

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
October 24, 2019
MINUTES

- I. Bart Rierson called the meeting to order 6:00 p.m.

- II. Roll Call
 - Board members:
Bart Rierson
Mike Ragsdale
Lisa Rogers

 - Excused:
Don Loving
Peter Siderius

 - CPRD Staff:
Don Clements, Superintendent
Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
Kellan Sasken, Special Services/Golf Director

 - Public:
Bill Snow, former Chehalem Glenn Golf Course employee
Andrew Stice, former Chehalem Glenn Golf Course employee
Mary Starrett, Yamhill County Commissioner

- III. Changes to agenda – Amended to add VI. B. Approval of additions to Personnel Policy (employee handbook), Chapter 14, Sections 4 and 5.

- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting September 26, 2019
 - b. Approval of bills payable
 - c. Approval of September financials
 - Moved Mike Ragsdale
 - Second Lisa Rogers
 - Passed unanimously

- V. Public participation
 - a. Bill Snow - His letter regarding maintenance concerns about Chehalem Glenn Golf Course is on pages 12 - 15. (Note page numbering error: 14 is omitted.) Kellan Sasken said he agreed with Snow's statements on the

facility, that the clubhouse has become an issue. Casey Creighton said he agreed with statements on the golf course condition, and that the 15-20-year-old bunkers are horrible, drainage has failed, sand is no longer any good; Creighton said staff is researching costs, and that some money had been set aside for some of the items cited, but much action will depend on clubhouse. He said staff will come up with a cost and put it into the budget for next (fiscal) year. Rierson said there is still debt service outstanding and the course uses more money to operate than it generates, so money is not available for all of these items to be addressed at this time. Discussion (Clements, Stice participating) included Clements's rough cost estimates (\$200,000 to redo bunkers), the revenue which would be lost as the course was closed for this work, and that Clements does not know when this could happen. Rogers emphasized future budgets include replacement reserves for bunkers. Ragsdale said he would like to see an aggressive approach, including a complete strategy to address all of these issues and any additional items that Sasken and Creighton might recommend to improve course condition. Snow rallied for additional staff and additional amenities. He cited reasons that the pond needs to be rebuilt. Ragsdale instructed staff to bring back a report on what it will take to restore it to a first-class course and clubhouse amenity package. Rogers said she would want a capital needs assessment for all facilities then, to address needs of full community, not just the golf course. Rierson said he would want that at least a month before the budget meeting so there is adequate time to digest it. Snow questioned feasibility of adding an additional nine holes.

b. Others not on agenda - Jill Bilka on Sander Estate - Bilka wanted to know what to do to support CPRD in amending transportation plan, and she also sought clarification on whether CPRD's intention was to develop the property as parkland or add housing. Clements and Board assured Bilka that the Board opposes developing housing there, and reiterated their consensus to wait to see what a bond by Newberg School District could bring (as far as moving elementary school). Bilka offered to guide fundraising for a water play feature or restroom improvements for Dundee-Billick Park. Staff responded it is already considering possible restroom improvements. Bilka will continue to discuss possibilities with Creighton. Ragsdale said he would like to see "park into perpetuity" language added as a deed restriction, for Board approval at next Board meeting. Ragsdale urged immediate addressing of restroom improvements if feasible.

VI. Action items/committee reports/Board comments

a. Approval of System Development Charges (SDCs) scheduled yearly rate increase, to take effect July 2020. See proposed Resolution 10-01-19 on page 16, for approval at the October Board meeting (increase of 4.79 percent, effective July 1, 2020). This item was previously discussed at August and September meetings.

The following individuals gave statements opposing the proposed SDC rate increase (Rierson limited time to five minutes each):

1. Mike Goughler, MJG Development
2. Mary Starrett, county commissioner
3. Phillip Higgins, real estate manager
4. Gabe Duce, property owner (apartment complex?)
5. Greg Meekham
6. Stacey Anderson

Discussion included, but was not limited to, definitions of affordable housing, comparing SDC rates in other locations, whether SDC fees imposed on developers should instead be taxes, whether fees deter development in Newberg, economic stratification, and how to resolve housing affordability issues. Lisa Rogers (She said she has worked in building affordable housing for 30 years) cited construction costs as a bigger problem than fees. Clements explained the application of the SDC rate income and its value for new capital projects.

Rierson suggested to table the vote until additional Board members were present and asked Clements to check core numbers until next Board meeting; Ragsdale and Rogers agreed.

Clements scheduled the next Board meeting for 6 p.m. Thursday, Dec. 5th at CPRD Administration Office.

SDC-interested parties left the meeting.

Ragsdale moved tabling this to Dec. 5th meeting.

Moved Mike Rasgdale

Second Lisa Rogers

Passed unanimously

- b. Approval of updated personnel policies - Clements explained changes: new laws on anti-discrimination pregnancy and anti-harassment. Ragsdale directed Clements to submit the proposed changes to the supervisory staff who would be implementing them and get their feedback, and also bring indicated pending additional changes mentioned in Clements's memo to the document at that time, altogether. Ragsdale moved tabling this to January meeting.

Moved Mike Rasgdale

Second Lisa Rogers

Passed unanimously

- c. Approval of 2020-21 Budget Calendar

Board expressed desire to have more time to examine proposed budget before being asked to approve it. Clements said he was limited by law on when to give it to them, but that they had the choice to add additional meetings. Rogers requested information be presented to her in a way which shows correlation between budget that is being approved and projects that will be done in the next year. Board agreed that they want

to be shown which projects that staff wants to do, what it has money to do, and what would have to be sacrificed in order to do other projects. Motion to approve with changes as follows: Change date of first budget meeting to April 9th, and change additional meetings if needed to April 10th - 16th.

Rierson said he would like to see improvements to staff compensation so that CPRD can better retain good people, as the Board has heard from disgruntled employees at the past four meetings. Ragsdale instructed Clements to bring compensation comparison to local, regional entities for levels of employees besides supervisors. The Board requested to see along with the Personnel Policies document, the referenced appendix, which includes pay scale figures.

Moved Ragsdale

Second Rogers

Passed unanimously

- d. Appoint Don Clements as Budget Officer for 2020-21 budget year

Moved Mike Ragsdale

Second Bart Rierson

Passed unanimously

- e. Reports and comments from Board members

Mike Ragsdale said it is time to revisit Board priorities, and wants to schedule that. Ragsdale instructed Kat Ricker to contact Board members to schedule a meeting on a Saturday in the next four weeks.

Bart Rierson said the Board takes it seriously to spend money properly, expects the same of staff, and does not believe there has been any impropriety.

Lisa Rogers wants at least monthly meetings of new HR research committee; Kat is to coordinate a regular meeting schedule for this committee (Don Loving, Lisa Rogers, Don Clements, Casey Creighton, Julie Petersen).

VII. Old business/project updates

- a. Creighton said two faulty compressors on roof of aquatic facility will be replaced tomorrow. He gave more updates on the facility. He is getting surveying done on Westrock property. He went over his departmental activity report and discussion ensued.

VIII. From the superintendent's desk

- a. Financial report – No discussion
b. Superintendent's report – No discussion
c. Staff reports – Creighton, Sasken gave brief updates.

IX. Correspondence

- A. Citizen comments/evaluations –

B. Miscellaneous - RSVP requested for City of McMinnville Local Government Dinner on Nov. 21st

X. Adjournment – Rogers moved to adjourn 8:35 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

Next meeting: Dec. 5, 2019