



Sunset Empire Park & Recreation District: Board Meeting Agenda
Tuesday, October 29, 2024, 4:30pm
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 (4:30pm)
2. Pledge of Allegiance
3. SDAO Board Practices Assessment with SDAO Consultant Bob Keefer

Recess—it is anticipated that the Board will reconvene for their regular meeting at 6pm

4. Declaration of Potential Conflict of Interest
5. Public Comment
6. Correspondence
 - A. Letter from Community Member: Gretchen Darnell
 - B. Correspondence from ODOT re/SRC Property
 - C. Letter from SEPRD re/Shutdown
7. Recognition of SEPRD Employees of the Month: Betty Barbic
8. Approval of Board Meeting Minutes: September 24, 2024
9. Review Financials: September 2024
10. Staff Presentation: Erin Reding, Youth Programs Manager
11. Old Business
 - A. Strategic Plan Document Review & Update
 - B. Projects:
 1. Fire Alarm Update
 2. Broadway Field Update
 3. System's Development Charges Update
 4. Traffic Impact Analysis
12. New Business
 - A. Budget Committee Update and Timeline for Budget and Election Cycle (Spring 2025)
13. Executive Director Report
 - A. Goals for 2024
 - B. ORPA & NRPA Conference Recap
 - C. Oregon Government Ethics Commission Training Update
 - D. Reports:
 1. Upcoming Training Opportunities
 - February 6-9: 2025 SDAO Annual Conference (Bend)
 - E. Special Events Recap/Meetings & Events Upcoming
 1. Fall Fun Fest Recap: October 19
 2. 2024 Shutdown: November 4-18
 3. November Board Meeting: November 26

4. Turkey Trot & Community Thanksgiving: November 28
5. December: No Board Meeting
14. Board Comment
15. Adjournment

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

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 (October)

Time: Oct 29, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/83975525476>

Meeting ID: 839 7552 5476

**SUNSET EMPIRE PARKS AND RECREATION DISTRICT
SDAO Board Practices Assessment
October 29, 2024**

Agenda

1. Introductions – All
 - a. Board Member and Staff Introductions
2. Objectives and Overview – Bob
 - a. What: Facilitated self- assessment of the Board’s strengths and areas for improvement
 - b. Who: This is the Board’s session...
 - i. Board’s Role
 - ii. Staff’s Role
 - iii. Bob’s Role
 - c. Why: Good Board practices = reduced risk
 - d. How: Review and Assess six Key Performance Areas (KPA’s)
 - i. Looking for first impressions by each board member
 - ii. Everyone participates.
 - e. Once We’re Done
 - i. Summary of Findings and Recommendations within two-weeks.
 - ii. Board review findings and recommendations at your next scheduled Board meeting.
 - iii. Follow-up email from SDAO within 60-days
3. Questions About the Process – All
4. Let’s Get to Work – All

SDAO BOARD PRACTICES ASSESSMENT

Sunset Empire Park and Recreation District

October 29, 2024

Board of Directors: Susan Coddington, Celeste Bodner, Michael Hinton, Kyle Gorman, Katharine Parker

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				
Demonstration of good governance practices				
Operational Compliance & Resilience				
Overall regulatory compliance & timeliness of compliance reporting				
Potential challenges				
Organizational resilience				

Sunset Empire Park and Recreation District
 SDAO Board Practices Assessment
 October 29, 2024 - Page 2 of 3

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Budget and Finance				
Consistency in budgeting to meet needs				
Soundness of financial practices				
Customer Relations				
Management of service problems				
Improvements to customer service				
Personnel Administration				
Staff morale and work climate				
Management of employee performance				
Alignment of positions and work assignments				

Sunset Empire Park and Recreation District
 SDAO Board Practices Assessment
 October 29, 2024 - Page 3 of 3

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Policies and Procedures				
Soundness of administrative policies				
Consistency between work practices and policies				
Efficiency of staff and work systems				

10/10/2024

gretchen darnell

Dear Skyler —

Just a note to let you know how much I have enjoyed participating in activities at the District this year! Bonnie, whose classes I attend Thu/Thursday at the Pool, and Kathleen, whose yoga I attend on Mon/Wednesdays are both WONDERFUL teachers! Personable, approachable, and knowledgeable, they make their classes fun to attend. Kudos to you, your Board, and your staff for doing such great work! Gretchen





Oregon

Tina Kotek, Governor

Department of Transportation

Region 2 Tech Center
455 Airport Road SE Building B
Salem, Oregon 97301-5395
Telephone (503) 986-2990
Fax (503) 986-2839

Ref: K22902 – US101 at Broadway Street Signal Upgrades (Seaside)

September 25, 2024

Dear Local Area Property Owner/Resident:

The Oregon Department of Transportation (ODOT) is planning and designing a project along US101 Oregon Coast Highway in the vicinity of the intersection of Broadway Street and US101. Project will be investigating turn lane design and new signal upgrades. The project will also entail ADA accommodations. This project will increase safety and will maintain traffic flows during congestion.

