

Sunset Empire Park & Recreation District: Board Meeting Agenda
Tuesday, May 28, 2024, 5:15pm
Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138

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

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Recognition of SEPRD Employee of the Month: Kelly Smith
5. Public Comment
6. Correspondence
7. Approval of Board Meeting Minutes: April 23, 2024
8. Review Financials: April 2024
9. Staff Presentation: SEPRD Special Events & Seaside Farmers Market (Zoe Manhire, Recreation & Special Events Manager)
10. Old Business
 - A. Goals for 2024
 - B. Fee Review
 - C. Occupancy Update
 1. Fire Alarm System- Update
 - D. Broadway Field Update
 1. Softball Field Project
 2. Community Garden Relocation
 - E. Master Plan Update
 - F. Previous Presentations
 1. Expansion of District Boundaries- Update
 2. System's Development Charges- Update
11. New Business
 - A. Adoption of the Approved 2024-2025 Budget
 - B. Request for Proposal, Banking Services for the District
 - C. NWSDS Contract Renewal
 - D. Board of Directors Training Requirement
12. Executive Director Report
 - A. Special Events Recap/Meetings & Events Upcoming
 1. Seaside Farmers Market (June 19-September 18)
 2. June Board Meeting: June 25
 3. Chalk it in Seaside (July 26-27)
 - B. BCCC Flooring Project
 - C. August Board Practices Assessment with SDAO- August Meeting?
13. Board Comment
14. Adjournment

Accessibility: This meeting is handicapped accessible.

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

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

SEPRD is inviting you to a scheduled Zoom meeting.

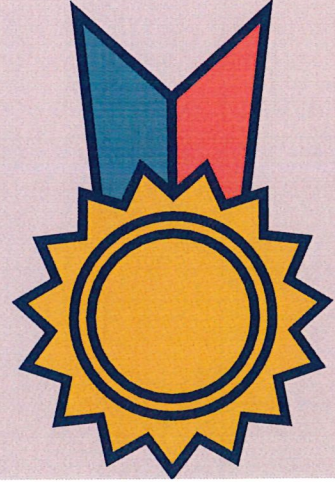
Topic: SEPRD Board Meeting

Time: May 28, 2024 05:15 PM Pacific Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/88545413763>

Meeting ID: 885 4541 3763

Find your local number: <https://us02web.zoom.us/u/kbUnOSaFq>



PAUSE FOR APPLAUSE

APRIL 2024 WINNER

AWARDED TO:

KELLY SMITH

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

Skylar Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT



Skyler Archibald

From: Representative Suzanne Bonamici <OR01SBIMA@mail.house.gov>
Sent: Tuesday, May 21, 2024 2:26 PM
To: Skyler Archibald
Subject: Responding to your message

SUZANNE BONAMICI
1ST DISTRICT, OREGON

2231 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
TELEPHONE: 202-225-0855
FAX: 202-225-9497

12725 SW MILLIKAN WAY, SUITE 220
BEAVERTON, OR 97005
TELEPHONE: 503-469-6010
TOLL FREE IN 1ST DISTRICT: 800-422-4003
FAX: 503-469-6018

<http://Bonamici.house.gov>

Congress of the United States
House of Representatives
Washington, DC 20515-3701

**COMMITTEE ON EDUCATION
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ENVIRONMENT
RESEARCH AND TECHNOLOGY

May 21, 2024

Dear Mr. Archibald,

Thank you for contacting me about H.R. 7525, the Special District Grant Accessibility Act. I appreciate hearing from you.

The Special District Grant Accessibility Act would require the Office of Management and Budget (OMB) to issue guidance to federal agencies to recognize special districts as local governments for the purpose of receiving federal grants. This bill passed the House with my support on May 6, 2024, and was sent to the Senate for further consideration.

Thank you again for writing to me. If you would like to know more about my work in Congress, please sign up for my newsletter at <http://bonamici.house.gov> or visit my Facebook page at <http://www.facebook.com/CongresswomanBonamici>.

