

Sunset Empire Park & Recreation District: Board Meeting Agenda

Tuesday, November 28, 2023

Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138

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

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Recognition of SEPRD Employee of the Month, November: Daffne Mejia Alvarez
5. Public Comment
6. Correspondence
7. SEPRD Audit Report from Rick Proulx, Principal, Kern & Thompson
8. Report from Strategies 360
9. Approval of Board Meeting Minutes: September 26 & October 24
10. Review Financials: October 2023
 - A. Correspondence from Umpqua Bank
11. Staff Presentation: Zoe Manhire, SEPRD Special Events & Recreation Coordinator
12. Old Business
 - A. Occupancy Update
 1. Fire Suppression System- Update
 2. Conditional Use Permit Application
 - B. Broadway Field Update
 1. IGA and Termination of Existing IGA
 - C. Strategic Plan Update
13. New Business
 - A. Board Action- Modifying the Budget
 - B. Recreational Immunity Changes
14. Executive Director Report
 - A. Shutdown Recap
 - B. NRPA Community Wellness Hub Video: <https://shorturl.at/entE6>
 - C. District Goals 2023
 - D. Special Events Recap/Meetings & Events Upcoming
 1. ORPA Conference Recap
 2. Turkey Trot & Community Thanksgiving Meal Recap
 3. No December Meeting
 4. January Meeting: January 23, 2024
15. Board Comment
16. Adjournment

Accessibility: This meeting is handicapped accessible.

Please let us know at 503-738- 3311 x 0,

if you will need any special accommodation to participate in this meeting.

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

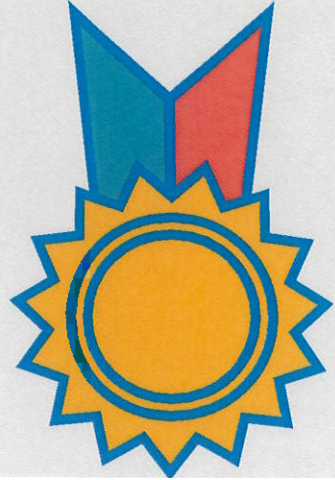
SEPRD is inviting you to a scheduled Zoom meeting.

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88545413763>



PAUSE FOR APPLAUSE

NOVEMBER 2023 WINNER

AWARDED TO:

DAFFNE MEJIA
ALVAREZ

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

Skyler Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT

Management Letter

To the Board of Directors
Sunset Empire Park & Recreation District
Seaside, Oregon

We appreciate this opportunity to share with you our observations and recommendations concerning business and accounting issues noted during the course of our audit. We were not engaged to render an opinion on your system of internal control and, accordingly, we do not express an opinion or any other form of assurance on internal control.

This letter is a privileged communication between the Sunset Empire Park & Recreation District ("SEPRD") and our firm. This letter is not a report on the quality of SEPRD's accounting system or personnel but rather a vehicle to discuss pertinent issues with you.

General Fund:

SEPRD's budgetary accounting structure consists of a general fund and additional funds to account for the activities of the Broadway Field (BRF) and the Sunset Recreation Center (SRC). The general fund accounts for the activities of the aquatic program, community program, youth program, recreation program, special events, and overall administration. On an annual formal reporting basis, all of these activities, including the BRF and SRC, are presented in SEPRD's government-wide and fund basis financial statements as a single general fund. This segregation within SEPRD's accounting software continues to cause differences between inter-fund account balancing that requires additional accounting assistance on an annual basis to prepare the annual financial statements.

While an Oregon municipal government or district may account for and report different activities in separate funds, it is not a requirement. The activities of SEPRD are funded primarily from property taxes and user charges, therefore we believe the presentation of a single general fund in the annual financial statements is appropriate under generally accepted accounting principles. It seems inconsistent to account for the aquatic program, community program, youth program, and recreation program in the accounting system under the general fund, but account for the BRF and SRC (which rely on the same types of revenue sources) in separate funds.

Recommendation:

We recommend that you combine the BRF and SRC funds within the general fund both for internal accounting and for budgetary purposes. The BRF and SRC should be treated as departments within the general fund for budgetary purposes in the same manner as the aquatic program, community program, youth program, and recreation program. We believe this will eliminate the inconsistency in budgetary reporting and simplify the overall internal accounting process.

We appreciate the courtesy and cooperation provided by the employees of the District during the course of the audit. We will be happy to discuss the details of this report and assist in any way possible. This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than these specified parties.

KERN THOMPSON, LLC

Portland, Oregon
October 19, 2023

Governance Letter

To the Board of Directors
Sunset Empire Park & Recreation District
Seaside, Oregon

We have audited the financial statements of the governmental activities and each major fund, of the Sunset Empire Park & Recreation District (collectively, the District), for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit.

We have communicated such information to you in our engagement letter to you dated April 7, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note A to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2023. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures were neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We detected no misstatements as a result of audit procedures that were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the attached management representation letter.

To the Board of Directors
Sunset Empire Park & Recreation District

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis (the MD&A), and the general fund budgetary schedules, which are required supplementary information (collectively the "RSI") that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the MD&A or the pension schedules, and do not express an opinion or provide any assurance on them.

With respect to the general fund budgetary schedules, and the other supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of those in charge of governance and management of the Sunset Empire Park & Recreation District and is not intended to be and should not be used by anyone other than these specified parties.

