

#### Sunset Empire Park & Recreation District Board Meeting Agenda Tuesday, February 28, 2023, 5:15pm Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138

The SEPRD Board will meet in person following guidance from the State of Oregon. For those that do not prefer to attend in person, the Board will accept written public comment to info@sunsetempire.com. The Board Meeting will be available via the District's YouTube page at: https://youtu.be/AbmFwDasYuc

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Declaration of Potential Conflict of Interest
- 4. Recognition of SEPRD Employee of the Month-February: Isaiah Collins
- 5. Public Comment
- 6. Correspondence
  - A. Hampton Lumber Information regarding Timber Tax Revenue
- 7. Approval of Board Meeting Minutes: January 24, 2023
- 8. Review Financials: January 2023
- 9. Staff Presentation: Haley Wilding, SEPRD HR & Admin Coordinator
- 10. Old Business
  - A. Occupancy Update
    - 1. Agreement for services from Interface Engineering
  - B. Broadway Field Update
  - C. Strategic Plan Update
  - D. District Goals 2023
- 11. New Business
  - A. SPR Foundation
  - B. Board Election Information from Clatsop County
  - C. Budget Committee Vacancy, Process, Timeline
  - D. Request from NWRESD for Escuelita Movil (Little Mobil School)
- Executive Session: Board of Directors will go to Executive Session for the 12. purpose of "conducting deliberations with persons designated by the governing body to negotiate real property transactions" pursuant to ORS 192.660 (1)(e).
- **Executive Director Report** 
  - A. Staffing Update
  - B. Special Events Recap/Meetings & Events Upcoming
    - 1. SEPRD Family Dance: March 18
    - 2. SEPRD March Board Meeting: March 23 (Thursday)
    - 3. Ship & Savor: May 7
- **Board Comment** 14.
- 15. Adjournment

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



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

SEPRD is inviting you to a scheduled Zoom meeting.

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

Time: Feb 28, 2023 05:15 PM Pacific Time (US and Canada)

Feb 28, 2023 05:15 PM

Join Zoom Meeting:

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

Meeting ID: 836 9723 5504

Passcode: 207461

One tap mobile

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

Meeting ID: 836 9723 5504

Passcode: 207461

Find your local number: <a href="https://us02web.zoom.us/u/kbxlfYea3V">https://us02web.zoom.us/u/kbxlfYea3V</a>





PAUSE FOR APPLAUSE

# JANUARY 2023 WINNER

AWARDED TO:

# ISAIAH COLLINS

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

Skyler Archibald

EXECUTIVE DIRECTOR



# State Forest Background

- The State of Oregon has a contractual relationship with 15 counties to manage 745,000 acres of state forestlands.
- Managed by ODF on behalf of the forest trust land counties.
- State obligated to support the environmental, economic, and social values of these forests – Greatest Permanent Value (GPV)



# **Clatsop County Beneficiaries**

- Statutory Revenue Formula:
  - 36.25% to ODF 63.75% to counties

#### **LOCAL TAXING DISTRICTS**

~39% for county government, roads, special projects, other tax districts

~31% for individual school districts

~22% for the County School Fund

~7% for Clatsop Community College

~1% NW Education Service District

Clatsop County 4-H/Extension Service Port of Astoria Clatsop Care Center Rural Law Enforcement Road District 1 Clatsop Community College NW Education Service District Warrenton-Hammond School District Seaside School District Jewell School District Astoria School District Knappa School District Clatskanie School District Sunset Transportation District Sunset Parks & Recreation Rural Fire Protection Districts

# What is a Habitat Conservation Plan (HCP)?

- Voluntary agreement to protect wildlife species and ecosystems
- Provides landowners operational flexibility and assurances
- USFWS and NOAA review, analyze and approve or deny the State's HCP
- Draft HCP currently under NEPA review



## **ODF HCP Summary**

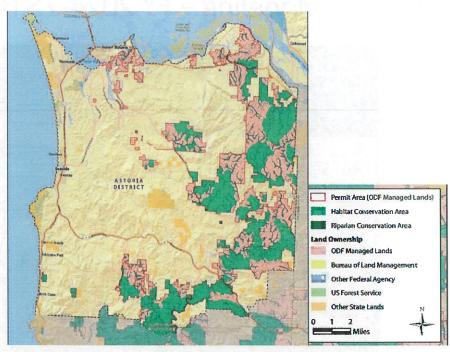
- Includes 645,000 acres of state forestland in Western Oregon
- Covers 17 terrestrial and aquatic species
  - Not all species listed as threatened or endangered under state and/or federal ESAs
- 70-year permit term
- Must receive approval from USFWS and NOAA Fisheries before final adoption by Board of Forestry
- NOTE: ODF's HCP is separate from Elliott State Forest HCP and Private Forest Accord HCP



### Concerns with Draft HCP

- This HCP would set aside 55% of forestland for habitat that will be restricted from most harvest activities, resulting in:
  - Up to 35% reduction in harvest from current levels
  - Loss of hundreds of jobs (estimate 11 jobs per MMBF)
  - Less revenue for counties, taxing districts, and ODF
- No other HCP on the West Coast required this much land be set aside
- HCP was developed with state and federal agencies and without
  - · socio-economic analysis
  - stakeholder input or consultation with counties
  - · current or consistent data
  - · transparency or accountability

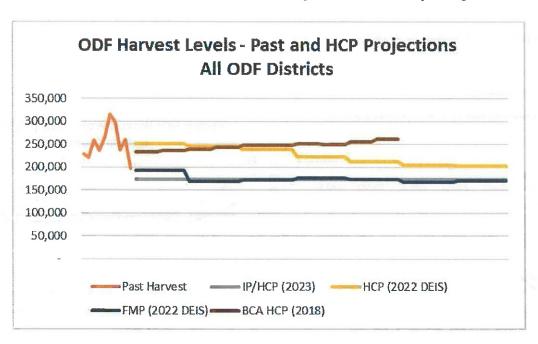
# **ODF Astoria District HCAs**



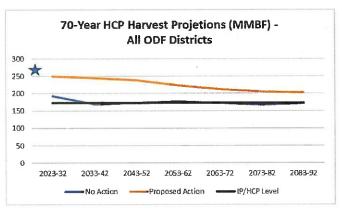
# Updated HCP Modeling – FY 2024-25 Harvest Levels

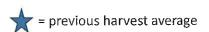
	What is	being up	dated?
H	arvest Levels (M	IMBF)	
District	Previous IP Levels	Revised IP Levels	
Astoria	73	48-52	<b>国际</b> 提出的 45%
Forest Grove	61	43-47	Adjustment
Tillamook	47	47-52	
North Cascade	19	9-10	to Harvest
West Oregon	12	9-10	Levels
Western Lane	12	9-10	LCVCIS
Southwest	1.4-2.2	0-1.5	
Totals	225.4 to 226.2	165 to 182.5	

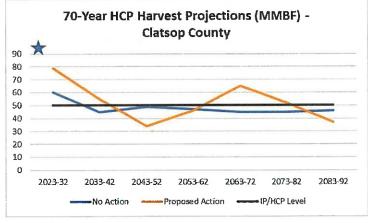
# Harvest levels are well under previous projections



# Harvest levels are well under previous projections







# Harvest Level Summary

- Previous 5-year average 262 MMBF
- Previous 10-year average **252 MMBF**
- 2018 Business Case average 247 MMBF
- 2021 draft EIS average **226.5 MMBF**
- New HCP modeling average 173.75 MMBF
- Companion FMP TBD,
  - modeling happening now
  - Concern that additional restrictions will further reduce harvest levels



# OREGON STATE FOREST INDIRECT ECONOMIC IMPACTS

The social and economic impacts of Oregon State Forest timber harvests extend far beyond stumpage payments. In addition to stumpage revenue, ODF harvests in FY21 (260 mmbf) generated more than \$142.4 MILLION for logging, hauling, road building, and lumber businesses IN LOCAL COMMUNITIES.



\$42.8M

HARVEST TAX

\$1.1M

COUNTIES

\$74.1M

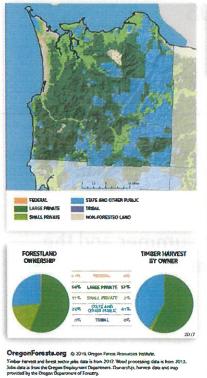
LOCAL RESIDENTS

\$142.4M

INDIRECT BENEFITS OF ODF TIMBER PROGRAM: HAMPTON CASE STUDY FINISHED PRODUCTS METRIC TONS OF CO2 293,627 STORED IN LUMBER WEEKS OF 8 SAWMILL HAMPTON LUMBER **OPERATIONS** 7,466 HOMES FRAMED ODF TIMBER PURCHASED (FY21): 71,749 MBF Hampton Sawmills: ODF-related Operating Time STUMPAGE VALUE: \$29.3M (A) 8 249 employees Willamina LOGGING & HAULING: \$16.5M 🏚 64 employees LOGGING & HAULING \$165M ROAD BUILDING & MAINTENANCE; \$35M PAYMENTS LANDOWNERS; \$110k MILL WAGES & BENEFITS (HAMPTON ONLY); \$88M LUMBER TRUCKING; \$2M LUMBER SALES & LOGISTICS; \$8.4M Banks AgriculturalBark, mulch, sai 173 employees Tillamook 2 145 employees Warrenton Other miles (non Hampton) LOCAL BENEFITS: +\$39.3M\* 20 RESIDUAL Weeks of Work **PURCHASERS** TOTAL BENEFITS: \$68.6M \*DOES NOT INCLUDE HARDWOOD SAWMILL OR SECONDARY MANUFACTURING IMPACTS

#### CLATSOP COUNTY







- 1,315 forest sector jobs –
   6.3% county employment
- Average forest sector wage \$77,900/year
  - 71% higher than county average
- Mills in county
  - Warrenton Fiber
  - Hampton Lumber
  - Georgia Pacific Wauna

# Timeline – Next Steps

- Feb 3-March 6 IP public comment period
- Feb 7 at 1pm FMP/HCP public meeting
- Feb 24 at 10am FTLAC meeting
- March 8-9 BOF meeting Corvallis and virtual



 Federal NEPA review is scheduled to wrap up this summer and the BOF will take a final vote on the HCP in September

# How can you get involved?

- Share concerns directly with the Board of Forestry and State Forester
  - Comment letters and live testimony
  - Urge the BOF to draft an HCP that doesn't hurt rural communities
- Inform other taxing districts and local leaders of this information
- Local paper LTEs
- Sign up for updates at <a href="https://stateforestcan.org/">https://stateforestcan.org/</a>





#### Clatsop County Briefing - February 6, 2023

#### State Forest Background

Approximately 745,000 acres of Oregon's forests are owned and managed by the state, the majority of those acres are known as Forest Trust Lands. In the 1930s, 15 counties entered into an agreement with the state that conveyed ownership and management of 613,000 acres of county forestland to the Oregon Department of Forestry (ODF).

In exchange, ODF agreed to actively manage those Forest Trust Lands and return 64 percent of the revenues produced from timber harvest to the counties, with the state retaining the remaining 36 percent as a management fee.

The counties then distribute the money received to taxing districts within the county, benefiting organizations like 4-H/Extension, fire departments, community colleges, healthcare centers, emergency response, libraries, recreation centers, and K-12 school districts.

#### **HCP Development**

In the hopes of improving both conservation and economic outcomes on state forestlands, ODF developed a draft Habitat Conservation Plan (HCP) with the U.S. Fish and Wildlife Service (USFW) and the National Oceanic and Atmospheric Administration (NOAA). The draft HCP is currently under federal review as required before the Oregon Board of Forestry (BOF) makes a final decision on the HCP.

An HCP is a voluntary plan or agreement available to landowners under the federal Endangered Species Act to protect wildlife species and the ecosystems on which they depend. It is intended to ensure landowners operational flexibility and assurances while providing for the needs of fish and wildlife.

ODF's draft HCP includes 645,000 acres of state forestland in Western Oregon, covers 17 terrestrial and aquatic species, and would be in place for 70 years.

#### **HCP Concerns and Impacts**

ODF developed their HCP without stakeholder input or consultation with counties or taxing districts. It was also drafted before accurate and up-to-date data could be used and its impacts analyzed. Not only were harvest projects overinflated, but a thorough socio-economic analysis was never completed.

ODF's draft HCP would set aside 55% of forestland for habitat, leaving less than half of the forest for active management. No other HCP on the West Coast requires this much land to be set aside for habitat.

