

Sunset Empire Park & Recreation District: Board Meeting Agenda
Tuesday, April 22, 2025, 5:15pm
Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138

The SEPRD Board will meet in person. For those that do not prefer to attend in person, the Board will accept written public comment to info@sunsetempire.com. The Board Meeting will be available via the District's YouTube page at: <https://youtube/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Public Comment
5. Correspondence
 - A. Letter from Tax-Aide Coordinator
 - B. Letter from Jay Lambert
6. Recognition of SEPRD Employee of the Month: Marshall Ferre
7. Approval of Board Meeting Minutes: March 18, 2025
8. Review Financials: March 2025
9. Staff Presentation: Haley Wilding, HR & Admin Manager
10. Old Business
 - A. Projects:
 1. Strategic Plan Update
 2. System's Development Charges Update
 3. SRC Occupancy Process
 - B. Fitness Agreement Update
 - C. Agreement with EVCS for EV Charging Station in SRC Parking Lot
11. New Business
 - A. Oregon Government Ethics Commission Training
 - B. Agreement with NWSDS for Senior Nutrition Program
 - C. Staff Recommendation to purchase District Truck
12. Executive Director Report
 - A. ED Goals
 - B. SKI Partnership
 - C. Sunset Park & Rec Foundation: Partnership with Rose City Philanthropy
 - D. Youth Programs Coordinator Search
 - E. Special Events Recap/Meetings & Events Upcoming
 1. SEPRD Community Egg Hunt: **April 19**
 2. SEPRD Budget Committee Meeting: **April 29**
 3. Spring Election Day: **May 20**
 4. SEPRD All-Staff Training: **May 22**
 5. May Board Meeting: **May 27**
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

Time: Apr 22, 2025 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/88581195624?pwd=XmgazfKeMCDKw5ZQdTcdcdrbqXPL5.1>

Meeting ID: 885 8119 5624

Passcode: 627993

Skyler Archibald

From: Skyler Archibald
Sent: Wednesday, April 16, 2025 9:16 AM
To: Skyler Archibald
Subject: RE: Tax-Aide Program

From: LINDA BADE <lindabade2023@gmail.com>
Sent: Monday, April 14, 2025 7:49 PM
To: Jennifer Soprano <jsoprano@sunsetempire.com>; Haily Reckmann <hreckmann@sunsetempire.com>; Isaiah Collins <icollins@sunsetempire.com>
Cc: Jeanne Teisher <jeanne.teisher@gmail.com>; carolyn0519 <carolyn0519@charter.net>
Subject: Tax-Aide Program

I wanted to thank you again for all the help and support you provided to our Tax-Aide program this year. Your IT support was very appreciated; we were able to print and use our software system without problems. The gentleman who watched over the tables really helped! It made our morning set-up much easier and quicker! And having the appointments taken for us was essential. It allowed me to spend time training and preparing for the season instead of taking calls.

We picked up a new volunteer who became our client facilitator - also very helpful and very unexpected.

The two of us tax preparers are closing in on completing 75 tax returns for Seaside and Astoria residents. We have been doing what we call a drop off method, taking returns in one week, giving them back the following week. That means we have been doing the returns "on our dining tables" and using Tillamook volunteers to complete the review work. It has taken a village.

But we will not be able to do this again without additional volunteer tax preparers in Seaside. We have been telling every one of our tax clients that we need more help. If you learn of anyone with interest, please send them my way. My contact info is below.

Tomorrow, Tuesday, is our last day at the Recreation Center. I will be taking all our equipment out of the locked space and will return the key to the front desk. Carolyn and I plan to be there at 10 am and begin returning taxes after that; we hope to be done by 2.

Thank you again for your help and support.

Linda Bade
Local Coordinator, Tax-Aide
503.577.7403
lindabade2023@gmail.com

04/11/25

SEPRD Board & Executive Director
1140 Broadway
Seaside, OR 97138


Dear Board Members and Executive Director,

Hello, my name is Jay Lambert and I am a frequent (daily) "out of district" participant in Drop-In Pickleball at the Seaside Recreation Center (SRC) on weekdays. I am writing this letter to request reduction of the current [extremely high] non-resident daily fee to play pickleball at the SRC.

I have been analyzing the fee differences between **in-district resident** daily fees for drop-in pickleball (currently \$5), and **out-of-district non-resident** daily fees (currently \$12.50) and am surprised at the results. Many players that I have talked to about the fees have said that the \$12.50 fee is way to high, and many of them stopped attending and instead go to other facilities in the area that only charge \$5 regardless of residency. It seems that we used to have 25-30 players daily but now only have about 10-12, and some days only 5 or 6! I believe the very high out-of-district fee is the main reason for this reduction in attendance.

Based on the data that I have compiled, the annual difference between a resident and a non-resident who play every available day for one full year is \$1800!!! I request that the fee for out-of-district non-resident be reduced to \$6, which will still provide equity between residents and non-resident. Please see the attached sheet for the calculations that lead me to this fee reduction request.

Respectfully,


Jay Lambert
35 SW 14th Pl
Warrenton, OR 97146

PLEASE READ THE ABOVE LETTER AT THE APRIL 2025 BOARD MEETING AND ADD IT TO THE MINUTES.

260 Weekdays in a year pickleball could be played (52 wks x 5 days per wk = 260)
- 20 Estimate of days pickleball unavailable due holidays, etc
240 Maximum days pickleball could be played per year

\$3000 Current Non-Res fee if PB played every day for 1 year ($\$12.50 \times 240 = \3000)
\$1200 Current residential fee if PB played every day for 1 year ($\$5 \times 240 = \1200)
\$1800 Cost difference between resident and non-resident ($\$3000 - \$1200 = \$1800$)

\$ 6.00 New proposed daily fee for non-residents
x 240 Maximum number of days available to play pickleball in one year
\$ 1440 Cost for one year max play for a non-res at \$6 per day

\$1440 Cost for non-res at \$6 per day for full year max attendance ($\$6 \times 240 = \1440)
- \$1200 Cost for resident at \$5 per day for full year max attendance ($\$5 \times 240 = \1200)
\$ 240 Additional amount paid by non-res if daily fee reduced to \$6.00

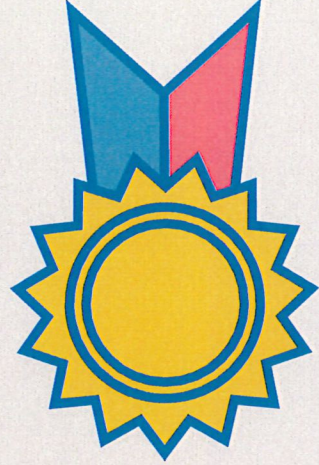
\$160 My approximate current "residential buy-in" computed by Haily at the SRC front desk, used as an example of the additional charge for me to be able to pay in-district residential fees.

In conclusion, by reducing the daily fee for non-residents down to \$6 from the current \$12.50 would still bring in \$240 more in fees than a resident, which is more than the \$160 that was calculated for my "non-resident homeowner" buy in (a sample out-of-district homeowner calculation), providing more than the needed tax base offset, making it equitable for everyone.

Marshall Ferre is our April Employee of the Month!

Congratulations Marshall for being named Employee of the Month. He is a standout lifeguard who consistently goes above and beyond. With a strong work ethic, he's always ready to step in and help wherever needed, ensuring the safety and enjoyment of everyone at the pool. His dedication, reliability, and willingness to take on extra responsibilities make him an invaluable part of the team. Thank you for all you do!





PAUSE FOR APPLAUSE APRIL 2025 WINNER

AWARDED TO:

MARSHALL FERRE

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

MARCH 18, 2025, 6pm

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 meeting of the Sunset Empire Park & Recreation District Board was called to order at 6pm by Board President Katharine Parker.
ATTENDANCE	<p>Present: Katharine Parker, Board President; Su Coddington, Board Secretary; Michael Hinton, Kyle Gorman</p> <p>Absent: Celeste Bodner, Board Vice-President</p> <p>Also Present: Skyler Archibald, Chris McCollister, Isaiah Collins (SEPRD Staff)</p>
PLEDGE OF ALLEGIANCE	Led by Parker.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.
BUDGET COMMITTEE INTERVIEW	The Board interviewed Budget Committee candidate Mark Truax.
BOARD ACTION	Following the Budget Committee interview and discussion, <i>the Board unanimously voted to appoint Mark Truax to the Budget Committee (Hinton/Gorman).</i>
PUBLIC COMMENT	There was no public comment this month.
CORRESPONDENCE	There were two items of correspondence included in the Board Packet this month: a letter from Emily Reyneke requesting use of the BCCC or SRC Kitchen for baking goods and a letter from Mr. Archibald to State Senator Suzanne Weber regarding Recreational Immunity.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH: LENNON WRIGHT	The Board recognized Lennon for his versatility and hard work doing a variety of maintenance tasks to keep the District facilities running smooth and efficient. Thank you Lennon!

**APPROVAL OF
BOARD MEETING
MINUTES:
FEBRUARY 25**

The Board reviewed the Meeting Minutes from February 25, 2025 *After review, the Board unanimously voted to approve the Meeting Minutes from the February 25, 2025 Meeting (Gorman/Coddington).*

**REVIEW
FINANCIALS,
FEBRUARY 2025**

The Board reviewed the financial statements provided by the District. *After review, the Board unanimously accepted the February Financials (Gorman/Coddington).*

OLD BUSINESS

Strategic Plan Update: Mr. Archibald shared an update with the Board. The Board had appointed Director Gorman to work on behalf of the Board to improve the document and they had worked with a volunteer, Bob Heymann on improving the document. Mr. Gorman shared that he wanted to ensure that we had congruency between the SDC project list and the Strategic Plan.

Projects:

- Fire Alarm Update: Mr. Archibald shared that the Fire Alarm had passed final inspection at the end of February. There are still some punch list items remaining but those are being addressed by the contractors.
- System Development Charges Update: Mr. Archibald shared that the work on this effort is still ongoing, with the District completing the submission of data and project list.

SRC Occupancy Process:

- Review of Correspondence from S.E.A. to City of Seaside: The Board reviewed correspondence from Scott Edwards Architecture to the City. The next steps in the process are for the District and City staff to work together on confirming the project list and details/timeline for the other improvements so that the District can receive the temporary Certificate of Occupancy. This task remains at the top of the priority list and the District is working on the next steps of this process including identifying funding sources for this phase.

Fitness Agreement Update: Mr. Archibald shared an update with the Board regarding usage of the space made available to members at Mindt Conditioning. There are 31 patrons utilizing this program currently.

NEW BUSINESS

Agreement with EVCS for EV Charging Station in SRC Parking Lot: The District discussed a proposal with EVCS (Electric Vehicle Charging Solutions) to construct a charging station for electric vehicles in the SRC Parking lot, near the NW corner of the parking lot. The Board invited representative Charlie Botsford from EVCS to the meeting and Charlie shared information and fielded a number of questions from the Board.