KERN THOMPSON, LLC

Portland, Oregon
October 19, 2023



Management Representation Letter

Kern & Thompson, LLC
1800 S.W. First Avenue, Suite 410
Portland, OR 97201

This representation letter is provided in connection with your audit of the financial statements of the Sunset Empire Park & Recreation District (the "District"), which comprise financial position of the governmental activities and each major fund, as of June 30, 2023, and the respective changes in financial position and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date signed below, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 7, 2023, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.

6. Related party relationships and transactions, if any, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We are in agreement with those adjustments.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.

15. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or bylaws, or waste or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware, if any.

Government-specific

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have identified to you and previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
21. The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
23. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
24. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
26. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those non-audit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and

accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

27. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as made known to you and disclosed in the notes to the financial statements.

28. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

29. There are no component units. There are no joint ventures with an equity interest, or other joint ventures, or other related organizations.

30. The financial statements properly classify all funds and activities in accordance with GASB No. 34 as amended, and GASB No. 84.

31. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

32. Components of net position (net investment in capital assets; restricted; and unrestricted) and if applicable, classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and approved.

33. Invested funds held in the Oregon State Local Government Investment Pool (LGIP) and in brokered investment accounts are properly valued.

34. Provisions for uncollectible receivables have been properly identified and recorded.

35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

36. Revenues are appropriately classified in the statement of revenues, expenses, and changes in net position.

37. Interfund activity and balances have been appropriately classified and reported.

38. Deposits and invested funds are properly classified as to risk and are properly disclosed.

39. Capital assets are properly capitalized, reported, and depreciated.

40. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

41. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

42. We acknowledge our responsibility for the required supplementary information ("RSI" – the "Management's Discussion and Analysis" and general fund budgetary schedules). The

RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

43. We acknowledge our responsibility for presenting the supplemental budgetary comparison schedules (the "supplementary information") in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

SUNSET EMPIRE PARK & RECREATION DISTRICT

By:



Darren Gooch, Director of Operations

Date:

10/19/2023

By:



Chris McCollister, Finance Manager

Date:

10/19/2023

BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

SEPTEMBER 26, 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 (present 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.
NATIONAL HISPANIC HERITAGE MONTH PROCLAMATION	Board President Katharine Parker read a proclamation celebrating September 15-October 16 as National Hispanic Heritage Month.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	Board President Parker shared that she is a Seaside School District employee but that her position as an employee have no interference with her Board responsibilities or vice versa.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH – SEPTEMBER: MACKENZIE GREENWELL	The Board recognized the work of Mackenzie Greenwell, a member of our Youth Programs Team. Mackenzie has done amazing work inspiring the children, teaching, and aiding their learning and maturation. Thank you Mackenzie for all you do!
PUBLIC COMMENT	There was no public comment this month.
CORRESPONDENCE	There was no correspondence this month.
APPROVAL OF BOARD MEETING MINUTES	The Board reviewed the meeting minutes from the Board Meetings held on August 22 and September 6. <i>After review, the Board unanimously approved the August 22 Meeting Minutes (Gorman/Coddington) and the September 6 Meeting Minutes (Gorman/Coddington).</i>
REVIEW OF FINANCIALS	The Board reviewed the Financial Reports from August 2023. <i>After review the Board unanimously approved the financials for August 2023 (Hinton/Coddington).</i>

**STAFF
PRESENTATION:
LINDSEY WOLFE &
CAROLYN HEYMANN,
SEPRD AQUATICS**

The Board received a presentation from Lindsey Wolfe, Aquatics Coordinator and Carolyn Heymann, SEPRD Swim Lesson Instructor. There are many amazing things going on within the Aquatics Programs and the Board and staff had great dialogue about those programs.

OLD BUSINESS

OCCUPANCY UPDATE: Chris Mastrandrea (Klosh Group) and Brandon Dole (SEA) provided an update to the Board about the Fire Alarm Replacement System and the Conditional Use Permit Application, both for the Sunset Recreation Center. The Permit Application has been submitted and we are waiting to hear back regarding next steps. For the Replacement of the Fire Alarm System, the chosen contractor Convergent and the District are nearly finished with the contract and an initial walkthrough has been scheduled.

STRATEGIC PLAN UPDATE: Mr. Archibald shared an update with the Board regarding the strategic plan. The group is still waiting to finalize dates for tour visits and the next steps.

BROADWAY FIELD UPDATE: Ms. Bodner led the discussion on the developments with the Broadway Field project. Mr. Archibald and the Board discussed the Broadway Field and project. Mr. Archibald shared that the staff and SSD are still working to finalize the last remaining details of the IGA for the new field. Mr. Archibald shared that the SSD had decided at their September Board Meeting to locate the SHS Softball season to the SW corner of the field, the same location that they have played at for the previous eight seasons. Ms. Bodner provided her input

NEW BUSINESS

There was no new business this month.

