

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
March 22, 2018
MINUTES

- I. Peter Siderius called the meeting to order 6:03 p.m.

- II. Roll Call
 - Board members:
 - Peter Siderius
 - Bart Rierson
 - Don Loving
 - Mike Ragsdale
 - Lisa Rogers - absent

 - CPRD Staff:
 - Don Clements, Superintendent
 - Casey Creighton, Golf Course Grounds Supervisor
 - Julie Petersen, Special Services Supervisor
 - Kellan Sasken, Golf Course Director

- III. Approval of agenda –
 - Moved Mike Ragsdale
 - Second Bart Rierson
 - Passed unanimously

- IV. Approval of consent agenda
 - a. Approval of minutes of Feb. 22, 2018 Board meeting and March 15, 2018 work session
 - b. Approval of bills payable
 - c. Approval of February financials
 - Moved Mike Ragsdale
 - Second Don Loving
 - Passed unanimously

- V. Public participation - None

- VI. Action items/committee reports/Board comments
 - a. Approval of personnel policies – Don Clements reported there are no major changes. There are updates to comply with laws, including sick time leave.
 - Moved Bart Rierson

Second Don Loving

Passed unanimously

- b. Approval of budget committee – Clements recommended appointing Mike McBride to vacancy.

Moved Bart Rierson

Second Mike Ragsdale

Passed unanimously

- c. Reports and comments from Board members –

- i. Bart Rierson saw that Bob and Crystal Rilee Park Advisory Committee is considering security surveillance cameras on Bob's Corner; Rierson had some recommendations to share on equipment from Willamette Riverkeepers.
- ii. Lease agreement with City of Newberg on City-owned parks; Bart asked if there was an expiration; Clements explained no. Mike Ragsdale requested Clements ask legal counsel whether it is legally necessary to specify expiration/term or in perpetuity. Clements said he would have CPRD counsel contact City legal counsel to discuss.
- iii. Ragsdale asked about paddle launch. Pete Siderius said he planned tonight to appoint Rierson to a committee to meet with Yamhill County about the landfill property, and Siderius believes that would be an ideal location.
- iv. Don Loving toured new aquatic wing with Jim McMaster today.
- v. Don Loving reported Bob and Crystal Rilee Park Advisory Committee is planning on holding a public meeting on the property sometime in May.

VII. Old business/project updates – Don Clements

- a. Phase II renovation of fitness center bids update; see hand out.
- b. Landfill property – Clements is interested in acquiring this property to possibly relocate the paddle launch or possibly build a sports complex on it. Clements said he had contacted the county commissioner chairperson and found that CPRD must meet with a Yamhill County planner before the commissioner chairperson would consider adding it to one of the agendas for the commission's regularly scheduled informal meetings. Ragsdale said if the City of Newberg is interested, let them pursue acquisition, because CPRD does not need the property, just the paddle launch.
- c. Ewing Young Park masterplan – Clements expects first draft of masterplan by April meeting; he will have Kat email it to the Board.
- d. Dundee 5th St. property – Public meeting April 11th.
- e. Golf course third nine – Clements and Kellan Sasken had received several bids, and had communicated with one in particular - John Steidel - and will bring contract for consideration in April or May.

- f. Hwy. 219 campground feasibility study – Clements got one price quote for \$28,000.

VIII. From the superintendent's desk

- a. Financial report – Clements said we are much better. Clements asked whether Board wanted hard copies or electronic copies of the budget 2018 – 19; Board agreed hard copies.
- b. Superintendent's report – No discussion; see Old Business above.
- c. Staff reports –
 - i. Kellan Sasken reported carts ordered and should arrive in April. This includes a beverage cart. High school matches have been held recently and gone well.
 - ii. Casey Creighton reported maintenance on golf course busy with spring. He was studying heat transfer units and mechanical workings of aquatic center with Jim McMaster and other staff today. He is adding maintenance staff slowly at golf course.
 - iii. Kat reported tentative date for grand opening ceremony is 3 p.m. Thursday, June 14th. Pete Siderius said he will be out of state at that time; discussion led to exploring Thursday, June 21st instead.

IX. Correspondence

- A. Citizen comments/evaluations – No comments
- B. Miscellaneous – None

X. Adjournment – 7:00 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Coordinator

The next meeting is scheduled for 6 p.m. Thursday, April 26, 2018 at CPRD Administration Office.

The Budget Committee Meeting is scheduled for 6 p.m. Tuesday, April 3, 2018 at CPRD Administration Office.