**EXECUTIVE
DIRECTOR
REPORT**

ED Goals: Mr. Archibald shared an update with the Board regarding progress made with the key goals for the year specifically a website update and staff culture survey.

Coordinator of Youth Programs Search: The Youth Programs Coordinator position closed yesterday with eight candidates applying and the District hopes to have that person in place in the month of April.

Upcoming Training Opportunities & Events Upcoming: Mr. Archibald shared upcoming events and meetings including a recap of the Family Dance and upcoming meeting schedule with Budget Committee beginning their work in April.

Mr. Archibald also shared that the nomination process for the Board election process has closed and it appears that Directors Bodner, Hinton and Coddington will be running unopposed for their positions.

**BOARD
COMMENT**

Director Gorman thanked Charlie from EVCS and shared that he would be out the next week attending aquatic sectionals in Austin. He thanked Emily Reyneke for her correspondence and wished everyone a Happy Easter and Happy Ramadan.

Director Coddington thanked Mr. Archibald for helping move the meetings so that Directors could attend an employee's farewell. That occasion gave her the opportunity to introduce Mr. Archibald to some patrons there. She said thanks to Lennon and congrats and thanked Emily Reyneke for her letter. She said she was grateful for the coordination with the City on the efforts regarding the SRC and for their efforts on coordinating the EVCS agreement. She shared her gratitude that the election upcoming has indicated that the current Board has the trust of the public, that they are a transparent Board and a collaborative Board.

Director Hinton said goodbye to departing employee Bonnie Cave who has given great service. He was sorry to miss the ribbon cutting of the new softball field. He shared that he has family in town and that the charging station would be a good asset to the community.

Board President Parker thanked Lennon for his efforts and Charlie for attending. She said congrats to the Board members who are running for election and running unopposed, an indicator of the trust in the current Board. She thanked Skyler for his efforts.

ADJOURNMENT

The meeting was adjourned at 8:09pm 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: **75.00%**

Through March 31, 2025	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	141,489.18	221,500.00	80,010.82	63.88%
Building Fund	0.00	25,000.00	25,000.00	0.00%
Broadway Field Fund	11,020.00	37,600.00	26,580.00	29.31%
Community Center	76,453.15	107,600.00	31,146.85	71.05%
Recreation	50,843.64	91,900.00	41,056.36	55.32%
Special Events	76,894.19	57,500.00	-19,394.19	133.73%
Sunset Recreation Center	45,128.00	162,500.00	117,372.00	27.77%
Youth Center	199,187.36	362,000.00	162,812.64	55.02%
Taxes & Other	2,011,644.28	2,198,864.00	187,219.72	91.49%
Total Revenues	2,612,659.80	3,264,464.00	651,804.20	80.03%
EXPENSES--				
AD Staffing	322,566.57	378,691.00	56,124.43	85.18%
AD PR Taxes and Benefits	79,246.53	118,469.00	39,222.47	66.89%
AD Materials, Supplies, and Services	227,603.79	307,605.00	80,001.21	73.99%
Sub-total AD Expenses	629,416.89	804,765.00	175,348.11	78.21%
AQ Staffing	380,707.18	530,665.00	149,957.82	71.74%
AQ PR Taxes and Benefits	47,306.20	87,816.00	40,509.80	53.87%
AQ Materials, Supplies, and Services	85,151.08	122,750.00	37,598.92	69.37%
Sub-total AQ Expenses	513,164.46	741,231.00	228,066.54	69.23%
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	17,009.03	32,805.00	15,795.97	51.85%
BRF PR Taxes and Benefits	1,311.05	3,280.00	1,968.95	39.97%
BRF Materials, Supplies, and Services	3,397.13	15,200.00	11,802.87	22.35%
Sub-total BRF Expenses	21,717.21	51,285.00	29,567.79	42.35%
CC Staffing	71,306.78	91,373.00	20,066.22	78.04%
CC PR Taxes and Benefits	7,033.44	11,612.00	4,578.56	60.57%
CC Material, Supplies, and Services	13,807.72	23,500.00	9,692.28	58.76%
Sub-total CC Expenses	92,147.94	126,485.00	34,337.06	72.85%
MNT Staffing	152,497.44	201,826.00	49,328.56	75.56%
MNT PR Taxes and Benefits	28,247.13	65,715.00	37,467.87	42.98%
MNT Materials, Supplies, and Services	90,055.02	197,250.00	107,194.98	45.66%
Sub-total MNT Expenses	270,799.59	464,791.00	193,991.41	58.26%
RC Staffing	87,816.33	119,453.00	31,636.67	73.52%
RC PR Taxes and Benefits	14,944.86	24,495.00	9,550.14	61.01%
RC Materials, Supplies, and Services	19,531.68	31,700.00	12,168.32	61.61%
Sub-total RC Expenses	122,292.87	175,648.00	53,355.13	69.62%
SE Staffing	32,697.22	43,015.00	10,317.78	76.01%
SE PR Taxes and Benefits	10,161.40	25,027.00	14,865.60	40.60%
SE Materials, Supplies, and Services	34,350.54	35,300.00	949.46	97.31%
Sub-total SE Expenses	77,209.16	103,342.00	26,132.84	74.71%
SRC Staffing	42,885.21	77,250.00	34,364.79	55.51%
SRC PR Taxes and Benefits	3,345.92	7,725.00	4,379.08	43.31%
SRC Materials, Supplies, and Services	226,989.54	111,000.00	-115,989.54	204.50%
Sub-total SRC Expenses	273,220.67	195,975.00	-77,245.67	139.42%
YC Staffing	424,461.55	632,044.00	207,582.45	67.16%
YC PR Taxes	52,778.13	97,054.00	44,275.87	54.38%
YC Materials, Supplies, and Services	37,010.97	54,500.00	17,489.03	67.91%
Sub-total YC Expenses	514,250.65	783,598.00	269,347.35	65.63%
Total Expenses	2,514,219.44	3,447,120.00	932,900.56	72.94%
	0.00	0.00		
Revenues Plus Net Working Capital	3,116,828.80	3,768,633.00	651,804.20	82.70%

March 2025 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 220,115.43	\$ 20,471.56	\$ 54,838.90	\$ -	\$ 295,425.89
Non-exempt Staff	1.50	\$ 51,687.18	\$ 3,936.07	\$ -	\$ -	\$ 55,623.25
Sub-total	5.80	\$ 271,802.61	\$ 24,407.63	\$ 54,838.90	\$ -	\$ 351,049.14
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 152,497.44	\$ 11,699.65	\$ 16,547.48	\$ -	\$ 180,744.57
Sub-total	3.87	\$ 152,497.44	\$ 11,699.65	\$ 16,547.48	\$ -	\$ 180,744.57
AQUATICS						
Exempt Staff	1.40	\$ 50,425.62	\$ 5,310.60	\$ 18,022.49	\$ -	\$ 73,758.71
Non-exempt Staff	12.67	\$ 330,010.48	\$ 23,973.11	\$ -	\$ -	\$ 353,983.59
Sub-total	14.07	\$ 380,436.10	\$ 29,283.71	\$ 18,022.49	\$ -	\$ 427,742.30
RECREATION						
Exempt Staff	0.20	\$ 14,393.51	\$ 1,992.81	\$ 8,267.00	\$ -	\$ 24,653.32
Non-exempt Staff	0.85	\$ 51,520.15	\$ 4,685.05	\$ -	\$ -	\$ 56,205.20
Sub-total	1.05	\$ 65,913.66	\$ 6,677.86	\$ 8,267.00	\$ -	\$ 80,858.52
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 62,591.98	\$ -	\$ 20,357.43	\$ -	\$ 82,949.41
Non-exempt Staff	11.80	\$ 361,869.57	\$ -	\$ -	\$ -	\$ 361,869.57
Sub-total	13.10	\$ 424,461.55		\$ 20,357.43	\$ -	\$ 444,818.98
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 3,598.91	\$ 570.91	\$ 1,427.58	\$ -	\$ 5,597.40
Non-exempt Staff	2.70	\$ 67,646.68	\$ 5,034.95	\$ -	\$ -	\$ 72,681.63
Sub-total	2.85	\$ 71,245.59	\$ 5,605.86	\$ 1,427.58	\$ -	\$ 78,279.03
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 32,697.22	\$ 2,162.17	\$ 6,921.31	\$ -	\$ 41,780.70
Non-exempt Staff	0.50	\$ 9,836.75	\$ 1,077.92	\$ -	\$ -	\$ 10,914.67
Sub-total	1.15	\$ 42,533.97	\$ 3,240.09	\$ 6,921.31	\$ -	\$ 52,695.37
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 17,009.03	\$ 1,311.05	\$ -	\$ -	\$ 18,320.08
Sub-total	0.37	\$ 17,009.03	\$ 1,311.05	\$ -	\$ -	\$ 18,320.08
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 42,885.21	\$ 3,320.92	\$ 25.00	\$ -	\$ 46,231.13
Sub-total	4.20	\$ 42,885.21	\$ 3,320.92	\$ 25.00	\$ -	\$ 46,231.13
TOTAL	46.46	\$ 1,468,785.16	\$ 85,546.77	\$ 126,407.19	\$ -	\$ 1,680,739.12



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 03/01/2025 - 03/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	03/06/2025	Regular	0.00	127.20	48247
01560	CHRIS DUFFY	03/06/2025	Regular	0.00	41.54	48248
VEN01373	Christian Cruz	03/06/2025	Regular	0.00	50.00	48249
VEN01242	CONVERGINT	03/06/2025	Regular	0.00	3,643.00	48250
VEN01266	Cortney Tibbitts	03/06/2025	Regular	0.00	155.44	48251
VEN01218	Haley Wilding	03/06/2025	Regular	0.00	616.30	48252
01742	HD Supply Facilites Maintenance	03/06/2025	Regular	0.00	200.19	48253
01382	KBGE-FM	03/06/2025	Regular	0.00	200.00	48254
01040	RECOLOGY WESTERN OREGON	03/06/2025	Regular	0.00	741.54	48255
00434	RICOH USA	03/06/2025	Regular	0.00	62.29	48256
01133	SDIS	03/06/2025	Regular	0.00	24,380.00	48257
00454	WALTER NELSON CO.	03/06/2025	Regular	0.00	867.88	48258
01726	Wilcox & Flegel	03/06/2025	Regular	0.00	58.33	48259
00788	ELIZABETH MACDONALD	03/07/2025	Regular	0.00	73.70	48260
00510	Zoe Manhire	03/07/2025	Regular	0.00	310.93	48261
01223	Jeane Jensen	03/11/2025	Regular	0.00	1,210.00	48262
01223	Jeane Jensen	03/11/2025	Regular	0.00	660.00	48263
00882	LOGOTEK, INC.	03/11/2025	Regular	0.00	1,632.25	48264
01040	RECOLOGY WESTERN OREGON	03/11/2025	Regular	0.00	62.15	48265
01384	Skyler Archibald	03/11/2025	Regular	0.00	152.14	48266
00454	WALTER NELSON CO.	03/11/2025	Regular	0.00	250.00	48267
00312	AIRGAS USA, LLC	03/17/2025	Regular	0.00	584.70	48268
00549	BUILDERS FIRSTSOURCE	03/17/2025	Regular	0.00	2,088.00	48269
00500	Darren Gooch	03/17/2025	Regular	0.00	50.33	48270
VEN01071	Jacobs Radio	03/17/2025	Regular	0.00	323.00	48271
00150	NORTHWEST NATURAL	03/17/2025	Regular	0.00	9,469.98	48272
00161	PACIFIC POWER	03/17/2025	Regular	0.00	8,434.85	48273
00434	RICOH USA	03/17/2025	Regular	0.00	524.87	48274
00900	STAPLES	03/17/2025	Regular	0.00	501.97	48275
00454	WALTER NELSON CO.	03/17/2025	Regular	0.00	321.94	48276
01510	Wave	03/17/2025	Regular	0.00	967.43	48277
01022	CIVICPLUS	03/18/2025	Regular	0.00	6,895.00	48278
VEN01292	Seaside Jazz Trio	03/18/2025	Regular	0.00	225.00	48279

