

Sunset Empire Park & Recreation District
Board Meeting Agenda
Tuesday, June 27, 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. Declaration of National Park & Recreation Month for July 2023
5. Recognition of SEPRD Employee of the Month, June: Hayden McCanna
6. Public Comment
7. Correspondence
 - A. Clatsop County Official Election Results
8. Approval of Board Meeting Minutes: May 23, 2023
9. Review Financials: May 2023
10. Staff Presentation: Lindsey Wolfe, Aquatics Coordinator
11. Old Business
 - A. Occupancy Update
 - B. Broadway Field Update
 1. IGA
 2. Construction Update
 - C. Strategic Plan Update
 1. Survey
12. New Business
 - A. NWSDS Mealsite Contract
 - B. Patron Incident Report
13. Executive Director Report
 - A. District Goals 2023
 - B. Special Events Recap/Meetings & Events Upcoming
 1. Farmers Market: Wednesdays through September
 2. SEPRD July Board Meeting: Tuesday, July 25
 3. Chalk Art Contest: July 29
 4. SDAO Board & Management Staff Training Opportunities
 - Board Member Duties, Liabilities and Responsibilities:
 - i. Cottage Grove- August 10
 - ii. Newport- August 22
 - iii. Salem- August 23
 - Board Member Relations, Expectations and Ethics
 - i. Astoria- September 26
 - ii. Salem- September 27
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: Jun 27, 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

+16694449171,,83697235504#,,,,*207461# US

Dial by your location

• +1 669 444 9171 US

Meeting ID: 836 9723 5504

Passcode: 207461

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

P R O C L A M A T I O N

***Recognizing the month of July as Park & Recreation Month for the
Sunset Empire Park & Recreation District***

WHEREAS parks and recreation are an integral part of communities throughout this country, state and region including the Sunset Empire Park & Recreation District; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promote time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS parks and recreation encourage physical activity by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation are a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation are fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation are essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

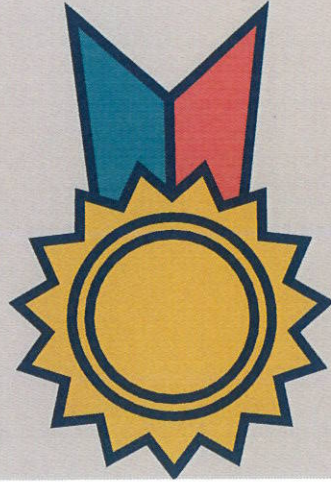
WHEREAS the Sunset Empire Park & Recreation District recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY the Sunset Empire Park & Recreation District that July is recognized as Park and Recreation Month.

SEPRD

Date: _____

Proclamation read by: _____



PAUSE FOR APPLAUSE

JUNE 2023 WINNER

AWARDED TO:

HAYDEN MCCANNA

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

Skylar Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT



Clatsop County

Clerk and Elections
820 Exchange St., Suite 220
Astoria, Oregon 97103
www.co.clatsop.or.us

Phone (503) 325-8511
Fax (503) 325-9307

June 12, 2023

Sunset Empire Park and Recreation
Attn: Skylar Archibald
1140 Broadway St.
Seaside, OR 97138

Dear Skylar,

Enclosed are the Certificate of Election forms for the candidates elected at the May 16, 2023 Regular District Election.

I will be sending an updated District Information form, which lists directors/commissioners that were recently elected, before the end of this month.

Please remember to keep us advised of any changes that may occur related to this listing or with your district throughout the year so that our records remain current for your district.

Sincerely,

A handwritten signature in black ink, appearing to read "Sheryl Holcom".

Sheryl Holcom, CRA, CEA
Elections Technician

Enclosures

STATE OF OREGON
COUNTY OF CLATSOP

Certificate of Election



Kyle Gorman

THIS IS TO CERTIFY, That at the Regular District Election held in the State of Oregon, County of Clatsop, on the 16th day of May, 2023, you received the highest number of votes cast for the **Sunset Empire Park & Recreation District, Director, Position 4**, and were therefore duly elected to said office for a term of 4 years, as appears on the official election returns and canvass on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 12th day of June 2023.

County Clerk



STATE OF OREGON
COUNTY OF CLATSOP

Certificate of Election



Katharine Parker

THIS IS TO CERTIFY, That at the Regular District Election held in the State of Oregon, County of Clatsop, on the 16th day of May, 2023, you received the highest number of votes cast for the **Sunset Empire Park & Recreation District, Director, Position 5**, and were therefore duly elected to said office for a term of 4 years, as appears on the official election returns and canvass on file in my office.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 12th day of June 2023.

County Clerk



Clatsop County
Clerk and Elections

820 Exchange St., Suite 220, Astoria, OR 97103
(503) 325-8511 phone / (503) 325-9307 fax
Website: www.co.clatsop.or.us
Email: clerk@co.clatsop.or.us

June 12, 2023

Sunset Empire Park and Recreation District
Attn: Skylar Archibald
1140 Broadway St.
Seaside, OR 97138

Enclosed you will find a copy of the Abstract of Votes for **Sunset Empire Park and Recreation District** relating to the Regular District Election held on **May 16, 2023**.

In accordance with ORS 255.295, please canvass the votes and notify the Clatsop County Clerk & Elections Department **within forty (40) days of receipt by signing and returning this letter to:**

Tracie Krevanko, County Clerk
Clatsop County Election Office
820 Exchange Street, Suite 220
Astoria, OR 97103

I appreciate your prompt reply.

With regards,

Tracie Krevanko, CERA, CEA
Clatsop County Clerk



This is to verify receipt of the Abstract of Votes from Clatsop County Clerk & Elections. I have canvassed the votes for **Sunset Empire Park and Recreation District**, relating to the **May 16, 2023 Regular District Election**.

