

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
Jan. 30, 2020  
**MINUTES**

- I. Don Loving called the meeting to order 6:00 p.m.
  
- II. Roll Call
  - Board members:
    - Peter Siderius
    - Don Loving
    - Mike Ragsdale
  
  - CPRD Staff:
    - Don Clements, Superintendent
    - Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
    - Julie Petersen, Special Services Supervisor/Recreation Supervisor
    - Kellan Sasken, Special Services/Golf Director
  
  - Public:
    - Bryan Bowman, bike trails
    - Scott Essin, public transit
  
- III. Approval of agenda as is –
  - Moved -Mike Ragsdale
  - Second-Pete Siderius
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting Dec. 5, 2019 and work session Jan. 9, 2020.
  - b. Approval of bills payable
  - c. Approval of December financials
    - Motion to approve these three items - A, B, and C.
    - Moved -Pete Siderius
    - Second-Mike Ragsdale
    - Passed unanimously
  
- V. Public participation –
  - Bryan Bowman said that he is working with KC and has flagged .8 of a mile for mountain bike path.

Scott Essin said that he was our representative to Transit Advisory committee. He expressed concern that fixed routes were likely going to be discontinued due to lack of funding. Dial a ride should still be available. There are no signs currently to show where stops are on the route and he has not gotten approval to put up signs. Don Clements expressed that his main concern was the seniors and their access to public transit.

**VI. Action items/committee reports/Board comments**

a. Approval of Budget Committee for 2020-21 Budget:

1. Elijah Dickson - Term expired; new term through 2022-23
2. Andrew Yinger - Term expired; new term through 2022-23
3. Mike McBride
4. Elizabeth Comfort
5. Bob Phillips

Mike Ragsdale asks if there has been advertisement for the board positions. Don Clements said that we had (1 to 5 above) listed willing to serve/continue serving. Don Loving says that we table this motion until February to give time for advertising in an effort to increase transparency.

- b. Discussion of Newberg landfill (advancing potential property transfer from Yamhill County to CPRD). Legal counsel sought direction (See Jan. 24th letter, page 17) on his recommendation to evaluating annual cost basis or the County to test the site, and also to evaluate what maintaining the soil cap would require; furthermore, legal counsel sought direction on whether to evaluate obtaining an easement to cross the property. Don Clements explained a transaction status of BFPP (bonofide purchaser) that he would like to pursue. A second study would need to be done but this process gives the buyer protection. Don would like to schedule executive session in February to meet with John Bridges. The goal is to strategize ongoing testing costs and perhaps a release letter from DEQ.

Moved -Pete Siderius moved that we move ahead with contract

Second-Mike Ragsdale

Passed unanimously

- c. Discussion of potential donation of land - 2.6-acre undeveloped property at 9009 NE Dog Ridge Road in Newberg. Environmental consultant Hahn and Associates, Inc. provided a proposal and cost estimate for Phase II site assessment. This company is currently conducting a Phase I ESA at the same site; findings documented, see pages 31 to 110.

This discussion was same as applied to b. above. It is conditional on favorable terms with West Rock.

d. NEW - Approval of \$19,946.00 ADP contract for automated payroll services. Motion to approve contract with ADP.

Moved-Mike Ragsdale

Second-Pete Siderius

Passed unanimously

e. Approval of 2017-18 audit. Superintendent recommended approving the audit.

Motion to approve 2017-18 audit

Moved -Pete Siderius

Second-Mike Ragsdale

Passed unanimously

f. Reports and comments from Board members

Peter Siderius- Now that we are paying loans out of SDC, Pete asked to see a clear communication on how that money is redirected. He estimates 600 to 900 thousand in loans paid by SDC, should free that funding available in general fund. He wants to know how invasive species will be addressed. Pete also asks about feasibility study.

Don Loving- Requests executive summary of park analysis. Don Clements said that all the breakout is in the budget. Loving said that he finds the format difficult to interpret and wants Superintendent to communicate in words how funds are redirected. Loving would like to see discount for seniors at walking track and improved advertisement so seniors are aware, perhaps in Senior newsletter.

Mike Ragsdale-Mike want Don Clements to make a narrative of the distribution Pete discussed where they can clearly see where priorities are addressed such as maintenance. He suggested KC make a maintenance inventory of what needs to be addressed with grading system to bring parks up to an agreed upon standard.

**VII.** Old business/project updates

- a. Regarding Sanders property: There have been meeting with architects for updates. The superintendent talked about Jan's ideas such as commercial kitchen, public bathrooms, and classes for canning. He also reiterated that she is willing to fund but on hold for outcome of school board bond. Feb. 10 is meeting with chairmen. Loving recommends budget committee Yinger input as he is professional chef. Suggestion made to partner with Pamplin / Aylers.

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

- a. Financial report – Motion to approve financial report as presented  
This was approved in consent agenda.

- b. Superintendent's report –
  - Feb 19<sup>th</sup> is COGS dinner
  - Feb 20 Local Government Dinner-Newberg
  - Feb 28<sup>th</sup> Chamber Awards (KC and Bryan Stewart are accepting awards) Kat will contact board regarding time.
  - CPRD has had growth of 40 to 60 FTE since golf course opened.
  
- c. Staff reports –
  - KC- A bid to redo bunker is 150k+, John Steidel almost finished with GC Design. KC happy with new GC hire Aaron Gilbreth, KC states hard worker and asking good questions. There was another delay regarding HVAC system at the pool, but are seeing continued improvement in efficiency when comparison of by the square foot is made. No erosion seen at Sanders property. Phase I DONE AT Edwards playground, Phase II starts February. Mountain bike trails have had work as mentioned by Bryan Bowman. Survey done for ODOT trail. He is working on bridging for trails. Jim Taft wants to recover pool tables and fix bingo board. Work continues on Friends Park.

Kellan-Met with Don for feasibility study for third nine. GC changing CC system and hopes to see 30% savings. Online ratings and review of GC have been favorable.

Julie-Julie on subcommittee for sports. There are 250 in Tiger Paw basketball. It has grown from 60 in past 3 years. There is Jr Tiger basketball and a travel team for 4-8<sup>th</sup> graders. Adults can play full Court on over 50 group. Pool is busy.

Shy- This payroll was first reflecting Cola raise authorized by the board. This week W2s and 1099 were mailed and filed. Audit 2019 scheduled March 23-26. Aca to be done in February.

**IX.** Correspondence

A. Citizen comments/evaluations –none

**X.** Adjournment –Don Loving moved to adjourn \_\_7:40\_\_ p.m.

Respectfully Submitted,  
Shy Montoya, Administrative Coordinator for

Kat Ricker, Public Information Director