

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
October 26, 2017  
**MINUTES**

- I. Peter Siderius called the meeting to order 6:00 p.m.
  
- II. Roll Call
  - Board members:
    - Peter Siderius
    - Bart Rierson (Arrived 6:08)
    - Don Loving
    - Mike Ragsdale
    - Lisa Rogers
  
  - CPRD Staff:
    - Don Clements, Superintendent
    - Jim McMaster, Parks and Facilities Supervisor
  
  - Public:
    - John Bridges, Legal Counsel
    - David Ulbright, financial advisor
    - Terry, Cindy, and Dalton Paskett
    - Seth Gordon, Newberg Graphic
  
- III. Approval of amended agenda –
  - Moved Mike Ragsdale
  - Second Lisa Rogers
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting September 28, 2017
  - b. Approval of bills payable
  - c. Approval of September financials
  - d. Approval of Resolution 10-01-17
    - Moved Mike Ragsdale
    - Second Lisa Rogers
    - Aye Mike Ragsdale, Lisa Rogers, Peter Siderius
    - Nay Don Loving
    - Passed 3 - 1
    - Discussion: Don Loving voted no because he does not want resolutions on the consent agenda.

- V. Public participation
- a. Presentation recognizing Dalton Paskett for his planning and labor in laying pavers at Chehalem Cultural Center patio, for his Newberg High School senior project. Jim McMaster presented Dalton with a certificate.
- VI. Action items/committee reports/Board comments
- a. Approval of Resolution 10-02-17 borrowing \$5,920,000.00 for pool and property acquisition. Discussion ensued with David Ulbright and Don Clements on loan details. Motion to approve.  
Moved Don Loving  
Second Mike Ragsdale  
Passed unanimously.  
Ulbright departed after the vote.
  - b. Habitat for Humanity request – Don Clements recommended granting the request to waive SDCs for this bill. Motion to approve the recommendation to waive the fee.  
Moved Mike Ragsdale  
Second Bart Rierson  
Lisa Rogers recused herself.  
Passed unanimously.
  - c. Aquatic and Fitness Center audio/sound system – Jim McMaster explained the system, bids received, and recommended approving the bid be awarded to Lewis Audio. Motion to approve the bid to Lewis Audio.  
Moved Lisa Rogers  
Second Mike Ragsdale  
Passed unanimously
  - d. Reports and comments from Board members – Mike Ragsdale requested discussion on the cultural district and what CPRD’s role would be. Don Loving updated the Board on the interview process for Golf Superintendent; he, Clements, and Casey Creighton interviewed one applicant today, and will interview several next week. Lisa Rogers updated the Board on her Council of Governments involvement; she attended one meeting. She asked if the Board wanted anything from COG; nothing was identified. Siderius said he wanted to revisit the eight Board-approved top priority projects for CPRD. Siderius wants minutes in which the projects were discussed. Kat Ricker and Don Clements agreed to work on this. Discussion led to the scheduling of a special meeting at 6 p.m. Thursday on Jan. 11<sup>th</sup> in order to discuss the following five:
    - i. Ewing Young Park
    - ii. Chehalem Heritage Trails
    - iii. Creation of a campground off Hwy. 219
    - iv. Newberg Cultural District

v. Golf course and clubhouse

Discussion followed on scheduling the second joint work session with Newberg City Council. The Board agreed that instead of accepting the city staff's invitation to meet on their schedule, the CPRD Board would have staff extend the invitation to city council to meet from 5:30 to 7:00 p.m. on Thursday, January 25, 2018, and delay the regular Board meeting start time to 7 p.m.

**VII.** Old business/project updates –

- A. Jim McMaster updated the Board on the construction progress at Chehalem Aquatic and Fitness Center; work would begin next on the front parking lot. Right now, infrastructure is being worked on inside the new facility; glass would be installed soon. McMaster said he was working with CPRD landscaper Bryan Stewart on ordering new plants for landscaping. A public meeting would be called soon to discuss Phase II: renovation of the fitness center.
- B. Clements said he met with WH Pacific about the master plan for Ewing Young Park, and that public hearings would be scheduled soon. He estimated the landscaping would take two to three years to complete. Siderius said he would provide volunteer labor from NHS horticulture program. Siderius also noted that he would have Ewing Young Elementary School students working all day, both days, on Nov. 2 and 3.

**VIII.** From the superintendent's desk

- a. Financial report – Motion to approve financial report as presented  
Moved Don Loving  
Second Lisa Rogers  
Passed unanimously
- b. Superintendent's report –
  - i. Discussion on a proposal from John Steidel, golf course architect, for a third nine holes, not to exceed \$85,000. This will include irrigation design and inspections. Discussion ensued; Lisa asked why no RFP had been issued. Clements said he had verbal estimates from two others and this was the lowest. Consultation with John Bridges followed; Bridges said it would be prudent to have the other bids on record. Clements agreed to issue a RFP.
  - ii. Ewing Young masterplan update – Reiteration of earlier update that Clements had met with WH Pacific and public meetings would soon be scheduled.
- c. Staff reports – None. Kat Ricker gave date of staff Christmas party as 6:00 p.m. Friday, Dec. 15<sup>th</sup> at CCC. Board agreed to tentatively meet if needed at 5:30 p.m., just beforehand, but did not set it as firm. Also, the date of the next Local Government Dinner was noted as Nov. 16<sup>th</sup>, but Ricker said

the invitations had not been issued yet because host Grande Ronde was still trying to secure the venue of the casino.

- IX.** Correspondence
  - A. Citizen comments/evaluations – No particular comments noted.
- X.** Executive session to discuss litigation 7:20 p.m. to 7:30 p.m.
- XI.** Adjournment – Don Loving moved to adjourn 7:30 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Coordinator