The purpose of this letter is to inform you that ODOT survey crews will be working in your area over the next few months in support of this project and may at times require limited access to your property to collect field data. The crews will carry copies of this letter as identification. The data to be gathered may include such information as ground elevations, drainage, buildings, property monuments and other features necessary for our design. This work generally involves visual surface surveys conducted on foot, however occasionally, small trees or brush may need to be removed to provide line of sight for our survey instruments. At all times the survey crews will show full respect for your property. Please be aware that as the project progresses, and after the initial surveying work has been completed, there may be future occasions throughout the project when the crews will need to re-visit your property to verify or collect additional survey data. Thank you for your time and consideration.

If you have any questions or concerns about the project please contact the Transportation Project Manager, Troy Palmrose, at 503-325-7222.

If you have any questions or concerns about the field surveying work please contact the Project Surveyor, Wayne Donovan, at 971-208-1707.

Sincerely,

Wayne Donovan, PLS
Project Surveyor
ODOT Region 2 Tech Center
455 Airport Rd. SE, Bldg. B
Salem, OR 97301
wayne.donovan@odot.oregon.gov

Troy Palmrose
ODOT Region 2, Area 1
Transportation Project Manager
350 West Maring Drive
Astoria, OR 97103
Troy.A.PALMROSE@odot.oregon.gov

672.047 Right of entry by land surveyor; compensation for damages caused; notice; removal of survey markers. (1) Subject to subsection (4) of this section, a registered professional land surveyor, or any employee or agent of the land surveyor, may enter on foot, where practicable, upon any land for the purpose of surveying or performing any survey work and may establish permanent survey monuments as allowed by rule of the State Board of Examiners for Engineering and Land Surveying.

(2) Any person exercising the right of entry granted under subsection (1) of this section shall do so with no unnecessary damage to the land entered upon. Damages to trees, shrubs and other vegetation intentionally caused by the land surveyor shall be subject to compensation and penalties as provided in ORS 105.810. The land surveyor shall compensate the landowner for all other actual monetary damages, or \$100, whichever is greater. Actual monetary damages may include but are not limited to all costs in time, labor and materials incurred by the landowner to return the property to the condition it was in prior to the damage.

(3) If land that is entered and surveyed under this section is located outside of an urban growth boundary and the landowner makes a timely request in writing, the registered professional land surveyor shall provide a copy of the survey in a timely manner to the landowner.

(4) A registered professional land surveyor, or any employee or agent of the land surveyor, may not enter upon land for the purpose of surveying, performing other survey work or establishing a permanent survey monument without first providing notice to the landowner by first class mail or by personal notice. If the land is occupied by a person other than the landowner, notice must also be given to the occupant by first class mail or by personal notice. Notice that is given by first class mail must be mailed at least seven days prior to the entry onto the land. Notice that is given by personal notice must be hand-delivered to the landowner or occupant or be posted in a conspicuous place where the landowner or occupant may reasonably be expected to see the notice. The notice shall give the professional land surveyor's name, address, telephone number, purpose, availability of the survey and the presence of any temporary or permanent monuments or other markers to be left on the land.

(5) A registered professional land surveyor, or any employee or agent of the land surveyor, who enters land as allowed under this section is owed no greater duty of care than that owed by a landowner to a trespasser.

(6) Notwithstanding the provisions of subsection (1) of this section, a registered professional land surveyor, or any employee or agent of the land surveyor, may use a vehicle to enter upon land provided that the vehicle remains on existing roadways where practicable.

(7) The land surveyor shall remove all flagging, stakes and other temporary materials that are above ground if leaving the materials in place creates an unreasonable risk of harm to persons or property. Except for forestland as defined in ORS 527.620, the land surveyor shall remove all temporary above ground materials within 60 days of placement unless written authorization to leave the materials in place is received from the landowner or occupant. [1995 c.382 §13; 1997 c.743 §1; 2009 c.259 §5; 2011 c.231 §1]

October 15, 2024

To: Patrons of the Sunset Empire Park & Recreation District
Re: Upcoming Fall 2024 Shutdown

Dear Patrons,

We wanted to take this opportunity to share plans for the upcoming shutdown for the Sunset Pool. Our annual shutdown provides our maintenance staff with an opportunity to reset the entire Sunset Pool and Fitness Room facilities and tackle some of the tougher and more intensive maintenance tasks.

The 2024 Shutdown will begin after regular hours on Saturday November 2 and the facilities will be back open on Monday, November 18 at 5:45am. That gives staff two weeks to accomplish the following:

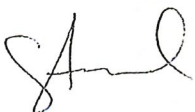
- Make repairs to the HVAC boiler in the natatorium
- Clean and replace the sand filtration in the Learner Pool
- Repair the ceiling in the fitness room
- Inspect and repair the aquatic features in the Sunset Pool
- Make needed repairs and improvements in the locker rooms and on the pool deck
- Power wash the deck, locker rooms, restrooms and outdoor areas
- Scrub pool gutters and replace pool caulking where needed
- Touch up paint on walls and trim and entry areas
- Deep clean pump rooms

While we apologize for any inconvenience that this closure may cause we hope you appreciate the needed efforts and projects undertaken when you join us again. For our dry-land fitness class participants, please check with your instructor as we are working to relocate classes that are typically held in the Fitness Room during our closure.