It has been determined those persons having received the highest number of votes are qualified to hold the office, and any exceptions are noted below.

Authorizing Signature

6/16/23
Date

115 - Clatsop Plains South

Statistics	TOTAL
Registered Voters - Total	1,586
Ballots Cast - Total	624
Ballots Cast - Blank	0
Voter Turnout - Total	39.34%

Sunset Empire Park and Recreation District, Director, Position 4 Vote For 1

	TOTAL
Kyle Gorman	346
Write-In Totals	4
Not Assigned	4
Total Votes Cast	350
Overvotes	0
Undervotes	274

Sunset Empire Park and Recreation District, Director, Position 5 Vote For 1

	TOTAL
Katharine Parker	367
Write-In Totals	3
Not Assigned	3
Total Votes Cast	370
Overvotes	0
Undervotes	254

117 - Seaside North

Statistics	TOTAL
Registered Voters - Total	893
Ballots Cast - Total	220
Ballots Cast - Blank	2
Voter Turnout - Total	24.64%

Sunset Empire Park and Recreation District, Director, Position 4

Vote For 1

	TOTAL
Kyle Gorman	132
Write-In Totals	1
Not Assigned	1
Total Votes Cast	133
Overvotes	0
Undervotes	87

Sunset Empire Park and Recreation District, Director, Position 5

Vote For 1

	TOTAL
Katharine Parker	140
Write-In Totals	2
Not Assigned	2
Total Votes Cast	142
Overvotes	0
Undervotes	78

118 - Seaside West

Statistics	TOTAL
Registered Voters - Total	947
Ballots Cast - Total	213
Ballots Cast - Blank	0
Voter Turnout - Total	22.49%

Sunset Empire Park and Recreation District, Director, Position 4 Vote For 1

	TOTAL
Kyle Gorman	114
Write-In Totals	3
Not Assigned	3
Total Votes Cast	117
Overvotes	0
Undervotes	96

Sunset Empire Park and Recreation District, Director, Position 5 Vote For 1

	TOTAL
Katharine Parker	117
Write-In Totals	4
Not Assigned	4
Total Votes Cast	121
Overvotes	0
Undervotes	92

119 - Seaside East

Statistics	TOTAL
Registered Voters - Total	1,267
Ballots Cast - Total	366
Ballots Cast - Blank	0
Voter Turnout - Total	28.89%

Sunset Empire Park and Recreation District, Director, Position 4
Vote For 1

	TOTAL
Kyle Gorman	227
Write-In Totals	1
Not Assigned	1
Total Votes Cast	228
Overvotes	0
Undervotes	138

Sunset Empire Park and Recreation District, Director, Position 5
Vote For 1

	TOTAL
Katharine Parker	244
Write-In Totals	3
Not Assigned	3
Total Votes Cast	247
Overvotes	0
Undervotes	119

120 - Seaside South

Statistics	TOTAL
Registered Voters - Total	1,897
Ballots Cast - Total	464
Ballots Cast - Blank	0
Voter Turnout - Total	24.46%

Sunset Empire Park and Recreation District, Director, Position 4
Vote For 1

	TOTAL
Kyle Gorman	284
Write-In Totals	1
Not Assigned	1
Total Votes Cast	285
Overvotes	0
Undervotes	179

Sunset Empire Park and Recreation District, Director, Position 5
Vote For 1

	TOTAL
Katharine Parker	297
Write-In Totals	1
Not Assigned	1
Total Votes Cast	298
Overvotes	0
Undervotes	166

121 - Necanicum

Statistics	TOTAL
Registered Voters - Total	498
Ballots Cast - Total	130
Ballots Cast - Blank	1
Voter Turnout - Total	26.10%

Sunset Empire Park and Recreation District, Director, Position 4 Vote For 1

	TOTAL
Kyle Gorman	66
Write-In Totals	0
Not Assigned	0
Total Votes Cast	66
Overvotes	0
Undervotes	64

Sunset Empire Park and Recreation District, Director, Position 5 Vote For 1

	TOTAL
Katharine Parker	72
Write-In Totals	0
Not Assigned	0
Total Votes Cast	72
Overvotes	0
Undervotes	58

122 - Arch Cape

Statistics	TOTAL
Registered Voters - Total	264
Ballots Cast - Total	178
Ballots Cast - Blank	0
Voter Turnout - Total	67.42%

Sunset Empire Park and Recreation District, Director, Position 4

Vote For 1

	TOTAL
Kyle Gorman	9
Write-In Totals	0
Not Assigned	0
Total Votes Cast	9
Overvotes	0
Undervotes	11

Sunset Empire Park and Recreation District, Director, Position 5

Vote For 1

	TOTAL
Katharine Parker	13
Write-In Totals	0
Not Assigned	0
Total Votes Cast	13
Overvotes	0
Undervotes	7

124 - Hamlet

Statistics	TOTAL
Registered Voters - Total	348
Ballots Cast - Total	113
Ballots Cast - Blank	0
Voter Turnout - Total	32.47%

Sunset Empire Park and Recreation District, Director, Position 4
Vote For 1

	TOTAL
Kyle Gorman	56
Write-In Totals	0
Not Assigned	0
Total Votes Cast	56
Overvotes	0
Undervotes	57

Sunset Empire Park and Recreation District, Director, Position 5
Vote For 1

	TOTAL
Katharine Parker	67
Write-In Totals	0
Not Assigned	0
Total Votes Cast	67
Overvotes	0
Undervotes	46

Summary Results Report
Clatsop County May 2023 Election
May 16, 2023

OFFICIAL RESULTS

Clatsop

STATISTICS

	TOTAL
Registered Voters - Total	30,864
Ballots Cast - Total	9,923
Ballots Cast - Blank	6
Voter Turnout - Total	32.15%



I certify the votes recorded on this canvass correctly summarizes the tally of votes cast for the May 16, 2023 Regular Election.

