SUNSET EMPIRE
PARK + RECREATION DISTRICT

Sunset Empire Park & Recreation District
Board Meeting Agenda
Tuesday, November 22, 2022, 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. Public Comment
5. Correspondence
6. Recognition of SEPRD Employee of the Month: Jocelyn Rodriguez
7. Introduction to SEPRD HR & Admin Coordinator: Haley Wilding
8. Approval of Board Meeting Minutes: October 25 and Board Workshop on October 20.
9. Review Financials: October 2022
10. Staff Presentation: Darren Gooch, Director of Operations
11. Old Business
    - A. Occupancy Update
    - B. Broadway Field Update
    - C. Strategic Plan RFP Update
12. New Business
    - A. Shutdown Report
13. Executive Director Report
    - A. District Goals Update
    - B. Special Events Recap/Meetings & Events Upcoming
        1. Thanksgiving Events
        2. December Board Meeting: Cancelled
        3. January Board Meeting: Goals for 2023
        4. SDAO Conference: February 9-12
    - C. Election Benefit for Staff
    - D. SEPRD Holiday Employee Party- December 15
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.

SUNSET EMPIRE
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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 November Meeting (Public Comment)

Time: Nov 22, 2022 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/81590335451?pwd=M2lZOG14dWg1bEIzc2pvUVVNZy9WQT09

Meeting ID: 815 9033 5451

Passcode: 513655

One tap mobile

+17193594580,,81590335451#,,,,*513655# US

+12532158782,,81590335451#,,,,*513655# US (Tacoma)

Meeting ID: 815 9033 5451

Passcode: 513655

Find your local number: https://us02web.zoom.us/u/kcme0vJaIF

SUNSET EMPIRE PARK + RECREATION DISTRICT

PAUSE FOR APPLAUSE

NOVEMBER WINNER

AWARDED TO:

JOJO RODRIGUEZ

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

Skyler Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT

SUNSET EMPIRE PARK + RECREATION DISTRICT

BOARD MEETING MINUTES
SUNSET EMPIRE PARK & RECREATION DISTRICT
OCTOBER 25, 2022, 5:15PM

This meeting was held in person at the Bob Chisholm Community Center.
Staff & Board participating were either in person or participated via Zoom®

CALL TO ORDER	The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:20pm by Board President Katharine Parker
ATTENDANCE	**Present:** Celeste Bodner, Board Vice-President (via Zoom®), Su Coddington (Board Secretary), Michael Hinton **Absent:** N/A **Also Present:** Skyler Archibald, Melissa Ousley, Isaiah Collins (SEPRD Staff)
PLEDGE OF ALLEGIANCE	Led by Parker.
SWEARING IN OF NEW BOARD MEMBER	*The Board unanimously voted to appoint Kyle Gorman to fill the vacancy for District 4 (Hinton/Coddington).* Mr. Gorman was sworn in by President Parker.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	No Directors declared a conflict of interest.
PUBLIC COMMENT	There was no public comment.
CORRESPONDENCE	There was no correspondence in the packet.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH FOR OCTOBER: ANGI WILDT	The Board recognized the work of Angi Wildt. Angi serves as the Seaside Farmers Market Coordinator and has done an outstanding job increasing the vendors, foot traffic and participation at the Market.
APPROVAL OF BOARD MEETING MINUTES	The Board reviewed the meeting minutes from the Board Meeting held on September 27, 2022. *After review, the Board unanimously approved the September 27, 2022 Board Meeting Minutes (Hinton/Coddington) with one abstaining (Gorman).*
REVIEW OF FINANCIALS	The Board reviewed the Financial Reports from September 2022. After review, *the Board voted unanimously to approve the financial report as presented from August (Hinton/Coddington).*

SUNSET EMPIRE PARK + RECREATION DISTRICT

STAFF PRESENTATION: MELISSA OUSLEY

The Board received a presentation from Melissa Ousley, Marketing and Special Events Manager about the great work she has overseen with the District's efforts in marketing and special events as well as grant writing.

OLD BUSINESS

OCCUPANCY OF SRC UPDATE WITH BRANDON DOLE, SEA: Mr. Archibald provided an update to the Board. The plans for occupancy have been submitted with the City and SEA is working with the City on the next steps.

BROADWAY FIELD: Mr. Archibald updated the Board briefly on Broadway Field. There will be an upcoming opportunity in October for a presentation regarding the proposed changes and a return visit to Seaside City Council in November.

NEW BUSINESS

SDAO LEGISLATIVE ACTION, BOARD DESIGNEE: The Board held a discussion about which Director should serve as the Board Designee for the previously enacted resolution from September 27, 2022 regarding SDAO Legislation. After discussion, *the Board unanimously selected Vice-President Bodner to serve as the Board Designee for this policy with a review of the appointment to occur annually (Bodner/Gorman).*

KLOSH GROUP AGREEMENT: Mr. Archibald shared an agreement proposed by the Klosh Group, the District's owner representative to continue working on behalf of the District on the change of occupancy, prioritization of capital projects at the Sunset Recreation Center and the assistance with the Strategic Planning process. Jeremy Stremme and Chris Mastrandea provided additional information and answered questions. *After review, the Board unanimously approved the agreement with the Klosh Group (Bodner/Hinton).*

STRATEGIC PLAN RFP: Mr. Archibald, the Board and the Klosh Group representatives discussed the proposal sent in by SEA and SFA to provide the Master Plan for the District. *After review, the Board unanimously approved the Executive Director to work with the consultants to pursue an agreement (Gorman/Coddington).*

EXECUTIVE SESSION

The Board of Directors 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/Hinton)

BOARD ACTION

The Board unanimously approved the action discussed in Executive Session (Gorman/Hinton).