Sincerely,

Suzanne Bonamici
Member of Congress





BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

APRIL 23, 2024, 5:15PM

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

CALL TO ORDER	The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:16pm by Board President Katharine Parker.
ATTENDANCE	Present: Katharine Parker, Board President; Celeste Bodner (via (Zoom®), Board Vice President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman Absent: N/A Also Present: Skyler Archibald, Chris McCollister, Isaiah Collins (SEPRD Staff)
PLEDGE OF ALLEGIANCE	Led by Parker.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH: HANNAH TOOLE	The Board recognized the work of Hannah Toole, one of our amazing staff that works in our Youth Programs department and as a Patron Relations Specialist.
PUBLIC COMMENT	There was no public comment this month.
CORRESPONDENCE	There were several items included in the Board Packet this month. Mr. Archibald shared a letter to Congresswoman Suzanne Bonamici regarding the Special District Grant Accessibility Act. He also shared a letter from the Seaside City Council regarding the Conditional Use change for the Broadway Field Softball project and a letter from the Seaside Planning Commission regarding the Sunset Recreation Center Change of Use.
APPROVAL OF BOARD MEETING MINUTES	The Board reviewed the meeting minutes from the Board Meeting held on March 21, 2024. There was one question by Director Coddington. After review, <i>the Board unanimously approved the Meeting Minutes from March 21, 2024 (Gorman/Coddington).</i>
APPROVAL OF FINANCIALS	The Board received and reviewed the Financial Statements from March 2024. After review, <i>the Board unanimously approved the March 2024 Financials as presented (Gorman/Coddington).</i>
STAFF PRESENTATION: CHRIS MCCOLLISTER, SEPRD FINANCE MANAGER	The Board heard a presentation from Chris McCollister, SEPRD Finance Manager.

OLD BUSINESS

GOALS FOR 2024: After discussion, the Board decided to postpone this discussion to the May Meeting.

OCCUPANCY UPDATE: Mr. Archibald shared an update on the fire alarm system update at the Sunset Recreation Center, which has hit a delay in the permitting process, but the District is expecting the completed permit to be returned soon and the project to be underway soon.

BROADWAY FIELD UPDATE: Mr. Archibald shared an update with the Board regarding the softball field construction project. The HFTF has been relocated to its new position and the project is coming along nicely. Mr. Archibald also shared some photos of the progress at the Railroad Garden Site.

STRATEGIC PLAN UPDATE: Mr. Archibald shared an update with an anticipated draft of the plan to be available for review in the coming days.

PREVIOUS PRESENTATIONS: The Board reviewed an introductory letter from Oregon Solutions regarding a process for interviewing stakeholders about District Expansion.

The Board also reviewed a proposal from FCS (Financial Consulting Services) regarding Systems Development Charges. *The Board authorized Mr. Archibald to approve the contract with FCS and develop a plan for timing the project and payment for services (Gorman/Coddington).*

NEW BUSINESS

REQUEST FOR PROPOSAL, BANKING SERVICES FOR THE DISTRICT: The Board reviewed a Request for Proposal (RFP) for banking services for the District. The RFP will open on April 29 and close on May 17. *After review the Board unanimously voted to approve the RFP for banking services (Gorman/Coddington)*

BOARD OF DIRECTORS TRAINING REQUIREMENT: There was no update for this item.

EXECUTIVE DIRECTOR REPORT

Mr. Archibald shared a report on upcoming and recently completed events/meetings including the upcoming Budget Committee Meeting on April 30. He also provided an update on the Visitor Bureau property transaction and shared that the lease with Consejo Hispano has been finalized and signed by both parties.

BOARD COMMENT

Director Gorman Thanked the City of Seaside for their work with the Mobi-Mats on the beaches of Seaside. He thanked Brandon Dole from Scott Edwards Architecture and the work of staff to get us to the occupancy process and congratulated Hannah Toole on her award and recognition.

Director Coddington congratulated Hannah and thanked Chris for his time in answering questions, his presentation and financial reports. She echoed her appreciation to the City for the Mobi-Mats and shared her gratitude for our community and the promotion of parks. She shared that she was grateful to be part of the Board and the Community.

Director Hinton congratulated Hannah and discussed the Railroad Garden improvements. He shared that he had been volunteering at Camp Kiwanilong improving facilities there.

Board Vice-President Bodner thanked Mr. Archibald for his work and the rest of the staff and shared her desire to connect with Director Gorman in the coming month to discuss the District goals.

Board President Parker congratulated Hannah for her award, thanked Chris for his presentation and thanked Mr. Archibald for his updates on the softball field and the District's progress on the Community Garden.