Tracie Krevanko

06/08/2023

Tracie Krevanko, County Clerk

Date

Sunset Empire Park and Recreation District, Director, Position 4

Vote For 1

	TOTAL
Kyle Gorman	1,260
Write-In Totals	10
Not Assigned	10
Total Votes Cast	1,270
Overvotes	0
Undervotes	931

Sunset Empire Park and Recreation District, Director, Position 5

Vote For 1

	TOTAL
Katharine Parker	1,343
Write-In Totals	13
Not Assigned	13
Total Votes Cast	1,356
Overvotes	0
Undervotes	845

BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

MAY 23, 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 5:16pm by Board President Katharine Parker
ATTENDANCE	Present: Katharine Parker, Board President; Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman Absent: N/A Also Present: Skyler Archibald, Darren Gooch, Chris McCollister, Clay Henry
PLEDGE OF ALLEGIANCE	Led by Parker.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	No Directors declared a potential conflict of interest.
DECLARATION OF PRIDE MONTH	Board President Parker read a proclamation recognizing the month of June as LGBTQIA+ Pride Month in the Sunset Empire Park & Recreation District.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH – MAY: CLAY HENRY	The Board recognized the work of Clay Henry who serves in the Maintenance Department as a groundskeeper and does amazing work keeping the District facilities looking amazing.
PUBLIC COMMENT	Marcus Runkle offered comment on the recognition of Pride Month and the upcoming events to celebrate Pride Month in our community with Seaside Pride.
ADOPTION OF SEPRD 2023-2024 APPROVED BUDGET	<i>The Board unanimously adopted Resolution No. 2023-2024-05, a Resolution Adopting the 2023-2024 Budget (Gorman/Bodner).</i>
CORRESPONDENCE	There was no correspondence this month.
APPROVAL OF BOARD MEETING MINUTES	The Board reviewed the meeting minutes from the Board Meetings held on April 25, 2023 and May 16, 2023. <i>After review, the Board unanimously approved the April 25 Board Meeting Minutes (Gorman/Bodner, with Coddington abstaining) and the May 16, 2023 Board Meeting Minutes (Bodner/Coddington, with Gorman abstaining).</i>

REVIEW OF FINANCIALS

The Board reviewed the Financial Reports from April 2023, which included the new reports created by staff to ease the review of the financials by the Board. *After review the Board unanimously approved the financials for April 2023 (Bodner/Gorman)*

STAFF PRESENTATION: CHRIS MCCOLLISTER, FINANCE MANAGER

The Board received a presentation from Chris McCollister, SEPRD Finance Manager.

OLD BUSINESS

OCCUPANCY UPDATE: The Board and Mr. Archibald discussed the occupancy process at the SRC. The Change of Use application has been approved by the Building Department and the Fire Department and working through the Planning Department. Parking is one of the complex issues that are being worked through. Fire Alarm design is still underway.

BROADWAY FIELD UPDATE: Mr. Archibald shared an update about:

- IGA: Mr. Archibald shared an update on the IGA which is in review by School District legal currently. It is anticipated that there will be no substantial changes as a result of that review.
- Construction: Mr. Archibald shared that construction is underway at Broadway Field.

STRATEGIC PLAN UPDATE: Mr. Archibald shared the draft of the survey that will be sent out in the next couple of weeks and asked the Board to save time on June 8-9 for Community Engagement Meetings.

NEW BUSINESS

2023 Election Results: Mr. Archibald shared results of the 2023 Election in which Board President Parker and Director Gorman looked poised to retain their Board positions.

EXECUTIVE SESSION

The Board unanimously voted 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) (Coddington/Bodner).

BOARD ACTION

Following Executive Session, the Board unanimously voted that we proceed in developing a potential lease agreement as discussed in Executive Session and the Board designates the Exec. Director and Director Gorman to be the leads for that negotiation (Bodner/Hinton)

The Board unanimously voted to allow the Executive Director to enter into an MOU (Memorandum of Understanding) with the party involved, as discussed in the Executive Session (Bodner/Coddington).

**EXECUTIVE
DIRECTOR REPORT**

Mr. Archibald provided an update on the following items:

- Mr. Archibald shared an update on the District Goals 2023.
- Ship & Savor Recap: Mr. Archibald shared a report on the recent fundraising event Ship & Savor, which went really well.
- Farmers Market begins on Wednesday June 14
- Lots of opportunities for Board & Management Staff Training through SDAO upcoming.

BOARD COMMENT

Director Gorman shared his appreciation for Chris, his presentation as well as Marcus' public comment and thanked Clay for his hard work and his award.

Director Coddington echoed Director Gorman's comments, shared her appreciation for Clay and Lora Henry, commented about the recent challenges at the Sunset Empire Transportation District and thanked the Board and Staff for their hard work and transparency when it comes to the financials.

Director Hinton commented on the success and work of the District. He thanked those that were at the meeting and presented and discussed the Softball Field Design Advisory committee. He noted his appreciation for the Board, and thanked Kyle and Katharine for running in the recent election and that he looked forward to working with them.

Board Vice-President Bodner gave two 'hurrahs' for Katharine and Kyle for being reelected. She shared that she has family who were recently attending a conference in Seaside and toured the SRC and were impressed about the potential for the space. There may be opportunities for future partnership.

Board President Parker thanked Chris, Darren and staff for their efforts. She thanked Mr. Archibald for juggling things, congratulated Kyle and noted her excitement for being reelected.