EXECUTIVE DIRECTOR REPORT

Mr. Archibald provided an update on the following items:

- HR & Admin Coordinator
- LatinX Hispanic Heritage Night
- Fall Fun Fest
- November Board Meeting Date
- December Board Meeting Date

SUNSET EMPIRE
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BOARD ACTION

Due to the Holiday season, *the Board unanimously voted to cancel the December Board Meeting unless a need presented itself for a meeting to occur (Hinton/Coddington).*

BOARD COMMENT

Director Gorman thanked the Board for their faith in him.
Director Coddington shared some of a personal experience that she had and that she appreciated Melissa's presentation. She stated that she honors this position and what happened to her was unacceptable and offensive. She stated that she wished that folks who have voiced concerns or complaints would attend the whole meetings so that they could see that their concerns were being addressed. She stated that she was grateful for Kyle to serve on the Board.
Director Hinton thanked Kyle for stepping up and serving and stated his value demonstrated even on this first meeting. He stated he was really impressed with Melissa's work in her roles and that she should be a candidate for a special award of some sort.
Board Vice-President Bodner stated her excitement for working with Kyle and that she was happy to hear from Melissa. She also thanked staff for their work on the recent events and how those were handled.
Board President Parker thanked Kyle and all those that interviewed for that vacancy. She thanked aquatic staff for their work and shared her excitement for the upcoming Thanksgiving events.

ADJOURNMENT

The meeting was adjourned at 8:19pm by Board Vice-President Bodner.

Skyler Archibald, Exec. Director

Katharine Parker, Board President

SUNSET EMPIRE PARK + RECREATION DISTRICT

BOARD WORKSHOP MINUTES
SUNSET EMPIRE PARK & RECREATION DISTRICT
OCTOBER 20, 2022, 5:15pm

This workshop was held virtually using Zoom® technology in accordance with guidance from the State of Oregon. Board Members attending participated in person or via Zoom®.