**EXECUTIVE
DIRECTOR REPORT**

Mr. Archibald provided an update on the following items:

- **DAYCARE PARK IMPROVEMENTS:** Darren Gooch provided an update and photos of the process and improvements at the parkspace, thanks to a grant. The space has come along really nicely and now features landscaped grass, picnic tables, ADA improvements and playground amenities added.
- **SWIM TEAM & SUNSET POOL IMPROVEMENTS:** Mr. Archibald shared the recent developments to add a timing system and purchase new diving blocks, enhancements that will benefit the SEPRD Swim Club and the SHS Swim Team. The fundraising for these improvements was shared by the Sunset Park & Rec Foundation, SHS, community efforts, a Pacifica Project and successful grant applications into the community.
- **SHUTDOWN PLANS:** Mr. Archibald shared the timeline and plans for the shutdown to occur October 28-November 13.
- **DISTRICT GOALS 2023:** Mr. Archibald shared an update on the goals for 2023.
- **SPECIAL EVENTS RECAP/EVENTS UPCOMING:** Mr. Archibald shared regarding the upcoming LatinX Hispanic Heritage Celebration,

SEPRD Fall Fun Fest and upcoming conferences with the NRPA and ORPA.

BOARD COMMENT

Board Vice-President Bodner shared that we have a lot going on, that she was thankful for the update on the strategic plan and thanked Mr. Archibald for his work.

Director Gorman congratulated Mackenzie and thanked Lindsey and Carolyn for their presentation and work. He also highlighted the improvements at Daycare Park. He also shared the upcoming Disaster Preparedness event at Camp Rilea.

Director Coddington shared her gratitude and some of the challenges she is having with some family members. She said that she was grateful for the fact that the District is providing so much education and providing so much expertise in the aquatic field. She shared that she was grateful for Levi and Cortney and the work completed on the park improvements. She reiterated the event this Saturday and the Great Oregon Shakeout upcoming. She also wanted to state that she knows that the SRC is a safe building for our community.

Director Hinton stated how much he appreciated the staff presentation & meeting Coach Carolyn. He asked how much the private swim lessons cost and how we administer that program. He stated his excitement to potentially attend the ORPA Conference.

Board President Parker congratulated Mackenzie and thanked Lindsey and Carolyn for their work and highlighted the partnership behind the Daycare Park improvements.

ADJOURNMENT

The meeting was adjourned at 7:42pm by Board President Parker.

Skyler Archibald, Exec. Director

Katharine Parker, Board President



BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

OCTOBER 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 5:18pm by Board Vice-President Celeste Bodner
- ATTENDANCE** **Present:** Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman
Absent: N/A
Also Present: Skyler Archibald, Darren Gooch, Chris McCollister, Erin Reding (SEPRD Staff)
- PLEDGE OF ALLEGIANCE** Led by Bodner.
- DECLARATION OF POTENTIAL CONFLICT OF INTEREST** Board Vice-President Bodner asked for any conflicts of interest. There were no conflicts of interest declared.
- RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH – OCTOBER: IZZY COUGHLIN** The Board recognized the work of Izzy Coughlin who recently returned to work for SEPRD and is doing an outstanding job in the Aquatics Department. Thank you, Izzy!
- PUBLIC COMMENT** Marti Wajc offered public comment. She commented that the front desk needs to be staffed full-time and occupied so that there are no issues with theft, as has happened in the past. She asked about shutdown projects, why the District isn't paying for residents to use other community pools and encouraged the Board and staff to be more transparent in their communication.
- CORRESPONDENCE** The Board reviewed a letter from Ms. Marti Wajc which reiterated the message that she shared during public comment.
- PRESENTATION RE/SYSTEMS DEVELOPMENT CHARGES (SDC), DOUG GABBARD, FCS GROUP** The Board heard a presentation from Doug Gabbard regarding Systems Development charges and had an opportunity to ask questions to Mr. Gabbard.

APPROVAL OF BOARD MEETING MINUTES

The Board reviewed the meeting minutes from the Board Meeting held on September 26. Director Coddington asked a question about the Board Comment and after discussion, the Board decided to wait until the November meeting to approve the October Meeting Minutes.

REVIEW OF FINANCIALS

The Board reviewed the Financial Reports from September 2023 which included drafted correspondence from Finance Manager, Chris McCollister regarding a banking error. *After review the Board unanimously approved the financials for September 2023 (Hinton/Gorman).*

STAFF PRESENTATION: ERIN REDING, YOUTH PROGRAMS MANAGER

The Board received a presentation from Erin Reding, Youth Programs Manager. Erin Reviewed the work of the youth programs department including a robust preschool, infant/toddler program and after school program.

OLD BUSINESS

OCCUPANCY UPDATE: Mr. Archibald provided an update about the process with the occupancy and fire suppression system. Things are moving quickly now with both pieces with fire alarm work likely to begin before the end of the year and fire and hopes of having the conditional use permit application be reviewed by the City along the same timing.

BROADWAY FIELD UPDATE: Mr. Archibald and Ms. Bodner shared an update on Broadway Field. They were able to meet with SSD representatives to discuss the IGA. Mr. Archibald has been able to be a part of the CMGC Selection Process for the School District's softball field project and he updated the board on that process and the timeline for that project moving forward.

STRATEGIC PLAN UPDATE: Mr. Archibald shared an update with the Board regarding the strategic plan. The group is still waiting to finalize dates for tour visits and the next steps.

NEW BUSINESS

There was no new business this month.