The result? Up to a 35% reduction in harvest from levels ODF predicted they would achieve under this HCP. The Astoria district alone will drop harvest levels from 73 MMBF to 48-52 MMBF a year. A reduction in harvest means a reduction in direct and indirect revenue and the loss of hundreds of jobs. For every dollar paid for an ODF timber sale, another \$1.20 is generated harvesting, transporting, and processing logs into wood products.

#### How you can help raise awareness

#### 1. Share concerns directly with the Board of Forestry and State Forester

- Use this link to submit a form letter to the Board, or personalize the letter: speak4.app/lp/b288e7/
- Submit a comment letter to the board
- Provide live testimony at an upcoming meeting
- Call Board of Forestry members directly

#### Upcoming meetings/comment periods:

- Feb 3-March 6 IP public comment period
- Feb 7 at 1pm FMP/HCP public meeting
- Feb 24 at 10am FTLAC meeting
- March 8-9 BOF meeting Corvallis and virtual

Federal review is scheduled to wrap up this summer and the BOF will take a final vote on the HCP in September

#### Top Three Things to bring to the Board's attention:

- 1. The financial impact to your budget
- 2. How a reduction in funding will impact the availability of services you provide
- 3. The Board should make changes to the draft HCP now, before getting any further into the process
  - a. Changes should increase harvest levels closer to previous projections
  - b. Don't rush it! This HCP has a 70-year implication it's critical the Board take the necessary time to get this right for Oregonians.

#### 2. Reach out to influential people in the community and ask them to call members of the Board

- Senator Suzanne Weber
  - Sen.SuzanneWeber@oregonlegislature.gov
  - Capitol Phone: 503-986-1716
  - District Phone: 503-300-4493
- Representative Cyrus Javadi
  - Rep.CyrusJavadi@oregonlegislature.gov
  - Capitol Phone: 503-986-1432
- Former elected officials (Ex: former Senator Betsy Johnson)

#### 3. Contact your peers in other counties/taxing districts and share this information

#### 4. Submit a Letter to the Editor in your local paper

- The Oregonian: 250 word limit, letters@oregonian.com
- The Daily Astorian: 250 word limit, editor@dailyastorian.com
- Cannon Beach Gazette: 300 word limit, piloteditor@countrymedia.net
- Clatskanie Chief: 250 word limit, submit online (thechiefnews.com)
- Seaside Signal: 250 word limit, submit online (seasidesignal.com)
- Columbia County Spotlight: 300 word limit, submit online (columbiacountyspotlight.com)

#### THE EMPEROR HAS NO CLOTHES

The <u>Oregon Department of Forestry (ODF)</u> has a big problem on its hands. Last week it became clear that the 70-year State Forest Habitat Conservation Plan (HCP) ODF spent years developing will decimate the agency's budget, do significantly more economic harm to surrounding communities than was previously reported, and shutter many large and small forest sector businesses in the process. While the counties, taxing districts, and local forest sector businesses like Hampton have been <u>sounding the alarm</u> for years, the Board of Forestry has allowed this process to continue based on ODF's unrealistic promises and inaccurate projections. Whether or not they admit it publicly, ODF is encountering a troubling reality; their proposed HCP isn't delivering what they claimed it would. It's time to take the blinders off.

Five years ago, ODF pitched the idea of an HCP to the Board of Forestry under the premise that such a plan would provide certainty and support the twin goals of enhanced habitat conservation and increased financial viability. The plan would increase conservation measures while also allowing for 250 million board feet (MMBF) of timber harvest annually. These harvests generate revenue for ODF operations and county services and create economic opportunities for hundreds of local forest sector businesses and wood manufacturers.

What's so great about an HCP and how does one go about getting one? A land manager (in this case, ODF) usually proposes a set of long-term plans that include a range of conservation measures and the federal agencies involved in regulating fish and wildlife (NOAA and USFW) give a thumbs-up or a thumbs-down to each plan. Once the federal agencies have signed off on your plan, the likelihood for environmental lawsuits over harvest operations is reduced so long as you follow the plan. Here's the thing; the agencies don't tell you exactly what you need to do to get a thumbs-up on your plan. They simply react to the plans they receive.

To the dismay of the counties and surrounding communities, instead of fully analyzing a variety of conservation approaches, and preparing an HCP that delivers the best approach for all Oregonians, ODF staff prepared a single "preferred alternative" and submitted it to the federal agencies blind to the consequences. The Board of Forestry was told submission of the application was merely "a step in the process," and analysis of how the plan might perform would come later. The federal agencies are now analyzing that plan in isolation.

And how did that plan come together? Almost entirely behind closed doors. Over the course of two years, ODF staff met with other state and federal agencies in closed meetings where lines were drawn on maps and conservation measures discussed in private. Only after the work was completed was it shared with the public and the Board of Forestry. ODF gathered all its eggs in the dark and placed them in a single basket. Occasionally, ODF would release rosy harvest predictions that were greeted with a great deal of skepticism by the counties, rural communities and forest sector workers who reviewed them. In confirmation of that skepticism, those projections were slowly and repeatedly revised downward.

Now near the end of their journey, ODF has submitted its preferred alternative to the federal agencies and a little daylight is revealing that the bottom of the basket has fallen out entirely. Last week, ODF released harvest projections for the next two years based on its preferred alternative HCP. Starting this year, annual average harvests will drop as low as 165 MMBF a year, a 34% reduction from the annual 250 MMBF ODF promised the Board of Forestry just a few months ago. According to ODF, these lower

harvest levels are not expected to increase over the 70-year life of the HCP. The counties, along with rural public service providers, residents and local businesses will just have to absorb the social and economic losses, and live with the mess. ODF's hope, one assumes, is that state legislators will allow some of that shortfall to be offset with dollars from the state's General Fund.

I believe the festering problems now coming to light are due to a lack of transparency and oversight from the Board of Forestry. No one likes to admit mistakes. There is undoubtedly significant pressure to live with the current plan given the time and energy that has been invested to date. However, this plan would lock the state and the surrounding counties into a long-term management regime that will affect local communities for generations. It would be a disservice to all Oregonians to push through a flawed plan just to save time and face.

Given HCP implementation is resulting in radically different outcomes than what was originally projected, the Board has an obligation to re-evaluate ODF's proposed HCP. Luckily, the Board has time and options at their disposal. The federal agencies have never claimed a less restrictive HCP that allows for more harvest activity wouldn't also pass muster. The Board can and should direct ODF staff to prepare a revised HCP (heck, maybe two!) that gets harvests levels back up to the levels proposed at the start of this process. ODF staff have already done a lot of the legwork required, they just need someone to tell them it's okay to try again.

The facts have certainly changed. The question remains, will the Board of Forestry and ODF have the sense to alter course?

ODF is asking for public comment on the proposed harvest levels and implementation plans that are a direct result of this flawed HCP. If you share our concerns, you can make your voice heard by submitting your thoughts <a href="mailto:here.">here.</a> Even better, you can send your comments directly to the Board of Forestry at <a href="mailto:horadofforestry@odf.oregon.gov">horadofforestry@odf.oregon.gov</a> and to the State Forester at <a href="mailto:Cal.T.Mukumoto@odf.oregon.gov">Cal.T.Mukumoto@odf.oregon.gov</a>

Steve Zika, CEO Hampton Lumber



# BOARD MEETING MINUTES SUNSET EMPIRE PARK & RECREATION DISTRICT JANUARY 24, 2023, 5:15PM

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

CALL TO ORDER

The Regular meeting of the Sunset Empire Park & Recreation District Board was

called to order at 5:15pm by Board President Katharine Parker.

ATTENDANCE

Present: Katharine Parker, Board President; Celeste Bodner (via Zoom®), Board

Vice-President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman

Absent: N/A

Also Present: Skyler Archibald, Darren Gooch, Chris McCollister (SEPRD Staff)

PLEDGE OF ALLEGIANCE

Led by Parker.

DECLARATION OF

POTENTIAL CONFLICT OF INTEREST No Directors declared a conflict of interest.

PUBLIC COMMENT

Kathy Klezek offered public comment. Kathy works for the Sunset Empire

Transportation District and offered insight on upcoming grant opportunities. She

also offered information about the upcoming SDAO Conference.

CORRESPONDENCE

There was no correspondence in the packet.

RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH FOR DECEMBER: STEVIE JONES; JANUARY: JACKSON WAGNER The Board recognized the work of Stevie Jones for December and Jackson Wagner for January. Stevie works for the Youth Programs Department and is a positive, upbeat and enthusiastic leader. Jackson is a recent addition to our aquatics team and

does great work interacting with the Sunset Pool patrons.

AUDIT REPORT

The Board received the 2021-2022 Audit from Kern & Thompson, with Rick Proulx in attendance. Rick shared a summary of the audit and the Board engaged with Rick to ask questions pertinent to the Audit. *After review, the Board unanimously* 

adopted the 2021-2022 Audit Report, with suggested edits (Gorman/Coddington).

APPROVAL OF BOARD MEETING MINUTES The Board reviewed the meeting minutes from the Board Meeting held on, November 22, 2022. After review, the board unanimously approved the Board

Meeting Minutes (Hinton/Coddington).

REVIEW OF FINANCIALS

The Board reviewed the Financial Reports from November 2022 and December 2022, including a few new reports created by staff to ease the review of the financials by the Board. After review the Board unanimously approved the



financials for November (Coddington/Hinton) and December (Gorman/Hinton), both of 2022.

#### **OLD BUSINESS**

OCCUPANCY UPDATE: Mr. Archibald reviewed the recent developments with the occupancy process for the Sunset Recreation Center. In December the District received correspondence from the City, regarding the plans that were submitted by Scott Edwards Architecture (SEA). There were some items that needed to be addressed, most pertaining to the life safety plan and fire safety systems. Based on the feedback from the city and the concerns shared, SEA has asked Interface Engineering to assist and they performed their work on January 12. Mr. Archibald will receive their report soon and will update the Board.

BROADWAY FIELD UPDATE: Mr. Archibald shared an update with the Board. There are three groups that have convened regarding the Field and softball field project and the District is involved in all of those groups and conversations. The timeline is tight because of the hope to have the field be in operation for the Spring and Fall sports season in 20223.

STRATEGIC PLAN RFP UPDATE: Mr. Archibald shared that while there had been a slight delay in the plan, things were underway, and he anticipated a kickoff meeting in the next week or so.

#### **NEW BUSINESS**

DISTRICT FINANCIAL SIGNERS: The Board unanimously voted to remove Melissa Ousley as a signer on the District financial accounts and add Haley Wilding with Skyler Archibald and Justin Smith continuing to act as signers (Gorman/Coddington).

DISTRICT GOALS 2023: Mr. Archibald and the Board discussed the District Goal 2023. The goals are important for helping staff allocate time based on Board Priorities. The Board shared the following as goals with more discussion to come:

- 1. Explore & learn more about Systems Development Charges (SDC's) and bring information back to the Board→ Hinton
- 2. Start conversation with out-of-District communities for possible District expansion→ Parker
- 3. Hire a grantwriter to help with fundraising efforts.
- 4. Return Sunset Pool to pre-pandemic hours of operation, offering more weekends and open swim times → Hinton
- 5. Create more opportunities for patrons to get to know staff, particularly Mr. Archibald→ Coddington

Additionally, the Board wanted to keep the goals from 2022 that were not actualized as priorities for 2023.

MARCH SEPRD BOARD MEETING: The Board discussed adjusting the March meeting to help ensure better participation. After discussion, the Board unanimously voted to move the March Meeting from March 28 to March 23 (Thursday) at 5:15pm (Hinton/Coddington).



#### EXECUTIVE DIRECTOR REPORT

Mr. Archibald provided an update on the following items:

- Staffing Update: The District has posted the position of Events and Recreation Coordinator to replace the departed Melissa Ousley. That position closes on February 3.
- Special Events Recap/Events upcoming:
  - SDAO Conference: February 9-12- Michael Hinton will be attending the conference.
  - Fascination Tournament
  - o SEPRD February Board Meeting: February 28
  - o SEPRD Family Dance: March 18
  - o Ship & Savor: May 7
- Pickleball Expansion: The District will be adding a third day for pickleball and have hired an instructor to help teach newcomers to the sport.
- Foundation Board: The Foundation Board will be having their monthly meeting and retreat on Monday, January 30.
- Budget Committee Vacancy: Mr. Archibald shared that there will be a budget committee vacancy to replace Kyle Gorman.
- Elections: Mr. Archibald shared that there would be two open positions on the Board in the Spring 2023 election cycle.