ADJOURNMENT

The meeting was adjourned at 7:54pm 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: **91.78%**

Through May 31, 2023	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	169,520.52	168,000.00	-1,520.52	100.91%
Building Fund	25,000.00	25,000.00	0.00	100.00%
Broadway Field Fund	42,565.28	47,400.00	4,834.72	89.80%
Community Center	97,240.40	76,575.00	-20,665.40	126.99%
Recreation	89,904.81	48,650.00	-41,254.81	184.80%
Special Events	49,035.27	37,950.00	-11,085.27	129.21%
Sunset Recreation Center	416,538.15	460,330.00	43,791.85	90.49%
Youth Center	509,500.64	433,000.00	-76,500.64	117.67%
Taxes & Other	1,986,670.12	1,971,360.00	-15,310.12	100.78%
Total Revenues	3,385,975.19	3,268,265.00	-117,710.19	103.60%
EXPENSES--				
AD Staffing	312,007.71	350,480.00	38,472.29	89.02%
AD PR Taxes and Benefits	86,364.54	156,250.00	69,885.46	55.27%
AD Materials, Supplies, and Services	227,629.66	210,800.00	-16,829.66	107.98%
<i>Sub-total AD Expenses</i>	<i>626,001.91</i>	<i>717,530.00</i>	<i>91,528.09</i>	<i>87.24%</i>
AQ Staffing	416,334.64	437,000.00	20,665.36	95.27%
AQ PR Taxes and Benefits	66,930.03	94,060.00	27,129.97	71.16%
AQ Materials, Supplies, and Services	97,470.17	115,000.00	17,529.83	84.76%
<i>Sub-total AQ Expenses</i>	<i>580,734.84</i>	<i>646,060.00</i>	<i>65,325.16</i>	<i>89.89%</i>
CF Capital/Board Discretion Expense	0.00	134,000.00	134,000.00	0.00%
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>134,000.00</i>	<i>134,000.00</i>	<i>0.00%</i>
BRF Staffing	10,687.52	16,380.00	5,692.48	65.25%
BRF PR Taxes and Benefits	823.59	2,950.00	2,126.41	27.92%
BRF Materials, Supplies, and Services	27,742.86	23,500.00	-4,242.86	118.05%
<i>Sub-total BRF Expenses</i>	<i>39,253.97</i>	<i>42,830.00</i>	<i>3,576.03</i>	<i>91.65%</i>
CC Staffing	99,378.40	111,092.00	11,713.60	89.46%
CC PR Taxes and Benefits	13,981.33	25,700.00	11,718.67	54.40%
CC Material, Supplies, and Services	17,770.52	9,000.00	-8,770.52	197.45%
<i>Sub-total CC Expenses</i>	<i>131,130.25</i>	<i>145,792.00</i>	<i>14,661.75</i>	<i>89.94%</i>
MNT Staffing	173,575.79	178,000.00	4,424.21	97.51%
MNT PR Taxes and Benefits	50,947.80	67,040.00	16,092.20	76.00%
MNT Materials, Supplies, and Services	119,925.76	179,250.00	59,324.24	66.90%
<i>Sub-total MNT Expenses</i>	<i>344,449.35</i>	<i>424,290.00</i>	<i>79,840.65</i>	<i>81.18%</i>
RC Staffing	49,962.38	52,850.00	2,887.62	94.54%
RC PR Taxes and Benefits	11,160.93	13,552.00	2,391.07	82.36%
RC Materials, Supplies, and Services	19,674.19	31,250.00	11,575.81	62.96%
<i>Sub-total RC Expenses</i>	<i>80,797.50</i>	<i>97,652.00</i>	<i>16,854.50</i>	<i>82.74%</i>
SE Staffing	31,932.46	38,000.00	6,067.54	84.03%
SE PR Taxes and Benefits	16,722.55	31,950.00	15,227.45	52.34%
SE Materials, Supplies, and Services	21,582.44	19,600.00	-1,982.44	110.11%
<i>Sub-total SE Expenses</i>	<i>70,237.45</i>	<i>89,550.00</i>	<i>19,312.55</i>	<i>78.43%</i>
SRC Staffing	26,307.46	148,512.00	122,204.54	17.71%
SRC PR Taxes and Benefits	2,206.10	26,732.00	24,525.90	8.25%
SRC Materials, Supplies, and Services	433,594.00	540,219.00	106,625.00	80.26%
<i>Sub-total SRC Expenses</i>	<i>462,107.56</i>	<i>715,463.00</i>	<i>253,355.44</i>	<i>64.59%</i>
YC Staffing	438,102.89	509,650.00	71,547.11	85.96%
YC PR Taxes	66,865.50	119,237.00	52,371.50	56.08%
YC Materials, Supplies, and Services	71,232.39	52,750.00	-18,482.39	135.04%
<i>Sub-total YC Expenses</i>	<i>576,200.78</i>	<i>681,637.00</i>	<i>105,436.22</i>	<i>84.53%</i>
Total Expenses	2,910,913.61	3,694,804.00	783,890.39	78.78%
Revenues Plus Net Working Capital	3,890,144.19	3,772,434.00	-117,710.19	103.12%