EXECUTIVE DIRECTOR REPORT

Mr. Archibald provided an update on the following items:

- **SHUTDOWN PROJECTS:** With the upcoming shutdown, Mr. Archibald shared some of the projects to be undertaken. Major projects include installation of new HVAC units in the men's and women's locker rooms and Sunset Pool lobby as well as deep cleaning, service of pool mechanical equipment and fitness equipment and installation of new diving blocks.
- **DISTRICT GOALS 2023:** Mr. Archibald provided information to the board and updated them on the progress in regards to three District Goals.
- **SPECIAL EVENT RECAP/MEETINGS & EVENTS UPCOMING:** Mr. Archibald shared regarding the recently held LatinX Hispanic Heritage Celebration, SEPRD Fall Fun Fest and his experience at the NRPA

Conference in Dallas as well as upcoming conference with the ORPA as well as special events on Thanksgiving with the District.

BOARD COMMENT

Director Gorman thanked Consejo Hispano for an awesome event and stated that he was surprised that they could do it with no cost to the participants. He said congrats to Izzy and thanked Chris and Erin for their work. He stated that in regard to SDC's we cannot do it ourselves, we need help in exploring it but that in the big picture context, expansion of geopolitical boundaries, our activities and outlook are very crucial.

Director Coddington mirrored what Director Gorman said and thanked Izzy for her work both on deck and in the water. She thanked Ms. Wajc for her letter and that she wished Marti had stayed longer so that some of her concerns could have been addressed. She stated that Erin is a treasure, and she appreciated all the work of the programs staff. She thanked Levi & Cortney for their work in keeping things going and thanked Skyler, Darren, Chris, and Justin. She thanked the speaker, Mr. Gabbard, for his insight and information. She encouraged folks to take advantage of all the programs and events that the District has to offer and that she hopes that we are able to feed the homeless and their pets on Thanksgiving. She encouraged the District to do more advertising for our upcoming events as well as previous events that we've held.

Director Hinton volunteered to help with the shutdown projects, as a tile worker. He stated that he enjoyed the LatinX festival which was packed and enjoyed the environment, the dancing, and the delicious food. He volunteered at the Fall Fun Fest and said that it was awesome to see these events in our own space. He shared that he is the incoming president of the Seaside Kiwanis, and he is looking forward to some partnership with the District. The Kiwanians will be bringing back the Christmas Tree sale as a fundraiser this year.

Board Vice-President Bodner thanked Mr. Archibald for arranging Mr. Gabbard to come and speak and thanked Erin for her presentation. Part of the reason for purchasing the SRC was to expand childcare and we have been able to accomplish some of that with more to do.

ADJOURNMENT

The meeting was adjourned at 8:05pm by Board President Parker.

Skyler Archibald, Exec. Director

Celeste Bodner, Board Vice- President



Sunset Empire Park & Recreation District

Revenue and Expense Report

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

Current percentage of the fiscal year: **33.69%**

Through October 31, 2023	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	68,527.35	166,000.00	97,472.65	41.28%
Building Fund	0.00	156,000.00	156,000.00	0.00%
Broadway Field Fund	10,021.92	60,000.00	49,978.08	16.70%
Community Center	36,408.55	93,800.00	57,391.45	38.82%
Recreation	18,441.89	101,500.00	83,058.11	18.17%
Special Events	34,093.11	41,950.00	7,856.89	81.27%
Sunset Recreation Center	52,397.49	895,000.00	842,602.51	5.85%
Youth Center	100,232.91	445,000.00	344,767.09	22.52%
Taxes & Other	180,938.80	1,971,360.00	1,790,421.20	9.18%
Total Revenues	501,062.02	3,930,610.00	3,429,547.98	12.75%
EXPENSES--				
AD Staffing	129,602.40	378,500.00	248,897.60	34.24%
AD PR Taxes and Benefits	39,857.54	109,000.00	69,142.46	36.57%
AD Materials, Supplies, and Services	134,763.87	255,000.00	120,236.13	52.85%
<i>Sub-total AD Expenses</i>	<i>304,223.81</i>	<i>742,500.00</i>	<i>438,276.19</i>	<i>40.97%</i>
AQ Staffing	181,225.34	486,375.00	305,149.66	37.26%
AQ PR Taxes and Benefits	32,795.05	84,900.00	52,104.95	38.63%
AQ Materials, Supplies, and Services	30,606.58	127,000.00	96,393.42	24.10%
<i>Sub-total AQ Expenses</i>	<i>244,626.97</i>	<i>698,275.00</i>	<i>453,648.03</i>	<i>35.03%</i>
CF Capital/Board Discretion Expense	0.00	250,000.00	250,000.00	0.00%
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>250,000.00</i>	<i>250,000.00</i>	<i>0.00%</i>
BRF Staffing	418.06	30,000.00	29,581.94	1.39%
BRF PR Taxes and Benefits	32.13	2,750.00	2,717.87	1.17%
BRF Materials, Supplies, and Services	2,435.53	23,750.00	21,314.47	10.25%
<i>Sub-total BRF Expenses</i>	<i>2,885.72</i>	<i>56,500.00</i>	<i>53,614.28</i>	<i>5.11%</i>
CC Staffing	31,869.59	119,300.00	87,430.41	26.71%
CC PR Taxes and Benefits	4,953.25	16,600.00	11,646.75	29.84%
CC Material, Supplies, and Services	6,023.56	30,000.00	23,976.44	20.08%
<i>Sub-total CC Expenses</i>	<i>42,846.40</i>	<i>165,900.00</i>	<i>123,053.60</i>	<i>25.83%</i>
MNT Staffing	66,502.21	196,000.00	129,497.79	33.93%
MNT PR Taxes and Benefits	21,968.48	61,500.00	39,531.52	35.72%
MNT Materials, Supplies, and Services	54,353.04	195,250.00	140,896.96	27.84%
<i>Sub-total MNT Expenses</i>	<i>142,823.73</i>	<i>452,750.00</i>	<i>309,926.27</i>	<i>31.55%</i>
RC Staffing	36,756.65	83,505.00	46,748.35	44.02%
RC PR Taxes and Benefits	6,501.38	22,000.00	15,498.62	29.55%
RC Materials, Supplies, and Services	12,417.16	69,550.00	57,132.84	17.85%
<i>Sub-total RC Expenses</i>	<i>55,675.19</i>	<i>175,055.00</i>	<i>119,379.81</i>	<i>31.80%</i>
SE Staffing	13,348.85	39,350.00	26,001.15	33.92%
SE PR Taxes and Benefits	5,564.39	22,700.00	17,135.61	24.51%
SE Materials, Supplies, and Services	20,595.99	29,150.00	8,554.01	70.66%
<i>Sub-total SE Expenses</i>	<i>39,509.23</i>	<i>91,200.00</i>	<i>51,690.77</i>	<i>43.32%</i>
SRC Staffing	17,870.89	30,000.00	12,129.11	59.57%
SRC PR Taxes and Benefits	1,374.48	4,200.00	2,825.52	32.73%
SRC Materials, Supplies, and Services	51,767.21	704,800.00	653,032.79	7.34%
<i>Sub-total SRC Expenses</i>	<i>71,012.58</i>	<i>739,000.00</i>	<i>667,987.42</i>	<i>9.61%</i>
YC Staffing	207,308.55	576,350.00	369,041.45	35.97%
YC PR Taxes	33,854.72	83,500.00	49,645.28	40.54%
YC Materials, Supplies, and Services	12,747.69	72,500.00	59,752.31	17.58%
<i>Sub-total YC Expenses</i>	<i>253,910.96</i>	<i>732,350.00</i>	<i>478,439.04</i>	<i>34.67%</i>
Total Expenses	1,157,514.59	4,103,530.00	2,946,015.41	28.21%
Revenues Plus Net Working Capital	1,005,231.02	4,434,779.00	3,429,547.98	22.67%