For all members on a monthly, 3-month or annual pass, District staff will work to add an additional two weeks to your membership. To our members who are insurance benefit plan members, we encourage you to reach out to our friends at Astoria Parks and Rec or North County Parks and Rec (in Nehalem) if you'd like to have access to fitness and aquatic facilities during the shutdown.

Thank you for your patience and continued support.

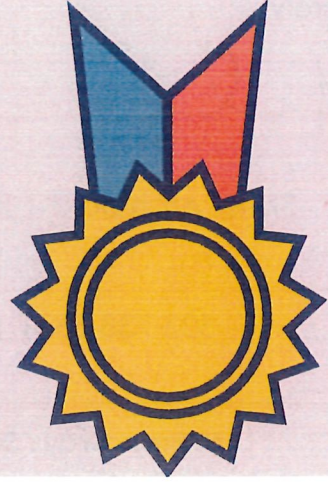
Sincerely,



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

1140 Broadway | Seaside, Oregon 97138

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



PAUSE FOR APPLAUSE
OCTOBER 2024
WINNER

AWARDED TO:

BETTY BARBIC

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

Skylar Archibald
EXECUTIVE DIRECTOR

Katharine Parker
BOARD PRESIDENT

BOARD MEETING MINUTES

SUNSET EMPIRE PARK & RECREATION DISTRICT

SEPTEMBER 24, 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 5:15pm by Board President Katharine Parker.
ATTENDANCE	Present: Katharine Parker, Board President; Celeste Bodner Board Vice-President; Su Coddington, Board Secretary Absent: Michael Hinton; Kyle Gorman Also Present: Skyler Archibald, Isaiah Collins, (SEPRD Staff), Norma Hernandez (Consejo Hispano)
PLEDGE OF ALLEGIANCE	Led by Parker
PROCLAMATION-NATIONAL HISPANIC HERITAGE MONTH	Board President Parker read a proclamation celebrating National Hispanic Heritage Month/Mes de Herencia Hispana and recognized Norma Hernandez from Consejo Hispano.
PROCLAMATION-NATIONAL LGBTQIA2S+ HISTORY MONTH	Board President Parker read a proclamation celebrating October as National LGBTQIA2S+ History Month.
DECLARATION OF POTENTIAL CONFLICT OF INTEREST	Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.
PUBLIC COMMENT	There was no public comment this month.
CORRESPONDENCE	There were two items of correspondence in the packet. <ul style="list-style-type: none">- Letter from the City of Seaside Library- Presentation with notes from SEPRD Staff at City Council regarding the Bob Chisholm Community Center Agreement with the City of Seaside.
RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH: TY OLEA	The Board recognized the work of Ty Olea, a lifeguard for the District. Thank you, Ty!

**APPROVAL OF
BOARD MEETING
MINUTES**

The Board reviewed the meeting minutes from the meeting held on August 27, 2024. *After review the Board unanimously approved the meeting minutes from the August 8 Meeting (Bodner/Coddington).*

**REVIEW OF
FINANCIALS**

The Board received and reviewed the Financial Statements from July 2024. *After review, the Board unanimously approved the July 2024 Financials as presented (Bodner/Coddington).*

OLD BUSINESS

Strategic Plan Document Review & Update: The Board did not review the Strategic Plan as the plan has not yet been completed. The District hopes to receive the documents shortly.

Project Update: Mr. Archibald shared project updates with the Board on the Fire Alarm at the SRC, Broadway Field, SDC's, and the Traffic Impact Analysis.

NEW BUSINESS

Crosswalk Discussion: The Board and Mr. Archibald discussed Crosswalk options for the crosswalk in front of the Sunset Pool. The Board provided perspectives and feedback and asked Mr. Archibald to research a plan that included push button signage with blinking lights, a wider crosswalk with paint and possibly removal of additional parking.

**EXECUTIVE
DIRECTOR REPORT**

Goals for 2024: Mr. Archibald and the Board discussed the goals for 2024 and Mr. Archibald updated the board on progress made by staff.

Other: Mr. Archibald shared upcoming dates for meetings, training courses and conferences.

BOARD COMMENT

Director Coddington shared that she never likes to miss a meeting (August) but she was grateful for the support of the Board and the team. She reminded the attendees of her mantra that life is short and that every complaint is a gift and thanked the Board for the comments that they made last month and the support that she has felt. She shared her enthusiasm for the things that the District is working towards which are dynamic and exciting and that the District is a hub of activity for the community.

Board Vice-President Bodner reflected on the progress at Broadway Field and how during her tenure as a Board Member the project has come a long ways and how neat it was to have such a beautiful facility.

Board President Parker thanked Ty for his hard work and her excitement for the project at Broadway Field, which has been a long time on the docket for the District to accomplish. She thanked the Board and Mr. Archibald for their efforts on the crosswalk project. She thanked the Board as well.



