

Sunset Empire Park & Recreation District: Board Meeting Agenda  
Thursday, August 8, 2024, 3pm  
Bob Chisholm Community Center, Conference Room  
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](mailto:info@sunsetempire.com). The Board Meeting will be available via the District's YouTube page at: <https://youtube/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Public Comment
5. Approval of July SEPRD Board Meeting Minutes
6. New Business:
  - A. Fee Review (Decision)
7. Board Comment
8. Adjournment

*\*\*This Board Meeting is in addition to the regularly scheduled August Board Meeting, scheduled for Tuesday, August 27 at 5:15pm.*

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.

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**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:** Aug 8, 2024 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/87632017988?pwd=rdjJrG79aAAOi8bg3LnXI73V5rktLI.1>

Meeting ID: 876 3201 7988

Passcode: 437884



**BOARD MEETING MINUTES**

**SUNSET EMPIRE PARK & RECREATION DISTRICT**

**JULY 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 5:18pm by Board President Katharine Parker.

**ATTENDANCE** **Present:** Katharine Parker, Board President; Celeste Bodner, Board Vice-President; Su Coddington, Board Secretary; Michael Hinton; Kyle Gorman  
**Absent:** None  
**Also Present:** Skyler Archibald, Chris McCollister, Isaiah Collins, Carolyn Heymann (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.

**PUBLIC COMMENT** There was no public comment this month.

**CORRESPONDENCE** The Board reviewed three items of correspondence: a letter from a citizen and outgoing correspondence to Oregon Senators Merkley & Wyden.

**RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH: CAROLYN HEYMANN** The Board recognized the work of Carolyn Heymann, a Swim Instructor and Coach for the District. Thank you, Carolyn!

**APPROVAL OF BOARD MEETING MINUTES** The Board reviewed the meeting minutes from the meeting held on June 25, 2024. *After review the Board unanimously approved the meeting minutes from the June 25, 2024, Meeting (Gorman/Bodner).*

**REVIEW OF FINANCIALS** The Board received and reviewed the Financial Statements from June 2024. *After review, the Board unanimously approved the June 2024 Financials as presented (Bodner/Gorman).*

**OLD BUSINESS** GOALS FOR 2024: The Board and Mr. Archibald reviewed the proposed and approved goals for 2024. The Board asked Mr. Archibald to include updates to the goals in the Executive Director report each month at the Board Meeting.

FEE REVIEW: The Board and Mr. Archibald reviewed a proposal to adjust the fee schedule for the District. Vice-President Bodner presented some conceptual ideas that included an adjusted proposal and some guiding philosophies:

- Provide excellent value to citizens who are in the district
- Expand out-of-district opportunities for folks to opt-in to membership
- Develop a simplified and predictable formula to adjust rates to match actual costs for District programs.

The Board asked for Mr. Archibald and staff to work on some projections based on rate increases of 50%, 60%, 70% & 75%. *The Board unanimously voted to schedule a workshop on August 8 at 3pm to further discuss the fee review (Bodner/Gorman).*

### **PROJECT UPDATE**

Fire Alarm Update: The work continues with great effort made recently. The project is on schedule and within the budget with estimated completion to occur in September.

Master Plan Update: The work on the plan continues with Steering Committee and staff review of proposed components of the plan having met recently with a final meeting scheduled for August 21.

Broadway Field Update: Mr. Archibald shared a progress update regarding Broadway Field and showed some updated photos of the project. The goal posts are to be installed soon and the field will be shutdown for a week for additional work on the lights and to install the turf on the new softball field.

Community Garden Relocation: Most of the work has been completed regarding the garden.

Systems Development Charges: Mr. Archibald shared that the work has begun internally by staff to fulfill a data request by the FCS group and that staff would be meeting with the consultants in the next week to begin moving forward.

Traffic Impact Analysis: There was no update on this project.

### **NEW BUSINESS**

2024-2025 BOARD OFFICER POSITIONS: The Board reviewed the officers for the 2024-2025 Board year. After discussion, the Board decided (no vote needed) to keep the Board officer positions as currently constituted.