CALL TO ORDER	The Workshop of the Sunset Empire Park & Recreation District Board was called to order at 5:2 by Board President Katharine Parker.
ATTENDANCE	**Present:** Katharine Parker, Michael Hinton, Su Coddington **Absent:** Celeste Bodner **Also Present:** Skyler Archibald
PLEDGE OF ALLEGIANCE	Led by Parker.
BOARD WORKSHOP TOPICS	Board Vacancy Interviews: The Board conducted the interviews according to the schedule and interviewed: Bill Montero, John Huismann, Pat Love, Kyle Gorman and Anthony Runkle.
BOARD DISCUSSION	The Board discussed the candidates and who they felt would be the best fit for the position.
BOARD COMMENT	**Director Hinton** expressed gratitude for the great candidates and stated that the Board would miss the experiences of Erika. He also shared the success of the recent LatinX Celebration Night. **Secretary Coddington** echoed Director Hinton's candidates and stated that the field of candidates was diverse and appreciated. **Board President Parker** offered her gratitude to the candidates and stated that it would be wonderful if those that were not ultimately selected would consider serving on the Foundation Board or Budget Committee or other opportunity.
ADJOURNMENT	*The workshop was adjourned at 6:17pm 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, 2022	*FY-to-Date*	*Annual Budget*	*Remaining*	*% Used*
REVENUES--				
Aquatics	51,008.13	168,000.00	116,991.87	30.36%
Building Fund	0.00	25,000.00	25,000.00	0.00%
Broadway Field Fund	1,890.00	47,400.00	45,510.00	3.99%
Community Center	34,363.30	76,575.00	42,211.70	44.88%
Recreation	15,607.60	48,650.00	33,042.40	32.08%
Special Events	15,999.26	37,950.00	21,950.74	42.16%
Sunset Recreation Center	33,835.82	460,330.00	426,494.18	7.35%
Youth Center	209,177.04	433,000.00	223,822.96	48.31%
Taxes & Other	214,159.99	1,971,360.00	1,757,200.01	10.86%
Total Revenues	**576,041.14**	**3,268,265.00**	**2,692,223.86**	**17.63%**
EXPENSES--				
AD Staffing	118,311.01	350,480.00	232,168.99	33.76%
AD PR Taxes and Benefits	36,320.25	156,250.00	119,929.75	23.24%
AD Materials, Supplies, and Services	50,947.30	210,800.00	159,852.70	24.17%
Sub-total AD Expenses	*205,578.56*	*717,530.00*	*511,951.44*	*28.65%*
AQ Staffing	162,485.41	437,000.00	274,514.59	37.18%
AQ PR Taxes and Benefits	27,452.82	94,060.00	66,607.18	29.19%
AQ Materials, Supplies, and Services	33,258.12	115,000.00	81,741.88	28.92%
Sub-total AQ Expenses	*223,196.35*	*646,060.00*	*422,863.65*	*34.55%*
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	0.00	16,380.00	16,380.00	0.00%
BRF PR Taxes and Benefits	0.00	2,950.00	2,950.00	0.00%
BRF Materials, Supplies, and Services	11,464.84	23,500.00	12,035.16	48.79%
Sub-total BRF Expenses	*11,464.84*	*42,830.00*	*31,365.16*	*26.77%*
CC Staffing	39,564.04	111,092.00	71,527.96	35.61%
CC PR Taxes and Benefits	5,213.75	25,700.00	20,486.25	20.29%
CC Material, Supplies, and Services	3,949.10	9,000.00	5,050.90	43.88%
Sub-total CC Expenses	*48,726.89*	*145,792.00*	*97,065.11*	*33.42%*
MNT Staffing	70,683.84	178,000.00	107,316.16	39.71%
MNT PR Taxes and Benefits	20,134.88	67,040.00	46,905.12	30.03%
MNT Materials, Supplies, and Services	45,470.93	179,250.00	133,779.07	25.37%
Sub-total MNT Expenses	*136,289.65*	*424,290.00*	*288,000.35*	*32.12%*
RC Staffing	16,601.37	52,850.00	36,248.63	31.41%
RC PR Taxes and Benefits	3,979.25	13,552.00	9,572.75	29.36%
RC Materials, Supplies, and Services	5,744.84	31,250.00	25,505.16	18.38%
Sub-total RC Expenses	*26,325.46*	*97,652.00*	*71,326.54*	*26.96%*
SE Staffing	13,836.33	38,000.00	24,163.67	36.41%
SE PR Taxes and Benefits	9,381.58	31,950.00	22,568.42	29.36%
SE Materials, Supplies, and Services	11,164.48	19,600.00	8,435.52	56.96%
Sub-total SE Expenses	*34,382.39*	*89,550.00*	*55,167.61*	*38.39%*
SRC Staffing	5,245.88	148,512.00	143,266.12	3.53%
SRC PR Taxes and Benefits	493.31	26,732.00	26,238.69	1.85%
SRC Materials, Supplies, and Services	96,931.26	540,219.00	443,287.74	17.94%
Sub-total SRC Expenses	*102,670.45*	*715,463.00*	*612,792.55*	*14.35%*
YC Staffing	152,527.62	509,650.00	357,122.38	29.93%
YC PR Taxes	24,961.30	119,237.00	94,275.70	20.93%
YC Materials, Supplies, and Services	51,820.92	52,750.00	929.08	98.24%
Sub-total YC Expenses	*229,309.84*	*681,637.00*	*452,327.16*	*33.64%*
Total Expenses	**1,017,944.43**	**3,560,804.00**	**2,542,859.57**	**28.59%**
Revenues Plus Net Working Capital	**1,080,210.14**	**3,772,434.00**	**2,692,223.86**	**28.63%**

October 2022 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	$ 79,730.97	$ 9,664.45	$ 24,797.61	$ -	$ 114,193.03
Non-exempt Staff	1.50	$ 19,337.24	$ 1,858.19	$ -	$ -	$ 21,195.43
Sub-total	**5.80**	**$ 99,068.21**	**$ 11,522.64**	**$ 24,797.61**	**$ -**	**$ 135,388.46**
MAINTENANCE						
Exempt Staff	0.00	$ -	$ -	$ -	$ -	$ -
Non-exempt Staff	3.87	$ 70,683.84	$ 6,529.99	$ 13,604.89	$ -	$ 90,818.72
Sub-total	**3.87**	**$ 70,683.84**	**$ 6,529.99**	**$ 13,604.89**	**$ -**	**$ 90,818.72**
AQUATICS						
Exempt Staff	1.40	$ 27,860.10	$ 3,203.17	$ 9,789.91	$ -	$ 40,853.18
Non-exempt Staff	12.67	$ 134,625.42	$ 14,459.74	$ -	$ -	$ 149,085.16
Sub-total	**14.07**	**$ 162,485.52**	**$ 17,662.91**	**$ 9,789.91**	**$ -**	**$ 189,938.34**
RECREATION						
Exempt Staff	0.20	$ 5,303.32	$ 501.55	$ 2,298.58	$ -	$ 8,103.45
Non-exempt Staff	0.85	$ 11,298.05	$ 1,179.12	$ -	$ -	$ 12,477.17
Sub-total	**1.05**	**$ 16,601.37**	**$ 1,680.67**	**$ 2,298.58**	**$ -**	**$ 20,580.62**
YOUTH PROGRAMS						
Exempt Staff	1.30	$ 26,673.25	$ -	$ 8,813.19	$ -	$ 35,486.44
Non-exempt Staff	11.80	$ 125,854.37	$ -	$ -	$ -	$ 125,854.37
Sub-total	**13.10**	**$ 152,527.62**		**$ 8,813.19**	**$ -**	**$ 161,340.81**
COMMUNITY CENTER						
Exempt Staff	0.15	$ 3,958.43	$ 427.27	$ 1,018.36	$ -	$ 5,404.06
Non-exempt Staff	2.70	$ 35,605.61	$ 3,768.12	$ -	$ -	$ 39,373.73
Sub-total	**2.85**	**$ 39,564.04**	**$ 4,195.39**	**$ 1,018.36**	**$ -**	**$ 44,777.79**
SPECIAL EVENTS						
Exempt Staff	0.65	$ 13,836.33	$ 1,533.59	$ 7,083.43	$ -	$ 22,453.35
Non-exempt Staff	0.50	$ 8,587.38	$ 764.56	$ -	$ -	$ 9,351.94
Sub-total	**1.15**	**$ 22,423.71**	**$ 2,298.15**	**$ 7,083.43**	**$ -**	**$ 31,805.29**
BROADWAY FIELD FUND						
Exempt Staff	0.00	$ -	$ -	$ -	$ -	$ -
Non-exempt Staff	0.37	$ -	$ -	$ -	$ -	$ -
Sub-total	**0.37**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SRC FUND						
Exempt Staff	0.00	$ -	$ -	$ -	$ -	$ -
Non-exempt Staff	4.20	$ 5,245.88	$ 493.31	$ -	$ -	$ 5,739.19
Sub-total	**4.20**	**$ 5,245.88**	**$ 493.31**	**$ -**	**$ -**	**$ 5,739.19**
TOTAL	**46.46**	**$ 568,600.19**	**$ 44,383.06**	**$ 67,405.97**	**$ -**	**$ 680,389.22**

Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 10/01/2022 - 10/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	10/05/2022	Regular	0.00	28.59	46669
00654	ELIZABETH MACDONALD	10/05/2022	Regular	0.00	143.83	46670
VEN01156	Fosse Farms	10/05/2022	Regular	0.00	29.00	46671
VEN01015	Franz Family Bakeries	10/05/2022	Regular	0.00	368.68	46672
00099	GRAINGER	10/05/2022	Regular	0.00	35.83	46673
01742	HD Supply Facilites Maintenance	10/05/2022	Regular	0.00	200.86	46674
01223	Jeane Jensen	10/05/2022	Regular	0.00	585.00	46675
00150	NORTHWEST NATURAL	10/05/2022	Regular	0.00	2,892.67	46676
00161	PACIFIC POWER	10/05/2022	Regular	0.00	4,008.38	46677
01040	RECOLOGY WESTERN OREGON	10/05/2022	Regular	0.00	653.93	46678
00577	RICOH USA	10/05/2022	Regular	0.00	15.32	46679
01726	Wilcox & Flegel	10/05/2022	Regular	0.00	20.83	46680
VEN01048	Carolyn Heymann	10/07/2022	Regular	0.00	303.00	46681
00087	ENGLUND MARINE SUPPLY	10/07/2022	Regular	0.00	412.90	46682
VEN01157	Huitzilopochtli	10/07/2022	Regular	0.00	700.00	46683
00126	KIWI GLASS	10/07/2022	Regular	0.00	8,484.00	46684
VEN01158	949 The Bridge	10/19/2022	Regular	0.00	375.00	46685
00312	AIRGAS USA, LLC	10/19/2022	Regular	0.00	1,110.05	46686
01510	COASTCOM	10/19/2022	Regular	0.00	1,234.01	46687
00460	DEX IMAGING	10/19/2022	Regular	0.00	761.30	46688
00951	EO MEDIA GROUP	10/19/2022	Regular	0.00	613.00	46689
VEN01015	Franz Family Bakeries	10/19/2022	Regular	0.00	368.68	46690
00096	GEORGIE'S CERAMIC & CLAY	10/19/2022	Regular	0.00	317.12	46691
00099	GRAINGER	10/19/2022	Regular	0.00	354.74	46692
01492	LEVI CONNER	10/19/2022	Regular	0.00	185.00	46693
00137	M & F PLUMBING	10/19/2022	Regular	0.00	582.00	46694
01079	OHANA MEDIA GROUP, LLC	10/19/2022	Regular	0.00	200.00	46695
VEN01159	Oregon Health Authority	10/19/2022	Regular	0.00	600.00	46696
01133	SDIS	10/19/2022	Regular	0.00	14,288.54	46697
00966	SHERWIN WILLIAMS	10/19/2022	Regular	0.00	20.98	46698
01384	Skyler Archibald	10/19/2022	Regular	0.00	389.39	46699
01602	TYR SPORT INC	10/19/2022	Regular	0.00	1,395.09	46700
00225	Water Gear Inc.	10/19/2022	Regular	0.00	550.30	46701
01726	Wilcox & Flegel	10/19/2022	Regular	0.00	167.94	46702
01304	American Red Cross	10/26/2022	Regular	0.00	82.00	46703
VEN01140	CBM Systems, LLC	10/26/2022	Regular	0.00	2,282.81	46704
00186	CITY OF SEASIDE	10/26/2022	Regular	0.00	2,972.48	46705
01758	COLUMBIA LOCKSMITH LLC	10/26/2022	Regular	0.00	2,400.00	46706
00500	Darren Gooch	10/26/2022	Regular	0.00	86.47	46707
01280	Don Frank Photography	10/26/2022	Regular	0.00	2,250.00	46708
00951	EO MEDIA GROUP	10/26/2022	Regular	0.00	500.00	46709
VEN01153	FedEx	10/26/2022	Regular	0.00	127.02	46710
VEN01160	Marilyn Van Cleve	10/26/2022	Regular	0.00	50.00	46711
01578	MELISSA OUSLEY	10/26/2022	Regular	0.00	418.68	46712
00141	MESHER SUPPLY	10/26/2022	Regular	0.00	63.67	46713
01255	NORMAND MECHANICAL	10/26/2022	Regular	0.00	62.50	46714
00592	Oregon Government Ethics Commission	10/26/2022	Regular	0.00	548.82	46715
01129	Pacific Alarm Systems	10/26/2022	Regular	0.00	402.00	46716
00165	Pitney Bowes Purchase Power	10/26/2022	Regular	0.00	50.00	46717
00434	RICOH USA	10/26/2022	Regular	0.00	79.65	46718
VEN01118	Roberta Quaintance	10/26/2022	Regular	0.00	50.00	46719
00966	SHERWIN WILLIAMS	10/26/2022	Regular	0.00	956.24	46720
01384	Skyler Archibald	10/26/2022	Regular	0.00	216.52	46721
00183	SPECIAL DISTRICTS ASSOC. OF OREGON	10/26/2022	Regular	0.00	2,584.76	46722