ADJOURNMENT

The meeting was adjourned at 7:16pm 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: **83.29%**

Through April 30, 2024	<i>FY-to-Date</i>	<i>Annual Budget</i>	<i>Remaining</i>	<i>% Used</i>
REVENUES--				
Aquatics	178,031.32	166,000.00	-12,031.32	107.25%
Building Fund	0.00	156,000.00	156,000.00	0.00%
Broadway Field Fund	15,828.92	60,000.00	44,171.08	26.38%
Community Center	90,250.09	93,800.00	3,549.91	96.22%
Recreation	100,651.71	101,500.00	848.29	99.16%
Special Events	61,421.34	41,950.00	-19,471.34	146.42%
Sunset Recreation Center	64,459.99	895,000.00	830,540.01	7.20%
Youth Center	273,163.04	445,000.00	171,836.96	61.38%
Taxes & Other	2,048,158.30	1,971,360.00	-76,798.30	103.90%
Total Revenues	2,831,964.71	3,930,610.00	1,098,645.29	72.05%
EXPENSES--				
AD Staffing	321,683.98	378,500.00	56,816.02	84.99%
AD PR Taxes and Benefits	88,224.70	109,000.00	20,775.30	80.94%
AD Materials, Supplies, and Services	286,722.45	255,000.00	-31,722.45	112.44%
<i>Sub-total AD Expenses</i>	<i>696,631.13</i>	<i>742,500.00</i>	<i>45,868.87</i>	<i>93.82%</i>
AQ Staffing	431,685.97	486,375.00	54,689.03	88.76%
AQ PR Taxes and Benefits	69,643.87	84,900.00	15,256.13	82.03%
AQ Materials, Supplies, and Services	90,461.70	127,000.00	36,538.30	71.23%
<i>Sub-total AQ Expenses</i>	<i>591,791.54</i>	<i>698,275.00</i>	<i>106,483.46</i>	<i>84.75%</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	1,462.38	30,000.00	28,537.62	4.87%
BRF PR Taxes and Benefits	112.50	2,750.00	2,637.50	4.09%
BRF Materials, Supplies, and Services	20,136.06	23,750.00	3,613.94	84.78%
<i>Sub-total BRF Expenses</i>	<i>21,710.94</i>	<i>56,500.00</i>	<i>34,789.06</i>	<i>38.43%</i>
CC Staffing	82,524.20	119,300.00	36,775.80	69.17%
CC PR Taxes and Benefits	10,374.63	16,600.00	6,225.37	62.50%
CC Material, Supplies, and Services	16,981.31	30,000.00	13,018.69	56.60%
<i>Sub-total CC Expenses</i>	<i>109,880.14</i>	<i>165,900.00</i>	<i>56,019.86</i>	<i>66.23%</i>
MNT Staffing	159,217.36	196,000.00	36,782.64	81.23%
MNT PR Taxes and Benefits	48,783.52	61,500.00	12,716.48	79.32%
MNT Materials, Supplies, and Services	164,988.12	195,250.00	30,261.88	84.50%
<i>Sub-total MNT Expenses</i>	<i>372,989.00</i>	<i>452,750.00</i>	<i>79,761.00</i>	<i>82.38%</i>
RC Staffing	93,846.66	83,505.00	-10,341.66	112.38%
RC PR Taxes and Benefits	17,491.75	22,000.00	4,508.25	79.51%
RC Materials, Supplies, and Services	24,342.56	69,550.00	45,207.44	35.00%
<i>Sub-total RC Expenses</i>	<i>135,680.97</i>	<i>175,055.00</i>	<i>39,374.03</i>	<i>77.51%</i>
SE Staffing	32,723.67	39,350.00	6,626.33	83.16%
SE PR Taxes and Benefits	13,476.80	22,700.00	9,223.20	59.37%
SE Materials, Supplies, and Services	30,907.74	29,150.00	-1,757.74	106.03%
<i>Sub-total SE Expenses</i>	<i>77,108.21</i>	<i>91,200.00</i>	<i>14,091.79</i>	<i>84.55%</i>
SRC Staffing	39,997.76	30,000.00	-9,997.76	133.33%
SRC PR Taxes and Benefits	3,076.47	4,200.00	1,123.53	73.25%
SRC Materials, Supplies, and Services	313,283.87	704,800.00	391,516.13	44.45%
<i>Sub-total SRC Expenses</i>	<i>356,358.10</i>	<i>739,000.00</i>	<i>382,641.90</i>	<i>48.22%</i>
YC Staffing	468,656.92	576,350.00	107,693.08	81.31%
YC PR Taxes	68,219.08	83,500.00	15,280.92	81.70%
YC Materials, Supplies, and Services	30,915.80	72,500.00	41,584.20	42.64%
<i>Sub-total YC Expenses</i>	<i>567,791.80</i>	<i>732,350.00</i>	<i>164,558.20</i>	<i>77.53%</i>
Total Expenses	2,929,941.83	4,103,530.00	1,173,588.17	71.40%
Revenues Plus Net Working Capital	3,336,133.71	4,434,779.00	1,098,645.29	75.23%