ADJOURNMENT

The meeting was adjourned at 6:43pm 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: **25.20%**

Through September 30, 2024	FY-to-Date	Annual Budget	Remaining	% Used
REVENUES--				
Aquatics	50,989.65	221,500.00	170,510.35	23.02%
Building Fund	0.00	25,000.00	25,000.00	0.00%
Broadway Field Fund	30.00	37,600.00	37,570.00	0.08%
Community Center	27,746.36	107,600.00	79,853.64	25.79%
Recreation	18,200.58	91,900.00	73,699.42	19.80%
Special Events	38,371.98	57,500.00	19,128.02	66.73%
Sunset Recreation Center	19,510.50	162,500.00	142,989.50	12.01%
Youth Center	75,309.05	362,000.00	286,690.95	20.80%
Taxes & Other	59,043.27	2,198,864.00	2,139,820.73	2.69%
Total Revenues	289,201.39	3,264,464.00	2,975,262.61	8.86%
EXPENSES--				
AD Staffing	106,306.30	378,691.00	272,384.70	28.07%
AD PR Taxes and Benefits	26,872.35	118,469.00	91,596.65	22.68%
AD Materials, Supplies, and Services	67,308.28	307,605.00	240,296.72	21.88%
<i>Sub-total AD Expenses</i>	<i>200,486.93</i>	<i>804,765.00</i>	<i>604,278.07</i>	<i>24.91%</i>
AQ Staffing	154,723.53	530,665.00	375,941.47	29.16%
AQ PR Taxes and Benefits	19,810.38	87,816.00	68,005.62	22.56%
AQ Materials, Supplies, and Services	17,177.37	122,750.00	105,572.63	13.99%
<i>Sub-total AQ Expenses</i>	<i>191,711.28</i>	<i>741,231.00</i>	<i>549,519.72</i>	<i>25.86%</i>
BF Capital Expense	0.00	0.00	0.00	#DIV/0!
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>#DIV/0!</i>
BRF Staffing	6,457.95	32,805.00	26,347.05	19.69%
BRF PR Taxes and Benefits	497.22	3,280.00	2,782.78	15.16%
BRF Materials, Supplies, and Services	2,838.50	15,200.00	12,361.50	18.67%
<i>Sub-total BRF Expenses</i>	<i>9,793.67</i>	<i>51,285.00</i>	<i>41,491.33</i>	<i>19.10%</i>
CC Staffing	23,057.53	91,373.00	68,315.47	25.23%
CC PR Taxes and Benefits	2,398.04	11,612.00	9,213.96	20.65%
CC Material, Supplies, and Services	3,007.92	23,500.00	20,492.08	12.80%
<i>Sub-total CC Expenses</i>	<i>28,463.49</i>	<i>126,485.00</i>	<i>98,021.51</i>	<i>22.50%</i>
MNT Staffing	55,507.32	201,826.00	146,318.68	27.50%
MNT PR Taxes and Benefits	11,015.94	65,715.00	54,699.06	16.76%
MNT Materials, Supplies, and Services	17,762.75	197,250.00	179,487.25	9.01%
<i>Sub-total MNT Expenses</i>	<i>84,286.01</i>	<i>464,791.00</i>	<i>380,504.99</i>	<i>18.13%</i>
RC Staffing	30,005.11	119,453.00	89,447.89	25.12%
RC PR Taxes and Benefits	5,203.84	24,495.00	19,291.16	21.24%
RC Materials, Supplies, and Services	11,655.50	31,700.00	20,044.50	36.77%
<i>Sub-total RC Expenses</i>	<i>46,864.45</i>	<i>175,648.00</i>	<i>128,783.55</i>	<i>26.68%</i>
SE Staffing	10,974.11	43,015.00	32,040.89	25.51%
SE PR Taxes and Benefits	3,742.74	25,027.00	21,284.26	14.95%
SE Materials, Supplies, and Services	10,335.55	35,300.00	24,964.45	29.28%
<i>Sub-total SE Expenses</i>	<i>25,052.40</i>	<i>103,342.00</i>	<i>78,289.60</i>	<i>24.24%</i>
SRC Staffing	13,721.23	77,250.00	63,528.77	17.76%
SRC PR Taxes and Benefits	1,071.79	7,725.00	6,653.21	13.87%
SRC Materials, Supplies, and Services	39,411.19	111,000.00	71,588.81	35.51%
<i>Sub-total SRC Expenses</i>	<i>54,204.21</i>	<i>195,975.00</i>	<i>141,770.79</i>	<i>27.66%</i>
YC Staffing	164,643.92	632,044.00	467,400.08	26.05%
YC PR Taxes	20,343.81	97,054.00	76,710.19	20.96%
YC Materials, Supplies, and Services	14,123.90	54,500.00	40,376.10	25.92%
<i>Sub-total YC Expenses</i>	<i>199,111.63</i>	<i>783,598.00</i>	<i>584,486.37</i>	<i>25.41%</i>
Total Expenses	839,974.07	3,447,120.00	2,607,145.93	24.37%
Revenues Plus Net Working Capital	793,370.39	3,768,633.00	2,975,262.61	21.05%