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	33	0.00	65,881.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	37	33	0.00	65,881.95

Check Report

Date Range: 03/01/2025 - 03/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	03/31/2025	Bank Draft	0.00	2,199.88	DFT0001924
01793	US Treasury	03/31/2025	Bank Draft	0.00	9,406.46	DFT0001925
01734	Oregon Department of Revenue	03/31/2025	Bank Draft	0.00	5,059.38	DFT0001926
01793	US Treasury	03/31/2025	Bank Draft	0.00	5,422.21	DFT0001927
01793	US Treasury	03/31/2025	Bank Draft	0.00	10.58	DFT0001928
01793	US Treasury	03/31/2025	Bank Draft	0.00	45.22	DFT0001929
01734	Oregon Department of Revenue	03/31/2025	Bank Draft	0.00	23.72	DFT0001930
01793	US Treasury	03/31/2025	Bank Draft	0.00	24.58	DFT0001931
01793	US Treasury	03/31/2025	Bank Draft	0.00	105.12	DFT0001932
01734	Oregon Department of Revenue	03/31/2025	Bank Draft	0.00	42.86	DFT0001933
01793	US Treasury	03/31/2025	Bank Draft	0.00	2,109.84	DFT0001939
01793	US Treasury	03/31/2025	Bank Draft	0.00	9,021.44	DFT0001940
01734	Oregon Department of Revenue	03/31/2025	Bank Draft	0.00	4,855.89	DFT0001941
01793	US Treasury	03/31/2025	Bank Draft	0.00	5,376.12	DFT0001942
01793	US Treasury	03/31/2025	Bank Draft	0.00	-20.78	DFT0001947
01793	US Treasury	03/31/2025	Bank Draft	0.00	-88.88	DFT0001948
01734	Oregon Department of Revenue	03/31/2025	Bank Draft	0.00	-31.40	DFT0001949

Bank Code Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	17	17	0.00	43,562.24
EFT's	0	0	0.00	0.00
	17	17	0.00	43,562.24

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	33	0.00	65,881.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	17	17	0.00	43,562.24
EFT's	0	0	0.00	0.00
	54	50	0.00	109,444.19

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	109,444.19
			109,444.19

SEPRD's Vendors	
Vendor	Description
94.9 The Bridge	Advertising
Ace Hardware	Maint. Supplies
American Red Cross	Training/Certification
Backflow Valve Services	Plumbing service inspections
BAMM! Promotional Products	Custom promotional products
Builders First Source	Maint. Supplies
CBM Systems	SRC Custodial
City Of Seaside	Water Bill/Market
Civic Plus	POS annual bill
Cole Industrial	Maint. Supplies
Columbia Locksmith	Lock replacement/Maint.
Convergint	Fire Systems
CTL Corporatyion	Tech Equipment
Diamond Heating	HVAC Repair/Installation
Deming Designs	Wheelchair Parts
DMT Auto Parts (Napa)	Maint. Supplies
Englund Marine	Maint. Supplies
EO Media Group	Advertising
Evans Plumbing	Plumbing
FCS Group	SDC Consult
Fire Extinguisher Service	Inspection of extinguishers
Franz Family Bakeries	YP Nutrition
Georgies Ceramic & Clay	Pottery Supplies
Government Finance Officers Association	Finance Membership
Grainger	Maint. Supplies
HD Supply Facilites	Maint. Supplies
Jacobs Radio	Advertising
Jeane Jenson	Yoga Contractor
JJ Electric	Electrical maint.
Kern Thompson, CPA	Auditor
Kiwi Glass	Window Replacements
Klosh Group	Consultants
KMUN	Advertising
Les Schwab	Tires
Lincoln Aquatics	Aquatic supplies
Liftoff, LLC	Email/Microsoft Suites
Logotek	Custom Printing
Manage My Market	Farmers Market Software
Mediamerica	Advertising
Meshier	Maint. Supplies
Northwest Natural	Natural Gas
NW Local Government Legal	Lawyer
Ohana Media Group	Advertising/Notices
Oregon Recreation and Parks (ORPA)	Dues/Trainings

SEPRD's Vendors	
Vendor	Description
Oregon State Audit Division	Filing fee for annual audit
P & L Johnson	Mechanical Heating
Pacific Alarm Systems	Maintenance/Testing
Pacific Power	Electricity
Pers	Annual social security percentage
Playful Pickleball	Recreation Contractor
Pitney Bowes	Postage/Lease of postage printer
Polk Riley	Printing
Pool & Spa House	Maint. Supplies
Recology Western Oregon	Trash
Ricoh USA	Printer Contract
Rotary	Dues
Scott Edwards Archeticture	Consultants
S & F Land Services	Surveying
SDIS	Insurance/Workers Comp
Seattle Pottery	Pottery supplies
Sherwin Williams	Maint. Supplies
Special Districts of Oregon	Dues/Trainings
Staples	Office Supplies
Sysco	YP Nutrition
Tillicum Foundation	Advertising
Trachsel Construction	Maintenance
Trails End Recovery	Debris Disposal
Tuff Puffin	Marketing
Tyler Technologies	Accounting Software
TYR	Aquatics Vending Supplies
United Rentals	Maint Equipment rental
Water Gear inc.	Aquatics Vending Supplies
Walter Nelson	Cleaning Supplies
WAVE	Phone/Internet
Wilcox Flegel	Fuel
Zions Bank	Building Loan

April 22, 2025

SEPRD Board of Directors
Re: Systems Development Charges Update

Directors,

This memo is to provide an update and timeline for the discussion and potential next steps in the Systems Development Charges (SDC) process that the District has undertaken with the help of our consultants at the Bowman Group. This has been an interesting and engaging process, and I'm pleased that we've reached the culmination. The Board first considered SDC's around 2018 so to see this project through to this point after years of consideration and effort is noteworthy.

Staff recently met with our project team to review the data and the initial results of the SDC calculation. That conversation was enlightening and very promising. Based on that conversation and in consideration of the recommendations from the consultant team, we wanted to share some of the next steps and a timeline for this phase of the process. There are several dates/timelines to keep in mind, some overlapping. While the data and results are complete, there are statutes that require compliance in the process.

May 28: This May date marks the beginning of the public process that is required. Prior to this date, District staff will physically mail notice of the public hearing to all interested parties using a list obtained from Clatsop County and the City of Seaside.

On or around this date, Staff will work with legal counsel to draft an SDC ordinance that will need to be in place, if the Board were to approve SDC's.


Also, during this time, the consultant team will prepare and deliver a draft report of their methodology to the District. That document must be made available by the District at least 60 days prior to the hearing date in August (June 27, 2025).

July 22: At this regular monthly meeting, the consultant team will virtually participate and present the data, methodology and other information to the Board and attendees. Board can engage with the consultants on questions that they may have but may not take any action on SDC's.

August 26: At the August meeting, the Board meeting agenda will include a public hearing on SDC's and receive public comment on the topic. The Board will have the opportunity to decide to implement an SDC at this meeting (or after). The consultant team will also be available at this meeting.

We look forward to these steps and to hearing what the Board decides about SDC's.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

April 22, 2025

SEPRD Board of Directors

Re: EVCS Agreement

Directors,

Since our March meeting, Staff have been working on editing the agreement with EVCS and addressing some of the other concerns that were raised during our conversation. I've attached the edited agreement which reflects those changes that we discussed and EVCS accepted. I've also attached a press release provided by EVCS which demonstrates their competitive bidding for this project and will provide the context from them below:

"EVCS was part of a competitive bid process for the contract with FHWA. EVCS teamed with Energy Northwest (as a subrecipient) to submit a proposal to USDOT (FHWA) for Round 1 of the Charging and Fueling Infrastructure (CFI) program. FHWA had stringent eligibility requirements and tough evaluation criteria. The EN team was one of four awardees in the State."

Concerns and edits included verbiage on the automatic renewal clause and indemnification clause and provided contract language that we have final approval of media and that we can post signage at the site to encourage users to take advantage of our recreation programs and facilities nearby.

Additionally, the Board asked staff to work to get feedback from existing dog park users and staff have worked to gather that information. We put up signage at the park with a QR code for folks to answer a few questions and had several responses. That feedback is included as part of the materials for this meeting and conversation.

Regarding the dog park, the Board has some options here, assuming they want to move forward with the agreement of EVCS. I do want to remind the Board that the dog park is on land owned by SEPRD, purchased as part of the SRC property.

1. The Board can direct staff to work in conjunction with the City of Seaside to identify a new location for the dog park and work as quickly as possible to establish that site. Depending on the timing of that project, there could be no impact, or loss of this service, or there could be a gap from when this dog park is closed and when the new one is ready.
2. The Board can direct staff to utilize existing space on the SRC for dog park, such as some of the existing green space near the new parking lot north of the SRC.
3. The Board could decide to locate the electric charging station in the same location, but not disrupt the dog park or only minimally impact the park. This would require the capacity to utilize the existing parking spaces and likely connect power infrastructure to those spaces. Choosing this option would likely include reduced parking spaces for



dog park users (that are not EV chargers) and possible reduction of available parking space at the SRC.

After discussion, the Board could choose to make a motion to approve the proposed agreement and possible direction on the dog park space. Thank you for your consideration,

Sincerely,

A handwritten signature in dark ink, appearing to read "Skyler", is written over a faint, light blue circular watermark.