#### BOARD COMMENT

**Director Gorman** shared information about the recent cardiac arrest that occurred in an NFL game and his thoughts on having AED's more readily available in our community. He suggested to provide an AED for checkout, similar to a library book and discussed potentially using the Foundation to accept funding. He also complemented the Employees of the Month

**Director Coddington** shared her gratitude for the work and programs offered by the District. She shared that in her leadership with Seaside CERT she is grateful that the building is available to them. She shared that she was considering relocating to Chicago. She shared her experience spending time over the Holidays with her son and had a hard time getting into a pool. She shared that she is proud to be a group of people here on the Board that promote PLAY!

**Director Hinton** shared his appreciation and support of the Board and what had been previously expressed. He shared an idea for a fundraiser for a sneaker fundraiser upcoming at Camp Kiwanilong and that he was looking forward to the SDAO Conference.

Board Vice-President Bodner thanked the Board for the opportunity to participate remotely.

Board President Parker thanked staff for their work and getting the audit completed and thanked the Board.

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: 58.33% Through January 31, 2023 FY-to-Date Annual Budget Remaining % Used **REVENUES--**Aquatics 89,609.33 168,000.00 78,390.67 53.34% **Building Fund** 25,000.00 25,000.00 0.00 100.00% Broadway Field Fund 32,575.00 47,400.00 14,825.00 68.72% Community Center 59,397.65 76,575.00 17,177.35 77.57% Recreation 72,415.70 48,650.00 -23,765.70 148.85% Special Events 35,369.26 37,950.00 2,580.74 93.20% Sunset Recreation Center 370.740.82 460,330.00 89,589.18 80.54% Youth Center 348,695.64 433,000.00 84,304.36 80.53% Taxes & Other 1,864,626.16 1,971,360.00 106,733.84 94.59% **Total Revenues** 2,898,429.56 3,268,265.00 369,835.44 88.68% **EXPENSES--**AD Staffing 196,134.66 350,480.00 154,345.34 55.96% AD PR Taxes and Benefits 56,635.65 156,250.00 99,614.35 36.25% AD Materials, Supplies, and Services 112,263.78 210,800.00 98,536.22 53.26% Sub-total AD Expenses 365,034.09 717,530.00 352,495.91 50.87% AQ Staffing 255,734.73 437,000.00 58.52% 181,265.27 AQ PR Taxes and Benefits 42,135.57 94,060.00 51,924.43 44.80% AQ Materials, Supplies, and Services 58,044.52 56,955.48 115,000.00 50.47% Sub-total AQ Expenses 355,914.82 646,060.00 290,145.18 55.09% CF Capital/Board Discretion Expense 0.00 134,000.00 134,000.00 0.00% Sub-total BF Expenses 0.00% 0.00 134,000.00 134,000.00 **BRF Staffing** 904.01 16,380.00 15,475.99 5.52% BRF PR Taxes and Benefits 69.61 2,950.00 2,880.39 2.36% BRF Materials, Supplies, and Services 24,926.36 23,500.00 -1,426.36106.07% Sub-total BRF Expenses 25,899.98 42,830.00 16,930.02 60.47% CC Staffing 57.37% 63,734.17 111,092.00 47,357.83 CC PR Taxes and Benefits 25,700.00 40.19% 10,327.62 15,372.38 CC Material, Supplies, and Services 10,115.31 112.39% 9,000.00 -1,115.31Sub-total CC Expenses 84,177.10 61.614.90 57.74% 145,792.00 MNT Staffing 114,371.69 178,000.00 63,628.31 64.25% MNT PR Taxes and Benefits 33,179.82 67,040.00 33,860.18 49.49% MNT Materials, Supplies, and Services 67,528.28 179,250.00 111,721.72 37.67% Sub-total MNT Expenses 50.69% 215,079.79 424,290.00 209,210.21 **RC** Staffing 27,808.41 52,850.00 25,041.59 52.62% RC PR Taxes and Benefits 6,501.01 7,050.99 47.97% 13,552.00 RC Materials, Supplies, and Services 9,424.43 21,825.57 30.16% 31,250.00 Sub-total RC Expenses 97,652.00 44.79% 43,733.85 53,918.15 SE Staffing 22,651.65 38.000.00 15,348.35 59.61% SE PR Taxes and Benefits 13,279.79 31,950.00 18,670.21 41.56% SE Materials, Supplies, and Services 17,061.66 19,600.00 2,538.34 87.05% Sub-total SE Expenses 52,993.10 36,556.90 59.18% 89,550.00 SRC Staffing 7.66% 11,373.78 148,512.00 137,138.22 SRC PR Taxes and Benefits 3.96% 1,058.80 26,732.00 25,673.20 SRC Materials, Supplies, and Services 32.19% 173,914.01 540,219.00 366,304.99 186,346.59 Sub-total SRC Expenses 529,116.41 26.05% 715,463.00 YC Staffing 252,489.43 50.46% 257,160.57 509,650.00 YC PR Taxes 40,471.38 119,237.00 78,765.62 33.94% YC Materials, Supplies, and Services 59,937.25 52,750.00 -7,187.25 113.63% Sub-total YC Expenses 357,569.20 681,637.00 324,067.80 52.46% **Total Expenses** 1,686,748.52 3,694,804.00 2,008,055.48 45.65% Revenues Plus Net Working Capital 90.20% 3,402,598.56 3,772,434.00 369,835.44

# January 2023 Personnel Services Breakdown

T	FTE's		Wages		PR Taxes		Benefits	Lo	ngevity Pay		Total
ADMINISTRATION											
Exempt Staff	4.30	\$	132,310.54	\$	14,937.80	\$	38,825.76	\$	-	\$	186,074.10
Non-exempt Staff	1.50	\$	31,623.92	\$	2,872.09	\$	-	\$	-	\$	34,496.01
Sub-total	5.80	\$	163,934.46	\$	17,809.89	\$	38,825.76	\$		\$	220,570.11
MAINTENANCE					1.1						
Exempt Staff	0.00	\$	-	\$		\$	<u>-</u>	\$	-	\$	
Non-exempt Staff	3.87	\$	114,371.69	\$	10,096.63	\$	23,083.19	\$	-	\$	147,551.51
Sub-total	3.87	\$	114,371.69	\$	10,096.63	\$	23,083.19	\$	1 155000	\$	147,551.51
AQUATICS			14. 14. 1		Pal Table						
Exempt Staff	1.40	\$	46,456.36	\$	4,721.44	\$	16,100.59	\$	-	\$	67,278.39
Non-exempt Staff	12.67	\$	200,619.73	\$	21,313.53	\$	-	\$	-	\$	221,933.26
Sub-total	14.07	\$	247,076.09	\$	26,034.98	\$	16,100.59	\$	•	\$	289,211.66
RECREATION					200						
Exempt Staff	0.20	\$	8,927.49	\$	787.11	\$	3,863.42	\$	-	\$	13,578.02
Non-exempt Staff	0.85	\$	18,880.92	\$	1,850.48	\$	-	\$	-	\$	20,731.40
Sub-total	1.05		27,808.41	\$	2,637.59	\$	3,863.42	\$		\$	34,309.42
YOUTH PROGRAMS											
Exempt Staff	1.30	\$	44,605.00	\$	_	\$	14,856.76	\$	-	\$	59,461.76
Non-exempt Staff	11.80	0.00	212,555.57	\$	-	\$	_	\$	_	\$	212,555.57
Sub-total	13.10		257,160.57	rie.		\$	14,856.76	\$		\$	272,017.33
COMMUNITY CENTER		·									
Exempt Staff	0.15	\$	6,620.76	\$	671.52	\$	1,671.65	\$	-	\$	8,963.93
Non-exempt Staff	2.70		57,113.41	\$	5,922.26	\$		\$	2,062.19	\$	65,097.86
Sub-total	2.85		63,734.17	\$	6,593.78	\$	1,671.65	\$	2,062.19	\$	74,061.79
SPECIAL EVENTS			•		***************************************						
Exempt Staff	0.65	\$	22,651.65	\$	2,116.22	\$	10,108.56	\$	_	\$	<b>34,</b> 876.43
Non-exempt Staff	0.50	1	10,632.79	\$	1,055.01	\$	-	\$	-	\$	11,687.80
Sub-total	1.15		33,284.44	\$	3,171.23	\$	10,108.56	\$		\$	46,564.23
BROADWAY FIELD FUND		1		Ė							
Exempt Staff	0.00	\$	_	\$	-	\$	-	\$	-	\$	-
Non-exempt Staff	0.37		904.01	\$	69.61	\$	-	\$	-	\$	973.62
Sub-total	0.37		904.01	\$	69.61	\$		\$	1. 1. 2015	\$	973.62
SRC FUND		1		Ť.				$\top$		1	
Exempt Staff	0.00	\$		\$		\$	_	\$	=	\$	-
Non-exempt Staff	4.20	-	11,373.78	\$	1,058.80		_	\$	-	\$	12,432.58
Sub-total	4.20			\$	1,058.80		- A	\$		\$	12,432.58
Jub-total	7.20	1	22,0,0,0	+		+-		Ť		1	
TOTAL	46.46	\$	919,647.62	\$	67,472.51	\$	108,509.93	\$	2,062.19	\$	1,097,692.25



#### Sunset Empire Park & Recreation Dist, OR

# Check Report By Check Number

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

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-Ge	neral	,	, , , , ,		,	
00829	ACE HARDWARE - SEASIDE	01/05/2023	Regular	0.00	67.42	46840
00312	AIRGAS USA, LLC	01/05/2023	Regular	0.00	588.78	
00549	BUILDERS FIRSTSOURCE	01/05/2023	Regular	0.00	203.04	
VEN01174	Clatsop County Democratic Central Committee	01/05/2023	Regular	0.00	450.00	
VEN01122	Collin Johnson	01/05/2023	Regular	0.00	200.00	46844
VEN01172	David Rankin	01/05/2023	Regular	0.00	200.00	46845
VEN01175	gregory Bond	01/05/2023	Regular	0.00		46846
01223	Jeane Jensen	01/05/2023	Regular	0.00	450.00	46847
01567	JJ ELECTRIC SERVICE	01/05/2023	Regular	0.00	162.50	46848
00141	MESHER SUPPLY	01/05/2023	Regular	0.00	158.46	46849
00157	P&L JOHNSON	01/05/2023	Regular	0.00	790.00	
00161	PACIFIC POWER	01/05/2023	Regular	0.00	5,008.66	
00551	Pitney Bowes Global Financial Services	01/05/2023	Regular	0.00	122.40	
00165	Pitney Bowes Purchase Power	01/05/2023	Regular	0.00	50.00	46853
01040	RECOLOGY WESTERN OREGON	01/05/2023	Regular	0.00	653.93	46854
00434	RICOH USA	01/05/2023	Regular	0.00		46855
01726	Wilcox & Flegel	01/05/2023	Regular	0.00		46856
00510	Zoe Manhire	01/05/2023	Regular	0.00		46857
VEN01176	Asheley Nagle	01/11/2023	Regular	0.00		46858
VEN01140	CBM Systems, LLC	01/11/2023	Regular	0,00	2,372.89	
01510	COASTCOM	01/11/2023	Regular	0.00	1,234.66	
00649	CTL CORPORATION	01/11/2023	Regular	0.00	516.00	
00460	DEX IMAGING	01/11/2023	Regular	0.00	924.30	
00087	ENGLUND MARINE SUPPLY	01/11/2023	Regular	0.00	133.21	
00951	EO MEDIA GROUP	01/11/2023	Regular	0.00	223.00	
01787	Kern Thompson CPA	01/11/2023	Regular	0.00	5,000.00	
01795	KLOSH GROUP INC	01/11/2023	Regular	0.00	75.0	46866
00150	NORTHWEST NATURAL	01/11/2023	Regular	0.00	12,693.00	
01079	OHANA MEDIA GROUP, LLC	01/11/2023	Regular	0.00		46868
00157	P&L JOHNSON	01/11/2023	Regular	0.00		46869
VEN01067	Petra Mejia	01/11/2023	Regular	0.00		46870
01387	RICOH USA, INC.	01/11/2023	Regular	0.00		46871
01133	SDIS	01/11/2023	Regular	0.00	14,288.54	
00900	STAPLES	01/11/2023	Regular	0.00	1,080.78	
00312	AIRGAS USA, LLC	01/17/2023	Regular	0.00		46874
VEN01140	CBM Systems, LLC	01/17/2023	Regular	0.00	2,832.81	
VEN01177	Deere & Company	01/17/2023	Regular	0.00	12,331.09	
00454	WALTER NELSON CO.	01/17/2023	Regular	0.00	·	46877
00510	Zoe Manhire	01/17/2023	Regular	0.00	69.99	
00096	GEORGIE'S CERAMIC & CLAY	01/26/2023	Regular	0.00		46879
01795	KLOSH GROUP INC	01/26/2023	Regular	0.00	1,631.52	
VEN01178	Melodi Klemp	01/26/2023	Regular	0.00		46881
00141	MESHER SUPPLY	01/26/2023	Regular	0.00		46882
01129	Pacific Alarm Systems	01/26/2023	Regular	0.00		46883
00183	SPECIAL DISTRICTS ASSOC. OF OREGON		-	0.00		46884
01726	Wilcox & Flegel	01/26/2023 01/26/2023	Regular	0.00		46885
VEN01034	BAMM! Promotional Products, Inc		Regular	0.00	3,738.06	
VEN01034 VEN01081	Farmers Market Fund	01/30/2023	Regular			46887
01739	Patricia Paisano	01/30/2023 01/30/2023	Regular	0.00		
VEN01181			Regular	0.00		46888
AFINOTIOT	Tim Tolan	01/30/2023	Regular	0.00	50.00	46889

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

Vendor Number 00454 Vendor Name
WALTER NELSON CO.