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00900	STAPLES	10/26/2022	Regular	0.00	1,200.60	46723
VEN01139	Tom Stevens Boiler Repair, Inc.	10/26/2022	Regular	0.00	15,000.00	46724
00312	AIRGAS USA, LLC	10/31/2022	Regular	0.00	841.03	46725
VEN01140	CBM Systems, LLC	10/31/2022	Regular	0.00	2,282.81	46726
01758	COLUMBIA LOCKSMITH LLC	10/31/2022	Regular	0.00	634.10	46727
00096	GEORGIE'S CERAMIC & CLAY	10/31/2022	Regular	0.00	460.01	46728
00141	MESHER SUPPLY	10/31/2022	Regular	0.00	2.68	46729
VEN01155	Mica Brownlie	10/31/2022	Regular	0.00	70.00	46730
00551	Pitney Bowes Global Financial Services	10/31/2022	Regular	0.00	15.96	46731
00165	Pitney Bowes Purchase Power	10/31/2022	Regular	0.00	50.00	46732
00966	SHERWIN WILLIAMS	10/31/2022	Regular	0.00	273.79	46733
00454	WALTER NELSON CO.	10/31/2022	Regular	0.00	868.44	46734

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	71	66	0.00	80,279.00
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
	71	66	0.00	80,279.00

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	71	66	0.00	80,279.00
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
	71	**66**	**0.00**	**80,279.00**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2022	80,279.00
			80,279.00

SUNSET EMPIRE
PARK + RECREATION DISTRICT

November 22, 2022

To: SEPRD Board of Directors
Re: Broadway Field Update

Hi Directors,

For many, many months we have had an opportunity to discuss Broadway Field and consider several points:

- The IGA between the three parties managing the field
- The potential construction of a new softball field in the NW corner of the property
- The opportunity upcoming to resurface the existing field

At the same time, the SSD as well as the City have been going through their processes with the School District seeking approval from the City to utilize the vacant field for the new softball field. That process included the SSD receiving public input on the process and their proposed configuration.

At Seaside City Council on 11/14, the City Council did approve the SSD proposal for the field and they did so with three conditions. Those are:

1. SSD create a taskforce, committee, or other group with representation from the SSD, City and SEPRD to guide the design and decisions related to the construction of the proposed softball facility. All three entities must approve the final designs and improvements.
2. Prior to the construction of the softball facilities, the City, SEPRD and SSD enter into a new IGA for Broadway Field. The current agreement is inadequate for current operations and new language will be needed that addresses the new softball field.
3. *The SSD will be required to relocate the Sunny Hunt Community Gardens to an agreed upon location and carry all the expenses of that relocation.*

- *This motion was added by City Council and I'm not sure the exact wordage that was used.*

That approval means that the SSD will likely move quickly on the above items as well as making the other preparations necessary for the project to get underway, potentially in Spring 2023. In addition to the above items, there are additional considerations regarding:

- The SSD usage and potential renovation of the SRC Locker Rooms
- Potential creation of parking and other amenities on SEPRD property.

All of this likely indicates that SEPRD, alongside our partners, have lots of work to do on this front over the next few months.

I am seeking feedback from the Board on these topics as well as direction on the involvement of the Board in the design and decision process (#1, above). I will summarize what SEPRD staff is hoping for and has been previously shared with the other parties of the IGA, regarding the current IGA and the changes we feel are necessary.

For your information, the District has spent an average of $17,050 annually on the field in the following areas:

- Maintenance Leader (staff time, payroll taxes)
- Repair & Maintenance
- Vehicle (fuel & repairs)
- Contract services

It should be noted that some of those years, operations and activity at Broadway Field may have been impacted by COVID.