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

1140 Broadway | Seaside, Oregon 97138

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

How would you rate the current dog park at Sunset Recreation Center?	How often do you visit the dog park at Sunset Recreation Center?	What time of day do you typically visit the dog park? (Select all that apply)	What do you like most about the current dog park?	Would you support potential changes to the dog park area?
3	Daily	Morning & evening	Fenced, location	Maybe
5	Daily	All hours from early morning to late nights!	Easily accessible and the only safe space in town for me to consistently and efficiently take my dog.	Maybe
3	A few Times a Month	During the day	That it gives my dog a place to walk around free and pee and see other dogs just wish it was better taken care of	Yes
1	Daily	Morning	Location	Maybe
			Convenience.	
1	A few Times a Week	During my lunch break or in the early evening	The next question is very vague. I would support improvements, and a larger space that would allow for more than just a potty break. But I would be sad if the dog park were completely removed.	Maybe
5	A few Times a Week	Morning or midday	No mud.	Maybe
3	A few Times a Month	Not specific of any times, just whenever I bring my Pooh to work with me.	That she can wander around and do her 'thing'. She refuses to potty on a leash... I will say that as long as the dog ark remains as a dog park, yes I support changes	Maybe
2	Rarely	Afternoons	The gravel areas	Yes
3	Daily	Before 11am and after 3pm. 2x	A bench for me	Maybe



SITE HOST AGREEMENT

This Site Host Agreement (hereafter the “**Agreement**”) is effective as of **April XX, 2025** (hereafter the “**Effective Date**”) by and between EV Charging Solutions, Inc., a California corporation with its principal at 11800 Clark Street, Arcadia, California 91006 (hereafter “**EVCS**”), and Sunset Empire Park and Recreation District with its principal place of business located at 1140 Broadway, Seaside, OR 97138 (hereafter “**Site Host**”). EVCS and Site Host may collectively be referred to herein as the “**Parties**” or individually as “**Party**.”

RECITALS

WHEREAS, EVCS has access to public and/or private funding to install and operate Level II Charging and/or Direct Current Fast Charging (“**DCFC**”) stations used for charging and/or recharging electric vehicles (hereafter the “**Equipment**”); and

WHEREAS, this funding is intended to improve the availability and reliability of electric vehicle charging systems; and

WHEREAS, Site Host wishes to allow the construction, operation, and/or maintenance of one or more items of Equipment on its real property (hereafter “**Property**” and/or “**Site**”) in the location more specifically identified herein and also wishes to allow public use of the Equipment; and

WHEREAS, the Parties wish to collaborate by utilizing their respective resources to promote the electric transportation sector; and

WHEREAS, the Parties wish to share the revenue realized from the sale of electricity stemming from the utilization of the Equipment on the Property as more fully described below; and

WHEREAS, the Parties desire that this Agreement shall remain in effect, subject to the terms and conditions set forth below, for ten (10) years after the commissioning date (i.e., date when the Equipment is placed in service on the Property);

NOW, THEREFORE, in consideration of the promises set forth herein, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, EVCS and Site Host agree as follows:

1. Recitals

The Parties agree that the foregoing Recitals are true, correct, and accurate.

2. EVCS’ General Obligations for Equipment and Services

EVCS shall provide the following equipment and services at EVCS sole expense:

- a) Purchase of the Equipment (consisting of 2 DCFC Stations and 1 Level II Station), the general specifications for which are detailed in Exhibit A together



with all other mechanical, electrical, and physical components necessary for the installation, connection, and operation of the Equipment in accordance with this Agreement (the Parties agree that the Equipment delivered to the Property shall be the same or similar to the equipment detailed in **Exhibit A**);

- b) Preparation of the Property and installation of the Equipment at the location(s) approved, specified and identified by Site Host (the “**Project Site**”) and performed by qualified and licensed contractor(s) in accordance with local codes, permitting, and inspection requirements, as detailed in **Exhibit B**. For the purposes of initially creating a rebate application and reserving funding for the Project, EVCS and Site Host may mutually agree to leave Exhibit B blank upon initial execution. Once funding is reserved and further feasibility and recommendations are made by EVCS’ electrical contractor in accordance with Site Host’s written approval, the Parties shall further specify the approved location(s) and Site design by mutual written agreement on Exhibit B;
- c) Payment of all costs of its contractors associated with the delivery, site preparation, installation, and setup of the Equipment at the Project Site;
- d) In EVCS’ sole discretion, design, installation, wiring, connection and integration of the charging system, consumption/use meters, and related equipment into the public power grid in a manner sufficient to allow operation of the charging station(s) and the ongoing metering of power usage from each charging port;
- e) Ongoing maintenance/repairs of the Equipment for the term of the Agreement;
- f) EVCS will keep equipment operational 97% of the time, consistent with the underlying federal funding contract as provider (minus vandalism and power outage time)
- g) All necessary communications, instructions, and network systems to facilitate public use of the Equipment to charge electric vehicles; and
- h) Periodic reports to Site Host on the utilization of the Equipment.

3. Site Host General Obligations

Site Host shall undertake the following, at Site Host’s sole expense:

- a) Provide full, complete and unfettered access to EVCS for the placement, use, and operation of the Equipment at the Project Site for the full term of this Agreement;
- b) Provides the necessary temporary construction access for EVCS and its contractors for preparation of the Project Site and for installation of the Equipment;
- c) Provides necessary ongoing utility easements and / or access for installation, usage,



and maintenance of power lines, conduits, meters and Equipment;

- d) Allow full, complete and unfettered ongoing access to the Project Site and Equipment in order for EVCS to collect, use, and distribute data;
- e) Will not knowingly allow the Equipment to be, and will take all reasonable steps to prevent the Equipment from being opened, accessed, modified, or repaired by anyone other than EVCS or its licensed contractors;
- f) Will not sell, alienate, hypothecate, transfer, assign, encumber or otherwise pledge the Equipment;
- g) Use best efforts to prevent damage and vandalism of any type to the Equipment;
- h) Will not, and will not permit or allow any third party to, open, move, modify, reverse engineer, or disassemble the whole or any part of the Equipment or any part thereof in any manner;
- i) Will not, and will not permit or allow any third party to, uninstall the Equipment
- j) Allow EVCS and its approved contractors full, complete and unfettered access to the Project Site for installation, maintenance, repair, replacement and approved de-installation of the Equipment;
- k) Cause the Project Site to be maintained in a clean, safe, and orderly condition, utilizing at least the same standard as to which other areas at the Property that are under the Site Host's control are maintained;
- l) Assign to EVCS the proportionate share of any right, title, and interest in and to all and any rebates, grants, subsidies, or any other funding that the Site Host may receive relating to the Equipment, and/or this Agreement, or any activities under the Agreement. This includes, but is not limited to: (a) rebates or other payments based in whole or in part on the cost, size, of the Equipment; (b) performance-based incentives paid as periodic payments; and (c) funding from third parties to cover the costs of installation, utility upgrades, EV chargers, civil work, all other equipment, operations, maintenance, and all other aspects of EV charging installation, operations, maintenance, and repair activities relating to the Equipment and/or this Agreement.
- m) Assign EVCS all right, title and interests in and to environmental credits (e.g., carbon credits) relating to the Equipment, and/or this Agreement; including, but limited to electric vehicle charging or renewable energy credits or certificates, carbon credits and any similar environmental or pollution allowances, credits or reporting rights.



- n) Promptly execute the Easement Agreement upon the request of EVCS or the applicable utility service provider.
- o) Fully cooperate and promptly communicate with EVCS during the entire time period required by EVCS to complete the preparation of the Project Site and the installation of the Equipment. Site Host understands and acknowledges that EVCS will expend a significant amount of time, resources and effort to assess the Project Site, secure funding for the installation of the Equipment, and initiate engineering and design for the Equipment. Site Host further understands and acknowledges that the timeframe for completion of the Equipment installation is in part dependent on third parties, such as utility providers, rebate and permitting authorities and grant organizations, and thus the amount of time it takes to complete installation of the Equipment at the Project Site is often outside of EVCS' control. Thus, Site Host agrees that its cooperation as described above is of the essence of this Agreement, and the breach of these provisions shall be a material breach that shall cause substantial harm to EVCS.
- p) Provide EVCS with prompt notice of the sale or transfer of the Project Site, which notice shall include current contact information of the buyer or transferee.

4. Revenue Sharing

The Parties agree that:

- a) The Equipment installed by EVCS is intended to generate revenue through the patronage of customers utilizing the Equipment placed with the Site Host.
- b) EVCS shall, in its discretion, determine the price/rate at which electricity shall be sold to consumers utilizing the Equipment.
- c) EVCS will collect the proceeds generated from the sale of electricity from the Equipment placed with the Site Host and pay Site Host **\$0.05** (five cents) for each kWh of electricity sold to customers utilizing the Equipment. Site Host may, in Site Host's discretion, offer certain customers free or discounted charging rates, provided, however, that EVCS will offset any revenue share amounts owed to Site Host by an amount proportionate to the reduction in revenue caused by such discounts. In the event there is a balance owed from Site Host to EVCS as a result of such discounts, Site Host shall remit payment to settle said balance within ninety (90) days of receipt of a request for payment from EVCS.
- d) In the event Site Host incurs any utility provider assessed incremental demand charges strictly in connection with the operation of the installed Equipment, Site Host shall present these charges, including any support and back-up documentation that substantiates the charges to EVCS, and EVCS shall reimburse Site Host for these substantiated charges within ninety (90) days of receipt of a request for payment from EVCS.
- e) EVCS at its sole option will have the right to own the electricity service meter and/or utility service account servicing the Equipment.



- f) EVCS will use commercially reasonable efforts to install a separate electric meter as allowed by the utility provider at the Property through which electrical costs shall be tracked.
- g) EVCS will have forty-five (45) days after the end of each calendar quarter, to remit the appropriate revenue share payment to Site Host. Each payment shall be accompanied by a written report describing in reasonable detail the calculations used to determine the amount of the payment. The billing cycle will begin on the first day of the quarter and end on the last day of that same calendar quarter. EVCS shall provide Site Host with a quarterly accounting statement within forty-five (45) days following the end of the previous quarter indicating the total amount of revenue generated, including any offsets or reductions to revenue, and the resulting net revenue share amount owed to Site Host. At any time during the term of this Agreement, the Site Host may request additional information from EVCS to explain a revenue share payment or to justify any change in the manner or means of calculating such payment. EVCS shall provide such additional information within thirty (30) days of a written request from Site Host. Failure to timely comply with a reasonable request from Site Host shall be deemed a breach of the Agreement.
- h) Notwithstanding anything to the contrary in this Section 4, if the total quarterly amount owed to Site Host is less than one hundred dollars (\$100), then EVCS may, in its sole discretion, choose to withhold payment payout to the Site Host until at least one hundred dollars (\$100) is due to Site Host.
- i) See Exhibit D for Site Host ACH payment information. If such information is provided, EVCS shall make all required payments via ACH direct deposit, until further notice from Site Host.