September 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
ADMINISTRATION						
Exempt Staff	4.30	\$ 68,052.60	\$ 6,653.95	\$ 18,939.04	\$ -	\$ 93,645.59
Non-exempt Staff	1.50	\$ 21,895.88	\$ 1,279.36	\$ -	\$ -	\$ 23,175.24
Sub-total	5.80	\$ 89,948.48	\$ 7,933.31	\$ 18,939.04	\$ -	\$ 116,820.83
MAINTENANCE						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 55,507.32	\$ 4,227.23	\$ 6,788.71	\$ -	\$ 66,523.26
Sub-total	3.87	\$ 55,507.32	\$ 4,227.23	\$ 6,788.71	\$ -	\$ 66,523.26
AQUATICS						
Exempt Staff	1.40	\$ 23,349.10	\$ 2,159.22	\$ 7,904.02	\$ -	\$ 33,412.34
Non-exempt Staff	12.67	\$ 131,374.43	\$ 9,747.14	\$ -	\$ -	\$ 141,121.57
Sub-total	14.07	\$ 154,723.53	\$ 11,906.36	\$ 7,904.02	\$ -	\$ 174,533.91
RECREATION						
Exempt Staff	0.20	\$ 4,671.25	\$ 683.17	\$ 2,914.56	\$ -	\$ 8,268.98
Non-exempt Staff	0.85	\$ 17,862.96	\$ 1,606.11	\$ -	\$ -	\$ 19,469.07
Sub-total	1.05	\$ 22,534.21	\$ 2,289.28	\$ 2,914.56	\$ -	\$ 27,738.05
YOUTH PROGRAMS						
Exempt Staff	1.30	\$ 22,911.38	\$ -	\$ 7,791.80	\$ -	\$ 30,703.18
Non-exempt Staff	11.80	\$ 141,732.54	\$ -	\$ -	\$ -	\$ 141,732.54
Sub-total	13.10	\$ 164,643.92		\$ 7,791.80	\$ -	\$ 172,435.72
COMMUNITY CENTER						
Exempt Staff	0.15	\$ 1,168.32	\$ 194.45	\$ 488.71	\$ -	\$ 1,851.48
Non-exempt Staff	2.70	\$ 21,889.21	\$ 1,714.88	\$ -	\$ -	\$ 23,604.09
Sub-total	2.85	\$ 23,057.53	\$ 1,909.33	\$ 488.71	\$ -	\$ 25,455.57
SPECIAL EVENTS						
Exempt Staff	0.65	\$ 10,974.11	\$ 864.11	\$ 2,447.84	\$ -	\$ 14,286.06
Non-exempt Staff	0.50	\$ 6,047.76	\$ 430.79	\$ -	\$ -	\$ 6,478.55
Sub-total	1.15	\$ 17,021.87	\$ 1,294.90	\$ 2,447.84	\$ -	\$ 20,764.61
BROADWAY FIELD FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 6,457.95	\$ 497.22	\$ -	\$ -	\$ 6,955.17
Sub-total	0.37	\$ 6,457.95	\$ 497.22	\$ -	\$ -	\$ 6,955.17
SRC FUND						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 13,721.23	\$ 1,071.79	\$ -	\$ -	\$ 14,793.02
Sub-total	4.20	\$ 13,721.23	\$ 1,071.79	\$ -	\$ -	\$ 14,793.02
TOTAL	46.46	\$ 547,616.04	\$ 31,129.42	\$ 47,274.68	\$ -	\$ 626,020.14