Payment Date 01/30/2023 Payment Type Regular Discount Amount 0.00

Payment Amount Number 542.31 46890

#### Bank Code General Summary

		,		
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	51	0.00	72,768.35
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
	51	51	0.00	72,768.35

#### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	51	0.00	72,768.35
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
	51	51	0.00	72,768.35

#### **Fund Summary**

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	72,768.35
			72,768.35

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

SEPRD's Vendors			
Vendor	Description		
Staples	Office Supplies		
Sysco	YP Nutrition		
Tillicum Foundation	Advertising		
Tyler Technologies	Accounting Software		
TYR	Aquatics Vending Supplies		
Water Gear inc.	Aquatics Vending Supplies		
Walter Nelson	Cleaning Supplies		
Wilcox Flegel	Fuel		



Interface Engineering

100 SW Main Street, Suite 1600 Portland, OR 97204 TEL 503.382.2266 www.interfaceengineering.com

January 27, 2023

Brandon Dole Scott Edwards Architecture 2525 E. Burnside Portland, OR 97214

Re:

Sunset Empire Parks and Rec (SEPRD) Permit Comment Study 2022-1789.01

Additional Services Proposal - Fire Alarm Design

Dear Brandon:

Per our conversation on January 27, 2023 we have added the following scope of service to your project: Fire alarm design services for the replacement of the existing building fire alarm system. Services include the following:

#### **DESIGN SERVICES**

- 1. Performance specifications based on the following:
  - a. State and local code requirements.
  - b. Owner standards/project requirements.
- 2. System layout drawings. The system layout drawings will include the following:
  - a. Layout of the notification appliances.
  - b. Layout of the initiating devices and equipment.
  - c. Details for control of mechanical equipment and other fire life safety functions.
  - d. Layout of main and remote control equipment.
- 3. The layout drawings will be referenced by the contractor to provide complete shop drawings of the fire alarm system that including battery calculations, wiring diagrams, wiring schedules, voltage drop calculations, and point-to-point wiring.

#### CONSTRUCTION ADMINISTRATION AND BIDDING/NEGOTIATIONS

- 1. Attend prebid and preconstruction meetings.
- 2. Answer questions during bidding phase.
- 3. Issue addenda as may be required under the original design scope during the bidding phase.
- 4. Two reviews of the submittals for each Division are included; additional reviews will be billed at our hourly rates with prior written approval. Fee is based on submittals being provided per Interface standard specifications.
- 5. Answer RFIs, DCVRs, and construction questions.
- 6. Construction observation site visits:
  - a. Up to two site visits (includes final punch) during construction for fire alarm.
- 7. Issue of ASIs, change orders, plan revisions, etc. generated by others is not included. Additional fees will be submitted for prior approval for these services.
- 8. Review of change order costs initiated by others is not included.



#### **EXCLUSIONS AND CLARIFICATIONS**

- 1. It is assumed that final bidding of the project will not be done until receipt of permit and issuance of 100 Percent CD. Bidding prior to the completion of the documents is done at the Owner's risk.
- 2. Changes to the MEP design related to change orders initiated by others, supply chain issues, ASIs, and/or value engineering are not included.
- 3. Construction cost estimates will be by construction cost estimator. We will review cost estimator's pricing and provide comments.
- 4. Life cycle cost analysis for mechanical/electrical systems are not included.
- 5. Architect will provide AutoCAD or Revit backgrounds for development of drawings.
- 6. Construction record drawings are not included.
- 7. Shop drawings, fabrication drawings, and construction coordination drawings are not included.
- 8. Contractor will submit fire alarm shop drawings for permit.

#### FEE

This additional service will be invoiced for a fixed fee amount of \$24,020.

Reimbursable expenses will be billed in addition to labor at cost plus 10 percent.

Construction documents \$12,800
Bid/Negotiation and Permit \$2,860
Construction Administration \$8,360
Total \$24,020

Our current standard hourly rates (2023) are\*:

\$260/Hour Senior Principal: \$240/Hour Principal: \$220/Hour Associate Principal: \$200/Hour Associate/Project Manager: \$180/Hour Senior Engineer/Designer: \$160/Hour Engineer/Designer: \$130/Hour Revit Designer/Drafter: \$110/Hour Administrative:

<sup>\*</sup>Annual rate changes are expected to be 4% per year.





Please indicate your authorization of these extra services by signing below and emailing or mailing this letter back to us so we can set up our records and begin work.

If you have any questions, please contact this office.

Si	ncere	ĺ۷,

Joe Ripp, CET, ACP
Associate Principal/Senior FLS Designer/FCxA

Mark O'Leary, PE Principal

March le. O'h

JJR

COMPANY: Scott Edwards Architecture

CONTACT: \_\_\_\_\_

Brandon Dole, Associate, Project Manager Date



February 17, 2023

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

Hi Directors,

Thank you for the thoughtful discussion and insight that was provided at the January Board Meeting and in follow-up interactions since then. Below is a drafted summary of that discussion as well as continued emphasis on the goals from 2022 that are still relevant. This summary is provided for your review in anticipation of a further discussion and finalization of the goals at the February Board Meeting.

#### NEW GOALS SHARED AT JANUARY BOARD MEETING & CONTINUED CONVERSATIONS

- 1. Explore and learn more about Systems Development Charges (SDC's) and bring information back to the Board (Director Hinton)
- 2. Start conversation with out-of-District communities for possible District expansion (President Parker)
- 3. Return Sunset Pool to pre-pandemic hours of operation, offering more weekend hours and open swims (Director Hinton)
- 4. Create more opportunities for patrons to get to know staff, particularly the Executive Director (Secretary Coddington)
- 5. Reduce barriers to participation in recreation activities (Director Gorman)

#### GOALS FROM 2022 THAT ARE STILL RELEVANT FOR STAFF TO PURSUE

- 1. Obtain full occupancy for the Sunset Recreation Center and begin the process of utilizing the building spaces, providing more recreation and community space.
- 2. Hire a grantwriter to fundraise for phased improvements at the Sunset Recreation Center, in coordination with the Sunset Park & Rec Foundation. Utilize the position to develop a strategy aimed to increase programming and capacity at the SRC.
- 3. Edit or recreate the IGA between the City, SSD, and SEPRD regarding Broadway Field

#### SKYLER'S IDEAS FOR GOALS FOR 2024

- 1. Complete the Strategic Plan, in conjunction with consultants from SEA and SFA
- 2. Align SEPRD Staffing Model with current needs and opportunities and facilitate healthy workplace culture for all employees.

I'm incredibly pleased with the progress and accomplishments we were able to deliver by working together and focusing on our goals for 2022. I am mindful of the role that the entire staff play in accomplishment as well as the support of the Board.

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

Sincerely.

JA-C

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

1140 Broadway | Seaside, Oregon 97138

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



February 28, 2023

To: SEPRD Board of Directors

Re: Sunset Park & Recreation Foundation Update

Directors,

In January, the Sunset Park & Rec Foundation met for an in-person meeting and to receive some important updates. The Foundation Board currently has four members: Ashley Flukinger (Board Chair), Ross Knutsen (Board Secretary), Raedetta Castle and Justin Abbott.

We reviewed the role that the Foundation has played in important fundraising efforts for the District (Youth Programs expansion, SRC Grants, Swim Team Improvements, Herche Family Training Facility...) as well as other community fundraising efforts (Pride in Seaside, Community Gardens, Community AED Program). We also discussed the need for involvement and support at the upcoming Ship & Savor, the Final Voyage, scheduled for May 7 from 4-6:30pm and we would invite the SEPRD Board to participate and support that event as well.

The Finance Department presented a 2023 Budget which included an expected \$212,500 in grants and \$71.250 in fundraising.

The Foundation will be working to secure a new grant writer to assist with a plethora of opportunities for youth programs, recreation, special events as well as capital improvements.

Additionally, the Foundation Board will be seeking to add up to three new Board Members and I'm happy to share that we received an application, or statement of interest, from a potential Board Member, Marcus Runkle (see attached email correspondence). As per the bylaws of the Foundation, new Foundation Board Members need to be approved by the District Board.

Please let me know if you have any questions and we look forward to a productive year of working alongside the Foundation Board.

Sincerely,

SAL

Skyler Archibald | Executive Director | Sunset Empire Park & Recreation District
1140 Broadway | Seaside, Oregon 97138
503-738-3311 | sarchibald@sunsetempire.com | sunsetempire.com

#### Skyler Archibald

From:

Marcus Runkle <marcus@runkleconsultinggroup.com>

Sent:

Wednesday, January 25, 2023 2:24 PM

To:

Skyler Archibald

Subject:

**SEPRF** 

Hello, Skyler and Board of Directors,

I wanted to take a moment to express my interest in the board of SEPRF. I am truly amazed at the greatness that comes from the work that SEPRF does. I would appreciate an opportunity to discuss in person with you all and answer any questions you may have.

Best,

Marcus Runkle

Marcus Runkle, CEO (He/Him/His)

P. O. Box 775 Seaside, OR 97138 (971) 326-8990

info@runkleconsultinggroup.com

"We will be known forever by the tracks we leave." - Dakota Tribe

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February 28, 2023

To: SEPRD Board of Directors

Re: Clatsop County Election Information for SEPRD

Directors,

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

District 4: Director Gorman, term expires on June 30, 2023

District 5: President Parker, term expires on June 30, 2023

I have attached the information received from the County regarding the timeline and documentation needed for candidates to file. As a general rule, the District does not provide candidate paperwork or assist candidates in completing their paperwork. However, more information is available on the county website: www.clatsopcounty.gov. Please let me know if you have any questions.

Sincerely,

Skyler Archibald | Executive Director | Sunset Empire Park & Recreation District 1140 Broadway | Seaside, Oregon 97138 503-738-3311 | sarchibald@sunsetempire.com | sunsetempire.com

820 Exchange St., Suite 220, Astoria, OR 97103 (503) 325-8511 phone / (503) 325-9307 fax Website: <a href="www.clatsopcounty.gov">www.clatsopcounty.gov</a> Email: <a href="mailto:clerk@clatsopcounty.gov">clerk@clatsopcounty.gov</a>

January 27, 2023

Dear Clatsop County Special Districts,

We are starting to prepare for the May 16, 2023 Regular (Special) District Election and it will be here soon.

Enclosed are master copies of forms, with instructions, for you to make copies and hand out to prospective candidates:

- SEL 190 Candidate Filing District
- Candidate's Statement for County Voters' Pamphlet
- County Voters' Pamphlet Statement of Endorsement
- Special Districts Board Qualification Matrix

Voters' pamphlet candidate statements <u>must have the filing fee</u> with the candidate's statement form at the time of filing. Your candidates can either file their statement in person at our office or email his/her statement to <u>clerk@clatsopcounty.gov</u> and pay for the filing fee using a debit or credit card at the time of submission.

Candidate photos for county voters' pamphlet need to be <u>submitted to us electronically</u> to <u>clerk@clatsopcounty.gov</u> in a .pdf or .jpg format. See photo requirements in the voters' pamphlet instructions.

#### **IMPORTANT DATES:**

February 4 – First day for district candidates to file declaration of candidacy.

February 24 – Last day to file text of referral or prepared ballot title.

March 16 - Last day for district candidates to file declaration OR withdrawal of candidacy;

Last day to file or withdraw notice of measure, and to file explanatory statement.

