

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
Newberg, OR 97132
August 24, 2017
MINUTES

I. Peter Siderius called the meeting to order 6:00 p.m.

II. Roll Call

Board members:

Peter Siderius

Bart Rierson

Don Loving

Mike Ragsdale

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Jim McMaster, Parks & Facilities Supervisor

Branden Thompson, Golf Course Supervisor

Mark Martin, Recreation Supervisor

Public:

Seth Gordon, Newberg Graphic

Jennifer Marsicek, SEA

III. Approval of or Additions to Agenda

Don Clements said he had additions to staff to add to his Superintendent's Report. Motion to approve as submitted.

Motion Mike Ragsdale

Second Don Loving

Passed unanimously

IV. Approval of Consent Agenda

A. Approval of Minutes of June 22, 2017 Regular Board Meeting

B. Approval of Bills Payable

C. Approval of June Financials

Motion Mike Ragsdale

Second Bart Rierson

Passed unanimously

VI. Public Participation

A. Formation of 50+ Sports and Fitness Advisory Committee – Don Clements recommended the Board approve all seven applicants. The Board agreed to do so.

Motion Bart Rierson
Second Mike Ragsdale
Passed unanimously

B. Others not on Agenda – None

VII. Action Items/Committee Reports/Board Comments

Pete Siderius reversed the order of Items A and B.

A. Approval of borrowing \$300,000.00 for pool and property acquisition. Jennifer Marsicek of SEA reported that the most recent estimate from Triplett Wellman for Phase II CAFC remodel was \$2.5 million, and submitted supplemental documentation. SEA's spreadsheet she had come prepared to present at this meeting, which is included, was based on \$3.5 million. There was discussion over whether Board and staff had expected that Phase II be included in the project scope, or whether it was a new project or scope creep; Board agreed it had expected it to be included, but SEA considered this to be scope creep. This was left as something to be examined in the contract.

Don Loving raised the priority of including an elevated walking track. Don Clements cited the estimate for this to be \$700,000 - \$800,000 as dated from January of 2016. This includes an elevator. Don Clements said the Citizens' Advisory Committee had decided it was not in favor of this due to the cost, and plans had changed to keep the track at ground level. After discussion, all Board members were in agreement that the track should be elevated. Siderius directed Clements to provide updated loan figures (payments) to include this track; the figures should be based on a loan at both \$4 million and \$4.5 million. Clements said he would have this from CPRD financial counsel David Ulbright by next Thursday, and the Board agreed to leave this meeting open and reconvene at 6 p.m. Aug. 31st in order to discuss this and vote on it then.

Lisa Rogers wants to know which projects will have to be delayed in order to fund this. Siderius wants to know the measure of structural integrity improvement this would provide for the building's seismic stability. Jim McMaster said he would try to get Triplett Wellman to reduce its estimated cost.

- B. Approval of updated masterplan – The Board reviewed the masterplan which Clements had prepared and recommended numerous revisions. The Board directed him to return with a revised version to resubmit for approval next Thursday.
- C. Reports and Comments from Board Members – Don Loving raised subject of liason assignments. Clements said he will create a list and have Kat email it to the Board, so the Board can vote on assignments next Thursday. Don Loving said he was willing to be liason to Yamhill County.

Mike Ragsdale brought up ODOT's Play on the Bypass event scheduled for Saturday, Sept. 23rd, and said ODOT had been pleased with partnering with CPRD; he asked Kat Ricker to explain what CPRD was doing. Kat described CPRD's 5K on the Byway footrace that Mark Martin was coordinating to kick off the event.

VIII. Old Business

- A. Updates on Projects –
 - 1. Jim McMaster said the CCC patio would be sealed tomorrow.
 - 2. McMaster said staff would install rails for safety at the new footbridge on the Ewing Young Park Trail, and that he did not want the trail publicized until then.
 - 3. McMaster reported that the Scott Leavitt basketball court was undergoing maintenance.
 - 4. McMaster reported that Dave Sprecher was retiring.
- B. Discussion on the idea of forming either an SDC committee, task force or meeting/mediation with contractors; no action taken.

IX. From the Superintendent's Desk

- A. Financial Report and Questions – Motion to approve financials as presented.

Motion Don Loving

Second Peter Siderius

Passed unanimously

B. Addition of new positions and new hires – Clements reported he planned to hire Kayla McElligott, who had served as a summer intern, as a Special Events Coordinator, with the goal of attracting six or seven new golf tournaments, create new tournaments such as a tournament to raise money for children’s scholarships, and promote events such as sports department runs, and conduct event evaluations. This would be funded by about half of the contingency fund. Discussion. Mike Ragsdale said this sounded more like an Events Marketing position. He advised this be placed under supervision of Public Information Coordinator. Ricker explained this position would also create marketing collateral in this role. Motion to approve the position and hire Kayla. Clements said he will create a job description and have Ricker email it to the Board.

Motion Mike Ragsdale

Second Bart Rierson

Passed unanimously

Clements said he also planned to contract with CPRD staffer Kristen Anderson, who had submitted a proposal to attract golf tournaments and teams. This contract is for seven to eight months, during which time, Anderson would mentor McElligott.

Correspondence

A. No particular pieces of correspondence were discussed.

X. Executive Session to discuss potential litigation – 8:13 p.m. to 8:22 p.m.

XI. Meeting closed—but did not adjourn—at 8:26 p.m.

THIS MEETING IS TO BE CONTINUED AT 6 P.M. THURSDAY, AUG. 31 AT CPRD ADMINISTRATION OFFICE. THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL TAKE PLACE SEPTEMBER 28, 2017. A JOINT WORK SESSION WITH NEWBERG CITY COUNCIL IS SCHEDULED FOR 6 P.M. MONDAY, SEPTEMBER 18 AT NEWBERG CITY HALL.