5. Term of Agreement:

The term hereof shall begin upon the Effective Date. The date the Equipment becomes operational will hereafter be referred to as the "Commencement Date." The term hereof shall expire (unless renewed or extended) ten (10) years from the Commencement Date (hereafter the "Termination Date"), unless sooner terminated in accordance with the provisions hereof.

a) Optional Ten (10) Year Extension Option

At least ninety (90) days but no earlier than one hundred & eighty (180) days prior to the expiration of the initial Term, EVCS may submit to Site Host a written notice requesting a Ten-Year Extension of this Agreement. Upon written approval of such Ten-Year Extension by Site Host, EVCS reserves the right to replace the Equipment at the Project Site with Equipment that is comparable or better to Equipment that was previously installed. If EVCS notifies the Site Host of such intent EVCS will then replace the Equipment no later than one hundred & twenty (120) days after the Termination Date. The terms of this Agreement will remain in effect during that 120-day period after the Termination Date. Site Host will take all reasonable steps to allow EVCS to remove the pre-existing Equipment and replace the pre-existing Equipment with new Equipment. EVCS shall bear the



cost to remove and replace the pre-existing Equipment. The removed pre-existing Equipment will then become the exclusive property of EVCS. If the existing Equipment is replaced with new Equipment during or at the conclusion of the original Term, site host grants all interest to EVCS of any rebate(s) and/or environmental credits associated with the equipment replacement as otherwise required under this Agreement.

b) One (1) Year Renewal Clause

If the Parties have not exercised the Ten (10) Year Extension Option, this agreement will renew at the end of each Term for a further term of one (1) year with written approval by both parties at least thirty (30) days but no earlier than ninety (90) days prior to the end of the relevant term.

c) Early Termination Clause

This Agreement may be terminated upon 30 (thirty) days' written notice to either party without penalty or fee in the following instances:

In the case of EVCS, at any time and for any reason prior to the submission of the permit application for construction of the Equipment, at the Project Site, or thereafter at any time in the event that EVCS determines that the construction or continued operation of the Equipment is impracticable or uneconomical.

In the case of Site Host, in the event the Commencement Date has not occurred within eighteen (18) months from issuance of the approved utility plan, and required utility easement, if applicable, provided that Site Host's rights to terminate under this section shall terminate upon the Commencement Date.

6. Ownership of Equipment and Content

EVCS shall retain title to and ownership of the Equipment. All the information, content, services and software displayed on, transmitted through, stored within, or otherwise used in connection with the use and operation of the Equipment, including, but not limited to data, text, photographs, images, illustrations, video, html, source and object code, software, internet account access, advertising, and the like (collectively, the "Content") is owned exclusively by EVCS. Within one hundred twenty (120) days of termination of this Agreement, EVCS shall remove Equipment at no cost to the Site Host. If the Equipment is not timely removed, SEPRD may cause the Equipment to be removed at EVCS's expense.

7. Installation Activities

EVCS shall, at its sole cost and expense, be responsible for all installation activities (hereafter "Installation Activities") required to support the operation of the Equipment, and services therewith, including the hiring and coordination of all vendors and contractors; the installation of electrical equipment, utility lines, hardware, and software; site preparation, trenching, repaving, and landscaping.



8. Limitations on Use of Project Site

The Project Site and related parking spaces made available to the Project Site may be used for providing publicly-accessible electric vehicle charging. Site Host shall provide EVCS, its employees and contractors with reasonable access to the parking spaces and Equipment and shall otherwise provide to EVCS the same amenities and services Site Host provides to other users of Site Host's parking facilities.

9. Utility Charges

EVCS shall be responsible for all electricity costs associated with both the operation of the Equipment and the charging of electric vehicles from the Equipment. Site Host shall cooperate with EVCS efforts regarding provision of electricity to the Equipment. Neither Site Host nor EVCS has any responsibility or liability for interruption, curtailment, failure, or defect in the supply of utilities furnished to the Equipment.

10. Allocation of Environmental Benefits

Site Host assigns to EVCS any renewable energy credits, allowances, or other indicators of environmental benefit in the proportion attributable to the presence of the Equipment for the entirety of the time the originally installed Equipment is installed at the site but for a minimum of ten

(10) years. If this Agreement extends under paragraph 5 and subchapter a (5.a.) or renews under paragraph 5 and subchapter b (5.b.), then paragraph 10 shall continue to remain in effect through the updated termination date.

11. Signage

EVCS shall have the right to place project-related signage to denote the location of the Equipment and the services available and may place other signage or advertising at the Property as EVCS reasonably determines to be practicable or appropriate, with approval by Site Host. Site host shall have the right to post signage with approval by EVCS.

12. Publicity

During the term of this Agreement, neither party will use the other party's name, logos, trademarks or service marks in any manner without the other party's prior written approval, which will not be unreasonably withheld or delayed.

13. Media Content

It is agreed that EVCS shall have sole control over the solicitation, contracting, and distribution of any and all media content relating to the Equipment, including but not limited to, any media content data transmitted to or from the Equipment and displayed using the Equipment, with final content approval by Site Host. EVCS will use commercially reasonable efforts to avoid distributing media content that actually and directly conflicts with Site Host's media and advertising.

14. Indemnification

EVCS shall notify Site Host of any claim against EVCS, and Site Host shall notify EVCS for any claim against Site Host arising from injuries or damages to persons or



property resulting in any way from any act or negligence or willful misconduct by EVCS, or by Site Host, respectively, for which indemnification is claimed, and indemnify and hold harmless the other party from and against any and all liability and expense of any kind, including reasonable attorneys' fees, arising from injuries or damages to persons or property. EVCS' indemnification obligations herein shall extend only up to the limit of any insurance coverage held by EVCS and insuring it against any such liability. EVCS shall name Site Host as "additional insured" on EVCS' Certificate of Insurance."

15. Breach and Opportunity to Cure

If either party breaches this Agreement and fails to cure such breach within thirty (30) days after receipt of written notice of that breach, then the non-breaching party may terminate this Agreement effective as of the end of such thirty (30) day period. Additionally, either party may terminate this Agreement immediately if the other party (i) ceases to do business in the ordinary course; or (ii) either voluntarily or involuntarily files a bankruptcy petition which is not vacated within thirty (30) days of filing. No such termination will be deemed a waiver of any claim for damages by the non-terminating party.

If the Site Host breaches or wrongfully terminates the Agreement prior to the Termination Date, Site Host will be required to reimburse EVCS for all costs incurred relating to the installation of the Equipment within thirty (30) days of receipt of an invoice from EVCS. The Site Host will also be required to reimburse EVCS for the total amount of any rebates EVCS would have received relating to the Equipment, and/or this Agreement had the Agreement not been breached or wrongfully terminated.

16. Limitation of Liability

NO WARRANTY, CONDITION OR REPRESENTATION, EXPRESSED, IMPLIED, ORAL OR STATUTORY, IS PROVIDED TO THE SITE HOST OR ANY THIRD PARTY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY, CONDITION OR REPRESENTATION: (A) OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE; (B) THAT THE EQUIPMENT WILL BE FREE FROM INFRINGEMENT OR VIOLATION OF ANY RIGHTS, INCLUDING INTELLECTUAL PROPERTY RIGHTS OF THIRD PARTIES; OR (C) THAT THE OPERATION OF ANY SOFTWARE OR HARDWARE SUPPLIED WILL BE UNINTERRUPTED OR ERROR FREE. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY HEREIN FAILS OF ITS ESSENTIAL PURPOSE. THE SITE HOST'S SOLE AND EXCLUSIVE REMEDIES HEREUNDER AND THE ONLY LIABILITY OF SITE HOST IS EXPRESSLY LIMITED TO THE TERMS OF THE AGREEMENT. EVCS SHALL NOT BE LIABLE TO THE SITE HOST, OR ANY THIRD PARTY, FOR ANY OTHER SPECIAL, CONSEQUENTIAL, INCIDENTAL, EXEMPLARY OR INDIRECT COSTS OR DAMAGES, INCLUDING WITHOUT LIMITATION, LITIGATION COSTS, LOSS OF DATA, LOSS OF PRODUCTION, AND/OR LOSS OF PROFIT ARISING FROM ANY CAUSE WHATSOEVER, REGARDLESS OF



THE FORM OF THE ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH COSTS OR DAMAGES.

FOR PURPOSES OF THIS PROVISION, EVCS INCLUDES EVCS' DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES, AFFILIATES, CONTRACTORS, SUBCONTRACTORS, AND SUPPLIERS. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, ANY CLAIMS FOR DAMAGES BY EITHER PARTY ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT SHALL BE LIMITED TO ACTUAL RECOVERIES UNDER SUCH PARTY'S INSURANCE POLICIES.

17. Disputes

This Agreement is governed by, and must be construed and enforced in accordance with, the laws of Oregon, excluding principles of conflicts of laws. For every dispute regarding this Agreement: (i) the prevailing party is entitled to its costs, expenses, and reasonable attorney fees (whether incurred at trial, on appeal, or otherwise) incurred in resolving or settling the dispute, in addition to all other damages or awards to which the party may be entitled; (ii) each party consents to the jurisdiction of the courts within Clatsop County, Oregon and agrees that those courts have personal jurisdiction over each party; (iii) venue must be within Clatsop County, Oregon; and (iv) the parties must submit the dispute to mediation. Every mediation must be completed within three (3) months of the date when the initial notice demanding mediation was provided by any party. If, for any reason, the dispute is not resolved through mediation within the 3-month period, then the Parties may continue seeking to resolve the dispute by use of any process, including litigation by trial. No waiver of any provision or breach hereof is a waiver of any other provision or breach. All rights and remedies are cumulative and nonexclusive.

18. Notices

All notices and other communications provided hereunder must be in writing and will be deemed given: (i) on the date of hand-delivery; (ii) on the date when sent by facsimile (with confirmation of transmission); (iii) on the date when sent by email, with confirmation of receipt; (iv) the day after sending by a nationally recognized overnight delivery service (with confirmation of transmission); or (v) three (3) days after sending by certified mail (return receipt requested).

For purposes of this Agreement, addresses for notification, unless changed from time to time in writing, shall be:

FOR EVCS:

EV Charging Solutions, Inc.
Attn: Thais Grossi
11800 Clark Street

Arcadia, California 91006
thaisg@evcs.com 323.400.EVCS
(3827)



Salesperson: _____

Rebate Program: _____



SITE HOST:

SECONDARY/EMERGENCY CONTACT:

Company: **AAA**

Company: _____

Attn: _____

Attn: _____

Add. 1: **BBB**

Add. 1: _____

Add. 2: **CCC**

Add. 2: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

19. Successors and Assigns

The covenants, conditions and agreements contained herein shall bind and inure to the benefit of EVCS and Site Host and their respective successors and assigns. EVCS may freely and in its sole discretion assign this Agreement to a third party upon written notice to Site Host. Site Host may not assign this Agreement to any third party without prior written consent of EVCS.

