	Fire Extinguisher service	02/14/2023	Regular	0.00	1,368.50	46913
00099	GRAINGER	02/14/2023	Regular	0.00	15.48	46914
VEN01071	Jacobs Radio	02/14/2023	Regular	0.00	100.00	46915
VEN01184	Margaret Merx	02/14/2023	Regular	0.00	125.00	46916
00141	MESHER SUPPLY	02/14/2023	Regular	0.00	427.83	46917
01079	OHANA MEDIA GROUP, LLC	02/14/2023	Regular	0.00	400.00	46918
VEN01185	Pacific Automation	02/14/2023	Regular	0.00	44.10	46919
01387	RICOH USA, INC.	02/14/2023	Regular	0.00	98.27	46920
VEN01186	Rob Watson	02/14/2023	Regular	0.00	80.00	46921
00192	ROTARY CLUB OF SEASIDE	02/14/2023	Regular	0.00	396.00	46922
VEN01188	S&F Land Services	02/14/2023	Regular	0.00	2,553.75	46923
VEN01080	Seattle Pottery LLC	02/14/2023	Regular	0.00	342.39	46924
VEN01129	William Quirk	02/14/2023	Regular	0.00	85.50	46925
00087	ENGLUND MARINE SUPPLY	02/21/2023	Regular	0.00	160.49	46926
VEN01072	Evans Pumbing Inc	02/21/2023	Regular	0.00	556.57	46927
01211	Justin Smith	02/21/2023	Regular	0.00	58.75	46928
01388	MediAmerica	02/21/2023	Regular	0.00	470.00	46929
00141	MESHER SUPPLY	02/21/2023	Regular	0.00	347.57	46930
00157	P&L JOHNSON	02/21/2023	Regular	0.00	540.36	46931
01129	Pacific Alarm Systems	02/21/2023	Regular	0.00	396.00	46932
00161	PACIFIC POWER	02/21/2023	Regular	0.00	5,326.39	46933
00966	SHERWIN WILLIAMS	02/21/2023	Regular	0.00	224.69	46934
00459	TRAILS END RECOVERY	02/21/2023	Regular	0.00	45.00	46935
00454	WALTER NELSON CO.	02/21/2023	Regular	0.00	727.25	46936

Check Report

Date Range: 02/01/2023 - 02/28/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01726	Wilcox & Flegel	02/21/2023	Regular	0.00	165.00	46937

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	48	47	0.00	101,407.80
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
	48	47	0.00	101,407.80

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	48	47	0.00	101,407.80
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
	48	47	0.00	101,407.80

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2023	101,407.80
			101,407.80

SEPRD's Vendors

Vendor	Description
94.9 The Bridge	Advertising
Airgas	Co2 for pool
Ace Hardware	Maint. Supplies
American Red Cross	Training/Certification
Builders First Source	Maint. Supplies
CBM Systems	SRC Custodial
City Of Seaside	Water Bill/Market
Civic Plus	POS annual bill
Cleansweep	Big Project assistance
Coastcom	Phone/Internet
Columbia Locksmith	Lock replacement/Maint.
CTL Corporatyion	Tech Equipment
Dex Imaging	Printer Contract
DMT Auto Parts (Napa)	Maint. Supplies
Englund Marine	Maint. Supplies
EO Media Group	Advertising
Evans Plmbing	Plumbing
Fire Extinguisher Service	Inspection of extinguishers
Franz Family Bakeries	YP Nutrition
Georgies Ceramic & Clay	Pottery Supplies
Grainger	Maint. Supplies
HD Supply Facilites	Maint. Supplies
Jacobs Radio	Advertising
Jeane Jenson	Yoga Contractor
Kern Thompson, CPA	Auditor
Kiwi Glass	Window Replacements
Klosh Group	Consultants
KMUN	Advertising
Logotek	Custom Printing
Meadows Broadcasting	Advertising
Mediamerica	Advertising
Mesher	Maint. Supplies
Northwest Natural	Natural Gas
NW Local Government Legal	Lawyer
Ohana Media Group	Advertising/Notices
Oregon Recreation and Parks (ORPA)	Dues/Trainings
Oregon State Audit Division	Filing fee for annual audit
P & L Johnson	Mechanical Heating
Pacific Alarm Systems	Maintenance/Testing
Pacific Automation	Copier supplies/service
Pacific Power	Electricity
Pitney Bowes	Postage/Lease of postage printer
Pool & Spa House	Maint. Supplies
Recology Western Oregon	Trash

SEPRD's Vendors

Vendor	Description
Ricoh USA	Printer Contract
Rotary	Dues
S & F Land Services	Surveying
SDIS	Insurance/Workers Comp
Seattle Pottery	Pottery supplies
Sherwin Williams	Maint. Supplies
Special Districts of Oregon	Dues/Trainings
Staples	Office Supplies
Sysco	YP Nutrition
Tillicum Foundation	Advertising
Trails End Recovery	Debris Disposal
Tyler Technologies	Accounting Software
TYR	Aquatics Vending Supplies
United Rentals	Maint Equipment rental
Water Gear inc.	Aquatics Vending Supplies
Walter Nelson	Cleaning Supplies
Wilcox Flegel	Fuel

March 23, 2023

To: SEPRD Board of Directors
Re: District Goals 2023 (Final)

Hi Directors,

Thank you for all your insight as we established these District goals for the upcoming year. I appreciate the discussion we had at the last two Board meetings and have worked with Director Gorman to finalize the goals.