October 2023 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 83,388.65	\$ 14,122.64	\$ 23,019.54	\$ -	\$ 120,530.83
Non-exempt Staff	1.50	\$ 25,879.33	\$ 2,715.36	\$ -	\$ -	\$ 28,594.69
Sub-total	5.80	\$ 109,267.98	\$ 16,838.00	\$ 23,019.54	\$ -	\$ 149,125.52
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 66,502.21	\$ 8,207.53	\$ 13,760.95	\$ -	\$ 88,470.69
Sub-total	3.87	\$ 66,502.21	\$ 8,207.53	\$ 13,760.95	\$ -	\$ 88,470.69
AQUATICS						
Exempt Staff	1.40	\$ 29,336.26	\$ 4,133.17	\$ 10,003.91	\$ -	\$ 43,473.34
Non-exempt Staff	12.67	\$ 150,986.34	\$ 18,657.96	\$ -	\$ -	\$ 169,644.30
Sub-total	14.07	\$ 180,322.60	\$ 22,791.14	\$ 10,003.91	\$ -	\$ 213,117.65
RECREATION						
Exempt Staff	0.20	\$ 5,590.55	\$ 863.50	\$ 3,607.83	\$ -	\$ 10,061.88
Non-exempt Staff	0.85	\$ 22,010.10	\$ 2,030.05	\$ -	\$ -	\$ 24,040.15
Sub-total	1.05	\$ 27,600.65	\$ 2,893.55	\$ 3,607.83	\$ -	\$ 34,102.03
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 28,321.86	\$ -	\$ 9,812.06	\$ -	\$ 38,133.92
Non-exempt Staff	11.80	\$ 178,986.69	\$ -	\$ -	\$ -	\$ 178,986.69
Sub-total	13.10	\$ 207,308.55		\$ 9,812.06	\$ -	\$ 217,120.61
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 4,154.35	\$ 404.75	\$ 978.98	\$ -	\$ 5,538.08
Non-exempt Staff	2.70	\$ 27,715.24	\$ 3,569.52	\$ -	\$ -	\$ 31,284.76
Sub-total	2.85	\$ 31,869.59	\$ 3,974.27	\$ 978.98	\$ -	\$ 36,822.84
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 13,348.85	\$ 1,695.58	\$ 3,023.50	\$ -	\$ 18,067.93
Non-exempt Staff	0.50	\$ 12,371.00	\$ 845.31	\$ -	\$ -	\$ 13,216.31
Sub-total	1.15	\$ 25,719.85	\$ 2,540.89	\$ 3,023.50	\$ -	\$ 31,284.24
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 418.06	\$ 32.13	\$ -	\$ -	\$ 450.19
Sub-total	0.37	\$ 418.06	\$ 32.13	\$ -	\$ -	\$ 450.19
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 17,870.89	\$ 1,374.48	\$ -	\$ -	\$ 19,245.37
Sub-total	4.20	\$ 17,870.89	\$ 1,374.48	\$ -	\$ -	\$ 19,245.37
TOTAL	46.46	\$ 666,880.38	\$ 58,651.99	\$ 64,206.77	\$ -	\$ 789,739.14