20. Entire Agreement

This Agreement contains all the agreements between the parties hereto and may not be modified in any manner other than by agreement in writing signed by both the parties hereto and their successors in interest.



IN WITNESS WHEREOF, this Agreement is executed by both parties, to become effective on the date last executed.

EVCS

SITE HOST

By: _____

By: _____

Printed Name: Gustavo Occhiuzzo

Printed Name: _____

Title: CEO

Title: _____

Date: _____

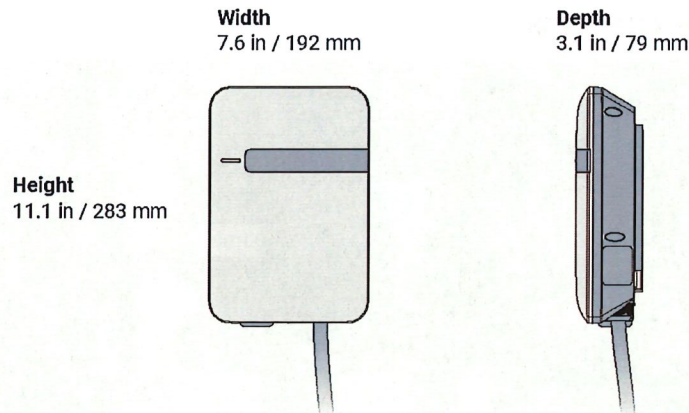
Date: _____

EXHIBIT A - Electric Vehicle Charging Station Equipment Specifications

- 150 kW DC Fast Charger (2) – Samsung 180 DCFC or equal
- 7.6 kW Level 2 EVSE (1) – Noodoe AC7LC and or equal

EVSIS 180kW Charger Product Technical Data Sheet		
Category	Category details	Criteria/parameter
Concept requirements	Charging system concept	One single unit containing all required components Charging system can be update with power modules OTA soft-/firmware capability for all key components (e.g. PLC board, all MCU/ECU board) Cooling system
	Load management	Internal load balancing to reduce kW per charger as well as load balancing across several installed charger has to be implemented (as provided by our backend) Load management across several installed charger has to be implemented (as provided by our backend) via OCPP 1.6
	Local UI for operations	UI provides an overview of error codes with timestamps All configuration keys can be set via the UI Max. load and/or input power can be set via the UI Firm-/software updates, error handling
	Parallel charging of two vehicles	Both vehicles charges at the DC-outlets
	Supported charging plug-/socket-types	CCS Type-1 as per IEC 62196-3 NACS ("24 02)
System Requirements	Operating temperature range [°C]	Max. temperature: +50 °C Min. temperature: -30 °C
	Max. altitude [m]	2000 m
	Max. relative humidity [%]	<95% non-condensing
	Operating audible noise emissions [dB]	<60 dB @ 1m
	Enclosure Rating	NEMA 3R
	Impact protection degree	IK10 (Housing)
	Material, Coating	Anti-corrosive protection e.g. galvanization
	M2M	all chargers must be equipped and set up with innogy M2M SIM cards
	EMC emissions	Class A (industrial) as per IEC/EN 61851-21-2 Class B (residential) as per IEC/EN 61851-21-2 (to be developed)
Quality Requirements	Quality management	The supplier shall provide full transparency of all quality relevant processes
	communication tests (frontend/backend)	Communication to car and also (to backend tbd) must be validated during final inspection.
	test protocol	Test protocol must document all performed tests and test results (visual, electrical and electrical safety, function) and is to be signed by the responsible person that performed the tests. All tests results have to be filed and archived.
Production Requirements	Serial numbers	Each number gets a unique serial number.
	Type plate	Type plate according to IEC61851-1 required.
	Variant management	Each version and revision of charger needs to be traceable. This includes every component of the charger to guarantee spare parts compatibility and failure tracking in case of quality problems.
	Labels	Labels and position, including labels for end testing to be defined, traceability of each charger and included components must be
	Material Number	Each charger is identified via material number. The material number and the batch number needs to be on the delivery slip and invoice of the charger.
Service Management	Safety Protection	All internal electric installations with life parts that exceeds extra-low voltage shall be protected by a transparent cover (touch)
	AC Input terminals	The AC Input terminals are designed for European conduits. The size of the terminals de-pends on the charger type
	Access to electrical and maintenance relevant components	All components are easy accessible by one technician.
	Hardware requirements	Doors and side panels are exchangeable
	Surface	Surface easy to clean and graffiti and sticker resistant
	Cable entry	The cable entry shall be located under the terminals. It must be easy to lead the cable into the terminals
	lifting hooks	For installation lifting hooks are installed. After installation the hooks are removable.
Installation/Maintenance	Change of Charging Cable	Change of charging cable must be easy and must be done in a reasonable time by a service technician.
	Safety	All European safety standards are considered for all installation and maintenance work.
	Installation/Commissioning	The installation process is possible to be done by two technician considering all European safety standards within 60 minutes.
	Maintenance	Change of charging cable must be easy and must be done in a reasonable time by a service technician.

HMI/User Interface	HMI/Display	LCD color display with 12.1" Touch screen
	Authentication/Payment	Customized logo can be updated remotely for the screen RFID authentication as standard
	RFID authentication	NFC reader
		All MIFARE standards as per ISO 14443A/B Type V as per ISO/IEC 15693
Electrical Grid Connection	Type of AC-Connection	AC 3-phase 4-wire: L1, L2, L3, 3P3W(no neutral) + PE
	Input voltage range [V]	480 Vac (line-2-line) ± 10 %
	Frequency range[Hz]	50/60 Hz ± 10 %
	Efficiency rating [%]	>94% @ full load
	Power Factor Correction (PFC)	PFC from -0.99 (ind) to +0.99 (cap)
Electrical Protection	Residual current device (RCD)	RCD Type-A' for DC outlet (primary side)
	Overall protection	Short-circuit protection Surge Protection Insulation monitoring Over- and undervoltage protection
		Comply with all CE-relevant safety and protection requirements, e.g.: IEC 61851
Construction & maintenance	Construction & maintenance friendly	Easy to build-up, Module check-up
Communication	Cellular connection	3G 4G
	Ethernet	10/100 Fast Ethernet 10/100/1000 Gigabit Ethernet
	WiFi	IEEE 802.11 b/g/n (under progress)
	Meter Communication	Communication between meter and controller
Backend communication	Communication protocol	OCPP 1.6 J5ON (2.0.1, to be developed) OCPP connection via VPN/APN tunnel Firm-/software updates via OCPP All configuration keys can be set via OCPP Non-auth mode can be set via OCPP config key
DC Charging (CCS)	Plug/Socket type	CCS Type-1 as per IEC 62196-3 (Configuration FF)
	Charging mode	Mode-4 as per IEC 61851-1
	Communication	PLC as per IEC 61851-23/-24; DIN 70121 ISO 15118-3
	Cable length [m]	5,5 m (outside length)
	Output power rating [kW]	180 kW
	Output voltage range [V]	150 - 1,000 Vdc
	Output current rating [A]	375 A



SPECIFICATIONS

Cloud service	Noodoe EV OS
Maximum output power	7.6 kW
Output power	32 A @208~240 Vac, 1-phase
Vehicle connector	SAE J1772
Charging cable length	25 feet / 7.6 m
Input power	1-phase, 3-wire, 208~240 Vac, 32 A maximum
Grounding system	TN, TT
Efficiency	> 99%
Power factor	> 0.99
Display	LED indicator, OLED, 20 characters, 2 lines
Communication protocol	OCPP 1.6 JSON
Network connectivity	Wi-Fi, 4G
RFID	RFID ISO/IEC 14443 A/B, ISO 15693
NEMA enclosures(NEMA)	NEMA 4
Impact protection	IK10
Electrical protection	Over voltage protection, under voltage protection, surge protection, ground fault protection, residual current device, short circuit protection, over current protection, over temperature protection
Operating temperature	-22 °F to +122 °F / -30 °C to +50 °C
Dimensions	7.6 (W) x 11.1 (H) x 3.1 (D) in 192 (W) x 283 (H) x 79 (D) mm
Weight	11 lbs / 5 kg
Certifications	UL, FCC, Energy Star

Noodoe EV OS

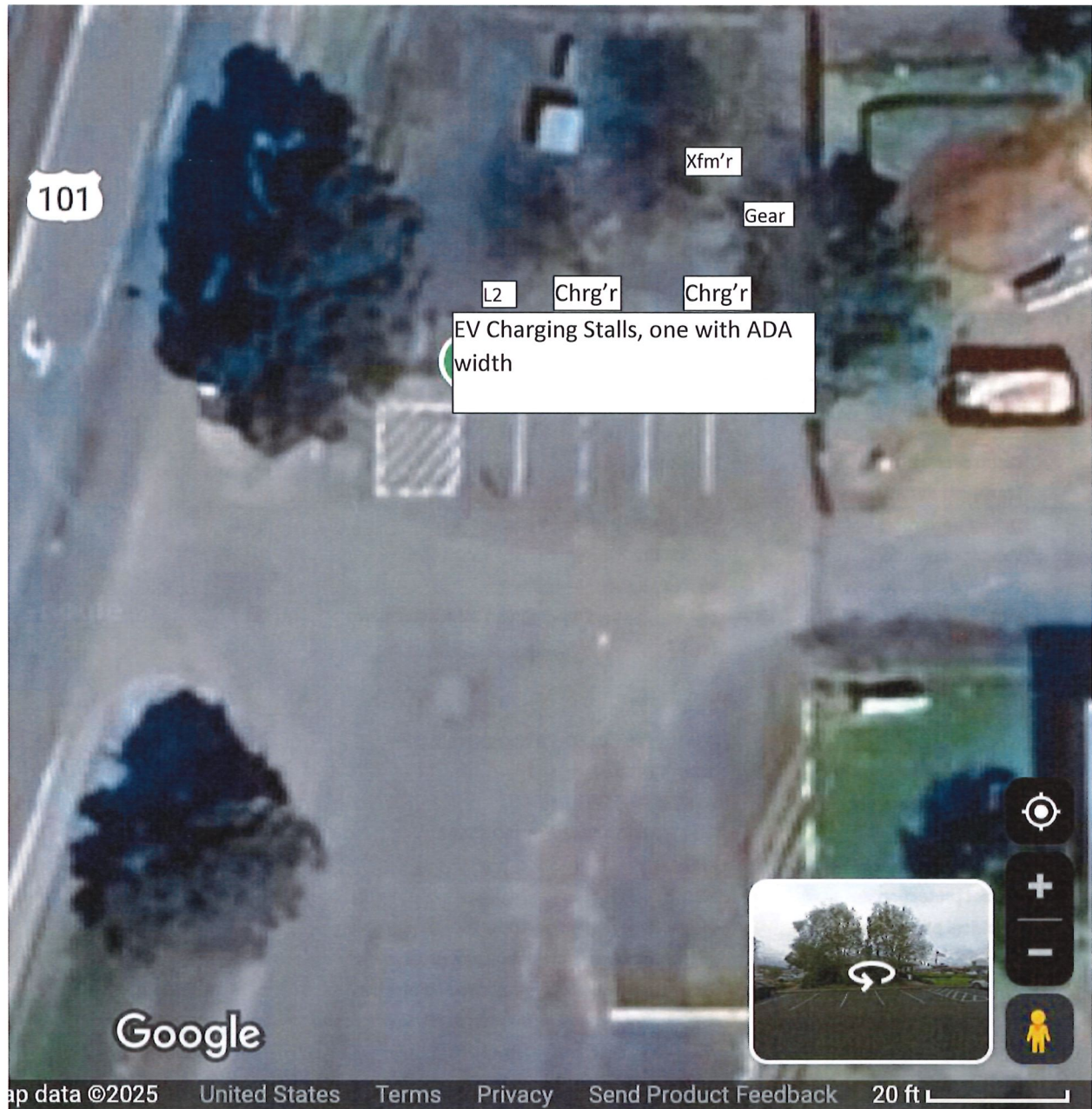


Noodoe Inc.
 9896 Bissonnet,
 Suite 440
 Houston, TX 7703,
 United States
 +1 281-888-3429
 info@noodoe.com
 noodoe.com