Staff would be looking for the following items to be addressed:

- Clear designation for all items on the field **and** items associated with the field or sports occurring on the field including but not limited to: scoreboards, bleachers, fencing, baseball/softball backstops, dugouts, press boxes, etc...
- Additional storage space provided for maintenance equipment of the field as well as more storage for sports equipment used by the SSD programs
- Removal of existing but infrequently used sports equipment including football sleds, netting for baseball/softball, soccer goals, etc...
- Clear designation of entity responsible for any portable fencing that may be necessary for baseball/softball/soccer/football.
- Clear designation of entity responsible for trash removal, particularly after events.
- Adherence to set schedule for field reservations by the SSD.
- Clearer understanding of how SEPRD should process SKI rentals and what amount that entity should be charged for field use.
- Removal of references to using the field for Physical Education
- More financial support from the SSD and/or City to help offset the District's expenses
- Clear designation of field replacement financial responsibilities for the upcoming field renovation and the next field renovation
- Removal of any references to the Field Replacement Fund & Broadway Field business plan.

I am eager to hear your feedback on other items that need to be addressed and move forward at a swift pace (finally) on this topic.

Sincerely,

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

1140 Broadway | Seaside, Oregon 97138

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

Northwest Broadway Field · Concept Softball Layout Exhibit

2022-2023

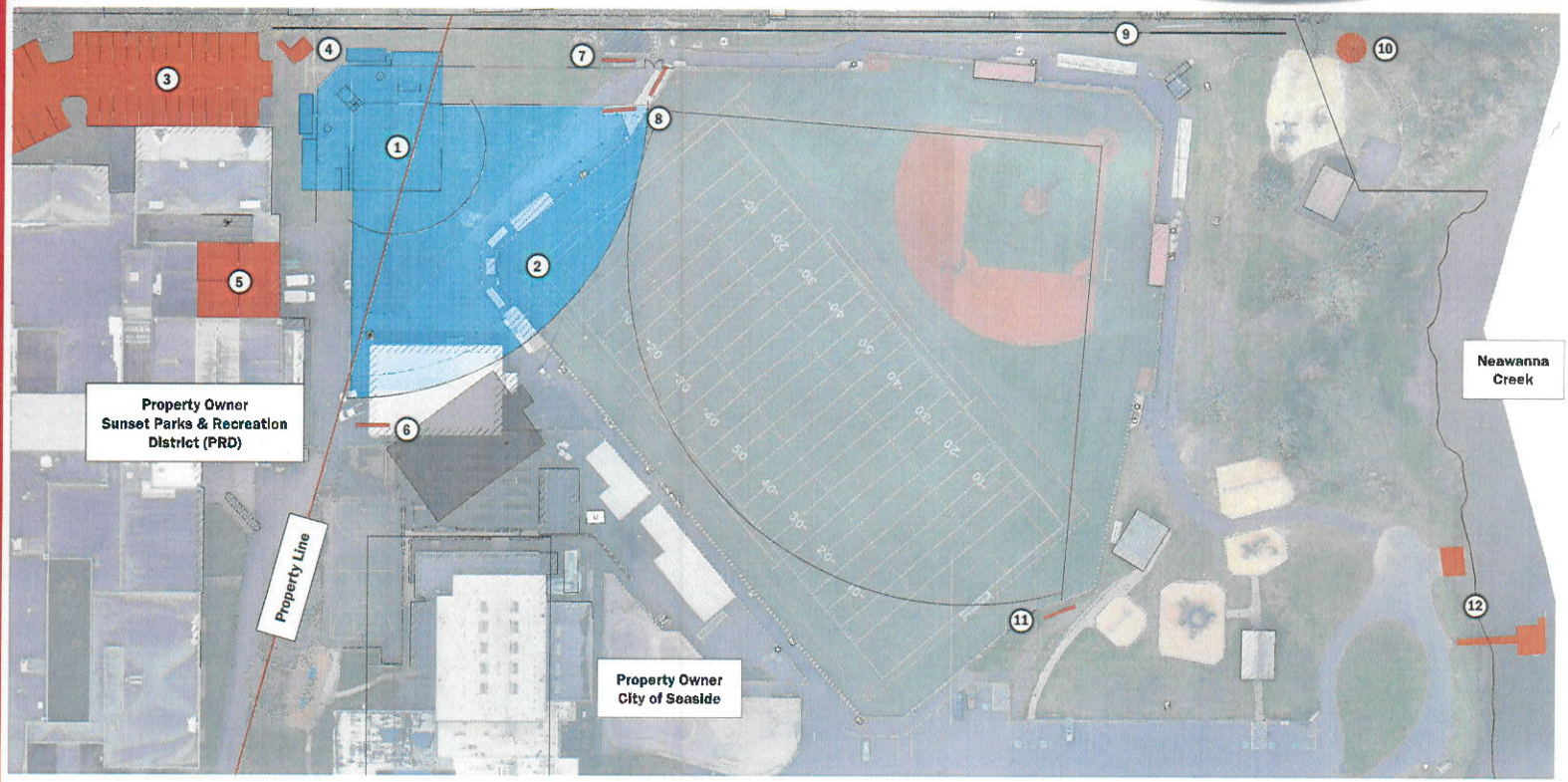
Baseline price and lowest cost.