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
00829	ACE HARDWARE - SEASIDE	10/05/2023	Regular	0.00	26.36	47353
VEN01140	CBM Systems, LLC	10/05/2023	Regular	0.00	2,832.81	47354
00186	CITY OF SEASIDE	10/05/2023	Regular	0.00	675.00	47355
VEN01265	Joels Munguia	10/05/2023	Regular	0.00	75.00	47356
00141	MESHER SUPPLY	10/05/2023	Regular	0.00	87.49	47357
00150	NORTHWEST NATURAL	10/05/2023	Regular	0.00	3,345.09	47358
00157	P&L JOHNSON	10/05/2023	Regular	0.00	1,507.55	47359
00161	PACIFIC POWER	10/05/2023	Regular	0.00	5,509.07	47360
00371	POOL & SPA HOUSE	10/05/2023	Regular	0.00	655.08	47361
01040	RECOLOGY WESTERN OREGON	10/05/2023	Regular	0.00	680.09	47362
01387	RICOH USA, INC.	10/05/2023	Regular	0.00	29.68	47363
00192	ROTARY CLUB OF SEASIDE	10/05/2023	Regular	0.00	262.35	47364
01133	SDIS	10/05/2023	Regular	0.00	15,075.62	47365
01384	Skyler Archibald	10/05/2023	Regular	0.00	106.76	47366
00966	THE SHERWIN-WILLIAMS COMPANY	10/05/2023	Regular	0.00	874.47	47367
VEN01195	Tuff Puffin	10/05/2023	Regular	0.00	1,385.60	47368
00454	WALTER NELSON CO.	10/05/2023	Regular	0.00	860.36	47369
01726	Wilcox & Flegel	10/05/2023	Regular	0.00	183.95	47370
00099	GRAINGER	10/11/2023	Regular	0.00	209.64	47371
VEN01071	Jacobs Radio	10/11/2023	Regular	0.00	199.00	47372
01223	Jeane Jensen	10/11/2023	Regular	0.00	1,035.00	47373
01787	Kern Thompson CPA	10/11/2023	Regular	0.00	16,000.00	47374
01795	KLOSH GROUP INC	10/11/2023	Regular	0.00	3,435.00	47375
01492	LEVI CONNER	10/11/2023	Regular	0.00	171.54	47376
01251	Lindsey Wolfe	10/11/2023	Regular	0.00	66.42	47377
01079	OHANA MEDIA GROUP, LLC	10/11/2023	Regular	0.00	298.00	47378
01602	TYR SPORT INC	10/11/2023	Regular	0.00	328.85	47379
00454	WALTER NELSON CO.	10/11/2023	Regular	0.00	845.44	47380
01510	Wave	10/11/2023	Regular	0.00	966.95	47381
00312	AIRGAS USA, LLC	10/23/2023	Regular	0.00	893.60	47382
00549	BUILDERS FIRSTSOURCE	10/23/2023	Regular	0.00	224.48	47383
01328	Cannon Beach Chamber	10/23/2023	Regular	0.00	160.00	47384
VEN01266	Cortney Tibbitts	10/23/2023	Regular	0.00	60.26	47385
00099	GRAINGER	10/23/2023	Regular	0.00	1,906.55	47386
01008	Helping Hands	10/23/2023	Regular	0.00	1,200.00	47387
01795	KLOSH GROUP INC	10/23/2023	Regular	0.00	245.38	47388
00141	MESHER SUPPLY	10/23/2023	Regular	0.00	38.20	47389
00434	RICOH USA	10/23/2023	Regular	0.00	79.65	47390
VEN01190	Scott Edwards Architecture	10/23/2023	Regular	0.00	13,537.59	47391
01384	Skyler Archibald	10/23/2023	Regular	0.00	368.22	47392
00900	STAPLES	10/23/2023	Regular	0.00	1,070.57	47393
00454	WALTER NELSON CO.	10/23/2023	Regular	0.00	51.55	47394
01726	Wilcox & Flegel	10/23/2023	Regular	0.00	203.10	47395
00312	AIRGAS USA, LLC	10/25/2023	Regular	0.00	391.05	47396
00099	GRAINGER	10/25/2023	Regular	0.00	163.06	47397
01795	KLOSH GROUP INC	10/25/2023	Regular	0.00	245.38	47398
VEN01264	Robin Spear	10/25/2023	Regular	0.00	18.00	47399
VEN01188	S&F Land Services	10/25/2023	Regular	0.00	773.75	47400
01384	Skyler Archibald	10/25/2023	Regular	0.00	137.73	47401
VEN01267	Tillamook County Creamery Association	10/25/2023	Regular	0.00	945.15	47402
VEN01048	Carolyn Heymann	10/26/2023	Regular	0.00	178.15	47403
VEN01081	Farmers Market Fund	10/26/2023	Regular	0.00	1,213.00	47404

Check Report

Vendor Number: VEN01141
Vendor Name: Budget Blinds

Payment Date: 10/27/2023
Payment Type: Regular

Discount Amount: 0.00
Payment Amount: 3,925.00
Number: 47405

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	53	0.00	85,757.59
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
	61	53	0.00	85,757.59

