

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
September 27, 2018

MINUTES

- I. Bart Rierson 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, Park and Facilities Supervisor
 - Casey Creighton, Basic Services Supervisor
 - Julie Petersen, Special Services Supervisor
 - Kellan Sasken, Special Services/Golf Director
 - Shy Montoya, Administrative Coordinator
 - Tara Franks, Aquatics Coordinator
 - Wendy Roberts, Aquatics Specialist

 - Public:
 - Seth Gordon, Newberg Graphic
 - Quentin Comus, Chehalem Valley Watershed Project
 - Riley Wood, Chehalem Valley Watershed Project
 - Dave Brown
 - Mary Starrett, Yamhill County Commission Chairperson
 - Art Gregory, Chehalem Glenn Golf Course volunteer

- III. Approval of or changes to agenda – Agenda was amended to add a student presentation (Chehalem Valley Watershed Project) under public participation.
 - Moved Mike Ragsdale
 - Second Lisa Rogers
 - Passed unanimously

- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting June 28, 2018

- b. Approval of bills payable, totaling \$1,562,474.44 for General Fund, \$1,772,697.79 for Capital Pool Construction and Loan Fund, and zero for SDC Fund and Foundation.
- c. Approval of June financials
 - Moved Pete Siderius
 - Second Mike Ragsdale
 - Passed unanimously

V. Public participation

- a. Dave Brown presented parks concerns – said Jaquith Park doesn’t look that good, and challenged why golf course and pool look great, and cited disparity of maintenance attention. He submitted photographs of Jaquith Park to the Board and recommended Bryan Stewart be put on that park upkeep. Jim McMaster said there are different standards for different parks, and that older parks can be harder to maintain than newer ones.
- b. Newberg High School students Quentin Comas and Riley Wood (from Peter Siderius horticulture classes) gave a presentation introducing Chehalem Valley Watershed Project, a student-led conservation coalition, and described current projects in forest restoration, stream survey, wildlife habitat enhancement, and a wildfire safety event. This organization is their student senior project.
- c. Others not on agenda – Mary Starrett feels CPRD is working at odds with other agencies on their affordable housing goals, with the SDC rate increase proposed in this meeting. She read a letter from the Homebuilders Association of Portland, James Atkins, governmental affairs manager, requesting the Board does not approve this increase, and finding fault with public transparency of calculation formula being used, and public notice compliance and accuracy of minutes and meeting advertisement. See submitted attachments. Discussion highlights included Bart Rierson explaining the complex factors that went into the Board’s decisions; Lisa Rogers added that CPRD had not raised SDC rates in a long time—Don Clements said since approximately 1994– and Rogers added that SDCs are waived for special nonprofit projects.

VI. Action items/committee reports/Board comments

- a. Approval of SDC Resolution 09-01-18, approving a proposed increase of 7 percent, tied to the regional Engineering News Record (ENR) annual calculation. Rates per dwelling unit type: \$7,353 for Single Family; \$6,475 for Multi Family; \$5,054 for Mobile Home.
Discussion - Peter Siderius emphasized that implementing gradual rate raises is the prudent thing to do, and defended the rate, and said that if builders were willing to build affordable housing units, CPRD would work with them on SDCs, but he is not seeing that happen. Waiving SDCs is done on a case-by-case basis. Discussion led to motion.

Motion to table to next meeting.

Moved Don Loving

Second Lisa Rogers

Passed unanimously

b. Pool development and operational issues –

i. Jim McMaster introduced new employee Wendy Roberts. Tara Franks and Roberts reported on summer performance on swim lesson increase, and increase attendance on public swims, including first 200-person public swim. Described addition of lap swims, and scheduled changes and extensions of programming. Rierson asked about financial aid availability, and Franks explained scholarship program. Rierson commended them on responded to public concerns appropriately. Clements noted correspondence taking issue with now having to share lanes, and discussion continued with staff over how usage has changed.

ii. McMaster described mechanical issues that have arisen in the aquatic center and how they are being dealt with, and told Board that the fire truck feature will have to be temporarily removed.

iii. McMaster said construction is underway on walking track, and will begin soon on parking lot on north and west end. Siderius said, and specified it be entered into the record, “When we first started the pool, everything was \$18.5 million estimated construction costs. By the time the bond was done, that \$20 million got us the pools and that’s it, and we borrowed another six, and that’s why we raised the SDCs, because that’s how we had to pay for anything else we were going to do.” Rogers cautioned that we have to be careful of perception of college getting prioritized time over lap swimmers, and McMaster agreed.

iv. McMaster described purchase fitness equipment for placement in the fitness wing of Chehalem Aquatic and Fitness Center, totaling \$119,881.84, from Pacific Fitness.