March 20 - Last day to file candidate statements and measure arguments for county voters' pamphlet.

April 25 - Last day to register to vote.

April 26 - First day ballots are mailed out.

May 16 – Election Day

June 28 - Last day for individuals nominated/elected by write-in votes to file acceptance forms.

If you have any questions, please feel free to contact our office at (503) 325-8511, or email us at <a href="mailto:clerk@clatsopcounty.gov">clerk@clatsopcounty.gov</a>. We will be happy to answer any questions you may have or clarify any of the process.

Sincerely,

Sheryl Holcom, CRA, CEA

Elections Technician



#### **IMPORTANT DATES:**

IMPORTANT DATES:	
February 4, 2023	First day for candidates to file declaration of candidacy or nominating petition for special district election.
March 16, 2023	Last day for district candidates to file <u>declaration</u> <b>OR</b> to <u>withdraw</u> (SEL 150) of candidacy nominating petition.
March 20, 2023	Last day to file candidate statements for voters' pamphlet.
April 25, 2023	Last day to register to vote for May election.
April 26 - May 2, 2023	Ballots are mailed.
May 8, 2023	Public certification test of vote tally system, at 10:00 a.m. Judge Guy Boyington Building, 857 Commercial St., Astoria, OR.
May 16, 2023	Election Day
June 12, 2023	Last day for county clerk to prepare and deliver abstract of election results to districts.
June 18, 2023	Last day for filing officer to prepare and deliver acceptance of office form to individuals nominated or elected by write-in votes.
June 28, 2023	Last day for individuals nominated or elected by write-in votes to file acceptance forms.

#### This packet includes:

- > Special Districts Qualification Matrix which lists the <u>requirements</u> that are needed in order to qualify for the district board position to be filled;
- > SEL Forms required for candidate filing;
- > Voters' Pamphlet filing form and instructions.

You must file all required forms with Clatsop County Elections official (located at 820 Exchange Street, 2<sup>nd</sup> Floor) and follow the guidelines set out in the principal act for your jurisdiction. You may file either by paying the required fees or by obtaining petition signatures.

The enclosed information is <u>not a substitute</u> for reading the **County, City and District Candidate Manual**, found on the Secretary of State website,

<a href="https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf">https://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf</a>

If you have any questions or need additional forms, contact the Clatsop County Elections Office at 503-325-8511, or visit our website at <a href="www.clatsopcounty.gov">www.clatsopcounty.gov</a> and click Clerk, Records & Elections under the "Department" tab, then click Elections, then select May 16, 2023 - Regular District Election for more information, or select Measure/Candidate Filing Forms & Manuals for filing forms and manuals.

#### > FILING BY FEE:

- 1. File SEL 190 (District Candidate Filing Form)
- 2. Pay filing fee of \$10.

#### > FILING BY PETITION:

- 1. File <u>SEL 190</u> (District Candidate Filing Form) and <u>SEL 121</u> (Candidate Signature Sheet Nonpartisan) to fully <u>complete</u> your filing.
- 2. Submit completed **Candidate Signature Sheets** (**SEL 121**) with sufficient number of valid signatures to be verified by the county elections official. The number of signatures required is 25 or 10% of the total number of active registered voters in the electoral district, whichever is less (*ORS 255.235*).
  - Submit 100% of required signatures from the district for which you are a candidate to qualify. It is also suggested that you obtain at least 10-15 additional signatures than required to compensate for those signatures that may not be valid registered voters. See **District Board Qualification Matrix** to determine the required amount of signatures needed.
- 3. Signatures <u>must</u> be certified by the County Clerk's office <u>before</u> the filing officer can officially accept the candidate filing.
- 4. Candidate may either bring the signature petitions in-person or mail them.

#### > <u>DEADLINE TO FILE A COMPLETED FILING OF CANDIDACY</u>

Filing for candidacy in the May 16, 2023 Regular District Election is **not sooner** than February 4, 2023 and **not later** than 5:00 p.m. on March 16, 2023.

#### **CAMPAIGN FINANCE FILING**

For more information or questions on Campaign Finance, visit the <u>Secretary of State's website</u> at <a href="https://sos.oregon.gov/elections">https://sos.oregon.gov/elections</a> or contact the Secretary of State's Office Election Division at 503-986-1518.

#### > VOTERS' PAMPHLET INFORMATION

A copy of the Voters' Pamphlet Candidate's Statement form and Statement of Endorsement is enclosed. <u>Please read ALL instructions carefully.</u> You **MUST** complete the "<u>Required</u> <u>Information</u>" portion of the Candidate's Statement form to be included in the voters' pamphlet.

- Candidates running for nomination or election to Special District office shall pay to the county clerk the following fee for space: ORS 251.325(2)(a)(b)
  - \$25 For an office with <u>no</u> salary or other compensation beyond expenses is attached.
  - \$100 For an office to which a salary or other compensation beyond expenses is attached. (Port of Astoria)

<sup>\*\*\*</sup> Deadline for candidates to file candidate statements for county voters' pamphlet is 5:00 p.m., March 20, 2023.

## NOTICE OF ELECTION OF DISTRICT BOARD MEMBERS MAY 16, 2023 REGULAR ELECTION

Notice is hereby given that on Tuesday, May 16, 2023, an election will be conducted for the purpose of electing board members to fill the following positions and terms, including any vacancies which may exist on the boards of the following districts:

#### ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

Commissioner, Position 1 – 4 yr. term

Commissioner, Position 3 – 2 yr. unexpired term

Commissioner, Position 4 – 2 yr. unexpired term

Commissioner, Position 5 – 4 yr. term

#### ARCH CAPE SANITARY DISTRICT

Director, Position 1 – 2 yr. unexpired term

Director, Position 4 - 4 yr. term

Director, Position 5 - 4 yr. term

#### **ASTORIA SCHOOL DISTRICT 1C**

Director, Position 2 - 4 yr. term

Director, Position 3 - 4 yr. term

#### **CANNON BEACH RURAL FIRE PROTECTION DISTRICT**

Director, Position 1 – 4 yr. term

Director, Position 2 – 4 yr. term

Director, Position 5 - 4 yr. term

#### **CLATSOP CARE CENTER HEALTH DISTRICT**

Director, Position 4 – 4 yr. term

Director, Position 5 - 4 yr. term

Director, Position 6 – 4 yr. term

Director, Position 7 – 4 yr. term

#### CLATSOP COMMUNITY COLLEGE

Director, Zone 1, Position 1 – 4 yr. term

Director, Zone 2, Position 4 – 4 yr. term

Director, Zone 3, Position 6 – 4 yr. term

Director, Zone 3, Position 7 – 4 yr. term

#### CLATSOP COUNTY RURAL LAW ENFORCEMENT

Member, Zone 3 – 4 yr. term

Member, Zone 4 – 4 vr. term

Member, Zone 5 – 4 yr. term

#### ELSIE-VINEMAPLE RURAL FIRE PROTECTION

#### DISTRICT

Director, Position 1 – 4 yr. term

Director, Position 4 – 4 yr. term

#### FALCON-COVE BEACH WATER DISTRICT

Commissioner, Position 1 – 2 yr. unexpired term

Commissioner, Position 2 – 4 yr. term

Commissioner, Position 4 – 4 yr. term

#### GEARHART RURAL FIRE PROTECTION DISTRICT

Director, Position 1 – 4 yr. term

Director, Position 2 – 4 yr. term

Director, Position 3 – 2 yr. unexpired term

Director, Position 4 – 2 yr. unexpired term

#### HAMLET RURAL FIRE PROTECTION DISTRICT

Director, Position 1 – 4 yr. term

Director, Position 2 – 4 yr. term

Director, Position 4 – 2 yr. unexpired term

Director, Position 5 – 2 yr. unexpired term

#### **JEWELL SCHOOL DISTRICT 8**

Director, Position 1 - 4 yr. term

Director, Position 3 – 4 yr. term

Director, Position 5 – 4 yr. term

#### JOHN DAY WATER DISTRICT

Commissioner, Position 2 - 4 yr. term

Commissioner, Position 4 – 4 yr. term

Commissioner, Position 5 - 2 yr. unexpired term

#### **KNAPPA SCHOOL DISTRICT 4**

Director, Position 1 - 4 yr. term

Director, Position 2 - 4 yr. term

#### KNAPPA-SVENSEN-BURNSIDE RURAL FIRE

#### PROTECTION DISTRICT

Director, Position 1 - 4 yr. term

Director, Position 2 - 4 yr. term

Director, Position 5 - 4 yr. term

#### LEWIS & CLARK RURAL FIRE PROTECTION DISTRICT

Director, Position 3 - 4 yr. term

Director, Position 4 - 4 yr. term

Director, Position 5 – 4 yr. term

#### MILES CROSSING SANITARY SEWER DISTRICT

Director, Position 1 - 4 yr. term

Director, Position 2 - 4 yr. term

Director, Position 3 - 4 yr. term

#### **OLNEY-WALLUSKI FIRE & RESCUE DISTRICT**

Director, Position 1 - 4 yr. term

Director, Position 3 – 2 yr. unexpired term

Director, Position 4 - 4 yr. term

#### PORT OF ASTORIA

Commissioner, Position 3 – 4 yr. term

Commissioner, Position 4 - 4 yr. term

#### SEASIDE RURAL FIRE PROTECTION DISTRICT

Director, Position 4 – 4 yr. term

Director, Position 5 - 4 yr. term

#### **SEASIDE SCHOOL DISTRICT 10**

Director, Zone 1, Position 1 – 4 yr. term

Director, Zone 3, Position 1 - 2 yr. unexpired term

Director, Zone 4, Position 2 - 4 yr. term

Director, Zone 5, Position 1 - 4 yr. term

#### **SHORELINE SANITARY DISTRICT**

Director, Position 3 - 4 yr. term

#### **SUNDOWN SANITARY DISTRICT**

Director, Position 3 – 4 yr. term

#### SUNSET EMPIRE PARK & RECREATION DISTRICT

Director, Position 4 - 4 yr. term

Director, Position 5 - 4 yr. term

#### SUNSET EMPIRE TRANSPORTATION DISTRICT

Director, Position 1 – 4 yr. term

Director, Position 5 - 4 yr. term

Director, Position 6 - 4 yr. term

Director, Position 7 - 4 yr. term

#### UNION HEALTH DISTRICT

Director, Position 1 – 4 yr. term

Director, Position 2 - 4 yr. term

Director, Position 4 - 4 yr. term

Director, Position 5 - 2 yr. unexpired term

#### **WARRENTON-HAMMOND SCHOOL DISTRICT 30**

Director, Position 1 - 4 yr. term

Director, Position 2 - 4 yr. term

Director, Position 5 - 4 yr. term

#### WARRENTON RURAL FIRE PROTECTION DISTRICT

Director, Position 1 - 4 yr. term

Director, Position 2 - 2 yr. unexpired term

Director, Position 3 - 4 yr. term

Director, Position 4 - 4 yr. term

Director, Position 5 - 2 yr. unexpired term

#### WAUNA WATER DISTRICT

Commissioner, Position 1 - 4 yr. term

Commissioner, Position 3 – 4 yr. term

Commissioner, Position 5 - 4 yr. term

#### WESTPORT-WAUNA RURAL FIRE PROTECTION

#### DISTRICT

Director, Position 2 – 4 yr. term

Director, Position 4 - 4 yr. term

Director, Position 5 - 2 yr. unexpired term

#### WICKIUP WATER DISTRICT

Commissioner, Position 1 - 4 yr. term

Commissioner, Position 2 - 4 yr. term

Commissioner, Position 3 - 2 yr. unexpired term

Commissioner, Position 4 - 2 yr. unexpired term

Commissioner, Position 5 – 2 yr. unexpired term

#### WILLOWDALE WATER DISTRICT

Commissioner, Position 1 – 4 yr. term

Commissioner, Position 2 - 4 yr. term

Commissioner, Position 4 - 4 yr. term

#### YOUNGS RIVER LEWIS & CLARK WATER DISTRICT

Commissioner, Position 1 - 4 yr. term

Commissioner, Position 3 – 2 yr. unexpired term

Commissioner, Position 4 - 4 yr. term

## The following positions are filed with Columbia County Elections CLATSKANIE RURAL FIRE PROTECTION DISTRICT CLATSKANIE SCHOOL DISTRICT 6J MIST-BIRKENFELD RURAL FIRE PROTECTION DISTRICT

The following positions are filed with Tillamook County Elections
NEHALEM BAY FIRE & RESCUE

Each candidate, for an office listed above, must file a declaration of candidacy or petition for nomination for office with the elections department of Clatsop County, Oregon no sooner than February 6, 2023 and not later than 5:00 p.m. March 16, 2023.

