

July 28, 2011 6 P.M.
CHEHALEM PARK AND RECREATION DISTRICT
Dundee City Hall
620 SW 5th Street
Dundee, Oregon
Agenda

- I. Call To Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Approval of Consent Agenda**
 - A. Approval Minutes Regular Board Meeting June 23, 2011 and July 1, 2011
 - B. Approval of Bills Payable
 - C. Approval of June Financials
- V. Public Participation**
 - A. Residents Dundee Fortune Park
 - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Approval of Bids
 - B. Veritas Fields
 - C. PCC Agreement
 - D. Approval Contract Hennebery and Eddy Architects Inc.
 - E. Report and Comments from Board Members
- VII. Old Business**
 - A. Trails Update
 - B. Property Swap Update
- VIII. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent Report
 - 1. Grant Received
 - 2. End of Year Report
 - 3. Update of Parks Master Plan
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

**PLEASE REMEMBER AUGUST 25, 2011 WILL BE NEXT REGULAR BOARD MEETING.
THE NEXT MEETING (AUGUST 25, 2011) WILL BE HELD AT ADMINISTRATIVE OFFICE.**

To: Board of Directors
From: Superintendent
Date: June 20, 2011
Re: Background information for June 23, 2011 Board Meeting
Number corresponds to Agenda Item

- II. ROLL CALL – We need 3 present for the meeting. Please call if you can not attend. PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE.
We will need three members to attend.
- III. APPROVAL OR ADDITIONS TO AGENDA – If you wish additions please give me a call.
- IV. APPROVAL OF CONSENT AGENDA
A. Approval of Minutes– Minutes of the Regular Board Meeting of June 23, 2011 and July 1 2011 are on pages (4-7) for review.
B. Approval of Bills Payable-Bills Payable summary is on page (8) for review. I will Have copies of all the bills payable for review at the meeting or you may call me for copy.
RECOMMENDATION: Approval of Bills Payable totaling \$336,217.88
C. Approval of May Financial – Copies of the Financials will be at the meeting to review. Please call me for a copy if needed. A summary is available on page (9) for review.
RECOMMENDATION: Approval of June financials
- V. PUBLIC PARTICIPATION
A. Dundee Residents-A meeting was held concerning the playground to be built in Dundee with the neighbors. Their concerns are on page (10). Some of the group may be at the meeting. We expressed and mailed the concerns to the City of Dundee.
B. Others not on agenda – We have no other request at this time.
- VI. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS
A. Approval of Bid – There is 3 projects that need repair. Please see pages (11). We need wood fiber for the playgrounds. Please see page (12)
RECOMMENDATION: Approve bid for \$11,663.85 to Signature Paving and \$15,400 to Cascade Recreation for wood fiber.
B. Veritas Fields – Please see pages (13-14). Will give update at meeting.
RECOMMENDATION: Approve entering into an agreement with Veritas for development of fields.
C. PCC Agreement – Please see pages (15-21).
RECOMMENDATION: Approve agreement
D. Hennevbery and Eddy Contract – On pages (22-24) is contract.
RECOMMENDATION: Approve Contract
E. Report/Comments from Board Members – To be given at meeting.
- VII. OLD BUSINESS
A. PPS Update – Will discuss at meeting
B. Trails Update – Will discuss at meeting
C. Property Swap Update – Will discuss at meeting.

VIII. FROM THE SUPERINTENDENTS DESK

A. Financial Report and Questions.

DESCRIPTION	GENERAL FUND SUMMARY		
	AS OF 06/30/10	AS OF 06/30/11	DIFFERENCE
TOTAL EXPENDITURES	\$ 5,555,901.03	\$5,725,130.13	\$ 169,229.10
TOTAL OPERATION EX.	\$ 3,927,617.65	\$3,910,301.16	<\$ 17,316.49>
TOTAL CAP/AQ/DEV/TRS	\$ 1,628,283.38	\$1,814,828.97	\$ 186,545.59
TOTAL REVENUE	\$ 6,190,005.17	\$6,757,102.59	\$ 567,097.42
TOTAL TAXES	\$ 2,074,601.23	\$2,283,697.69	\$ 209,096.46
TOTAL FEES & CHARGES	\$ 2,908,026.66	\$2,844,599.13	<\$ 63,427.53>
TOTAL OTHER REVENUE	\$ 196,075.90	\$ 920,148.00	\$ 724,072.10
BEGINNING BALANCE	\$ 1,011,301.38	\$ 708,657.77	<\$ 302,643.61>

Please note fee's and charges are down. The trend of fee's & charges going down is result of golf course funds for this year. We operated last year at a loss. The Loss reduced our ending balance. We will not have a loss this year. Our ending balance is projected to be about 1 million.

DESCRIPTION	SDC FUND SUMMARY		
	AS OF 06/30/10	AS OF 06/30/11	DIFFERENCE
BEGINNING BALANCE	\$ 554,347.21	\$ 183,894.60	<\$ 370,452.61>
INTEREST	\$ 1,309.16	\$ 145.25	<\$ 1,163.91>
CITY OF NEWBERG	\$ 109,430.31	\$ 29,885.10	<\$ 79,545.21>
CITY OF DUNDEE	\$ 7,906.64	\$ 5,929.98	<\$ 1,976.66>
COUNTY OF YAMHILL	\$ 10,527.82	\$ 20,262.06	\$ 9,734.24
TOTAL REVENUE	\$ 683,521.14	\$ 240,116.99	<\$ 443,404.15>
TOTAL EXPENDITURE	\$ 501,556.58	\$ 181,475.00	<\$ 320,081.58>
BALANCE	\$ 181,964.56	\$ 58,641.99	<\$ 123,322.57>

SDC account is down due to a much lower beginning balance. This is a balance that is to low.

SDC's were projected to help with Debt payments. We now have very little if any to allow for this.

B. Superintendents Report – Will give at meeting. Please see pages (25-27)

C. Staff Reports – Please see pages (28-37).

IX. CORRESPONDENCE

A. Citizens Comments/Evaluations – Please see pages (38-56).

B. Miscellaneous Information – Please see pages (57-63).

X. ADJOURNMENT

Please Remember July 28, 2011 Meeting will be at the Dundee City Hall.

We will have a Foundation Meeting after the Board Meeting. It should take about 15 min.