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
VEN01140	CBM Systems, LLC	04/04/2024	Regular	0.00	2,832.81	47669
VEN01072	Evans Pumbing Inc	04/04/2024	Regular	0.00	541.22	47670
00096	GEORGIE'S CERAMIC & CLAY	04/04/2024	Regular	0.00	282.00	47671
01742	HD Supply Facilites Maintenance	04/04/2024	Regular	0.00	414.90	47672
01382	KBGE-FM	04/04/2024	Regular	0.00	200.00	47673
01190	LiftOff LLC	04/04/2024	Regular	0.00	9,228.00	47674
VEN01294	Lincoln Aquatics	04/04/2024	Regular	0.00	3,227.50	47675
00141	MESHER SUPPLY	04/04/2024	Regular	0.00	767.30	47676
VEN01295	Nohemy Lopez	04/04/2024	Regular	0.00	30.00	47677
01129	Pacific Alarm Systems	04/04/2024	Regular	0.00	1,248.00	47678
00371	POOL & SPA HOUSE	04/04/2024	Regular	0.00	356.40	47679
00434	RICOH USA	04/04/2024	Regular	0.00	19.18	47680
00192	ROTARY CLUB OF SEASIDE	04/04/2024	Regular	0.00	157.50	47681
VEN01195	Tuff Puffin	04/04/2024	Regular	0.00	1,385.60	47682
00454	WALTER NELSON CO.	04/04/2024	Regular	0.00	1,297.56	47683
01726	Wilcox & Flegel	04/04/2024	Regular	0.00	76.57	47684
00829	ACE HARDWARE - SEASIDE	04/12/2024	Regular	0.00	44.94	47685
00312	AIRGAS USA, LLC	04/12/2024	Regular	0.00	1,043.99	47686
00549	BUILDERS FIRSTSOURCE	04/12/2024	Regular	0.00	67.78	47687
01758	COLUMBIA LOCKSMITH LLC	04/12/2024	Regular	0.00	458.00	47688
00187	DMT Auto Parts	04/12/2024	Regular	0.00	33.97	47689
01651	Fire Extinguisher service	04/12/2024	Regular	0.00	728.95	47690
00099	GRAINGER	04/12/2024	Regular	0.00	72.12	47691
01795	KLOSH GROUP INC	04/12/2024	Regular	0.00	2,139.80	47692
00150	NORTHWEST NATURAL	04/12/2024	Regular	0.00	8,936.75	47693
00161	PACIFIC POWER	04/12/2024	Regular	0.00	7,103.02	47694
VEN01193	Playful Pickleball LLC	04/12/2024	Regular	0.00	400.00	47695
00434	RICOH USA	04/12/2024	Regular	0.00	533.78	47696
01133	SDIS	04/12/2024	Regular	0.00	14,293.77	47697
00900	STAPLES	04/12/2024	Regular	0.00	436.74	47698
00531	SUNSET EMPIRE PARK & REC DIST FOUNDATION	04/12/2024	Regular	0.00	250.00	47699
00454	WALTER NELSON CO.	04/12/2024	Regular	0.00	309.56	47700
01510	Wave	04/12/2024	Regular	0.00	967.05	47701
VEN01296	Ali Cero	04/16/2024	Regular	0.00	50.00	47702
00312	AIRGAS USA, LLC	04/23/2024	Regular	0.00	420.23	47703
00099	GRAINGER	04/23/2024	Regular	0.00	145.20	47704
VEN01071	Jacobs Radio	04/23/2024	Regular	0.00	199.00	47705
00007	Oregon Dept. of Consumer & Business Serv	04/23/2024	Regular	0.00	358.40	47706
01010	Skyler Archibald	04/23/2024	Regular	0.00	424.18	47707
01726	Wilcox & Flegel	04/23/2024	Regular	0.00	125.71	47708
00133	(OLD) LES SCHWAB	04/29/2024	Regular	0.00	79.96	47709
01758	COLUMBIA LOCKSMITH LLC	04/29/2024	Regular	0.00	145.00	47710
VEN01072	Evans Pumbing Inc	04/29/2024	Regular	0.00	723.03	47711
00162	HARRINGTON INDUSTRIAL PLASTICS LLC	04/29/2024	Regular	0.00	2,243.00	47712
01129	Pacific Alarm Systems	04/29/2024	Regular	0.00	115.50	47713