Sunset Empire Park & Recreation Dist, OR

Check Report

By Check Number

Date Range: 09/01/2024 - 09/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General-General						
VEN01203	Adam Morse	09/04/2024	Regular	0.00	18.76	47960
VEN01339	Baird Family Orchards	09/04/2024	Regular	0.00	74.00	47961
01435	BLACKBERRY BOG FARM	09/04/2024	Regular	0.00	220.00	47962
00039	BSN SPORTS	09/04/2024	Regular	0.00	30.00	47963
00483	Cannon Beach Chamber of Commerce	09/04/2024	Regular	0.00	160.00	47964
VEN01316	CheeseButta	09/04/2024	Regular	0.00	20.00	47965
01560	CHRIS DUFFY	09/04/2024	Regular	0.00	64.32	47966
VEN01318	Creative Recipies LLC	09/04/2024	Regular	0.00	28.00	47967
VEN01319	Diem Farms LLC	09/04/2024	Regular	0.00	69.00	47968
00788	ELIZABETH MACDONALD	09/04/2024	Regular	0.00	58.96	47969
VEN01328	Fosse Farms INC.	09/04/2024	Regular	0.00	28.00	47970
00099	GRAINGER	09/04/2024	Regular	0.00	125.53	47971
01742	HD Supply Facilites Maintenance	09/04/2024	Regular	0.00	128.94	47972
01567	JJ ELECTRIC SERVICE	09/04/2024	Regular	0.00	648.55	47973
VEN01351	Nicole Israel	09/04/2024	Regular	0.00	65.00	47974
00150	NORTHWEST NATURAL	09/04/2024	Regular	0.00	2,640.41	47975
VEN01331	Pablo Munoz Farms	09/04/2024	Regular	0.00	816.00	47976
00161	PACIFIC POWER	09/04/2024	Regular	0.00	5,177.81	47977
VEN01333	Pilgrim's Roasted Nut'Z	09/04/2024	Regular	0.00	11.00	47978
00434	RICOH USA	09/04/2024	Regular	0.00	42.89	47979
VEN01352	Sarah Knutsen	09/04/2024	Regular	0.00	50.00	47980
VEN01213	Seaside School District	09/04/2024	Regular	0.00	128.75	47981
01384	Skyler Archibald	09/04/2024	Regular	0.00	352.87	47982
VEN01335	T Bee S Honey	09/04/2024	Regular	0.00	15.00	47983
VEN01336	The Cookie Jar LLC	09/04/2024	Regular	0.00	32.00	47984
VEN01337	The Hummus Stop	09/04/2024	Regular	0.00	102.00	47985
00966	THE SHERWIN-WILLIAMS COMPANY	09/04/2024	Regular	0.00	301.91	47986
00454	WALTER NELSON CO.	09/04/2024	Regular	0.00	732.17	47987
VEN01254	Clarence Robinson	09/04/2024	Regular	0.00	100.00	47988
01709	John Orr	09/04/2024	Regular	0.00	100.00	47989
VEN01345	Richard J Marx	09/04/2024	Regular	0.00	100.00	47990
VEN01353	David Hutt	09/18/2024	Regular	0.00	-250.00	47991
VEN01353	David Hutt	09/11/2024	Regular	0.00	250.00	47991
00312	AIRGAS USA, LLC	09/16/2024	Regular	0.00	1,488.46	47992
VEN01347	Bowman Consulting Group, LTD	09/16/2024	Regular	0.00	2,865.00	47993
VEN01354	Cheyenne Anderson	09/16/2024	Regular	0.00	50.00	47994
00951	EO MEDIA GROUP	09/16/2024	Regular	0.00	91.75	47995
VEN01015	Franz Family Bakeries	09/16/2024	Regular	0.00	46.13	47996
VEN01071	Jacobs Radio	09/16/2024	Regular	0.00	199.00	47997
01223	Jeane Jensen	09/16/2024	Regular	0.00	405.00	47998
01382	KBGE-FM	09/16/2024	Regular	0.00	200.00	47999
01787	Kern Thompson CPA	09/16/2024	Regular	0.00	4,000.00	48000
VEN01193	Playful Pickleball LLC	09/16/2024	Regular	0.00	400.00	48001
01040	RECOLOGY WESTERN OREGON	09/16/2024	Regular	0.00	718.86	48002
00434	RICOH USA	09/16/2024	Regular	0.00	516.30	48003
01133	SDIS	09/16/2024	Regular	0.00	56,442.08	48004
00900	STAPLES	09/16/2024	Regular	0.00	542.25	48005
01778	TYLER TECHNOLOGIES INC	09/16/2024	Regular	0.00	15,427.56	48006
00454	WALTER NELSON CO.	09/16/2024	Regular	0.00	86.12	48007
01510	Wave	09/16/2024	Regular	0.00	967.05	48008
01726	Wilcox & Flegel	09/16/2024	Regular	0.00	90.43	48009
00510	Zoe Manhire	09/16/2024	Regular	0.00	27.90	48010
VEN01353	David Hutt	09/18/2024	Regular	0.00	-250.00	48011
VEN01353	David Hutt	09/18/2024	Regular	0.00	250.00	48011

Check Report

Date Range: 09/01/2024 - 09/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01710	Richard Thomasian	09/18/2024	Regular	0.00	200.00	48012
01384	Skyler Archibald	09/18/2024	Regular	0.00	155.59	48013
01726	Wilcox & Flegel	09/18/2024	Regular	0.00	71.45	48014
VEN01048	Carolyn Heymann	09/23/2024	Regular	0.00	115.00	48015
VEN01353	David Hutt	09/23/2024	Regular	0.00	250.00	48016

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	57	0.00	98,297.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-500.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	60	59	0.00	97,797.80