May 2023 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 206,135.18	\$ 22,291.05	\$ 59,787.58	\$ -	\$ 288,213.81
Non-exempt Staff	1.50	\$ 52,373.63	\$ 4,285.91	\$ -	\$ -	\$ 56,659.54
Sub-total	5.80	\$ 258,508.81	\$ 26,576.96	\$ 59,787.58	\$ -	\$ 344,873.35
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 173,575.79	\$ 14,660.12	\$ 36,287.68	\$ -	\$ 224,523.59
Sub-total	3.87	\$ 173,575.79	\$ 14,660.12	\$ 36,287.68	\$ -	\$ 224,523.59
AQUATICS						
Exempt Staff	1.40	\$ 74,266.23	\$ 6,942.03	\$ 28,650.27	\$ -	\$ 109,858.53
Non-exempt Staff	12.67	\$ 326,562.69	\$ 31,337.72	\$ -	\$ -	\$ 357,900.41
Sub-total	14.07	\$ 400,828.92	\$ 38,279.76	\$ 28,650.27	\$ -	\$ 467,758.95
RECREATION						
Exempt Staff	0.20	\$ 14,202.30	\$ 1,286.29	\$ 6,850.60	\$ -	\$ 22,339.19
Non-exempt Staff	0.85	\$ 30,435.43	\$ 3,024.04	\$ -	\$ -	\$ 33,459.47
Sub-total	1.05	\$ 44,637.73	\$ 4,310.33	\$ 6,850.60	\$ -	\$ 55,798.66
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 71,310.34	\$ -	\$ 27,668.72	\$ -	\$ 98,979.06
Non-exempt Staff	11.80	\$ 366,792.55	\$ -	\$ -	\$ -	\$ 366,792.55
Sub-total	13.10	\$ 438,102.89		\$ 27,668.72	\$ -	\$ 465,771.61
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 10,495.45	\$ 948.61	\$ 2,604.59	\$ -	\$ 14,048.65
Non-exempt Staff	2.70	\$ 88,882.95	\$ 8,365.94	\$ -	\$ 2,062.19	\$ 99,311.08
Sub-total	2.85	\$ 99,378.40	\$ 9,314.55	\$ 2,604.59	\$ 2,062.19	\$ 113,359.73
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 31,932.46	\$ 2,815.58	\$ 12,503.30	\$ -	\$ 47,251.34
Non-exempt Staff	0.50	\$ 15,188.48	\$ 1,403.67	\$ -	\$ -	\$ 16,592.15
Sub-total	1.15	\$ 47,120.94	\$ 4,219.25	\$ 12,503.30	\$ -	\$ 63,843.49
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 10,687.52	\$ 823.59	\$ -	\$ -	\$ 11,511.11
Sub-total	0.37	\$ 10,687.52	\$ 823.59	\$ -	\$ -	\$ 11,511.11
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 26,307.46	\$ 2,206.10	\$ -	\$ -	\$ 28,513.56
Sub-total	4.20	\$ 26,307.46	\$ 2,206.10	\$ -	\$ -	\$ 28,513.56
TOTAL	46.46	\$ 1,499,148.46	\$ 100,390.66	\$ 174,352.74	\$ 2,062.19	\$ 1,775,954.05



Check Report

By Check Number

Date Range: 05/01/2023 - 05/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	05/02/2023	Regular	0.00	205.94	47061
VEN01140	CBM Systems, LLC	05/02/2023	Regular	0.00	2,832.81	47062
01758	COLUMBIA LOCKSMITH LLC	05/02/2023	Regular	0.00	3,400.00	47063
00951	EO MEDIA GROUP	05/02/2023	Regular	0.00	63.00	47064
00096	GEORGIE'S CERAMIC & CLAY	05/02/2023	Regular	0.00	186.00	47065
00099	GRAINGER	05/02/2023	Regular	0.00	551.01	47066
01190	LiftOff LLC	05/02/2023	Regular	0.00	8,076.00	47067
VEN01189	Meyer Freeman	05/02/2023	Regular	0.00	400.00	47068
00434	RICOH USA	05/02/2023	Regular	0.00	79.65	47069
VEN01190	Scott Edwards Architecture	05/02/2023	Regular	0.00	3,680.00	47070
01133	SDIS	05/02/2023	Regular	0.00	15,070.72	47071
00966	SHERWIN WILLIAMS	05/02/2023	Regular	0.00	249.31	47072
01384	Skylar Archibald	05/02/2023	Regular	0.00	248.90	47073
00900	STAPLES	05/02/2023	Regular	0.00	1,200.96	47074
VEN01207	State of Washington	05/02/2023	Regular	0.00	123.69	47075
VEN01211	Becky Welch	05/05/2023	Regular	0.00	50.00	47076
VEN01211	Becky Welch	05/26/2023	Regular	0.00	-50.00	47076
00187	DMT Auto Parts	05/05/2023	Regular	0.00	106.79	47077
00951	EO MEDIA GROUP	05/05/2023	Regular	0.00	126.00	47078
VEN01071	Jacobs Radio	05/05/2023	Regular	0.00	199.00	47079
VEN01209	Lori Hartnett	05/05/2023	Regular	0.00	50.00	47080
00141	MESHER SUPPLY	05/05/2023	Regular	0.00	140.57	47081
00150	NORTHWEST NATURAL	05/05/2023	Regular	0.00	9,003.10	47082
01040	RECOLOGY WESTERN OREGON	05/05/2023	Regular	0.00	653.93	47083
00434	RICOH USA	05/05/2023	Regular	0.00	28.92	47084
VEN01210	Shasta Jones	05/05/2023	Regular	0.00	50.00	47085
VEN01208	Stephaine Thornehill	05/05/2023	Regular	0.00	9.00	47086
VEN01195	Tuff Puffin	05/05/2023	Regular	0.00	1,385.60	47087
00454	WALTER NELSON CO.	05/05/2023	Regular	0.00	212.09	47088
01726	Wilcox & Flegel	05/05/2023	Regular	0.00	68.97	47089
00312	AIRGAS USA, LLC	05/15/2023	Regular	0.00	355.50	47090
01304	American Red Cross	05/15/2023	Regular	0.00	42.00	47091
01022	CIVICPLUS	05/15/2023	Regular	0.00	6,744.15	47092
01510	COASTCOM	05/15/2023	Regular	0.00	1,234.03	47093
00460	DEX IMAGING	05/15/2023	Regular	0.00	852.66	47094
00096	GEORGIE'S CERAMIC & CLAY	05/15/2023	Regular	0.00	246.00	47095
VEN01001	Government Finance Officers Association	05/15/2023	Regular	0.00	160.00	47096
01223	Jeanne Jensen	05/15/2023	Regular	0.00	540.00	47097
00260	MICHAEL HINTON	05/15/2023	Regular	0.00	343.22	47098
01079	OHANA MEDIA GROUP, LLC	05/15/2023	Regular	0.00	405.00	47099
00161	PACIFIC POWER	05/15/2023	Regular	0.00	5,654.83	47100
VEN01190	Scott Edwards Architecture	05/15/2023	Regular	0.00	680.00	47101
00966	SHERWIN WILLIAMS	05/15/2023	Regular	0.00	455.61	47102
00900	STAPLES	05/15/2023	Regular	0.00	552.29	47103
VEN01207	State of Washington	05/15/2023	Regular	0.00	123.69	47104
VEN01083	Alexa York	05/26/2023	Regular	0.00	50.00	47105
00951	EO MEDIA GROUP	05/26/2023	Regular	0.00	63.00	47106
VEN01215	Mark Smith	05/26/2023	Regular	0.00	50.00	47107
VEN01189	Meyer Freeman	05/26/2023	Regular	0.00	275.00	47108
00434	RICOH USA	05/26/2023	Regular	0.00	79.65	47109
00192	ROTARY CLUB OF SEASIDE	05/26/2023	Regular	0.00	158.00	47110
VEN01213	Seaside School District	05/26/2023	Regular	0.00	200.00	47111
VEN01217	Sue Premisingh	05/26/2023	Regular	0.00	90.00	47112
VEN01216	The Harbor	05/26/2023	Regular	0.00	450.00	47113