1. Explore and learn more about Systems Development Charges (SDC's) and bring information back to the Board
2. Start conversation with out-of-District communities for possible District expansion
3. Return Sunset Pool to pre-pandemic hours of operation, offering more weekend hours and open swims
4. Create more opportunities for patrons to get to know staff, particularly the Executive Director
5. Enhance utilization
6. Obtain full occupancy for the Sunset Recreation Center and begin the process of utilizing the building spaces, providing more recreation and community space.
7. Hire a grantwriter to fundraise for phased improvements at the Sunset Recreation Center, in coordination with the Sunset Park & Rec Foundation. Utilize the position to develop a strategy aimed to increase programming and capacity at the SRC.
8. Edit or recreate the IGA between the City, SSD, and SEPRD regarding Broadway Field
9. Complete the Strategic Plan, in conjunction with consultants from SEA and SFA
10. Align recruitment and retention goals to ensure a healthy workplace culture while meeting program needs.

I'm incredibly pleased with the progress and accomplishments we were able to deliver by working together and focusing on our goals for 2022. I am mindful of the role that the entire staff play in accomplishment as well as the support of the Board. You may note that we have elected to not prioritize the goals as they are all priorities and active efforts. We will work to continue updating the Board regularly on these goals.

I look forward to our discussion and working this year to accomplish the goals identified.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

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

Identified a consulting firm (FCS Group) that could come and inform the Board on this topic. Looking for direction from the Board on if they would like to move forward with information from FCS group and a timeline for doing so.

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

Not begun yet. Would look to the Board for guidance on how they'd like to move forward on this or if there is a designee from the Board to assist with this effort.

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

Happy to share that beginning in April we'll be open on Saturdays from 12-5pm with Open Swims from 1-3pm. We also will be offering Open Swim M-F of Spring Break week (March 27-31).

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

Not begun yet. Would look to the Board for guidance on how they'd like to move forward on this or if there is a designee from the Board to provide more direction on this effort.

5. Enhance utilization

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

Update provided earlier in the meeting.

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

Grantwriter has been hired and begun their work.

8. Edit or recreate the IGA between the City, SSD, and SEPRD regarding Broadway Field

Efforts underway, hoping for completion of revised agreement during Spring 2023.

9. Complete the Strategic Plan, in conjunction with consultants from SEA and SFA

Underway!

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

Lots to do in this area but efforts made thus far include the District apparel program, expanded efforts in staff recognition and other retention efforts but open to insight from the Board of Directors

March 17, 2023

To: SEPRD Board of Directors
Re: Clatsop County Election Information for SEPRD

Directors,

As you know, the District has two positions that are up for election in the upcoming Spring Election cycle:


- District 4: Director Gorman, term expires on June 30, 2023
- District 5: President Parker, term expires on June 30, 2023

Based on the County website viewed on March 17, the following candidates have filed for the eligible positions:

- Director Position 4: Kyle Gorman
- Director Position 5: Katharine Parker

Based on the timing and dates required it is my assumption that these are the only two candidates that completed their candidate paperwork.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

Budget Committee Interviews

March 2023

Candidate: _____

Interviewer: _____

Directors: Please be advised that your notes are public record and will be submitted and retained by the District, to comply with ORS regulations.

We have been asked by counsel to not deviate from these standard questions.

- 1. Why are you interested in serving on the District Budget Committee?**

- 2. What experiences do you have in being involved or informed with the District activities and facilities?**

- 3. The expectation of Budget Committee members is that they are prepared for each meeting, become informed about the proposed budget and be willing to collaborate with the rest of the committee to continue District operations. How do you feel about this expectation?**

- 4. What is the most important financial issue facing the District and why is it important?**



BUDGET COMMITTEE APPLICATION

As per Oregon Budget Law, a standing budget Committee of the same number of Board Members must be appointed and meet to approve fiscal year budgets. The District positions are appointed for three (3) years. Minimum requirements are that you live within the boundaries of the Sunset Empire Park & Recreation District. Our boundaries are the same of the Seaside School District #10, excluding the cities of Gearhart and Cannon Beach.