Check Report

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	10/31/2023	Bank Draft	0.00	2,150.06	DFT0001136
01793	US Treasury	10/31/2023	Bank Draft	0.00	9,193.34	DFT0001137
01734	Oregon Department of Revenue	10/31/2023	Bank Draft	0.00	4,920.56	DFT0001138
01793	US Treasury	10/31/2023	Bank Draft	0.00	5,755.73	DFT0001139
01793	US Treasury	10/31/2023	Bank Draft	0.00	2,251.10	DFT0001143
01793	US Treasury	10/31/2023	Bank Draft	0.00	9,625.40	DFT0001144
01734	Oregon Department of Revenue	10/31/2023	Bank Draft	0.00	5,181.10	DFT0001145
01793	US Treasury	10/31/2023	Bank Draft	0.00	6,107.92	DFT0001146

Bank Code Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	45,185.21
EFT's	0	0	0.00	0.00
	8	8	0.00	45,185.21

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	53	0.00	85,757.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	45,185.21
EFT's	0	0	0.00	0.00
	69	61	0.00	130,942.80

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2023	130,942.80
			130,942.80



UMPQUA BANK

November 13th, 2023

Sunset Empire Parks and Recreation
1140 Broadway Street
Seaside, Or 97138

RE: Account xxxx3265

Dear Sunset Empire Parks and Recreation;

It has come to my attention that there have been two deposits that credited your account ending in xxx3265 for \$4576.38. One was on 9/11/2023 that was corrected on 9/13/2023 and the second was 11/06/2023 which was corrected on 11/7/2023. This was in bank error.

I have contacted the branch that both errors were made at and have put a plan in place with management team to ensure that this is resolved. We understand the importance of the account as being public funds to be exact and accounted for. If you have any questions or concerns, please contact me at the Seaside Branch at the number listed below.

We appreciate your business and look forward to assisting you with your financial needs.

Sincerely,

Sheri Russell
Umpqua Bank
Seaside Branch Manager
503-298-2025

301 Avenue A, Seaside, OR 97138

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November 28, 2023

To: SEPRD Board of Directors
From: Skyler Archibald, SEPRD Executive Director
Re: Combining Funds in SEPRD Budget

Directors,

Based on recommendations from our auditor and SEPRD Finance Manager Chris McCollister, we would like to combine the Broadway Field and SRC Funds into the general fund of the District. This action is more appropriate given that those funds are not separate from the general fund nor do they bring in revenue independent of the general fund.

The Board may choose to request more information, deliberate, delay or take other action as they see fit but if they are to proceed the action could sound like this:

"I move that we combine the Broadway Field and SRC funds into the general fund of the District, effective as soon as possible."

Thank you for your efforts and service to the District.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

November 28, 2023

To: SEPRD Board of Directors
From: Skyler Archibald, SEPRD Executive Director
Re: Recreational Immunity

Directors,

As you are probably aware, Recreational Immunity is a topic that has been on the front of many recreation providers' minds.

Recreational Immunity, as we know it, surfaced in 2016 when the Oregon Supreme Court overturned a key premise of a 45-year-old law referred to as the Oregon Public Use of Lands Act. In short, that law said that if you were hurt while engaging in recreation activities, landowners couldn't be held legally responsible. This law protected recreation providers and landowners while encouraging Oregonians and guests to partake in more of Oregon's natural beauty. But the Supreme Court's ruling has made it substantially more costly to insure public recreation spaces—from skate parks to beach trails, to ski resorts to mountain biking trails.

There have been substantial efforts by CIS (City/County Insurance Services) and SDAO to lobby for legislation to protect recreation providers, but that effort has been stymied by the court system. In July the Oregon Court of Appeals issued an opinion in a case involving the City of Newport, effectively ending recreational immunity for improved trails. An individual was injured on a trail that accesses the beach. In October, the Oregon Supreme Court declined to review the Court of Appeals decision, effectively endorsing their decision, and effectively ending protection for landowners deciding to open their land to the public for trail use.

This has been a frequent conversation topic with SDAO and ORPA and SDAO has shared the following recommendations, some of which are pertinent to the District and our operations:

1. Improved trails that are used to access a recreation area should be inspected on a regular basis and closed if any trip and fall hazards can't be immediately mitigated. This especially includes trails, walkways and stairs used to access bodies of water, such as the ocean, lakes, rivers, streams, and reservoirs.
2. Consider closing unimproved trails that can't be maintained on a regular basis, because the subjective intent of the user can now nullify recreational immunity, which means if someone is injured on an unimproved trail, the district may find itself facing a costly jury trial to determine the injured person's intent in using the trail.
3. Speak with your attorney about how *Fields v. Newport* could negatively affect your other recreational offerings to the public. For instance, someone who trips in a park can now say their primary purpose in using the park was not recreation, but rather they were simply passing through the park to access some other area in your jurisdiction.

4. Audit property you decide to leave open because it is not conducive to a claim from someone "just passing through", to ensure your facility is protected as much as possible from liability claims. Our risk management team can assist you with this assessment.
5. Consider requiring people to sign a form affirming they are using the property only for recreational purposes if your organization can afford to post someone at that location (at a skate park, for example).
6. Contact your legislator and express your desire to keep property free and open to everyone in Oregon for recreational activities.