Check Report

Date Range: 05/01/2023 - 05/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00454	WALTER NELSON CO.	05/26/2023	Regular	0.00	154.00	47114
VEN01014	Zions Bank	05/26/2023	Regular	0.00	135,357.25	47115

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	55	0.00	203,767.84
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-50.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	55	56	0.00	203,717.84

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	55	0.00	203,767.84
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-50.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	55	56	0.00	203,717.84

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2023	203,717.84
			203,717.84

SITE MANAGEMENT AGREEMENT

BETWEEN: **NorthWest Senior & Disability Services (NWSDS)**

AND: **The Sunset Empire Park and Recreation District**

EFFECTIVE DATE: **July 1, 2023**

RECITALS

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties to it.
- C. The Sunset Empire Park and Recreation District and NWSDS desire to enter into an agreement where-in Sunset Empire Park and Recreation District will provide the services described in this agreement on the terms and conditions set forth herein and in Attachment A (attached hereto and incorporated herein by reference).

AGREEMENT

1. **Services to be Provided.** The Sunset Empire Park and Recreation District agrees to provide services to NWSDS as described in Attachment A.
2. **Duration.** The agreement term shall be effective **July 1, 2023** through **June 30, 2024**. This agreement may be extended at any time by mutual agreement between the parties. Any such extension shall be reduced to writing and duly executed by both parties.
3. **Compensation.** NWSDS shall pay Sunset Empire Park and Recreation District twelve (12) monthly payments, the amount of **\$3,994** by the 10th of each month. This compensation includes \$3,894 for monthly rent and site management, plus \$100 each month for food delivery mileage reimbursement. The total cost of this agreement shall not exceed **\$47,928**.

4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in paragraph 6, either party, without cause, may terminate its participation in this agreement.
5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.
6. **Administration.** Each party designates the following as its representative for purposes of administering this agreement:

NWSDS: Stacie Zuercher
NorthWest Senior & Disability Services
3410 Cherry Ave NE
P.O. Box 12189
Salem, OR 97309

DISTRICT: Skyler Archibald
Sunset Empire Park and Recreation District
1140 Broadway
P.O. Box 514
Seaside, OR 97318

Either party may change its designated representative by giving written notice to the other as provided in paragraph 13.

7. **Records/Inspection.** The Sunset Empire Park and Recreation District and NWSDS shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records.
8. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes including specifically but not limited to the Oregon Tort Claims Act (ORS 30.260 through 30.295), each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or damages including attorney fees arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.

9. **Insurance.** Each party working under this agreement is either a subject employer under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires each to provide Workers' Compensation coverage for all its subject workers, or is an employer that is exempt under ORS 656.126.
10. **Subcontracting.** The Sunset Empire Park and Recreation District shall not subcontract its work under this agreement, in whole or in part, without NWSDS's prior written approval. The Sunset Empire Park and Recreation District shall require any approved subcontractor to agree, as to the portion subcontracted, to comply with all obligations of The Sunset Empire Park and Recreation District specified in this agreement. Notwithstanding NWSDS's approval of a subcontractor, the Sunset Empire Park and Recreation District shall remain obligated for full performance of this agreement and NWSDS shall incur no obligation to any subcontractor.
11. **Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.
12. **Compliance with Laws.** The Sunset Empire Park and Recreation District shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the work.
13. **Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, and return receipt requested, addressed to the representative designated in paragraph 6. Either party may change its address by notice given to the other in accordance with this paragraph.
14. **Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.
15. **Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the state of Oregon.
16. **Compliance.** To help mitigate the risk of COVID 19, all parties agree to follow and comply with all Centers for Disease Control and Prevention (CDC) and Oregon Health Authority (OHA) guidelines in regards to the use of personal protective equipment and any other health and safety practices currently in place.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized officer:

FOR THE AGENCY:

NorthWest Senior & Disability Services

By: _____
Tanya Dehart, Executive Director

Date: _____

FOR THE PROVIDER:

The Sunset Empire Park and Recreation District:

By: _____
Skyler Archibald, Executive Director

Date: _____

ATTACHMENT A SCOPE OF WORK

The Sunset Empire Park and Recreation District will provide site management of the Seaside Senior Meals and Meals on Wheels programs serving the Seaside Community including volunteer management, meal and program service, record keeping, community relations, outreach activities, special events, fundraising, money handling/banking, and follow safety and sanitation procedures. Services will be available to local seniors five weekdays, Monday through Friday, estimated 252 days a year, 6 hours per day, excluding scheduled Holidays, (Attachment B), and will operate in accordance with the Requirements of:

- The Older Americans Act;
- The DHS Congregate and Home Delivered Nutrition Standards for Older Americans Act, Oregon Project Independence updated May 12, 2012 and for Medicaid dated August 2009;
- Senior Meals Program Policies and Procedures;
- the Food Production and Delivery Agreement between NWSDS and Trio Community Meals dated July 1, 2023 through June 30, 2024; and
- Local/County food service regulations.

The Sunset Empire Park and Recreation District will designate a lead staff person to oversee operation of the Senior Meals Program. All Sunset Empire Park and Recreation District staff and volunteers associated with the Senior Meals Program will sign a NWSDS Confidentiality Agreement and the Standards of Conduct Agreement for NWSDS Staff and Volunteers.

Background Checks – All Sunset Empire Park and Recreation District staff and volunteers who have access to confidential data or unsupervised access to vulnerable home bound clients of the Senior Meals Program will complete a Department of Human Services (DHS) Criminal History Check provided by NWSDS and DHS.

Orientation and Training – NWSDS will supply orientation and policy/procedures interpretation as needed. NWSDS will supply training and support for all required record keeping functions.

Collection and depositing of Program Income – Participants will be offered the opportunity to contribute for their meals on a suggested donation. Every eligible person will be served regardless of the amount contributed. These donations will be counted and deposited daily in the NWSDS bank account established for this purpose. The Sunset Empire Park and Recreation District employee deposit records are monitored.

Charitable Donations & Fund Raising – The Senior Meals Program has an annual fund raising goal of \$50,000 to \$75,000. The Sunset Empire Park and Recreation District will assist NWSDS through local outreach, presentations of program information and fundraising mailings. Collection of donations will be directed to NWSDS where charitable donations will be deposited along with the processing of donor acknowledgements.

Site Coordinator Meetings – The assigned Sunset Empire Park and Recreation District representative will attend quarterly meetings, four meetings per year, for the purpose of information sharing, planning, and problem solving and training.

Information Systems -

- a. **NWSDS shall provide Contractor access to NWSDS applications necessary for the proper operations of the Senior Meals Program. Maintenance or trouble shooting services for the NWSDS applications will be provided remotely; no on-site services will be available. Ownership of said software shall at all times remain with NWSDS and not be copied to any other hardware or networks.**
- b. **Contractor shall be responsible for obtaining such internet access, email addresses and LAN/WAN connectivity as are necessary to access NWSDS-owned applications. When the contractor is connected to the NWSDS network, NWSDS internet and network use policies apply, and as such, contractor's use of NWSDS owned applications is subject to monitoring by the NWSDS Information Department.**
- c. **Computers, printers and other paraphernalia costs and maintenance is the responsibility of the contractor**

HIPPA Compliance – As a Business Associate of a Covered Entity, NWSDS must comply with the Health Insurance Portability and Accountability Act and the federal regulations implementing the Act (collectively referred to as HIPAA), and NWSDS must also comply with OAR 943-014-0400 through OAR 943-014-0465. Contractor is a Business Associate of NWSDS and therefore must comply with OAR 943-014-0400 through OAR 943-014-0465 and the Business Associate requirements set forth in 45 CFR 164.502 and 164.504.

Recipient shall be liable to NWSDS for any and all costs incurred by NWSDS, including, but not limited to, costs of issuing any notices required by HIPAA, HITECH or any other applicable laws, and damages to third parties as a result of Contractor's Breach of Unsecured Protected Health Information.

NWSDS will provide:

- Meals under the Food Service Contract with Trio Community Meals
- Paper and cleaning supplies needed to package, deliver and serve meals associated with the Senior Meals Program. These expenses will be monitored and compared with prior months expenses;
- Kitchen equipment and smallwares inventory is provided yearly by the Nutrition Site Coordinator.
- Locking cabinet for storage of confidential records will be supplied by NWSDS.

The Sunset Empire Park and Recreation District shall provide:

- Nutrition Site Coordinator;
- Office Supplies
- Reimbursement for mileage and expense for Nutrition Site Coordinator
- Willingness to support the agency mission and values;
- High ethical behavior;
- Accurate records and reports;
- Enter, track and record meal statistics utilizing NWSDS applications no later than the 5th of each month.
- Verification each staff member has a current food handler's card;
- Recruitment, supervision and training of volunteers;
- In-Home Assessment, determination of eligibility of homebound consumers;
- Delivery of meals to homebound consumers, including vehicle expenses;
- Information to community groups and organizes outreach activities;
- Pleasant, clean and welcoming dining room/facility;
- Agreement to collaborate with NWSDS to set measurable performance goals for the Seaside Nutrition Program and measure progress toward meeting the established goals. Goal: Maintain participation and/or increase the participation 5% each year;
- The cost of the monthly mealsite rent;
- The cost of the monthly phone service for 503-738-9323.

Publicity, PR activities and materials will describe the relationship as: The Seaside Meals on Wheels is provided by NWSDS Senior Meals Program and operated in cooperation with the Sunset Empire Park and Recreation District and the Bob Chisholm Community Center. Both entities will review materials prior to implementation.