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00454	WALTER NELSON CO.	04/29/2024	Regular	0.00	632.50	47714

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	46	0.00	65,546.47
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
	53	46	0.00	65,546.47

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	04/30/2024	Bank Draft	0.00	2,114.84	DFT0001400
01793	US Treasury	04/30/2024	Bank Draft	0.00	9,042.70	DFT0001401
01734	Oregon Department of Revenue	04/30/2024	Bank Draft	0.00	4,829.79	DFT0001402
01793	US Treasury	04/30/2024	Bank Draft	0.00	5,502.45	DFT0001403
01793	US Treasury	04/30/2024	Bank Draft	0.00	2,144.44	DFT0001406
01793	US Treasury	04/30/2024	Bank Draft	0.00	9,169.22	DFT0001407
01734	Oregon Department of Revenue	04/30/2024	Bank Draft	0.00	4,974.59	DFT0001408
01793	US Treasury	04/30/2024	Bank Draft	0.00	5,620.89	DFT0001409
01793	US Treasury	04/30/2024	Bank Draft	0.00	20.76	DFT0001411
01793	US Treasury	04/30/2024	Bank Draft	0.00	88.76	DFT0001412
01734	Oregon Department of Revenue	04/30/2024	Bank Draft	0.00	50.03	DFT0001413
01793	US Treasury	04/30/2024	Bank Draft	0.00	15.43	DFT0001414

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	12	12	0.00	43,573.90
EFT's	0	0	0.00	0.00
	12	12	0.00	43,573.90

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	46	0.00	65,546.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	43,573.90
EFT's	0	0	0.00	0.00
	<hr/> 65	<hr/> 58	<hr/> 0.00	<hr/> 109,120.37

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2024	<hr/> 109,120.37
			109,120.37

SEPRD's Vendors

Vendor	Description
Airgas	Co2 for pool
Ace Hardware	Maint. Supplies
BAMM! Promotional Products	Custom promotional products
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
Cole Industrial	Maint. Supplies
Columbia Locksmith	Lock replacement/Maint.
Convergint	Fire Systems
CTL Corporatyion	Tech Equipment
Diamond Heating	HVAC Repair/Installation
Dex Imaging	Printer Contract
DMT Auto Parts (Napa)	Maint. Supplies
Englund Marine	Maint. Supplies
EO Media Group	Advertising
Evans Plumbing	Plumbing
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
JJ Electric	Electrical maint.
Kern Thompson, CPA	Auditor
Kiwi Glass	Window Replacements
Klosh Group	Consultants
KBGE-FM (94.9)	Advertising
KMUN	Advertising
Les Schwab	Tires
Lincoln Aquatics	Aquatic supplies
Liftoff, LLC	Email/Microsoft Suites
Logotek	Custom Printing
Mediamerica	Advertising
Meshier	Maint. Supplies
Northwest Natural	Natural Gas
NW Local Government Legal	Lawyer
Ohana Media Group	Advertising/Notices
Oregon Recreation and Parks (ORPA)	Dues/Trainings
Oregon State Audit Division	Filing fee for annual audit
P & L Johnson	Mechanical Heating
Pacific Alarm Systems	Maintenance/Testing