TRACIE KREVANKO
COUNTY CLERK
CLATSOP COUNTY, OREGON
FILING DEADLINE FOR OPEN POSITIONS – 3/16/2023
Date: January 26, 2023
Publication Date: February 2, 2023
Published pursuant to ORS 255.075

# SPECIAL DISTRICTS BOARD QUALIFICATION MATRIX

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DISTRICT	FILING FEE	PETITION SIGNATURES	QUALIFICATION REQUIREMENTS
SCHOOLS (ORS 332.018)			
Astoria School District #1C	\$10	25	Registered voter of district and resident for one year immediately preceding the election or appointment. (Resident of zone if applicable.) May not be employed by school district.
Clatskanie School District #6J	N/A	N/A	Filing Officer is Columbia County
Jewell School District #8	\$10	25	Registered voter of district and resident for one year immediately preceding the election or appointment. (Resident of zone if applicable.) May not be employed by school district.
Knappa School District #4	\$10	25	Registered voter of district and resident for one year immediately preceding the election or appointment. (Resident of zone if applicable.) May not be employed by school district.
Seaside School District #10	\$10	25	Registered voter and resident of zone for one year immediately preceding the election or appointment. May not be employed by school district. (Zones 1 & 2 = Precincts 120 -124. Zones 3 & 4 = Precincts 110, 115, 116, 119, 121. Zones 5 & 6 = Precincts 117-120. Zone 7 = At Large)
Warrenton-Hammond School District #30	\$10	25	Registered voter of district and resident for one year immediately preceding the election or appointment. (Resident of zone if applicable.) May not be employed by school district.
COMMUNITY COLLEGE	ORS 341.1	25)	
Clatsop Community College	\$10	25	Registered voter of zone. (Zone 1 = Precincts 103, 105, 106, 107, 108,125. Zone 2 = Precincts 101-104, 109, 111, 114. Zone 3 = Precincts 110 -124.

FIRE PROTECTION (ORS	478.050)	NOTE:	<b>以</b> 是在1987年的1987年的1984年被基础
Cannon Beach RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
Clatskanie RFPD	N/A	N/A	Filing Officer is Columbia County
Elsie-Vinemaple RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
Gearhart RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
Hamlet RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
Knappa-Svensen- Burnside RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
Lewis & Clark RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
Mist-Birkenfeld RFPD	N/A	N/A	Filing Officer is Columbia County
Nehalem Bay Fire & Rescue	N/A	N/A	Filing Officer is Tillamook County
Olney-Walluski Fire & Rescue	\$10	25	Registered voter <u>OR</u> landowner within district.
Seaside RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
Warrenton RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
Westport-Wauna RFPD	\$10	25	Registered voter <u>OR</u> landowner within district.
WATER SUPPLY (ORS 264	.410)		
Arch Cape Domestic Water Supply District	\$10	17	Registered voter within district.
Falcon-Cove Beach Water District	\$10	2	Registered voter within district. (If there are fewer than 100 electors in the district, then any individual who owns and maintains real property within the district, pays taxes levied thereon by the district and is an elector registered anywhere in this state.)
John Day Water District	\$10	17	Registered voter within district.
Wickiup Water District	\$10	25	Registered voter within district.
Willowdale Water District	\$10	25	Registered voter within district.
Youngs River Lewis & Clark Water District	\$10	25	Registered voter within district.

	NAME OF TAXABLE PARTY.		CONTRACTOR CONTRACTOR SPECIAL CONTRACTOR CONTRACTOR OF THE CONTRACTOR CONTRAC
WATER CONTROL (ORS 55	3.210)		等等的 医克斯克氏性神经神经神经神经
Wauna Water District	\$10	11	Landowner within District; need not reside in district.
HEALTH (ORS 440.325)			
Clatsop Care & Rehabilitation Center	\$10	25	Registered voter within district.
Union Health District	\$10	25	Registered voter within district.
RECREATION (ORS 266.31	0)		
Sunset Empire Park & Recreation District	\$10	25	Registered voter within district.
RURAL LAW ENFORCEME	NT (ORS 4	(51.555)	
Clatsop County Rural Law Enforcement District	\$10	25	Registered voter within zone elected. (Zone 1 = Precincts 103.04-103.09, 105-107. Zone 2 = Precincts 103.01-103.03, 109, 110.03-110.07, 111. Zone 3 = Precincts 110.01-110.02, 114-115, 121.02. Zone 4 = Precincts 108, 125. Zone 5 = Precincts 121.01, 122, 124.)
SANITATION (ORS 450.045	5)		· 自由 · 中 市 自然的 · 自己 · 自己 · 自己
Arch Cape Sanitary District	\$10	18	Registered voter or owner within district.
Miles Crossing Sanitary Sewer District	\$10	25	Registered voter or owner within district.
Shoreline Sanitary District	\$10	24	Registered voter or owner within district.
Sundown Sanitary District	\$10	20	Registered voter or owner within district.
TRANSPORTATION (ORS	267.540)		
Sunset Empire Transportation District	\$10	25	Registered voter within district.
PORT (ORS 777.135)			
Port of Astoria District	\$10	25	Registered voter within district.

2273

#### **SEL 190**

rev 08/22 ORS 255.235

2023 District Election Filing				
Candidate Filing February 4,		Withdrawal Date Ma		
This filing is an	Original		Amendment	
Office Information				
Filing for Office of:				
District, Position or County:				
Filing Information				
Filing with the required \$	10.00 fee			
Prospective Petition				
Candidate Information				
Name of Candidate				
First	MI Las	t	Suffix	
How you would like your na	me to appear on the ballot			
Candidate Residence/Route	Address			
Street Address		City	State	Zip
			<u> </u>	
Candidate Mailing Address	and Contact Information			
Street Address or PO Box		City	State	Zip
Work Phone	Home Phone	Cell Phone	Fax	P.O.
			1.44	
Email Address		Web Site, if applicable	e	_
Race and Ethnicity Options	al			
	<u> </u>			
Occupation (present employ	ment) If no relevant experience,	None or NA must be entered	d.	
		74	*-	
Occupational Background (p	revious employment) If no releva	ant experience, None or NA i	must be entered.	

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			. (62)
Educational Background (other) Attach a separate	sheet if necessary.		
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#### Campaign Finance Information (not applicable to candidates for federal office)

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

By signing this document, I hereby state that:

- → I will qualify for said office if elected
- → All information provided by me on this form is true to the best of my knowledge



#### Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. (ORS 249.013 and ORS 249.170)

Candidate's Signature

**Date Signed** 

#### **SEL 190**

rev 08/22 ORS 255.235

## District

Candidate Residence/Route Address   City   State   Zip	This form must be filed with	county elections of	fficial. All inf	ormation must be compl	leted or the form	n will be rej	ected.
This filling is an Original Amendment  Office Information  Filling for Office of:  District, Position or County:  Filling Information  Filling with the required \$10.00 fee Prospective Petition  Candidate Information  Name of Candidate  First MI Last Suffix  How you would like your name to appear on the ballot  Candidate Residence/Route Address  Street Address City State Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box Cell Phone Fax  Email Address Web Site, if applicable	2023 District Election Filing Dates	5					
Office Information Filing for Office of:  District, Position or County:  Filing Information  Filing with the required \$10.00 fee  Prospective Petition  Candidate Information  Name of Candidate  First  MI Last  Suffix   How you would like your name to appear on the ballot  Candidate Residence/Route Address  Street Address  City  State  Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable	Candidate Filing February 4, 2023	3 to March 16, 2023		Withdrawal Date Ma	rch 16, 2023		
Filing for Office of:  District, Position or County:  Filing Information  Filing with the required \$10.00 fee  Prospective Petition  Candidate Information  Name of Candidate  First  MI Last  Suffix  How you would like your name to appear on the ballot  Candidate Residence/Route Address  Street Address  City  State  Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  Cell Phone  Fax  Email Address  Web Site, if applicable	This filing is an	Orig	ginal		Amendmen	t	
District, Position or County:    Filing Information	Office Information						_
Filing Information  Filing with the required \$10.00 fee  Prospective Petition  Candidate Information  Name of Candidate  First  MI  Last  Suffix  How you would like your name to appear on the ballot  Candidate Residence/Route Address  Street Address  City  State  Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable	Filing for Office of:						
Filing with the required \$10.00 fee  Prospective Petition  Candidate Information  Name of Candidate  First  MI Last  Suffix  How you would like your name to appear on the ballot  Candidate Residence/Route Address  Street Address  City  State  Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable	District, Position or County:						
Prospective Petition  Candidate Information  Name of Candidate  First  MI Last  Suffix  How you would like your name to appear on the ballot  Candidate Residence/Route Address  Street Address  City  State  Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable	Filing Information						
Candidate Information  Name of Candidate  First  MI Last  Suffix  How you would like your name to appear on the ballot  Candidate Residence/Route Address  Street Address  City  State  Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable	Filing with the required \$10.0	0 fee					
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First MI Last Suffix  How you would like your name to appear on the ballot  Candidate Residence/Route Address  Street Address  City State Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  City State Zip  Work Phone Home Phone Cell Phone Fax  Email Address  Web Site, if applicable	Candidate Information						
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Candidate Residence/Route Address  Street Address  City  State  Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable	First	MI	Last			Suffix	
Candidate Residence/Route Address  Street Address  City  State  Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable							
Street Address City State Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box City State Zip  Work Phone Home Phone Cell Phone Fax  Email Address Web Site, if applicable	How you would like your name t	o appear on the bal	llot				
Street Address City State Zip  Candidate Mailing Address and Contact Information  Street Address or PO Box City State Zip  Work Phone Home Phone Cell Phone Fax  Email Address Web Site, if applicable							
Candidate Mailing Address and Contact Information  Street Address or PO Box  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable	Candidate Residence/Route Add	lress .					
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Street Address or PO Box  City  City  State  Zip  Work Phone  Home Phone  Cell Phone  Fax  Email Address  Web Site, if applicable	Candidate Mailing Address and 6	Contact Information	1				
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	Occupational Background (previ	ous employment/	i no relevant	experience, None of NA	must be entered		
Occupation (previous employment) If no relevant experience, None or NA must be entered.							

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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Educational Background (other) Attach a se	eparate sheet if necessary.		
100 July 100	<del></del>	N)	

#### Campaign Finance Information (not applicable to candidates for federal office)

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

By signing this document, I hereby state that:

- → I will qualify for said office if elected
- → All information provided by me on this form is true to the best of my knowledge



#### Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. (ORS 249.013 and ORS 249.170)

Candidate's Signature

**Date Signed** 

## Candidate's Statement for County Voters' Pamphlet Instructions

#### **Voters' Pamphlet Candidate Filing Fees:**

- 1. Special District/City/County at Special/Regular Election; Metro at Primary/General Election positions
  - \$25 An office with no salary or other compensation beyond expenses is attached.
  - \$100 An office to which a salary or other compensation beyond expenses is attached.
- 2. City/County at Primary/General Election positions (please contact your County Elections office to determine registered voters in jurisdiction/district)
  - \$25 Districts with fewer than 1,000 voters within the county.
  - \$50 Districts with 1,000 9,999 voters within the county.
  - \$100 Districts with 10,000 49,999 voters within the county.

#### **General Instructions**

- 1. A typewritten and signed 'VP-01 Candidate's Statement for County Voters' Pamphlet' along with the appropriate filing fee must be filed with the County Elections office no later than 5 pm on the filing deadline. Postmarks do not count. No candidate information will be listed in the County Voters' Pamphlet unless the fee and the VP-01 for County Voters' Pamphlet are filed. Any filings received or are unsigned after 5 pm on the deadline will be rejected. A county may choose independently to list a candidate's name in their Voters' Pamphlet.
- Each county produces its' own individual County Voters' Pamphlet. If the Candidate's jurisdiction or district is located in more than one county a separate VP-01 must be filed and the fee paid to each county where the statement is to be printed.
- 3. The combined count for 'Required' and 'Optional Information' must not exceed 325 words/numbers. If the statement exceeds 325 words/numbers it will be edited by the County Elections office.
- 4. A candidate may submit an 'Amended Statement' or different portrait until 5 pm on the filing deadline. If a statement is amended a new completed VP-01 form must be submitted signed and the "Amended" box must be marked. This 'Amended Statement' and VP-01 can be faxed or a scanned copy e-mailed to the county elections office, but it must be received by 5 pm on the filing deadline. No additional fee is required.