Benefits

- Baseball and softball play concurrently
- Reduced costs
- Reduced permitting time (outside of flood zone)
- Park and kayak launch unaffected
- Sunset Parks and Recreation locker rooms will be upgraded
- Parking and emergency service vehicles closer to playing fields
- Meets the spirit of the OCR resolution

Concerns

- Relocation of Herche Family Batting Facility
- Relocation of community gardens



Legend

1. New (Relocated) Softball Field to Satisfy the OCR Resolution from the Title IX Complaint
2. Existing Softball Field Location Overlapped with Football. To Be Removed.
3. New Parking Lot (±40 Stalls)
4. Bleachers on Concrete Pad, 1 Each Side of Home Plate and Crew's Nest 20' Behind Backstop
5. Convert (2) Existing Locker Rooms to Provide (2) City/ S.D. Team/Locker rooms with Exterior Access and (2) Sunset PRD Locker/Team Rooms with Interior Access
6. New Softball Scoreboard
7. New Football Scoreboard
8. Existing Scoreboards to be Removed and Replaced
9. New 20'Tall Barrier Net with Opening at Drive Aisle/ Fire Lane
10. Protected Osprey Nest to Remain
11. New Baseball Scoreboard
12. Kayak Launch

SUNSET EMPIRE
PARK + RECREATION DISTRICT

November 22, 2022

To: SEPRD Board of Directors
Re: District Goals for 2022 (Updated, November 11th of 12 months, 91% of year completed)

Directors,

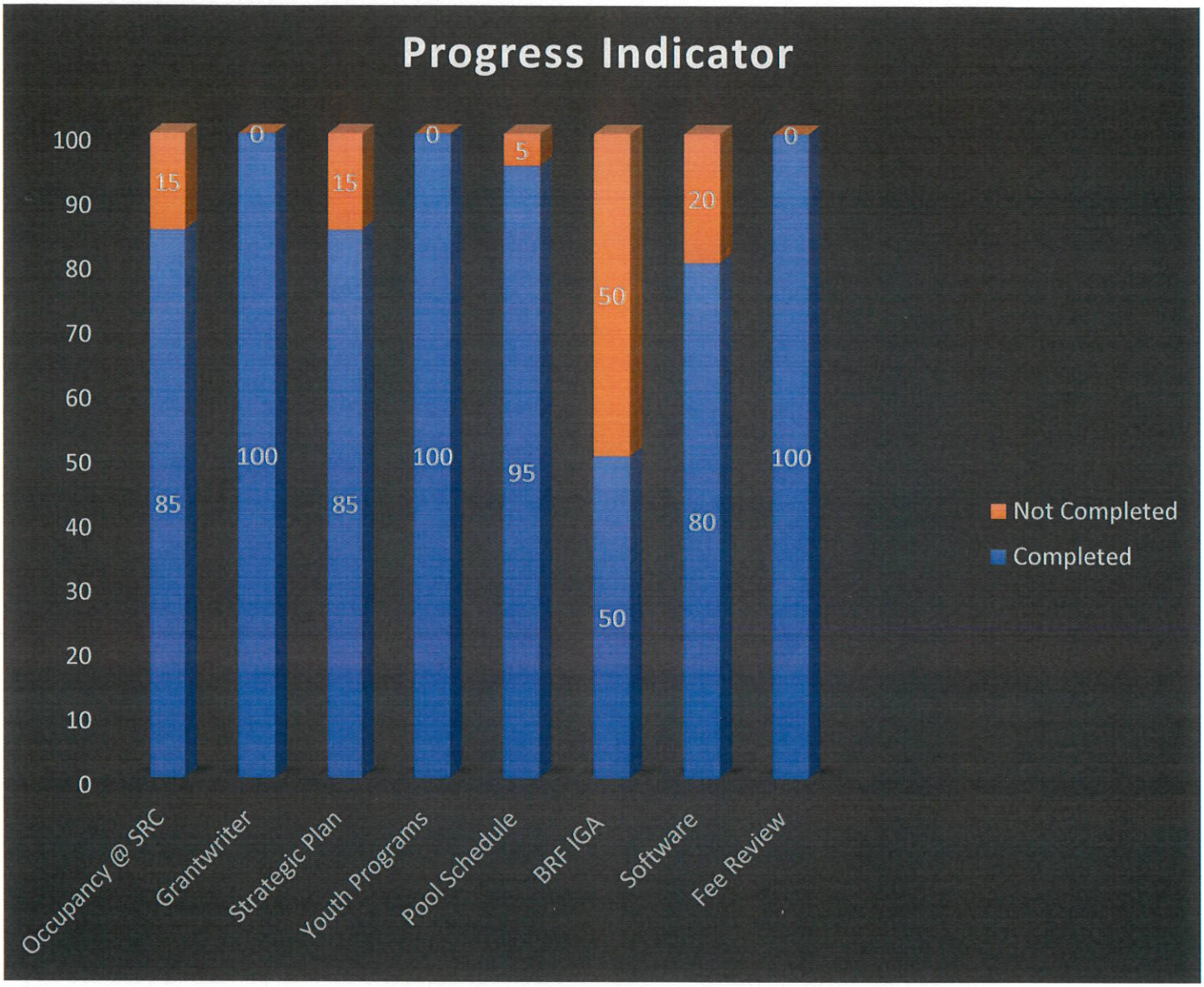
As shared previously with you, the below list of eight goals for 2022 represents our hopes and aspirations for completion during the rest of the calendar year.