EXHIBIT B – Project Site Info

135 N Roosevelt Dr, Seaside, OR 97138



Utility/Electric Provider: Pacific Power

Electric Provider Acct. #: EVCS Pacific Power Account

Total Estimated Parking Spaces: 5 / Estimated Number of ADA Spaces: 1

**EXHIBIT D – Site Host Banking Information (for ACH Payment
Purposes)**

Name on Account:_____

Name of Bank:_____

Bank Routing Number:_____

01.09.24

WESTERN WA COMMUNITIES GET \$41.19M FOR NEW ELECTRIC VEHICLE CHARGING INFRASTRUCTURE

GRANT WILL ALSO FUND A NEW ELECTRIC TRUCK CHARGING HUB FOR THE PORT OF SEATTLE & PORT OF TACOMA, REDUCING EMISSIONS FROM AN ESTIMATED 300 DIESEL TRUCKS

WASHINGTON, D.C. – Today, U.S. Senator Maria Cantwell (D-WA), chair of the Senate Committee on Commerce, Science, and Transportation, announced that the U.S. Department of Transportation (DOT) has awarded four grants totaling \$41.19 million to help communities across western Washington state install more charging stations for electric vehicles. The funds will also help create a shared charging hub to service electric trucks hauling cargo to the ports of Seattle and Tacoma.

“These grants will help build out the EV charging infrastructure our state needs to reduce driving costs, lower carbon pollution, and improve the air quality at our two largest ports,” said Sen. Cantwell. **“More charging stations make it easier for Washingtonians to go electric and enjoy savings over the life of their cars from fueling with clean and affordable electricity instead of gasoline.”**

The grants announced today come from the DOT’s FY22-23 Charging and Fueling Infrastructure Discretionary Grant Program. They include:

- **\$14,588,384 for Energy Northwest:** Energy Northwest, a joint operating agency in Washington state, will install 40 fast chargers and 12 Level 2 chargers across western Washington state and northern Oregon. The project will provide EV access to largely rural and disadvantaged communities, including on indigenous lands. Impacted communities are Forks, Sequim, Quilcene, Shelton, Raymond, Ilwaco, Kamilche, Longview, Kalaloch, and Port Ludlow.
- **\$12,500,000 for the City of Mount Vernon:** The City of Mount Vernon will install 78 EV charging ports in a public parking garage located in a historic downtown area by the Skagit River and Interstate 5, an Alternative Fuel Corridor. The project will be constructed to allow the installation of another 200 charging ports in the future. The project will also help support a regional transit stop linking Skagit, Whatcom, and Snohomish counties.
- **\$2,103,611 for the City of Port Angeles:** The City of Port Angeles will install 50 fast EV chargers along State Road 101, which provides access to Olympic National Park and ferry service. Port Angeles is a small, rural community where improved EV infrastructure will help to reduce the environmental impacts of combustion engine vehicles.

- **\$12,000,000 for the Northwest Seaport Alliance:** The Northwest Seaport Alliance, the agency overseeing the Port of Seattle and the Port of Tacoma, will receive \$12 million to develop one or more shared electric truck charging hubs. These hubs will serve a network of about 4,500 heavy-duty trucks that provide cargo hauling services to the ports of Seattle and Tacoma. The project also will help reduce emissions from an estimated 300 diesel trucks, including greenhouse gas emissions that disproportionately impact disadvantaged, overburdened communities near the seaports and along major freight corridors between Seattle and Tacoma.

Sen. Cantwell is a leading Congressional advocate for the transition to electric vehicles. In 2022, she championed a key provision in the Inflation Reduction Act which provides up to \$7,500 in tax credits for the purchase of a new electric vehicle, and up to \$4,000 for the purchase of a used electric vehicle.

In 2021, she introduced the FAST Electricity Act, which would create a landmark 30% federal tax incentive to help build the market and spur the adoption of electric-powered vehicles. The FAST Electricity Act would include incentives to electrify marine and port vehicles.

In 2008, Senator Cantwell partnered with former Senator Orrin Hatch (R-UT) to author the current \$7,500 tax incentive for electrified passenger vehicles. This credit is often cited as a key catalyst for growing the electric car and truck market from essentially nothing 15 years ago to the dozens of models that consumers are now able to choose from.

###

April 22, 2025

SEPRD Board of Directors

Re: Oregon Government Ethics Commission Training

Directors,

As you know, the Oregon Government Ethics Commission adopted new rules for public officials on October 1, 2024, requiring all public officials to take training on their duties and roles as public officials. While the rules were adopted, there has not been any clarity on how those training courses would be structured and who would be authorized to provide them.

SDAO submitted training plans to the State and will be making edits to that plan to comply with this requirement. They may also provide additional training opportunities and there will likely be virtual and in-person options.

If the Directors would like to receive the training prior to that, there are a few opportunities for doing that. There are regional training courses hosted by other special districts or local governments that are open for registration and there are also online training courses that satisfy the requirements.

The Board has all the information or access to the information that I am able to provide at this time. I encourage them to consider how they want to proceed and let me know if I can support their efforts.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

503-738-3311 | sarchibald@sunsetempire.com | [sunsetempire.com](https://www.sunsetempire.com)

SITE MANAGEMENT AGREEMENT

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

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

EFFECTIVE DATE: **July 1, 2025**

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 (Scope of Work) and Exhibit A (Privacy, Security and Compliance Requirements), both 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, 2025** through **June 30, 2026**. 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 **\$4,364** by the 10th of each month. This compensation includes \$4,264 for monthly rent and site management, plus \$100 each

month for food delivery mileage reimbursement. The total cost of this agreement shall not exceed **\$52,368**.

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: Devrey Hachenberg
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.

CONTRACTOR and its employees, agents, and subcontractors shall avoid any actual, potential, or perceived conflict of interest in connection with the performance of this agreement. CONTRACTOR shall promptly disclose to NWSDS any circumstances that may create a conflict of interest or the appearance of one. Upon such disclosure, NWSDS and CONTRACTOR will work collaboratively to assess the situation and take any appropriate steps to address or mitigate the conflict in a manner that supports continued partnership and program integrity.

In compliance with the False Claims Act, CONTRACTOR and all sub-contractors shall not knowingly submit, or cause to submit, a false or fraudulent claim for payment to the United States Government. Any person who makes, or causes to make, a false claim for payment shall be subject to a civil penalty of not less than \$5,000 and not more than \$10,000, plus three times the amount of damages which the government sustained. Administrative remedies are available against any person who makes, or causes to make, a false claim for payment including a civil penalty of not more than \$5,000 for each such claim. Under Oregon law, it is a crime to knowingly make or cause to be made, false

claims for health care payment. NWSDS shall not prohibit CONTRACTOR or sub-contractors from disclosing information which the CONTRACTOR or sub-contractor reasonably believes is evidence of a false claim for payment or evidence of fraud, waste, or abuse.

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.
17. **Privacy and Security Compliance.** The Contractor agrees to comply with the terms outlined in **Exhibit A: Privacy, Security, and Compliance Requirements**, which is incorporated into this agreement by reference.

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: _____
Devrey Hachenberg
Executive Director of Operations

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 September 2022 and for Medicaid dated March 2025;
- Senior Meals Program Policies and Procedures;
- the Food Production and Delivery Agreement between NWSDS and Trio Community Meals dated July 1, 2025 through June 30, 2026; 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 11
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

EXHIBIT A

Privacy, Security, and Compliance Requirements

1. HIPAA, HITECH, and PHI Compliance

As a Business Associate of NorthWest Senior & Disability Services (NWSDS), Portland HR Solutions, Inc. (PDXHR) must comply with the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), and all federal and state regulations regarding the protection of Protected Health Information (PHI). This includes compliance with the following:

- 45 CFR 164.502 and 164.504 (Business Associate responsibilities)
- Oregon Administrative Rules (OAR) 943-014-0400 through 943-014-0465 (Protected Health Information privacy and security standards)
- ORS 192.553 - 192.581 (Oregon Consumer Information Privacy Laws)

PDXHR shall be fully responsible for any breach or unauthorized disclosure of PHI, including all costs incurred by NWSDS, such as notification costs, fines, or damages resulting from such breaches.

PDXHR shall ensure that all staff, subcontractors, and agents who have access to PHI receive annual HIPAA awareness training to understand and follow all required confidentiality and security policies.

2. Safeguarding Protected Health Information (PHI)

PDXHR must apply appropriate administrative, technical, and physical safeguards to protect PHI against unauthorized access, use, or disclosure. This includes:

- Access Control: Only authorized personnel should have access to PHI, and access must be reviewed regularly.
- Data Encryption: PHI must be encrypted in transit and at rest to prevent unauthorized access.
- Audit Controls: All access and activity involving PHI must be logged and regularly reviewed.
- Incident Response: The PDXHR must have a written plan for responding to data breaches or security incidents.

If PDXHR becomes aware of a breach or security incident involving PHI, it must notify NWSDS immediately, but no later than five (5) business days from discovery.

3. Confidentiality of Consumer Information

PDXHR shall treat all employee and consumer Information as confidential and shall not disclose it without prior written consent from NWSDS or as required by law.

Confidential information may only be used by employees or subcontractors who need access to fulfill the terms of this contract. PDXHR must establish policies to prevent unauthorized access or use.

If PDXHR receives or has access to Social Security Administration (SSA) or Federal Tax Information (FTI) records, the following additional requirements apply:

- PDXHR employees must pass background checks in accordance with IRS Publication 1075 for FTI access.
- PDXHR must maintain a list of all employees with access to SSA or FTI data and provide it to NWSDS upon request.
- PDXHR may not subcontract any work involving FTI without prior written approval from the IRS.