Check Report

Date Range: 09/01/2024 - 09/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Payroll-Payroll						
01793	US Treasury	09/30/2024	Bank Draft	0.00	2,028.18	DFT0001624
01793	US Treasury	09/30/2024	Bank Draft	0.00	8,672.28	DFT0001625
01734	Oregon Department of Revenue	09/30/2024	Bank Draft	0.00	4,690.21	DFT0001626
01793	US Treasury	09/30/2024	Bank Draft	0.00	4,903.50	DFT0001627
01793	US Treasury	09/30/2024	Bank Draft	0.00	6.66	DFT0001632
01793	US Treasury	09/30/2024	Bank Draft	0.00	28.50	DFT0001633
01734	Oregon Department of Revenue	09/30/2024	Bank Draft	0.00	10.46	DFT0001634
01793	US Treasury	09/30/2024	Bank Draft	0.00	2,054.86	DFT0001636
01793	US Treasury	09/30/2024	Bank Draft	0.00	8,786.66	DFT0001637
01734	Oregon Department of Revenue	09/30/2024	Bank Draft	0.00	4,729.84	DFT0001638
01793	US Treasury	09/30/2024	Bank Draft	0.00	5,044.32	DFT0001639
01793	US Treasury	09/30/2024	Bank Draft	0.00	43.02	DFT0001642
01793	US Treasury	09/30/2024	Bank Draft	0.00	183.96	DFT0001643
01734	Oregon Department of Revenue	09/30/2024	Bank Draft	0.00	118.54	DFT0001644
01793	US Treasury	09/30/2024	Bank Draft	0.00	0.68	DFT0001645
01793	US Treasury	09/30/2024	Bank Draft	0.00	2.92	DFT0001646

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	16	16	0.00	41,304.59
EFT's	0	0	0.00	0.00
	16	16	0.00	41,304.59

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	60	57	0.00	98,297.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-500.00
Bank Drafts	16	16	0.00	41,304.59
EFT's	0	0	0.00	0.00
	76	75	0.00	139,102.39

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2024	139,102.39
			139,102.39

SEPRD's Vendors

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

SEPRD's Vendors

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

SEPRD Executive Director Goals 2024-25

Key Results / Goals

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



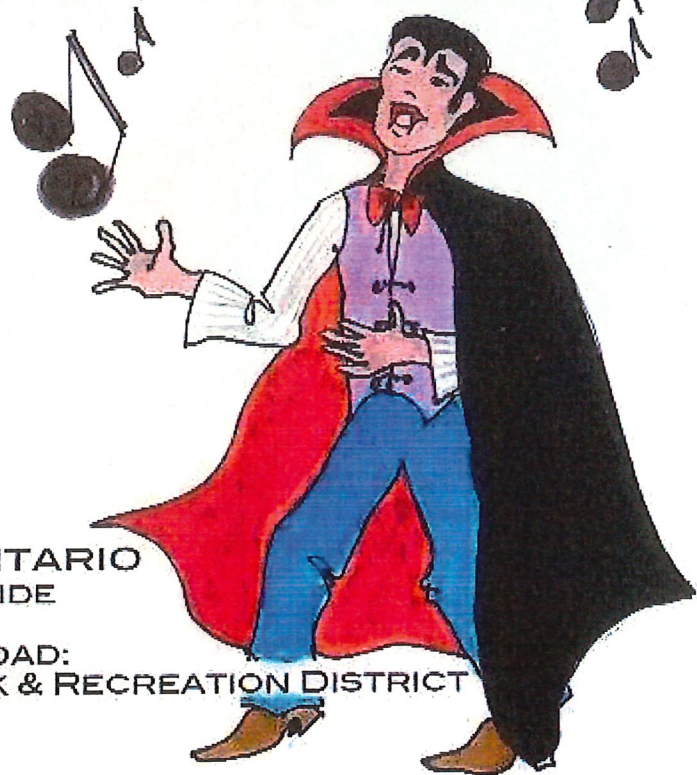
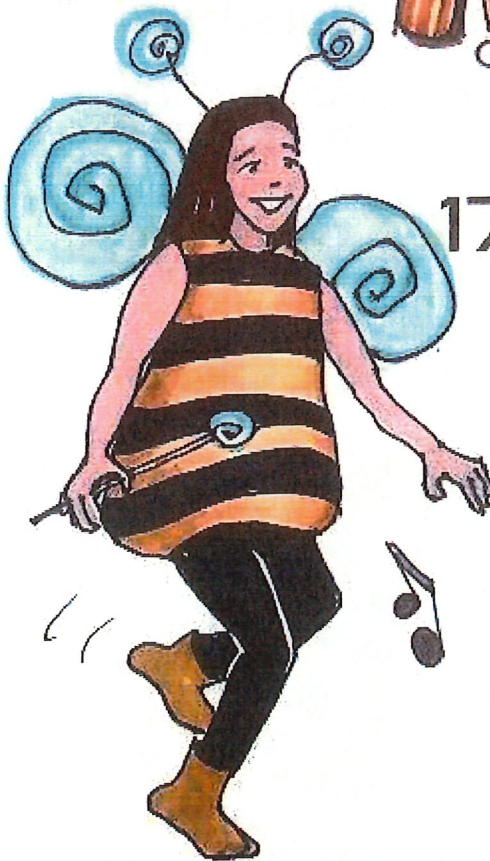
BAILLE AHORA!