Please fill out the following information to be considered for appointment with the District's Budget Committee:

1. NAME: William (Bill) Montero
2. ADDRESS: 2471 Sunset Blvd., Seaside, OR 97138-5081
3. PHONE: (503) 738-0919 CELL: (206) 250-5919
4. EMAIL: wsmontero@gmail.com
5. Are you a citizen of the U.S.? yes
6. Why are you interested in serving on the Budget Committee? I am a local resident and business owner with substantial skills leading businesses and non-profit organizations. I want to lend what skills I have to help my community.
7. Please list past and current community activities paid, volunteer, etc.? Seaside Parks Advisory Committee, Seaside Rotary, CCA & Helping Hands, Astoria Trolley Assoc., Cascade Bike Club, American Legion, Providence Foundation Board, and Seaside Housing Task Force
8. Budget Committee Meetings for FY 23-24 will take place on April 18th, May 9th if needed.

****Please initial that you understand the commitment WM ****

9. Comments: _____

PLEASE USE ADDITIONAL PAGES IF NEEDED.

Thank you for your time and interest. We will notify you as to the action that will take place by the Board. If you have any questions, please contact the District's Executive Director and Budget Officer, Skyler Archibald at (503)738-3311 ext. 103 or District's Finance Manager, Chris McCollister at (503)738-3311 ext. 104 or visit at 1140 Broadway Seaside, OR 97138.



BUDGET COMMITTEE APPLICATION

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Please fill out the following information to be considered for appointment with the District's Budget Committee:

1. NAME: Daffne Y. Mejia Alvarez
2. ADDRESS: 1610 Spruce Dr. Apt F Seaside OR 97138
3. PHONE: 503-739-0926 CELL: _____
4. EMAIL: m.daffne@yahoo.com
5. Are you a citizen of the U.S.? DACA
6. Why are you interested in serving on the Budget Committee? I like to be involved in my community
7. Please list past and current community activities paid, volunteer, etc.? I Volunteer for the Seaside Park Advisory Committee
8. Budget Committee Meetings for FY 23-24 will take place on April 18th, May 9th if needed.

****Please initial that you understand the commitment DYMA****

9. Comments: _____

PLEASE USE ADDITIONAL PAGES IF NEEDED.

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Please fill out the following information to be considered for appointment with the District's Budget Committee:

1. NAME: Jay Sterling
2. ADDRESS: 1251 Seabright Way Seaside OR 97138
3. PHONE: 617 785 0981 CELL: Same
4. EMAIL: jster14@gmail.com
5. Are you a citizen of the U.S.? Yes
6. Why are you interested in serving on the Budget Committee? See additional page
7. Please list past and current community activities paid, volunteer, etc.? See additional page
8. Budget Committee Meetings for FY 23-24 will take place on April 18th, May 9th if needed.

****Please initial that you understand the commitment JP****

9. Comments: See additional page

PLEASE USE ADDITIONAL PAGES IF NEEDED.

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Sunset Empire Park + Recreation District Budget Committee Application (Additional Page)

Question No. 6

My wife and I moved to Seaside with our two children (five- and three-years old) in April 2022. I am interested in serving on the Budget Committee to get more involved in my new community.

Question No. 7

I currently serve on the board of the Seattle-area chapter of the J. Reuben Clark Law Society, an organization of lawyers, law students, and legal professionals that strives through public service and professional excellence to promote fairness and virtue founded upon the rule of law.

Question No. 9

I might be travelling for work on April 18, but could participate virtually.

Seaside's Free Annual Community **EGG HUNT** & Aquatic Treasure Dive

Saturday, April 8, 2023

At Broadway Park

1140 Broadway, Seaside, OR

The EGG HUNT Schedule:

10:00am Visit with the Easter Bunny

10:30am Hunt Begins with youngest age group first and continues with the next age category (All start times are tentative and subject to change):

0 to 2 years - Baskets & Adult help OK

3 to 4 years - Baskets OK

5 to 6 years - No Baskets allowed

7 to 8 years - No Baskets allowed

9 to 10 years - No Baskets allowed

*Special accommodations available

Aquatic Treasure Dive

at Sunset Pool - 1140 Broadway St

Cost is \$2.00

Schedule:

12:30pm ages 7-10 years old

1:00pm ages 11-17 years old



Presented By:



Thank You to our SILVER level sponsors:



Sponsored by Providence Seaside Hospital, Runkle Consulting Group, Umpqua Bank, the American Legion Post 99, the City of Seaside and other local businesses and agencies. Prize baskets were donated by Bruce's Candy Kitchen and tokens from the Seaside Carousel Mall.

If you have any questions or would like more information, call us at 503.738.3311 or visit our website at:



sunsetempire.com



SHIP & SAVOR

"The Final Voyage"



Where: Seaside Civic & Convention Center
When: Sunday May 7th | 4:00-6:30pm
Tickets: \$45/ea purchase at Sunset Pool or
online at sunsetempire.com

Featuring Wine, Beer, and Treats From Local Restaurants!



**This is a partnership between the Sunset Park & Recreation Foundation
and the Seaside Rotary Club Foundation**