Motion to approve purchase.

Motion Mike Ragsdale

Second Bart Rierson

Approved unanimously

v. McMaster presented an open Request for Proposals CPRD has released, to hire a mural artist for a project in the fitness wing of Chehalem Aquatic and Fitness Center. Deadline to apply is Oct. 5, 2018. A selection committee is in place. Target completion is Nov. 30, 2018.

vi. McMaster reported the target opening of November will likely be delayed through December, due to back order status of HVAC units in the industry.

c. Reports and comments from Board members

Lisa Rogers – Attended waterfront development master plan public hearing, and an amphitheater was a popular idea. She noted a dying pine tree on Ewing Young Park trail which needed to be removed.

Don Loving – Rilee Park committee may have recommendations completed by October, and may request special meeting for this presentation and discussion.

Peter Siderius – Wishes to add to agenda soon that we have increased our land property greatly in last few years; city parks need improved; Hwy. 219 mitigation project will be needing irrigation; trails will need maintenance, and there is more work to do than we have manpower to do it, and we need to look at this. Requested report from staff (McMaster or Creighton) on this. Ragsdale requested an updated on 219 project in that report, and Siderius added it should include updates on several parks projects. He wants a comprehensive plan, and a commitment from CPRD, for the many related horticulture projects in the community.

Bart Rierson – has talked with Casey Creighton on some park issues, and wants to know if we need to plan for and budget for additional people for parks maintenance, and cited Dave Brown's concerns. He requested a staff report and recommendation. Rierson said he had recently talked with Newberg mayor Bob Andrews about scheduling another joint meeting with the city council, topics to include the Hess Creek trail, waterfront development, water rates. Rogers suggested quarterly meetings with city council. Ragsdale recommended waiting until the new mayor and council is in place, after January; Don Loving agreed. Siderius hopes to revisit water rate issue with city council. Discussion continued on timing, and water rate issue. Consensus was to schedule it in late October or early November, and requested Clements contact City to arrange this. Loving requested poll on scheduling to Rilee property, and to Board, to send to City (Doodle or Go to Meeting poll).

Mike Ragsdale - Nothing

VII. Old business/project updates - Not addressed

VIII. From the superintendent's desk – Don Clements reported that operational costs are up about \$61,624.42, and revenue is up about \$139,578.28, and that if the trend continues, the ending balance may increase in the General Fund. See more details on Page 2 of packet.

a. Financial report – Motion to approve financial report as presented

Moved Don Loving

Second Mike Ragsdale

Passed unanimously

- b. Superintendent's report – Clements explained CPRD funding structure. He said it was his original intent to shift SDC funds to Basic Services. He stressed it is crucial to ensure that the General Fund can sustain what you build. He agreed with the need for a comprehensive plan. Siderius reiterated the need for a plan for projects and where SDC funding will go, especially as administration personnel and positions change. Clements said golf course is close to selecting routing for third set of nine holes. Clements said we will want to get a feasibility study an RFP out for campground by January 1st. Clements agreed to do this.
- c. Staff reports – Kellan Sasken reported that tournament season went well, and will bring number of tournaments to next meeting. CPRD team won the recent SDAO tournament. PGA Junior league going well, and couples' night events went well. Shy gave an update on the audit process. Casey gave an update on what he is learning in his expanded role with parks. GFU Serve Day worked out well, he said. Casey Creighton and Kat Ricker commended students Quentin Comus and Riley Wood for their generous and valuable project of drone footage. Jim McMaster said we work well with Public Works Department at City. McMaster explained grant and donation funding for playground at pool, that it is not all SDC funding. His application for a state parks grant was approved for a grant to create Friends Park. Kat Ricker reported that computer consultant Robert Soppe is in the process of upgrading the main server, and the Board expressed appreciation for Soppe's outstanding service contributions to CPRD.

IX. Correspondence

- A. Citizen comments/evaluations – Acknowledgement of submitted comments.

X. Adjournment – Mike Ragsdale moved to adjourn 8:53 p.m.

Next meeting scheduled for 6 p.m. Thursday, Oct. 25, 2018 at CPRD Administration Office.

Respectfully Submitted,

Kat Ricker, Public Information Director