

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
August 22, 2019
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:
 - Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
 - Shy Montoya, Administrative Coordinator
 - Julie Petersen, Special Services Supervisor/Recreation Supervisor
 - Kellan Sasken, Special Services/Golf Director

 - Public (CPRD receptionist staff):
 - Susan Lindquist
 - Marguerite Amaya
 - Hailey Goldammer
 - Jocelyn Simpson

- III. **Approval of agenda**
 - Moved Don Loving**
 - Second Mike Ragsdale**
 - Passed unanimously**

- IV. **Approval of consent agenda**
 - a. **Approval of minutes** of regular Board meeting June 27, 2019 and July 25, 2019 - Lisa raised point that a page that had been missing in the original minutes from June was present in the packet today as "as submitted." Kat Ricker said this was in fact an error and would be corrected.
 - b. **Approval of bills payable**
 - c. **Approval of July financials**
 - Moved Mike Ragsdale**
 - Second Pete Siderius**
 - Passed unanimously**

V. Public participation

a. Susan Lindquist presented what she said was a statement from staff, seeking changes in hours and pay, and raising issues of understaffing, lack of Step increases in pay, discrepancies in duties as described in job descriptions compared to actual duties requested, plus equipment complaints in heating and cooling systems, lighting, computers, and cash registers. She said she had never had a review. Other issues specific to fitness area included inadequate camera surveillance, unmonitored exit door from building, and lack of a first aid kit. See written statement, which Lindquist read, which cited compensation - wage and benefit - comparisons to other similar facilities in the area. She noted that the issues of pay and understaffing also pertained to lifeguard staff, and also that front desk staff was underpaid compared to lifeguard staff and also assisted in the lifeguard staff tasks. She said that hourly staff only was involved in this presentation, and that salaried staff was not involved.

Marguerite Amaya spoke about an incident in which a patron had a seizure while on a fitness bike inside the fitness area, and staff could not see this because of the lack of surveillance cameras.

Hailey Goldammer spoke about inability to complete all tasks asked of her because of the relative overload of tasks. She said the staff is passionate about their jobs, but they are failing at meeting the needs of the patrons because they do not have what they need and are seeking support.

Jocelyn Simpson said she was there to support her coworkers in what they were saying. She said it is impossible to be good at the job because things are constantly changing and there is always something new to learn, and there is lack of incentive in wages.

Don Loving thanked them for coming in and said there will be no repercussions of any kind for them coming tonight and having their say; however, there are protocols to follow, and he asked whether they had spoken first to Tara and to Julie and to Don before coming here tonight. Lindquist said she had taken those steps over the years. She said there were issues about supervisory interaction which she would discuss in private with the Board but not in this public forum, but she was confident that she had taken those steps.

Simpson said there had been meetings with Tara Franks and Julie Petersen, and that Julie had been fantastic in listening and explaining the bigger picture of CPRD. She said they were not told to talk with Don, the superintendent, and they did not feel that was a welcome step for them to take.

Loving asked whether they had brought the safety issues to the Safety Committee, and Lindquist responded that the issues were at that level.

Lisa Rogers thanked them for having the bravery to come in, and asked what their recommendations would be. Lindquist said the District needs a

consultant to be brought in to assess at a supervisory level, for leadership. Rogers said the Board would not be addressing this directly, but that the Board has a fiscal responsibility here to do something tonight; she agreed that the wages are low, and said that she herself had brought this up in the past. She said it was an important discussion to have and wished the superintendent were here. She said we need to add more people if we are going to be adding so many properties and facilities, and that we have people risking their jobs to come in here tonight.

Rierson asked Creighton about the facility issues raised; Creighton said (the camera issue) was being addressed, but staff had left at a bad time and they were still working on many issues.

Mike Ragsdale asked about their claim that wage increases had been approved and appeared in the budget, but their awarding had been mixed. Lindquist said their supervisor had told them that the superintendent had said that there would be no raises. Ragsdale asked whether they had looked at the budget to see whether the raises had been applied, and Lindquist said no.

Pete Siderius said a larger discussion was needed about what the District is now that it has grown.

Lindquist invited Board members to talk with her outside the meeting, and also to join her at the registration desk during her shift.

Siderius asked whether the Board should put this on the agenda for the next meeting, or direct staff to deal with it.

Rogers said the wage compensation survey that the superintendent had used was for the entire country, and that if western regional wages were used for comparison instead, the figures may be very different. She said she had been saying for a while that staff is overworked and underpaid, and that this isn't the first time that someone had come in, and the Board needs to listen. Rogers said the lengthy budget was given (to the Budget Committee) for approval in only a few hours, and that it was done intentionally so that people don't ask many questions. People are complaining in a public way, she said, and it is incumbent upon us to do something about this.

Rierson said (compensation) should be discussed as a priority at budget time.

Siderius said it should be an agenda item for the next meeting, and that the Board should ask the superintendent for wage information which would be more appropriate, in time for that meeting. Don Loving said he did not think that a personnel issue should be an agenda item; he recommended the Board create a subcommittee of two Board members (not a quorum), to work with Petersen and other staff to investigate, and report back to the Board.

Ragsdale said we would be derelict not to take some action tonight; he said he agreed with Loving, and said that if only a third of what had been claimed were true, then there was a real problem, and recommended the

Board retain a consultant—perhaps SDAO could do it—to examine whether there is mismanagement of human resources.

Julie Petersen said we the supervisors are doing the HR (Human Resources) jobs, and there are things that she is being asked to do which she is not comfortable doing, and that she lacks the appropriate HR training, and that HR needs to be separate from what we (the supervisors) are doing.

Shy Montoya said we are in dire need of an HR person, because there is no one holding HR accountable.