#### Candidate's Statement for County Voters' Pamphlet

- Submit signed VP-01 with the 'Required Information' complete on the filing form or attach a standard 8 ½" x 11" white paper containing the 'Required' and/or 'Optional Information' to the signed form. 'Required' and 'Optional Information is to be submitted typewritten.
- 2. In addition to filing the signed original of the VP-01, it is recommended that the candidate e-mail the electronic text of the 'Required' and 'Optional Information' to the County Elections office. The electronic text must mirror the submitted print version exactly. The print version verbage provided will be what is to be printed in the Voters' Pamphlet.
- 3. The candidate or authorized agent must sign the VP-01.
- 4. The statement must consist of words/numbers only; charts or graphics may not be used (other than bullet points).

ORS 251.335 VP-01

5. The 'Candidate's Statement' must begin with the 'Required Information' which includes "Occupation", "Occupational Background", "Educational Background" and "Prior Governmental Experience" – these eight words must be a part of the statement, but these eight words do not count towards the maximum word count of 325. Provide itemized listing of information without embelishments.

- 6. In the 'Required Information', use semicolons (;) to separate items such as jobs, organizations, dates, etc. 'Required Information' submitted in list format will be changed to a run-on format, using commas, semicolons and colons as appropriate. The word "None" (part of word count) may be used in any section of the 'Required Information' if the candidate does not have relevant information for that section.
- 7. The combined total word count for 'Required' and 'Optional Information' must not exceed 325 words/numbers. Please hand count your statement to ensure that your word count does not exceed the 325 maximum word/number count.
- 8. Generally, anything with a white space around it counts as a word. If the word is hyphenated and the word is listed in a dictionary as one word that can be used either with or without a hyphen, it will count as one word. All other hyphenated words will count as more than one word.
- 9. In the 'Optional Information', standard formatting attributes, such as boldface, all caps, centering, underlining, bulleted and numbered lists may be used. These formats are not permitted in the 'Required Information'. Italics can only be used when citing the source of published material. Any other italic used will be changed to plain text. Bullets do not count towards the word count.
- 10. The County Elections office will not correct errors in spelling, punctuation, grammar or syntax. No corrections to these errors will be allowed after the filing deadline. Please proof your submission before filing.
- 11. If the material in the statement violates the provisions of ORS 251.415, the material in violation will be rejected. If possible, the County Elections office will notify the candidate of the rejection.

## VP-02 Endorsement Statement - Authorization for use of name or organization as part of the VP-01.

- If the name of a person and/or title or organization is used as part of the statement in the VP-01, a signed VP-02 form must be filed no later than 5 pm on the filing deadline. Please see the VP-02 form for more information.
- 2. Any name (other than the candidate or committee) listed in the 'Candidate's Statement' without a submitted signed VP-02 formor one not filed by 5 pm on the filing deadline will be removed per ORS 251.405.

#### Quotes from previously published sources

 Quotes from published sources may be used. The quotation must have been disseminated to the public prior to its inclusion and the source and publication date must be provided. If a quote, from a previously published source is used, no endorsement form is necessary. The quote, source and date will count towards the 325 maximum word count. ORS 251.335 VP-01

2. Quotes from websites can be used, but must include the date and website address as part of the statement. It is recommended that a printed copy from the website be maintained for your records from the date you are referencing in your 'Candidate Statement'.

3. Italics should only be used when citing the source of a quote from a published source. Example of quotes: "The Oregonian, 06/21/2011" or from Mayor Smith's website, <a href="www.mayor-smith.com">www.mayor-smith.com</a> 06/21/2011 or "In the latest edition of the NW Times, the paper said this about me '... that Joe Smith is the best person for the job." NW Times, 02/04/2014.

#### **Portrait**

- 1. A portrait photo is optional. It is recommended that one 5"x7" portrait be submitted.

  Alternately, a digital file portrait in a standard file format (.tif or .jpg) may be submitted, as an attachment to an e-mail sent to the County Elections office or on a disk. If a digital file is submitted, an identified printer copy of the same exact portrait that is submitted, must be provided by the deadline with the filing. The digital file must clearly reference the candidate name and should be a minimum of 300 dpi. If the portrait submitted is in a format different from those recommended above, the quality of reproduction may be affected or the portrait may be unusable. The portrait must be received by the filing deadline.
- 2. The portrait must be less than four years old. If the portrait is older than four years old, it will not be used in the Voters' Pamphlet.
- 3. The portrait should only show the face, neck and shoulders of the candidate; no hands, no hat, no sunglasses or anything below the shoulders. Please leave extra space around the portrait so that it can be cropped to the required size.
- 4. The background of the portrait must be plain (non-textured, light gray background is recommended). Materials such as paneling, wallpaper, windows, textured walls, bookcases, flags and plants will be cropped or altered. In the portrait, a candidate may not wear clothing or jewelry which may be construed as showing membership in any organization (e.g., uniform, judicial robe, hat, lapel pin, etc). Portraits that do not meet these requirements will be cropped or altered and any additional expenses charged to the candidate.
- 5. It is recommended that the candidate name be written on the back of the print. Do not use a pen that will bleed through to the portrait.

#### **Contact Information**

→ Clatsop County Clerk & Elections, 820 Exchange St Ste 220 Astoria OR 97103 phone 503-325-8511 fax 503-325-9307 email: clerk@co.clatsop.or.us

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Providing digital copy? Yes No

Received digital copy? Yes No

Review Staff Initials:

## Candidate's Statement for County Voters' Pamphlet

Important! Read all instructions before completing this form. Use this form when filing a 'VP-01 Candidate's Statement for County Voters' Pamphlet' with your County Elections office. Please note that each county produces a separate County Voters' Pamphlet. If the jurisdiction or district is located in more than one county a separate VP-01 form must be filed and the fee paid to each county where the statement is to be printed. FILING INFORMATION Primary 20\_\_\_\_\_ General 20\_\_\_\_\_ | Special/Regular\_\_\_\_\_ Election: Original Statement Amended Statement Name of Candidate (as it should appear on ballot): Filing for the Office of (complete what's applicable): District: Zone #: "This Information Furnished by" (Required: name of Candidate and/or Committee as it should appear in Voters' Pamphlet): **CONTACT INFORMATION** Phone: Cell:\_\_\_\_\_\_\_Work:\_\_\_\_\_\_Home:\_\_\_ E-Mail: Warning: Any person who supplies information in the 'Required' portion of a Voters' Pamphlet statement, knowing it to be false, is subject upon conviction, of a Class C felony, to imprisonment for up to five years or to a fine of \$125,000, or both. ORS 260.715 (1); 260.993 (2); 161.605; and 161.625. Note: Language which violates any provision of ORS 251.415 will be excluded from the Voters' Pamphlet. By signing this document, I hereby state: - That all information provided by me on this form and in this Statement is true to the best of my knowledge; - I am the author of this Statement (ORS 251.415); - I have read and understand the instructions for submitting this 'Candidate Statement'; and - The portrait, if provided, is less than four (4) years old. Signature of Candidate or Agent on behalf of Candidate Date signed (If applicable) Printed name of Agent Phone number For Office Use only: County:\_\_\_ Optional Info? Yes No Intake Staff Initials: Cash-receipt #:\_\_ Endorsements? Yes #\_\_\_\_ Word Count (325 max): Portrait?

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O No

Print? #

O None

Email copy? Yes

Received? Yes

O No

O No

Check #:\_\_\_\_

Amount \$\_\_\_\_

Required Info? Yes

Signed? Yes No

Candida	te's Statement for Voters' Pamphlet	
	'Required Information'	
TOTAL maximum of 325 hand-counted typewr headings already printed on this form. All section information for a required section the word "No 'Required' and/or 'Optional Information' write the section is the section of the word "No 'Required' and/or 'Optional Information' write the section is the section of	ons of the 'Required Information' must be co one" should be inserted. If attaching a typew	mpleted. If there is not relevant rritten document with either the
		uns form.
Occupation (present paid or unpaid emplo	pyment):	
Occupational Background (any previous  Educational Background (relevant school		
Name of School	Educational study - Major/minor	Diploma/Degree/Certificate
Name of School	, , , , , , , , , , , , , , , , , , ,	;
,	,	;
,	,	;
,	, ,	<u> </u>
Prior Governmental Experience (electe	и от арроппецу.	
	'Optional Information'	
Attach a separate sheet with your 'Option Information' count toward the 325 word	limit.	
Candidate ( ) checklist for	'VP-01 Candidate's Statement for Count	y Voters' Pamphlet' information:
Typewritten & signed VP-01	(Optional) 'Opt	ional Information'
'Required Information':	(Optional) Portra	it
☐ Occupation; ☐ Occupational Background;	(If applicable) V	P-02 Endorsement Statement #:
Educational Background;	Fee provided	
Prior Governmental Experience.	☐ Word Count (325	words/numbers MAX)

County Voters' Pamphlet - Statement of Endorsement
Warning - Submitting a false signature on this statement is a violation of ORS 251 405, subject to a penalty of up to \$1000.
Filing Information This Statement of Endorsement is only valid for the election indicated below.
Election: OPrimary 20 OGeneral 20 OSpecial/Regular
Statement of Endorsement for either:
Candidate Statement:
Name of candidate filer
Measure Argument # with Name of Filer:
Measure # Name of filer who furnished measure argument  Endorsement Information
Important! Read all instructions before completing this form. Select only one option for endorsement information.  Option 1: Allows the filer to determine the use of an endorser's name, applicable title, the name of the organization they are authorized to represent, if any, and other biographical information about the endorser to appear as the filer chooses, in a 'Candidate Statement' or 'Measure Argument'.  OR  Option 2: Requires the filer to reproduce the endorser's name, applicable title and/or the name of the organization the endorser represents, if any, and other information about the endorser exactly as the endorser provides in the 'Required Reproduction' box for it to appear in the filer's 'Candidate Statement' or 'Measure Argument'.
CHOOSE ONLY ONE OPTION!
Option 1 Statement of Endorsement – determined by filer
I, (print name), Oan individual (or) Oan authorized representative for (print organization name), as the endorser, give consent to the filer to use my name, applicable title, and/or the name of the organization I am authorized to represent, and other biographical information in the 'Candidate Statement' or 'Measure Argument' as determined and submitted by the filer listed above.  Option 1 Endorser Signature:
****** OR *****
Option 2 Statement of Endorsement – reproduction as designated by endorser
I, (print name), Oan individual (or) Oan authorized representative for (print organization name), as the endorser, consent to the use of my name, applicable title, the name of the organization, if any, and other biographical information or quotes provided by me, exactly as it appears below in the 'Required Reproduction' box, to be used in the filers 'Candidate Statement' or 'Measure Argument' as submitted by me to the filer.
'Required Reproduction' box (Option 2)
Option 2 Endorser Signature:Date:
For office use only! MUST check one used: Option 1 Option 2

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### County Voters' Pamphlet - Statement of Endorsement Instructions

#### **General Instructions**

An original, faxed, e-mail attachment or copy of a 'VP-02 County Voters' Pamphlet – Statement of Endorsement' form should be filed with the 'VP-01 Candidate Statement' or 'VP-03 Measure Argument' it relates and must be filed no later than the 5 pm Voters' Pamphlet filing deadline. If the name of a person (the endorser) or organization (the endorser) or non-previously disseminated quote is used in a submitted VP-01 or VP-03 as supporting or endorsing the candidate or measure, **you must either**:

1. File a 'VP-02' form using 'Option 1 Statement of Endorsement – determined by the filer to provide endorsing person or organization information.

Choosing 'Option 1' must be signed by a person, or by an authorized person on behalf of an organization, stating that the filer has consent and the descretion to use the signees name, and title if needed, and/or organization name as submitted on the VP-01 or VP-03.

#### OR

2. File a 'VP-02' form using 'Option 2 Statement of Endorsement – reproduction as designated by endorser' of information as provided to the filer by the endorser.

Choosing 'Option 2' requires the endorser to provide the exact wording and information, in the 'Required Reproduction' box, that the filer must use, per verbatim, as their endorsement on either a VP-01 or VP-03. VP-02 must be signed by the endorser, or by an authorized person on behalf of an organization, providing consent to use their name and title, if used, or organizations' name and/or a non-previously disseminated quote as the endorser has provided to the filer in the VP-02 'Required Reproduction' box.

#### Example 1 'Option 2' Endorsement -

- 'Candidate Statement' language: "Cooper City Council unanimously endorses this candidate for Sheriff."
- 'Required Reproduction' box should contain the following: "Cooper City Council unanimously endorses this candidate for Sheriff. Cooper City Councilor ?name?" (Note: All Councilors on this Council must each sign a separate VP-02 form with this information.)