District Goals for 2022

1. **Obtain full occupancy for the Sunset Recreation Center and begin the process of utilizing the building spaces, providing more recreation and community space.**
   - Goal: Begun work, hope to complete by June 30.
   - Current Status: Plans submitted for occupancy! Thanks to SEA and Klosh Group for their efforts. Report provided earlier to the Board.
2. **Hire a grantwriter position 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.**
   - Goal: Hiring of the position in April
   - Current Status: Work well underway- Tonya has identified a strategy and set goals that will help us complete capital improvements over the next 2-4 years.
3. **Create a timeline for an overarching strategic plan for the entire District and begin that process with an established scope of work, deliverables and a RFP (request for proposal)**
   - Goal: Not yet begun. Look to begin process in August/September
   - Current Status: Working on confirming the project scope, timeline and budget.
4. **Expand the District's youth programs to provide more space for preschool and afterschool programs as well as the development of toddler and infant care programs.**
   - Goal: September 2022
   - Current Status: Infant/Toddler care began on October 17, 2022.

5. Return the Sunset Pool to its pre-pandemic programmatic offering including expansion of hours to provide weekend opportunities, expansion of swim lessons and open swim opportunities and the installation of the new aquatic features, the Zipline and Climbing Wall.
   - GOAL: Expand to weekend hours in Spring quarter and aquatic features installed prior to Summer programming beginning.
   - Current Status: Staff have been able to meet the demand and weekends were offered beginning in late June. Installation of new features during shutdown. Working on stabilizing the workforce so that weekends are permanent.
6. Edit or recreate the IGA between the City, SSD and SEPRD regarding Broadway Field.
   - GOAL: Hope to engage partners in late summer/early fall 2022.
   - Current Status: As previously shared, the SEPRD will be working on this topic intensively over the next few months.
7. Fully implement the entire package of new operational software including financial software, Executime, Tyler Parks,...
   - GOAL: Accounting software and Executime are fully implemented with goal of having Tyler Parks ready by May.
   - Current Status: Budget work has delayed implementation of Tyler Parks software. Moving in a different direction with our P.O.S. software, as shared at the August meeting.
8. Conduct a fee review and implement the information learned from the 110% Cost Recovery process
   - GOAL: Assessed current fees, worked with staff and Board and shared proposal to Board in May, reviewed in June.
   - Current Status: New fee structure implemented in September.

SUNSET EMPIRE
PARK + RECREATION DISTRICT



Join us for our annual

Turkey Trot!

Thursday, November 24, 9am

Sunset Recreation Center

$35 includes t-shirt

Sponsored by

TOYOTA

Runkle CONSULTING GROUP

Let's PLAY!

Call 503-738-3311

sunsetempire.com

SUNSET EMPIRE PARK + RECREATION DISTRICT

Comida Gratis

Día de Gracias

Noviembre 24, 2022

12-2 de la tarde

Sería en El Bob Chisholm Community Center

1225 Avenue A Seaside OR 97138

cenar en persona estás disponible

también tenemos cena para llevar

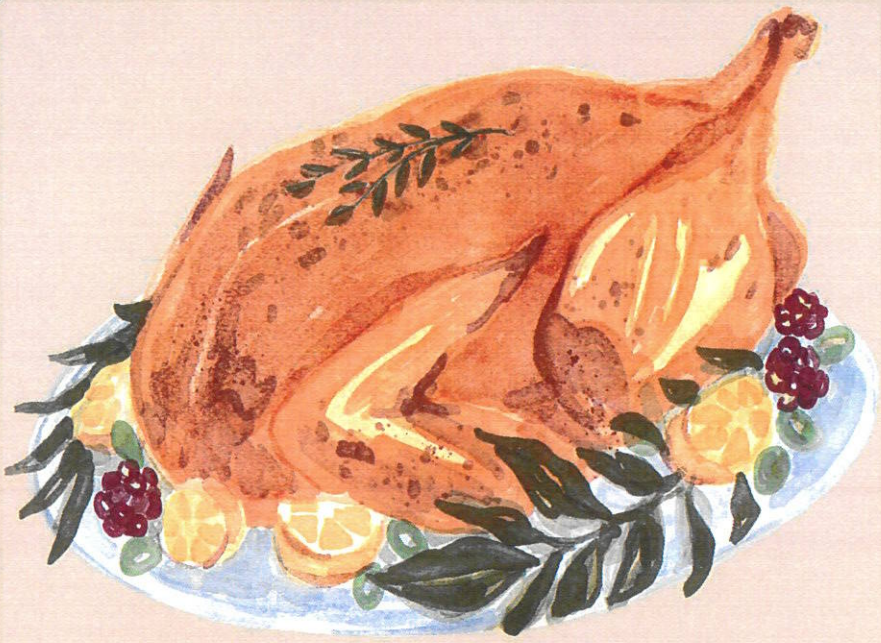
Gracias a

SUNSET EMPIRE PARK + RECREATION DISTRICT

HOPE Helping Hands Reentry Outreach Centers

Free Annual

Thanksgiving Meal



November 24, 2022

12pm-2pm

Bob Chisholm Community Center

In-Person Dining and To-Go Meals available

Hosted by

SUNSET EMPIRE PARK + RECREATION DISTRICT

HOPE
Helping Hands Reentry Outreach Centers