GRATIS & TERCER JUEVES

NUESTROS AMIGOS CON
NECESIDADES ESPECIALES
18 AÑOS Y MAS

17 de Octubre 2-4:00

Halloweeeen



BOB CHISHOLM
CENTRO COMUNITARIO
1225 AVENUE A, SEASIDE

SOCIO DE LA COMUNIDAD:
SUNSET EMPIRE PARK & RECREATION DISTRICT

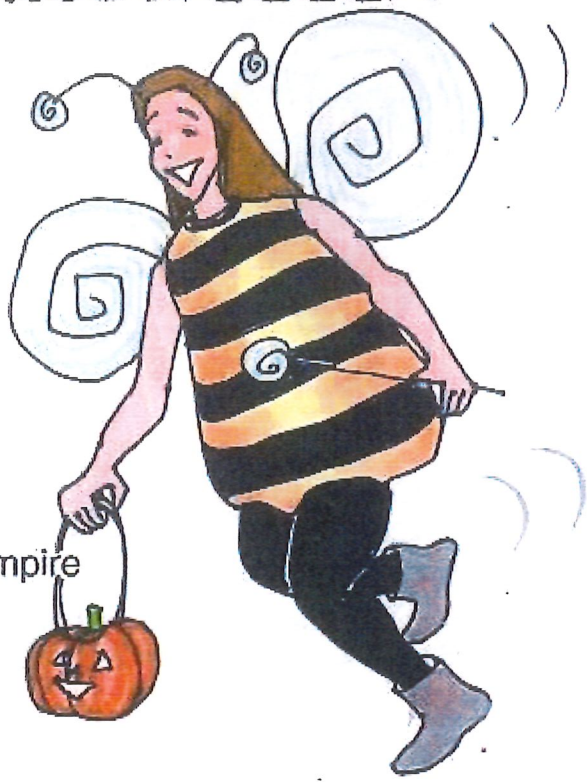
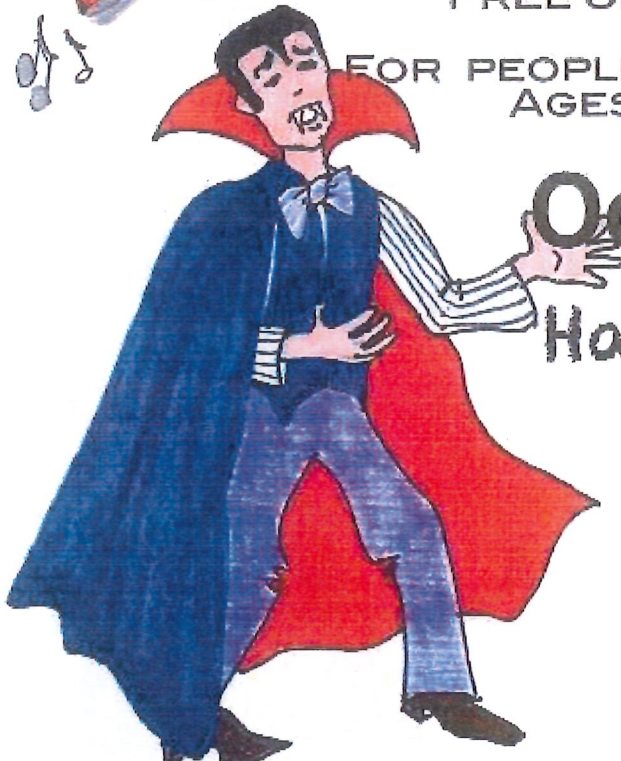
DANCE NOW!

FREE ON Third Thursdays

FOR PEOPLE WITH DISABILITIES
AGES 18 YEARS & OLDER

Oct 17 2-4:00

Halloweeeen



BOB CHISHOLM
COMMUNITY CENTER
1225 AVENUE A, SEASIDE

Community Partner: Sunset Empire
Park & Recreation District

Sunset Empire Park + Recreation District

Seaside's 2024

TURKEY TROT



5K Fun
Run/Walk



Run Now.
Gobble Later!

Register
Now

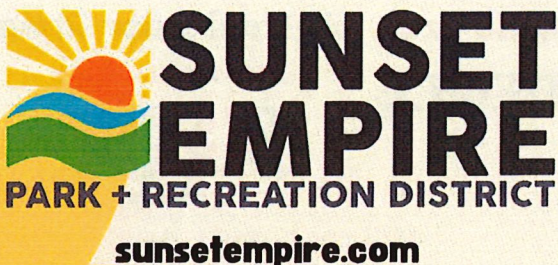


November 28th

Doors Open At 8AM At The Sunset Recreation Center
1120 Broadway | Seaside, OR 97138

Race Starts At 9AM

Cost: \$35 Per Person & Includes A T-shirt!



Sunset Empire Park + Recreation District

Seaside's 2024

TROTE DE TURQUÍA

Diversión 5K
Correr/caminar



Regístrate
ahora



Ejecutar ahora.
¡Engulle más tarde!

28 de Noviembre

Las puertas se abren a las 8 a.m. en el Sunset Recreation Center

1120 Broadway | Seaside, OR 97138

La carrera comienza a las 9 a.m.

Costo: \$35 por persona e incluye una camiseta.