2024-2025 BOARD MEETING INFORMATION: The Board reviewed information and schedule provided by Mr. Archibald. The Board reviewed the proposed manager presentation and agreed that at some point in the fiscal year, to transition meetings to the Sunset Recreation Center, if technology and access concerns can be mitigated. *The Board unanimously voted to adjust the October*

*meeting date to October 29, the March meeting date to March 18 and to cancel the December meeting date (Bodner/Gorman).*

AUDIT CONTRACT RENEWAL WITH KERN & THOMPSON: The Board reviewed a proposal from Kern & Thompson. *After review the Board unanimously voted to renew the contract proposed (Coddington/Gorman).*

IGA WITH CITY OF SEASIDE: RE/BOB CHISHOLM COMMUNITY CENTER MANAGEMENT: The Board reviewed a new Intergovernmental Agreement (IGA) with the City of Seaside for management of the Bob Chisholm Community Center. The Contract would for five years with annual increases based on the Consumer Price Index (CPI) but keeps the contract largely intact from the current iteration.

BANK SIGNERS: The Board reviewed a proposal to accommodate the pending change in Banking Services. *After review, the Board unanimously approved to authorize Skyler Archibald, Justin Smith, Haley Wilding and Su Coddington as authorized check signers for the SEPRD accounts with the Bank of the Pacific (Gorman/Bodner).*

REQUIRED TRAINING: STATE OF OREGON: Mr. Archibald shared an update with the Board regarding the required training for elected officials. The State has paused the requirement and will initiate the training in 2025 but SDAO has prepared a training, and it will be issued using the online training portal and the Board will be encouraged to complete.

**EXECUTIVE  
DIRECTOR REPORT**

Mr. Archibald shared an update on staffing within the District. Levi Conner, Director of Facilities & Maintenance, has resigned and left employment with the District and Mr. Archibald is assessing the best route forward for that department and the District in his absence.

Mr. Archibald shared proposed opportunities for training and professional development with SDAO and ORPA upcoming. He also shared an update on the Seaside Farmers Market and upcoming Special Events.

**BOARD COMMENT**

**Director Gorman** thanked Vice-President Bodner for the fee proposal and congratulated Carolyn for her award and for coaching five swimmers that advanced to Zones. He stated that Mr. Archibald has a lot of balls in the air right now and that he appreciated what is being accomplished for the District. He stated that the District has a need to focus on branding, particularly as they look to open the SRC.

**Secretary Coddington** congratulated and thanked Carolyn and stated her appreciation after watching her work and coach and that having five swimmers advanced to Zones is a great sign of her skills. She stated her previously stated

belief that every complaint is a gift. She stated that the Board is open, transparent and that the Board is open to all opinions. She encouraged folks to come to meetings. She stated that she was excited for proposals and efforts regarding the correspondence with the Senators. She stated her appreciation for Mr. Archibald and Levi Conner and that Cortney is well-trained and an amazing individual. She stated that she continues to balance her time with her sister who is ill. She stated that she continues to appreciate that the District is a community hub, and she is grateful to Play in Seaside.

**Board Vice-President Bodner** stated her appreciation for staff and the level of production by staff and encouraged the District to spread the word and share their efforts. She stated that the work is moving forward at a brisk pace, particularly when compared to five years ago. She had the opportunity to meet with Darren Gooch, Director of Development to share ideas about grants. There is an opportunity for grants to help fund the SRC improvements.

**Director Hinton** stated that he was sad to see Levi go who was a talented member of the District team and he attended the appreciation event for him. He stated that he was pleased to see the Broadway Field project come together and that he appreciated the efforts of Staff and Board on the fee review. He discussed a conversation with a Clatsop County Commissioner who was not aware of the pool in Seaside, to the surprise of Mr. Hinton. He talked about looking forward to reviewing the strategic plan documents and providing feedback.

**Board President Parker** congratulated Coach Carolyn and wished Levi the best in his future and that he had accomplished so much. She stated that the future of the District is bright.

## **ADJOURNMENT**

*The meeting was adjourned at 7:18pm by Board President Parker*

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Skyler Archibald, Exec. Director

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Katharine Parker, Board President