Ragsdale supported Loving's recommendation and recommended an outside consultant who specializes in HR to assist staff, and said that the Board needs to make policy decisions about the scope.

Loving said he would be happy to speak to SDAO to see whether they have someone on staff who could assist, or could recommend a consultant.

Siderius said that the entire Board, supervisory staff and the superintendent should work this out together in executive session. Ragsdale objected to executive session; Loving suggested consulting legal counsel as to whether it would be appropriate use of executive session.

Discussion continued over the subcommittee idea; consensus was that Rogers and Loving be members from the Board.

Petersen said the District had changed a lot but hadn't done a good job of changing with it; she had just worked 160 hours in two weeks, and she is amazed that everyone who works for the District is willing to work so hard despite the pay, and that she would like to pay them what they are worth. Petersen and Creighton said they would be willing to help with the subcommittee.

Consensus was to appoint a committee.

Bart Rierson appointed a committee of Don Loving, Lisa Rogers, Julie Petersen, Casey Creighton: Rogers to serve as chairperson.

Rogers said that if in fact there was anyone on staff who had not been given an increase in five years, then that was an issue. Petersen said one staffer who had been on staff (for 20 years, Montoya confirmed) who is training a new employee who is making the same wage that she is.

b. Others not on the agenda - None

VI. Action items/committee reports/Board comments

- a. System Development Charges (SDC) yearly increase - Discussion only. See proposed Resolution 10-01-19 on page 25, for approval at the October Board meeting (increase of 4.79 percent, effective July 1, 2020). Kat Ricker said there appeared to be a discrepancy in the drafted resolution, that the multiple family figure was the same amount as the current charge. Rogers said she would like to see comparison with other areas.

Loving moved to table this until the next meeting.

Moved **Don Loving**
Second **Bart Rierson**

Passed unanimously

- b. Support road vacation - Creighton described a strip of land—dropping into wetlands and dropping off over the river—that Yamhill County had proposed to give to CPRD. He said that CPRD staff had visited the site together with county representatives—including commissioner Casey Culla—and two landowners. Creighton said it was his and the group's recommendation to decline the offer as the land was not useable, and vacate it, for the two landowners to assume.

Motion to decline the offer to accept the property, and recommendation that it be vacated to the two adjacent property owners.

Moved Mike Ragsdale

Second Don Loving

Passed unanimously

- c. Reports and comments from Board members
Lisa Rogers asked about an Ewing Young Park graffiti incident; Creighton said that it had been addressed this morning. Discussion about Creighton working on installing WiFi for cameras at various parks. Siderius said he does not want to see cameras in all of our parks. Creighton said camera installation priority is for aquatic and fitness center. Rierson said he has seen improvements in the parks since Creighton has taken over, and to let the Board know if he needs more staff; Creighton affirmed this.
Don Loving shared information about his newborn grandson.
Mike Ragsdale announced that he had retired from Newberg Downtown Coalition and is now enjoying life.

VII. Old business/project updates

- a. Creighton - Update on HVAC system at aquatic center; it has gone seven days without setting off an alarm, so that's an improvement. Water is coming from rooftop; they are in the process of taking P traps out. Gymnasium floor survived the flooding. Chehalem Cultural Center Culinary Center has been completed. Friends' Park grading is about complete, and water line extension, irrigation and paving and more will follow. Neighborhood meeting scheduled for Sept. 4th. Russ Sheehan has been working on creating a trail on Lindquist property in Dundee. Rierson asked him to find the trailhead on a map and send it to the Board. Update on third nine. Sheehan is about to remove hazelnut trees from the Saunder property (grass to be planted after).

VIII. From the superintendent's desk: Don Clements is excused on vacation.

- a. Financial report - Tabled
- b. Superintendent's report – N/A

- c. Staff reports – Kellan Sasken said he has hired an assistant. Evening league had highest participation yet. He has had multiple comments about the greens, and that Andrew was doing a good job.
Shy Montoya said we just finished the 2018 audit and gave timetable for next moves on that. We hired an accounting consultant to do accounting for Foundation tax return.
Julie Petersen gave update on football, soccer, and track and field and the number of participants and income from all of the teams involved. said tackle football is starting up; said there were about 80 participants in CPRD Old Fashioned Festival 5K; she also gave report on summer camps and adult softball season, and soccer camp. Rierson asked her to describe concussion testing, which she did.

IX. Correspondence

- A. Citizen comments/evaluations – Discussion arose from comments in the packet from CPRD Events Marketing Coordinator Kayla McElligott, which she submitted about Newberg Old Fashioned Festival, and her recommendation to follow Julie's proposal to focus CPRD staffing resources on developing the 5K and discontinue the CPRD booth. Kat Ricker explained the staff discussion internally about this and cited reasons she supported the transition. Ragsdale, Rierson, Rogers, and Loving supported the idea of discontinuing the booth and focusing instead on the race event.
Discussion on the need for an IT full-time staffer and resources: Siderius asked Ricker for an update on the progress of addressing IT needs and using part-timer Richard Cornwell to do this (under Ricker and CPRD's longtime IT resource Robert Soppe). Ricker recommended that a full-time IT supervisor be hired to lead a new IT department, and that while Cornwell could be valuable working under that position, she did not believe he was the appropriate person to be in CPRD's lead IT role. Petersen said she disagreed and that she did see him as appropriate. Siderius revisited his previous proposal to share his GIS system with CPRD, and asked that this be included in the minutes, for discussion at the next meeting.

- X. Adjournment – Ragsdale moved to adjourn 7:58 p.m.**

Respectfully Submitted,

Kat Ricker, Public Information Director

Next meeting is scheduled for 6:00 p.m. on Thursday, September 26, 2019.