In 2024, the League of Oregon Cities and the Association of Oregon Counties will attempt to introduce a bill to restore recreational immunity. SDAO is planning to support this bill and they have encouraged us to support it using contacts through the Oregon legislature to restore recreational immunity and minimize the impact of unnecessary lawsuits against Oregon's local governments.

From the District's perspective, while we do not have trails in our inventory, we do have spaces that are of concern including Broadway Park, the Seaside Skate Park, and Daycare Park. More concerning perhaps is the thought of minimizing or reducing access to recreation spaces. Our population and all human beings need time in nature, opportunities to recreate and move and minimizing those opportunities is not a good thing. We'll be sharing more updates as we learn more and work with ORPA and SDAO to ensure that we are following best practices.

Thank you for your efforts and service to the District.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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

November 28, 2023

To: SEPRD Board of Directors
Re: District Goals 2023, November Update

Hi Directors,

Here are the goals established and agreed upon by the Board and an update on those goals as of November 2023 (end of October), (83% of 2023 completed).

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

The Board heard a presentation from Doug Gabbard from FCS Group and received other information from him. Looking forward to the next part of this discussion.

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

Meet with Strategies 360 bi-weekly and preparing them to come to the November Board meeting for discussion and next steps.

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

We have continued operation on Saturdays with a full catalog of programs, open swims and even some rentals also. At this point, we do not have the financial incentive, participation or staffing available to open on Sundays.

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

Staff have hosted two meet and greet opportunities, including one on Friday, 9/22. Executive Director has begun offering weekly columns to local media and District will also publish the program guide in early 2024 to help community get to know staff and programs better.

5. Enhance utilization

Staff have hired two bilingual individuals for help in translating marketing materials as well as translating for Seaside Farmers Market attendees. Retained those individuals for duties outside of the SFM.

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

Update provided earlier in the meeting.

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

Grantwriter has been hired and begun their work. Grants have been applied for!

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

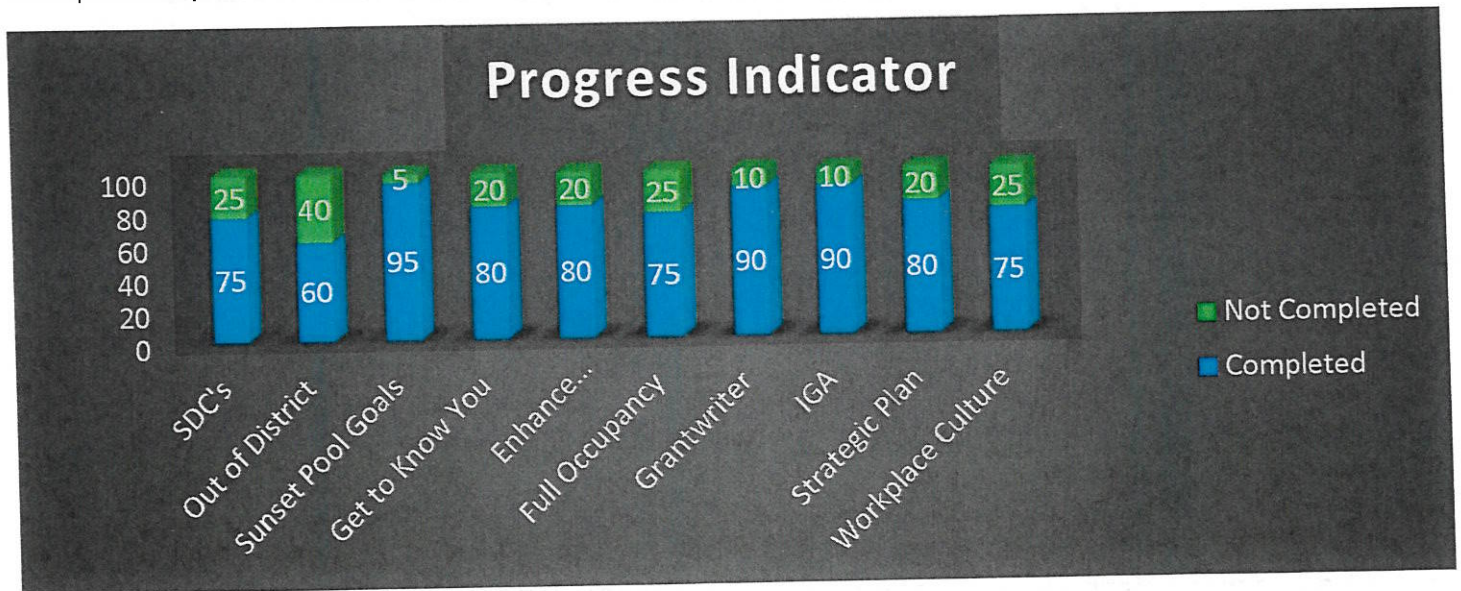
Update provided earlier in the meeting.

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

Update provided earlier in the meeting.

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

Recognized professional staff on National Park & Rec Professionals Day in July. Assigned all staff training in Diversity, Sexual Harassment prevention and other topics and have a 90%+ completion percentage



Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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



Santa Swim!

Join us Saturday, December 17

Meet Santa at our holiday swim party!

1pm-3pm, Sunset Pool, \$4 for
individuals, \$12 max for families

Hot cocoa & more!

Sponsored by



Let's
PLAY!

Call 503-738-3311
sunsetempire.com