SEPRD's Vendors

Vendor	Description
Pacific Power	Electricity
Playful Pickleball	Recreation Contractor
Pitney Bowes	Postage/Lease of postage printer
Polk Riley	Printing
Pool & Spa House	Maint. Supplies
Recology Western Oregon	Trash
Ricoh USA	Printer Contract
Rotary	Dues
Scott Edwards Archeticture	Consultants
S & F Land Services	Surveying
SDIS	Insurance/Workers Comp
Seattle Pottery	Pottery supplies
Sherwin Williams	Maint. Supplies
Special Districts of Oregon	Dues/Trainings
Staples	Office Supplies
Sysco	YP Nutrition
Tillicum Foundation	Advertising
Trails End Recovery	Debris Disposal
Tuff Puffin	Marketing
Tyler Technologies	Accounting Software
TYR	Aquatics Vending Supplies
United Rentals	Maint Equipment rental
Water Gear inc.	Aquatics Vending Supplies
Walter Nelson	Cleaning Supplies
WAVE	Phone/Internet
Wilcox Flegel	Fuel

April 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 202,578.30	\$ 26,545.18	\$ 56,575.67	\$ -	\$ 285,699.15
Non-exempt Staff	1.50	\$ 69,399.32	\$ 5,103.85	\$ -	\$ -	\$ 74,503.17
Sub-total	5.80	\$ 271,977.62	\$ 31,649.03	\$ 56,575.67	\$ -	\$ 360,202.32
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 159,217.36	\$ 15,260.40	\$ 33,523.12	\$ -	\$ 208,000.88
Sub-total	3.87	\$ 159,217.36	\$ 15,260.40	\$ 33,523.12	\$ -	\$ 208,000.88
AQUATICS						
Exempt Staff	1.40	\$ 71,756.63	\$ 7,713.82	\$ 24,401.58	\$ -	\$ 103,872.03
Non-exempt Staff	12.67	\$ 359,828.31	\$ 34,821.70	\$ -	\$ -	\$ 394,650.01
Sub-total	14.07	\$ 431,584.94	\$ 42,535.52	\$ 24,401.58	\$ -	\$ 498,522.04
RECREATION						
Exempt Staff	0.20	\$ 13,754.02	\$ 2,203.97	\$ 8,800.33	\$ -	\$ 24,758.32
Non-exempt Staff	0.85	\$ 57,684.41	\$ 5,181.46	\$ -	\$ -	\$ 62,865.87
Sub-total	1.05	\$ 71,438.43	\$ 7,385.43	\$ 8,800.33	\$ -	\$ 87,624.19
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 69,363.57	\$ -	\$ 23,946.26	\$ -	\$ 93,309.83
Non-exempt Staff	11.80	\$ 399,293.35	\$ -	\$ -	\$ -	\$ 399,293.35
Sub-total	13.10	\$ 468,656.92		\$ 23,946.26	\$ -	\$ 492,603.18
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 10,090.61	\$ 814.30	\$ 2,378.90	\$ -	\$ 13,283.81
Non-exempt Staff	2.70	\$ 72,433.59	\$ 7,181.43	\$ -	\$ -	\$ 79,615.02
Sub-total	2.85	\$ 82,524.20	\$ 7,995.73	\$ 2,378.90	\$ -	\$ 92,898.83
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 32,723.67	\$ 3,203.30	\$ 7,370.56	\$ -	\$ 43,297.53
Non-exempt Staff	0.50	\$ 19,997.83	\$ 1,596.96	\$ -	\$ -	\$ 21,594.79
Sub-total	1.15	\$ 52,721.50	\$ 4,800.26	\$ 7,370.56	\$ -	\$ 64,892.32
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 1,462.38	\$ 112.50	\$ -	\$ -	\$ 1,574.88
Sub-total	0.37	\$ 1,462.38	\$ 112.50	\$ -	\$ -	\$ 1,574.88
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 39,997.76	\$ 3,076.47	\$ -	\$ -	\$ 43,074.23
Sub-total	4.20	\$ 39,997.76	\$ 3,076.47	\$ -	\$ -	\$ 43,074.23
TOTAL	46.46	\$ 1,579,581.11	\$ 112,815.34	\$ 156,996.42	\$ -	\$ 1,849,392.87

RESOLUTION No. 2024-2025-05

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the **Sunset Empire Park and Recreation District** hereby adopts the budget for fiscal year **2024-2025** in the total amount of \$ 4,292,860
 This budget is now on file at District Offices - 1140 Broadway in Seaside, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning **July 1, 2024** for the following purposes:

General Fund		Capital Fund	
Administration Services.....	775,265	Personnel.....	0
Maintenance Services.....	464,791	Materials & Supplies.....	0
Aquatic Services.....	741,231	Board Discretionary.....	0
Recreation Services.....	175,648	Capital Outlay.....	0
Youth Program Services.....	783,598	Debt Service.....	0
Community Center Services.....	126,485	Contingency.....	0
Special Event Services.....	131,092	Total.....	\$ -
Broadway Field.....	54,535		
Sunset Recreation Center.....	399,475		
Debt Service.....	0		
Transfers.....	25,000		
Contingency.....	50,000		
Total.....	\$ 3,727,120		
		Total APPROPRIATIONS, All Funds.....	\$ 3,727,120
		Total Unappropriated and Reserve Amounts, All Funds.....	\$ 565,740
		TOTAL ADOPTED BUDGET.....	\$ 4,292,860

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year **2024-2025**:

- (1) At the rate of \$.9280 per \$1000 of assessed value for permanent rate tax;

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$.9280/\$1000

The above resolution statements were approved and declared adopted on _____, _____.

X _____
 Katharine Parker, Board Chairperson

X _____
 Su Coddington, Board Secretary



May 28, 2024

To: SEPRD Board of Directors
Re: Banking Services RFP

Directors,

As presented to you at the April Board Meeting, the District initiated a Request for Proposal (RFP) process for Banking Services. The District received three proposals from qualified banking institutions. A review committee of staff, board and local government reviewed those proposals, scored them and provides the following recommendations to the Board:

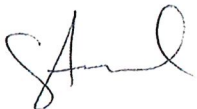
The Committee recommends that the District proceed with separating from Umpqua Bank as their current banking institution and engage with First Interstate Bank for their banking needs moving forward.

If the Board would like to proceed with this recommendation and move forward, an appropriate motion might sound like:

"I move that we move forward with establishing First Interstate Bank as the banking institution of the SEPRD, pending positive reference checks (if they have not yet occurred) and on a timeline that works best for the District".

Thank you for your time and thank you to the review committee for their time and efforts on this behalf.

Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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



SITE MANAGEMENT AGREEMENT

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

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

EFFECTIVE DATE: **July 1, 2024**

RECITALS

A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.

B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties to it.

C. The Sunset Empire Park and Recreation District and NWSDS desire to enter into an agreement where-in Sunset Empire Park and Recreation District will provide the services described in this agreement on the terms and conditions set forth herein and in Attachment A (attached hereto and incorporated herein by reference).

AGREEMENT

1. **Services to be Provided.** The Sunset Empire Park and Recreation District agrees to provide services to NWSDS as described in Attachment A.
2. **Duration.** The agreement term shall be effective **July 1, 2024** through **June 30, 2025**. This agreement may be extended at any time by mutual agreement between the parties. Any such extension shall be reduced to writing and duly executed by both parties.
3. **Compensation.** NWSDS shall pay Sunset Empire Park and Recreation District twelve (12) monthly payments, the amount of **\$4,237** by the 10th of each month. This compensation includes \$4,137 for monthly rent and site management, plus \$100 each month for food delivery mileage reimbursement. The total cost of this agreement shall not exceed **\$50,844**.

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

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

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

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

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

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

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

FOR THE AGENCY:

NorthWest Senior & Disability Services

By: _____
Tanya Dehart, Executive Director

Date: _____

FOR THE PROVIDER:

The Sunset Empire Park and Recreation District:

By: _____
Skyler Archibald, Executive Director

Date: _____

ATTACHMENT A SCOPE OF WORK

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

- The Older Americans Act;
- The DHS Congregate and Home Delivered Nutrition Standards for Older Americans Act, Oregon Project Independence updated May 12, 2012 and for Medicaid dated August 2009;
- Senior Meals Program Policies and Procedures;
- the Food Production and Delivery Agreement between NWSDS and Trio Community Meals dated July 1, 2024 through June 30, 2025; and
- Local/County food service regulations.