Monitoring – NWSDS staff or committee members will monitor Sunset Empire Park and Recreation District performance of this service agreement twice during the contract period.

**ATTACHMENT B
NWSDS HOLIDAY SCHEDULE**

Mealsites will be closed and meals will not be prepared for the following Holidays:

Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 10
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	Legal Holiday
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19

June 27, 2023

To: SEPRD Board of Directors
Re: SEPRD Patron Incident Policy

Directors,

It is the sincere hope of the SEPRD to provide an inclusive, accessible and accommodating facilities and programs that serve our community and guests. However, we know that as hosts of facilities that receive hundreds of unique community members daily, there are occasional situations that can negatively impact the experience that our patrons may have during their time with us.

When these experiences rise to a level of significance, it is important that the District has a clear process for patrons to express their experience and feelings. It is also important for patrons to understand the District's role in responding to those incidents.

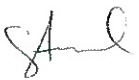
We approach this conversation with that framework and provide the following as the District's response to any future situations:

1. We encourage patrons to share their experiences and provide them with opportunities to do that informally through communication with staff and/or the Board of Directors. Not every concern needs to be accompanied by an incident report, but patrons should always be provided with the form and information to help them make an informed decision.
2. When a patron has experienced something that involves imminent threat to their health or safety, staff and/or patrons should call 911 and seek assistance from emergency personnel. In situations where physical, verbal, emotional or other abuse occurs, patrons should fill out the form and call 911.
 - a. In these instances, SEPRD staff must fill out an incident report form, independently of the Patron Incident Report form. Staff should also communicate regarding the issue to their manager as soon as possible. These steps should be taken regardless of whether staff believe the patron or not.
3. When a patron desires to do so, we provide the 'Patron Incident Report Form' which will give basic information regarding the incident to staff from the perspective of the patron. Some details regarding this form:
 - a. SEPRD Staff may also fill out documentation regarding the incident.
 - b. Upon completion, SEPRD Staff will photocopy the submitted form and return the original copy to the patron.
 - c. The photocopy will be shared with the Executive Director as soon as possible.
 - d. The Executive Director will review the form with:
 - i. Human Resource & Admin Coordinator
 - ii. Applicable full-time staff in that specific department where the concern has greatest relevance
 - e. Staff will respond to the individual completing the form within three business days of receipt of the report.
4. Staff should maintain complete confidentiality throughout this process and never share information or details of the report with anyone, except their immediate supervisor, Executive Director and/or the Human Resource & Admin Coordinator

5. Following receipt and review of the report, the Executive Director will lead efforts to respond. Other staff should not respond. Follow-up action could include any of the following, depending on the situation:
 - a. Review/Investigation Process to include any of the following:
 - i. Incident report is delivered to Executive Director and Human Resource and Admin Coordinator within 24 hours.
 - ii. Determination is made regarding the need for an investigation, which may include interviews with the reporter, staff, and/or witness(es) involved as well as review of footage, when available
 - iii. Discussion with alleged perpetrator(s) named in an incident report
 - iv. Consultation with District counsel, the police department and/or other experts to provide consultation regarding the incident
 - v. Consultation with District leadership including the Board of Directors
 - vi. Investigation takes place, if deemed appropriate by the Executive Director
 - vii. Follow-up correspondence will occur to the individual who filed the form, to the extent possible, while maintaining the confidentiality of the individuals involved regarding action to be taken
 - b. Following the review/investigation, actions taken by SEPRD may include:
 - i. Find the incident report to be unsubstantiated, with no further action taken
 - ii. Find the incident report to be unsubstantiated, but develop and implement a safety plan
 - iii. Find the incident report to be substantiated, and warn, restrict, or expel an offending patron
 - iv. Find the incident report to be substantiated, and take disciplinary action, up to and including dismissal of staff or removal of patron from SEPRD facilities
 - v. Find the incident report to be substantiated, develop and implement a safety plan
 - vi. File a police report
6. These actions can take time to perform. However, staff assure the Board and patrons that every effort is made to move swiftly and provide frequent updates to parties involved.

Again, we appreciate our patrons while recognizing the complexity of these situations. We are committed to doing our part to provide inclusive, accessible and accommodating facilities while also responding to and addressing concerns brought forward.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

PARTON INCIDENT REPORT FORM

MUST BE SUBMITTED TO EXECUTIVE DIRECTOR WITHIN 72 HOURS



1140 Broadway
Seaside, OR 97138
(503) 738-3311

Move to: Initial _____ Date _____
Executive Director: _____

Filed by (Full Name): _____

Day of Report: M Tu W Th F Sa S Day of Incident: M Tu W Th F Sa S

Date of Report: _____ Date of Incident: _____

Time of Report: _____ am / pm Time of Incident: _____ am / pm

This report is not a claim against the district. It is a detailed report of the incident and how it occurred. Describe only the circumstances and what you observe firsthand. Patrons with questions relative to this incident should contact the Executive Director directly. Patron will be contacted by the Executive Director within three (3) business days of the receipt of this report.

STAFF: Please give the patron a copy of the complete form immediately.

PLEASE PRINT.

Type of Incident:

Vandalism Theft / Lost Article Malicious Mischief Complaint Negligence

Other (specify) _____

Location of Incident _____

Who is reporting the Incident?

Name (Age group: Adult, Teen, Child)	Address	Phone
1. _____	_____	_____
2. _____	_____	_____

Who is responsible for the Incident? Check if unknown

Name (Age group: Adult, Teen, Child)	Address	Phone
1. _____	_____	_____
2. _____	_____	_____

Were there witnesses to the incident?

Name (Age group: Adult, Teen, Child)	Address	Phone
1. _____	_____	_____
2. _____	_____	_____