Failure to comply with these confidentiality requirements may result in termination of the contract and potential civil or criminal penalties.

4. Data Security and System Access

If PDXHR exchanges electronic data with NWSDS (e.g., claims processing, eligibility verification, or other transactions), PDXHR must:

- Execute an Electronic Data Interchange (EDI) Trading Partner Agreement
- Comply with OAR 943-120-0110 through 943-120-0160 (Electronic Transactions Rules)
- Adhere to NWSDS's security policies for electronic transmissions of PHI

All systems used to access PHI must be configured with industry-standard security protections, firewalls, and intrusion detection systems.

5. Business Associate Agreements (BAAs)

If PDXHR works with third parties or subcontractors who may access PHI, PDXHR must ensure that each subcontractors signs a Business Associate Agreement (BAA) and follows the same security standards required under HIPAA and this contract.

NWSDS may request documentation of these agreements at any time.

6. PDXHR Compliance Audits

NWSDS reserves the right to audit PDXHR's compliance with HIPAA, HITECH, and state privacy laws. The PDXHR must allow NWSDS, or its designated auditor, to review records, policies, and security controls related to PHI upon reasonable notice.

If an audit finds that PDXHR is non-compliant, the PDXHR must correct deficiencies within 30 days or risk termination of the contract.

7. Amendments and Regulatory Changes

If federal or state laws change in a way that impacts the obligations of this Agreement, PDXHR agrees to comply with any new or modified requirements. NWSDS reserves the right to update this Exhibit A in response to changes in the law.

8. Return or Destruction of PHI

Upon contract termination or at the request of NWSDS, PDXHR must return or securely destroy all PHI in its possession, in accordance with NIST Special Publication 800-88 (Guidelines for Media Sanitization).

PDXHR must certify in writing that all PHI has been returned or permanently destroyed.

Applicable Laws & Regulations

Exhibit A is governed by the following laws and regulations:

- Health Insurance Portability and Accountability Act (HIPAA), 45 CFR Parts 160 & 164
- Health Information Technology for Economic and Clinical Health (HITECH) Act
- Oregon Consumer Information Privacy Laws (ORS 192.553 - 192.581)
- Oregon Administrative Rules (OAR) 943-014-0400 through 943-014-0465 (HIPAA Security Rule Compliance)
- OAR 943-120-0110 through 943-120-0160 (Electronic Transactions and Data Interchange)
- IRS Publication 1075 (For Federal Tax Information)
- NIST SP 800-88 (Guidelines for Secure Data Disposal)

April 22, 2025

SEPRD Board of Directors
Re: District Truck

Directors,

Approximately one year ago, the District sold their truck, which was a 2002 GMC pickup. The decision to sell was motivated by the abundance of maintenance issues that staff were experiencing with the truck and the truck's inability to meet the full needs of the District.

Since that point in time, District maintenance staff have occasionally had to use personal vehicles for some maintenance tasks such as making runs to the dump, picking up large items from a local hardware store or occasionally transporting heavy landscape/turf equipment for repairs or service. This practice is not ideal.

The State of Oregon has procurement contracts with many vendors to purchase items, such as vehicles, on agreed upon rates. Staff have been working with two authorized vendors and would like authorization to purchase a GMC Canyon pickup truck to assist with maintenance needs and other purposes as defined by the Executive Director. Staff did consider other vendors but feel this option provides the truck functions that we need in the most fiscally responsible manner.

The truck provides all the necessary functions, including towing capacity. The total cost of the vehicle is \$43,956.22 and we are proposing that the District finance the truck with quarterly payments for the next five years. Pursuing finance helps minimize our financial exposure and gives us the opportunity to spread the cost of this important purchase out.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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



From: RYAN CHURCH
500 SW Sublimity Blvd
Sublimity Oregon 97385
Phone: (503)769-7100
Fax: (503)769-4367

QUOTE# 141125
ADDITIONAL REFERENCE 149655
Date: 04-11-2025
Customer: SUNSET EMPIRE PARK + RECREATION DISTRICT

INVENTORY STATUS: IN STOCK AND AVAILABLE		
1	2025 GMC CANYON CREW CAB	
	Trim Level: ELEVATION Ext. Color: WHITE Int. Color: BLACK CLOTH Engine: 2.7L TURBO GAS ENGINE Transmission: 8 SPEED AUTOMATIC Drive Type: 4WD	
	TRUCK, EQUIPMENT DETAILS ON PAGE 2 AND 6	\$44,380.00
	INCLUDES 3RD KEY AND REMOTE	
	BID ASSISTANCE	\$1,200.00
	PRIVILEGE/USE TAX	\$215.90
	CAT TAX	\$178.32
	PLATE FEE	\$26.00
	TITLE FEE	\$101.00
	DOCUMENTATION FEE	\$200.00
	E-PLATE REGISTRATION	\$5.00
	ELECTRONIC FILING FEE	\$50.00
BID TOTAL		\$43,956.22

X



Vehicle: [Retail] 2025 GMC Canyon (T4C43) 4WD Crew Cab Elevation (Complete)

Window Sticker

SUMMARY

[Retail] 2025 GMC Canyon (T4C43) 4WD Crew Cab Elevation MSRP:\$41,700.00

Interior:Jet Black, Cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, TurboMax

Transmission, 8-speed automatic, 8L80

OPTIONS

CODE	MODEL	MSRP
T4C43	[Retail] 2025 GMC Canyon (T4C43) 4WD Crew Cab Elevation	\$41,700.00
OPTIONS		
4VL	Elevation Preferred Equipment Group	\$0.00
A2X	Seat adjuster, driver 8-way power	Inc.
A50	Seat, front bucket	\$0.00
AL9	Seat adjuster, power driver lumbar control	Inc.
BDR	Tailgate keyed cylinder lock	Inc.
BPC	MultiStow Tailgate, storage compartment	Inc.
BTV	Remote vehicle starter system	Inc.
C75	Lighting, interior, overhead courtesy dual reading lamp	Inc.
CJ2	Air conditioning, dual-zone automatic climate control	Inc.
DD8	Mirror, inside rearview auto-dimming	Inc.
DEG	Visors, driver and front passenger illuminated sliding vanity mirrors	Inc.
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
H2Z	Jet Black, Cloth seat trim	\$0.00
KA1	Seats, heated driver and front passenger	Inc.
KC9	Power outlet, bed mounted, 120-volt	Inc.
KI6	Power outlet, 120-volt rear of console	Inc.
L3B	Engine, TurboMax	\$0.00

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Data Version: 25165. Data Updated: Apr 10, 2025 6:44:00 PM PDT.



Vehicle: [Retail] 2025 GMC Canyon (T4C43) 4WD Crew Cab Elevation (Complete)

MFC	Transmission, 8-speed automatic, 8L80		\$0.00
N37	Steering column, tilt and telescopic, manual	Inc.	
NE1	Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia and Washington state requirements		\$0.00
PPA	Tailgate, EZ-Lift and Lower	Inc.	
RQ8	Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Dark Grey painted Aluminum		\$0.00
T40	Fog lamps, front LED	Inc.	
UBI	USB ports, 2, center console, charge-only, rear	Inc.	
URL	11.3" diagonal Premium GMC Infotainment System		\$0.00
WPC	Convenience Package		\$1,435.00
Y19	Preferred Package		\$650.00
SUBTOTAL			\$43,785.00
Adjustments Total			\$0.00
Destination Charge			\$1,595.00
TOTAL PRICE			\$45,380.00

FUEL ECONOMY

Est City:17 MPG
Est Highway:21 MPG
Est Highway Cruising Range:449.40 mi

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Data Version: 25185. Data Updated: Apr 10, 2025 6:44:00 PM PDT.



Vehicle: [Retail] 2025 GMC Canyon (T4C43) 4WD Crew Cab Elevation (/ Complete)

Chassis

Suspension

Axle Capacity - Front	N/A	Axle Capacity - Rear	N/A
Axle Ratio (:1) - Front	3.42	Axle Ratio (:1) - Rear	3.42
Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	N/A	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	Q2P	Rear Tire Order Code	Q2P
Spare Tire Order Code	XCQ	Front Tire Size	265/65R18SL
Rear Tire Size	265/65R18SL	Spare Tire Size	P265/70R17SL
Front Tire Capacity	N/A	Rear Tire Capacity	N/A
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	18 x 8.5 in	Rear Wheel Size	18 x 8.5 in
Spare Wheel Size	17 x 8 in	Front Wheel Material	Aluminum
Rear Wheel Material	Aluminum	Spare Wheel Material	Steel

Steering

Steering Type	Electric Rack & Pinion	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	N/A	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	13.4 x -TBD- in
Rear Brake Rotor Diam x Thickness	13.3 x -TBD- in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

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Vehicle: [Retail] 2025 GMC Canyon (T4C43) 4WD Crew Cab Elevation (Complete)

Technical Specifications

Chassis

Weight Information

Standard Weight - Front	176.00 lbs	Standard Weight - Rear	32.00 lbs
Base Curb Weight	N/A	Gross Axle Wt Rating - Front	3500 lbs
Gross Axle Wt Rating - Rear	3600 lbs	Curb Weight - Front	2396 lbs
Curb Weight - Rear	1901 lbs	Option Weight - Front	18.00 lbs
Option Weight - Rear	42.00 lbs	Reserve Axle Capacity - Front	910.00 lbs
Reserve Axle Capacity - Rear	1625.00 lbs	As Spec'd Curb Weight	4565.00 lbs
As Spec'd Payload	1685.00 lbs	Maximum Payload Capacity	1953.00 lbs
Gross Combined Wt Rating	13250 lbs	Gross Axle Weight Rating	7100.00 lbs
Curb Weight	4297.00 lbs	Reserve Axle Capacity	2535.00 lbs
Total Option Weight	60.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	6250.00 lbs

Trailering

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	7700 lbs	Wt Distributing Hitch - Max Tongue Wt.	770 lbs
Fifth Wheel Hitch - Max Trailer Wt.	N/A	Fifth Wheel Hitch - Max Tongue Wt.	N/A
Maximum Trailering Capacity	7700 lbs		

Frame

Frame Type	Fully-boxed	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

Suspension

Suspension Type - Front	Lifted w/Independent Coil-Over-Shock	Suspension Type - Rear	Lifted w/Semi-Elliptic Two-Stage Multi-Leaf Springs
Spring Capacity - Front	N/A	Spring Capacity - Rear	N/A
Axle Type - Front	N/A	Axle Type - Rear	N/A

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Vehicle: [Retail] 2025 GMC Canyon (T4C43) 4WD Crew Cab Elevation (Complete)

Chassis			
Fuel Tank			
Fuel Tank Capacity, Approx	21.4 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

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SEPRD Executive Director Goals 2024-25

Key Results / Goals

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