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

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

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

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

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

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

Information Systems -

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

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

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

NWSDS will provide:

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

The Sunset Empire Park and Recreation District shall provide:

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

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

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

**ATTACHMENT B
NWSDS HOLIDAY SCHEDULE**

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

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



Sunset Empire Park + Recreation District



seaside
**FARMERS
MARKET**
— SEASIDE, OR-USA —

Celebrando más de 10 años

**19 DE JUNIO -
18 DE SEPTIEMBRE**
2:00PM - 6:00PM

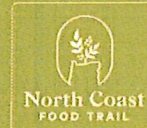
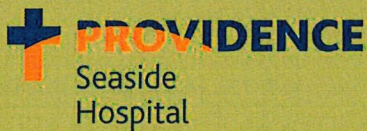
CADA MIÉRCOLES

**1120 BROADWAY ST.
SEASIDE, OR 97138**



Estire sus dólares con
Dólares directos de la granja
Partido DUFEB hasta \$20

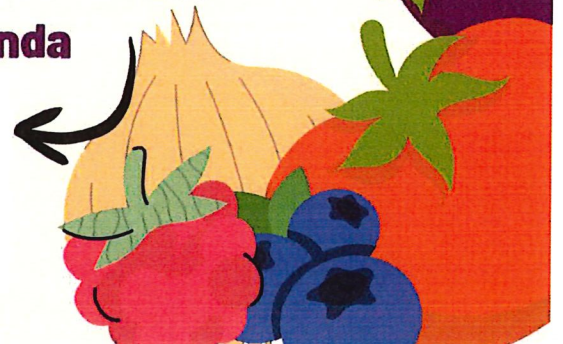
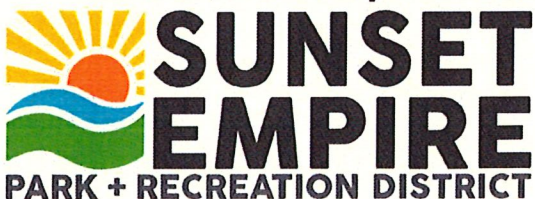
Patrocinador de melocotón dorado



Información del proveedor

y de la banda

Más información: 503-738-3311
www.sunsetempire.com





Sunset Empire Park + Recreation District



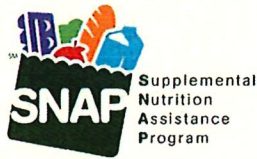
seaside
**FARMERS
MARKET**
— SEASIDE, OR - USA —

Celebrating 10+ years

**JUNE 19TH -
SEPTEMBER 18TH**
2:00PM - 6:00PM

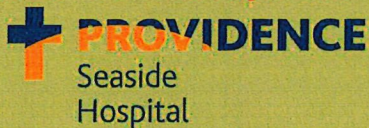
EVERY WEDNESDAY

**1120 BROADWAY ST.
SEASIDE, OR 97138**



Stretch your dollars with
Farm Direct Dollars
DUFEB Match up to \$20

Golden Peach Sponsor

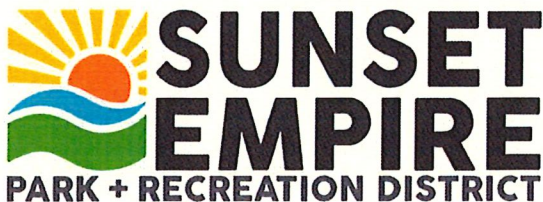


Partners



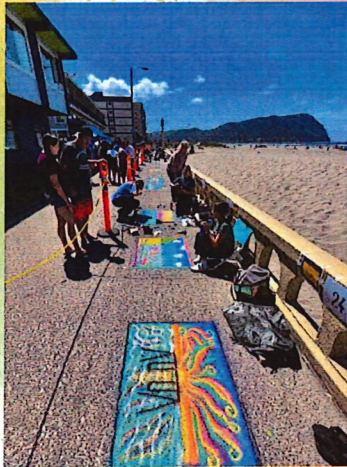
Vendor and Band Info

More Info: 503-738-3311
www.sunsetempire.com



Sunset Empire Park + Recreation District's

CHALK IT...
IN SEASIDE!
July 26th & 27th, 2024



LIVE ART EVENT & STREET CHALK CLASS

Open to artists of all ages and skill levels. Artists will create art on the Seaside Promenade near the Turnaround starting at 9am on July 27th. You can enter to just play or compete, your choice. Judging and an awards ceremony will occur in the afternoon. Join us in celebrating creative play in Seaside!

Register
Now



Entrance fee is \$35 and includes a set of Street Chalk Pastels and a class by Robin Montero on the evening of July 26th.

Gold Sponsor



Bronze Sponsor

COAST Family Law, LLC

**SUNSET
EMPIRE**
PARK + RECREATION DISTRICT
sunsetempire.com

1140 Broadway st. Seaside, OR