#### Example 2 'Option 2' Endorsement -

- 'Measure Argument' language: "Cooper County Sheriffs Bill Smith, John Henry & Bob Cox".
- 'Required Reproduction' box containing something similar to the following: Bill Smith, Cooper County Sheriff; John Henry – Cooper County Sheriff; Cooper County Sheriff, Bob Cox. (Note: Each endorser must sign a separate VP-02 form. For this example there would be 3 forms.)
- 3. Using a previously disseminated to the public quote in a 'Candidate Statement' or 'Measure Argument'. If a previously publically disseminated quote is used, NO VP-02 form is necessary. The quotation must have been disseminated to the public prior to inclusion in the VP-01 or VP-03 and the quotation must be identified in the VP-01 or VP-03 by its source and date of publication/dissemination.

#### Examples 1 - for identifying the source of a quote are:

Author Name (if applicable), Newspaper Name or Magazine Name or Book Title, Date of Publication; Author Name (if applicable), website (www.???.???), Date of posting.

#### Example 2 - of quotes:

"In the latest edition of the NW Times, the editorial board in the paper said this about me

"... that Joe Smith is the best person for the job." NW Times, 11/24/2013."

#### **Contact Information**

→ Clatsop County Clerk & Elections, 820 Exchange St Ste 220, Astoria OR 97103 phone: 503-325-8511 fax: 503-325-9307 e-mail: clerk@co.clatsop.or.us



February 28, 2023

To: SEPRD Board of Directors

Re: Budget Committee Vacancy, Process & Timeline

Directors.

We are well underway into the budget preparations for the 2023-2024 Budget. As was shared in January, we have one vacancy on the Budget Committee for this year. The current budget committee members are:

-	Jamie Bingham	Term Expires 2024-2025
-	Norman Brown	Term Expires 2023-2024
-	Marcus Runkle	Term Expires 2024-2025
177	Tracy MacDonald	Term Expires 2023-2024

Staff would recommend that we post the Budget Committee Vacancy and accept applications, with interviews and a decision to fill the vacancy coming in the month of March. Staff, upon approval, will post the vacancy on the District website, social media, printed flyers and a local advertisement. It has become the custom to encourage but not require a brief resume along a required "statement of interest" which can be provided either electronically or in writing to myself. Please see the proposed budget timeline below:

February-March:

Staff internally preparing budget information

February 28/March 1:

**Budget Committee Vacancy Posted** 

March 15:

**Budget Committee Vacancy Period Closes** 

March 23:

Budget Committee Interviews (before/after March Board Meeting)

April 18:

Budget Committee Meeting, 6pm

May 9:

Budget Committee Meeting (if necessary), 6pm

May 23:

Budget Adopted during May Board Meeting

OR

June 27:

Budget Adopted during June Board Meeting

Sincerely,

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

1140 Broadway | Seaside, Oregon 97138

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



PARK + RECREATION DISTRICT

THE SUNSET EMPIRE PARK & RECREATION DISTRICT IS LOOKING FOR BUDGET COMMITTEE MEMBERS

CANDIDATES MUST RESIDE WITHIN DISTRICT BOUNDARIES.

FOR MORE INFORMATION PLEASE VISIT
OUR WEBSITE AT
SUNSETEMPIRE.COM/BOARD OR CONTACT
SEPRD EXECUTIVE DIRCTOR,
SKYLER ARCHIBALD:
SARCHIBALD@SUNSETEMPIRE.COM
OR 503-738-3311.

APPLICATION DEADLINE IS WEDNESDAY, MARCH 15, 2023



February 20, 2023

TO: Board of Directors

FR: Rosa Gilbert, Director of Student and Family Support Services

RE: Escuelita Movil (Little Mobile School) Space Use Request

#### **EXPLANATION:**

The NWRESD applied for and has recently been awarded a \$250,000 Latino/a/x and Indigenous Student Success grant. This project is a collaborative effort between the Migrant Education Program (MEP), Diverse Educator Program (DEP), English Language Learner program, NW STEM Hub and the Early Learning Hub. Through this grant, we are proposing an expansion of the Escuelita Móvil (Little Mobile School) program which provides a free, high-quality, culturally and linguistically-sustaining school readiness experience for Latinx children preparing to enter kindergarten.

Escuelita Móvil brings together families and young children to jointly engage in exploration, social interactions, discovery, and play. Escuelita Móvil experiences are designed to promote learning through developmentally appropriate activities and interactions both in a school setting and at home. We do this by honoring familial culture, language, experiences, and traditions while introducing skills that develop parent capacity and parental confidence as their child's first teacher. The in-person preschool experience is complimented by learning activities that parents can continue at home using simple and meaningful materials. Caregivers also receive resources that support the development and comprehensive well-being of families.

REQUESTER(S): Rosa Gilbert, Director of Student and Family Support Services

SUPPLEMENTARY MATERIALS:

Latino/a/x and Indigenous Student Success Grant Award Letter

Sunset Empire Parks and Recreation: Escuelita Móvil Proposal



RECOMMENDATION: Staff recommends the Sunset Empire Board of Directors approve on-site use of space for the purpose of expanding the mobile preschool program, *Escuelita Movil*, to Latino/a/x and Indigenous students in Clatsop county.

PROPOSED MOTION: "I move to approve the on-site use of space for the purpose of expanding the mobile preschool program, *Escuelita Movil*, to Latino/a/x and Indigenous students in Clatsop county."





Oregon achieves..... together!

Colt Gill

Director of the Oregon Department of Education

DATE: July 28, 2022

TO: All Applicants

FROM: Karen L Hull, Procurement & Contract Specialist

Office of Finance & Information Technology

Procurement Services

RE: Notice of Intent to Awards

Latino/A/X and Indigenous – Student Success Grants Request for Applications

OrBuys No. S-58100-00001003

On behalf of the Office of Equity, Diversity & Inclusion, I am pleased to inform you of the intent to enter into a Grant Agreement for the Latino/a/x and Indigenous Student Success Grants to all Applicants who submitted an Application by the RFA closing date of June 03, 2022. The Department of Education received 28 Grant Applications with all meeting the requirements to move into the Evaluation Process. All Applications were reviewed and evaluated by a team of qualified peer reviewers using the scoring criteria outlined in Section 3 of the Request for Applications (RFAs).

The attached spreadsheet provides the Awarded Applicant's/Grantee's Name, Budget Award and their Project Regions.

The Department's Office of Equity, Diversity & Inclusion determined the awarded budget amounts to each Applicant. If an Applicant did not receive the budgeted amount requested in their Application, the Applicant will need to send a revised budget for the amount awarded. If the revised budget changes an Applicants Project Plan, a new Project Plan or a revised Project Plan will need to be submitted in addition to their revised budget.

Please submit these revised budgets and Applications via email to <u>Michael.reves@ode.oregon.gov</u> and <u>Nicole.shaw@ode.oregon.gov</u>

The Department thanks each Applicant for your valuable work to support your community and appreciates your participation in this Grant Application process. The Department encourages all Applicants to participate in future Department funding opportunities.

If you have any questions about the Grant Award process, please feel free to contact Nicole Shaw at <u>Nicole.shaw@ode.oregon.gov</u> and Michael Reyes Andrillon at <u>Michael.reyes@ode.oregon.gov</u>

Congratulations to the awarded Applicants.

#### Oregon Department of Education

			Provider of Early						
	Region		Learning			Post-	Budget	Funding	Percent of
Organization Name	Focus	СВО	Services	SD	ESD	Secondary	Requested	Awarded	Request
Adelante Mujeres	3	Х					\$143,988.00	\$143,988.00	100%
Greater Albany Public Schools	2			×			\$250,000.00	\$204,311.00	82%
Beaverton SD	3			×			\$222,776.70	\$182,111.00	82%
Centro Latino Americano	1	×					\$250,000.00	\$250,000.00	100%
Edúcate Ya	3	х					\$59,225.00	\$59,225.00	100%
El Programa Hispano Catolico	3	X					\$250,000.00	\$250,000.00	100%
Eugene SD	1			×			\$250,000.00	\$204,311.00	82%
Gervais SD	2			×			\$249,953.00	\$204,311,00	82%
High Desert ESD	4				X		\$249,375.00	\$249,375.00	100%
Jefferson County SD	4			×			\$249,968.00	\$204,311.00	82%
Juntos/OSU	2, 3, 4				1701-1111-1111	×	\$250,000.00	\$250,000.00	100%
Kids Unlimited of Oregon	1	X					\$250,000.00	\$250,000.00	100%
Klamath County SD	4			×			\$249,780.00	\$204,111.00	82%
***Latino Network/Gresham Barlow SD?	3	Х					\$250,000.00	\$250,000.00	100%
Multnomah ESD/Bars to Bridges	2, 3				X		\$200,000.00	\$200,000.00	100%
Next Door Inc	4	Х					\$250,000.00	\$250,000.00	100%
Northwest Regional ESD	2				х		\$250,000.00	\$250,000.00	100%
Ontario SD	5			×			\$250,000.00	\$204,311.00	82%
***Parkrose SD/ Latino Network?	3			×			\$125,549.00	\$103,011.00	82%
Portland Community College	3					×	\$250,000.00	\$250,000.00	100%
PODER	2	X					\$250,000.00	\$250,000.00	100%
Salem-Keizer Coalition Equality	2	Х					\$250,000.00	\$250,000.00	100%
Southern Oregon University	1					×	\$250,000.00	\$250,000.00	100%
South Lane SD/Peggy's Primary Connection	1		X	×			\$250,000.00	\$204,311.00	82%
Southern Oregon Child and Family Council	1	х					\$250,000.00	\$250,000.00	100%
Center for Intercultural Organizing dba Unite									
Oregon	3	x					\$250,000.00	\$250,000.00	100%
Willamette ESD/ Willamette Career Academy	2				Х		\$245,818.00	\$245,818.00	100%
Western Oregon University	2					X	\$222,495.00	\$222,495.00	100%
		11	1	9	4	4	\$6,468,927,70	\$6.086.000.00	

Regions: Southwest 6 Northwest 9 Metro (3) 10 Central (4) 5 Eastern (5) 1

## Sunset Empire Parks and Recreation: Escuelita Móvil Proposal

Escuelita Móvil (Little Mobile School) provides a free, high-quality, culturally and linguistically-sustaining school readiness experience for Latinx children preparing to enter kindergarten. It brings together families and young children to jointly engage in exploration, social interactions, discovery, and play. Escuelita Móvil experiences are designed to promote learning through developmentally appropriate activities and interactions both in a school setting and at home. We do this by honoring familial culture, language, experiences, and traditions while introducing skills that develop parent capacity and parental confidence as their child's first teacher. The in-person preschool experience is complimented by learning activities that parents can continue at home using simple and meaningful materials. Caregivers also receive resources that support the development and comprehensive well-being of families.

The program will run from the week of **April 24th to June 16th**. This session will consist of a half-day program (am or pm) held **twice a week** for the **eight weeks** with a cohort of **10-15 students** along with their parent/caregiver.

Through the program, students and families will participate in activities related to writing, literacy, STEM, arts/crafts, and gross motor development. Parents will be actively involved throughout the program and will receive parent-specific programming each session as part of a Parent Café which will cover topics such as: positive separation, parental school involvement, emotional regulation, routines, and fostering student independence. At the end of each session, parents will receive a "Bolsa viajera" of materials to take home to further support student learning and preparation. All programming and educational materials are provided in Spanish or bilingually and lessons are led by Latinx educators with an administrator on site to support the program as needed. Given the various components of the program we are requesting space in the library or cafeteria with access to the kitchen to prepare snacks as well as the playground for gross motor play and development.

This project is a collaborative effort between the Migrant Education Program, NW Early Learning Hub, NW STEM Hub, and Diverse Educator Pathways. The MEP, EL Hub and STEM Hub previously partnered to pilot the Escuelita Móvil program in Clatsop during the summer of 2021. With additional funding we are expanding upon this prior

### Sunset Empire Parks and Recreation: Escuelita Móvil Proposal

collaboration by integrating the DEP program with plans to offer up to four cohorts of Escuelita Movil in Clatsop county next school year. Our current request is focused on using space in the library or cafeteria with access to the kitchen and playground twice a week from April 24 to June 16, 2023.

Thank you for your consideration,

Migrant Education Program, NW Early Learning Hub, NW STEM Hub, and Diverse Educator Pathways