

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
February 27, 2020  
**MINUTES**

- I. Bart Rierson called the meeting to order at 6:00 p.m.
  
- II. Roll Call
  - Board members:
    - Peter Siderius
    - Bart Rierson
    - Don Loving
    - Mike Ragsdale
    - Lisa Rogers
  
  - CPRD Staff:
    - Don Clements, Superintendent
    - Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
    - Julie Petersen, Special Services Supervisor/Recreation Supervisor
  
  - Public:
    - Sarah Moore, Edwards Elementary School Playground Committee
    - Megan Zimmer, Edwards Elementary School Playground Committee
    - Scott Murphy, Edwards Elementary School Principal
    - Sean Andries, executive director of Chehalem Cultural Center
    - Allyn Brown, president of CCC Board of Directors
    - Scott Essin, Yamhill County Transit
  
- III. Approval of agenda
  - Moved Mike Ragsdale
  - Second Pete Siderius
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting January 30, 2020
  - b. Approval of bills payable
  - c. Approval of January financials
    - Moved Mike Ragsdale
    - Second Lisa Rogers
    - Passed unanimously

- V. Public participation - 5-minute limit
- a. Edwards Playground report - Sarah Moore presented Phase II plan (See hand out), and updated Phase I completion details. Megan Zimmer reviewed costs of Phase I (\$101,034; \$2,080 was contributed by CPRD) and estimates of Phase II (\$190,828 total), said work on grant applications is underway. Clements recommended the Board commit CPRD up to \$175,000 from 2020-21 budget, so that it may be possible to have it open by September. Scott Hampton gave staff thank you poster and card from students.
- Motion to contribute up to \$175,000 for Phase II construction of Edwards Elementary School playground.**
- Moved Lisa Rogers**
- Second Mike Ragsdale**
- Passed unanimously**
- b. Chehalem Cultural Center expressed appreciation of Mike Ragsdale for his service on CCC Board of Directors, presented by director Sean Andries and Allyn Brown. They gave Ragsdale a card and a letter that had been signed by the group, and Andries read the letter aloud, recognizing his contributions. Andries invited the Board to the Camellia Festival and distributed the printed program. Lisa Rogers was welcomed as his replacement.
- c. Others not on agenda - Scott Essin (an applicant to serve on the Budget Committee) presented a request (See correspondence) to City of Newberg from Yamhill County Transit (YCT) to councilor Essin to approve \$26,255 for YCT. Essin said there is an approximate annual shortfall of \$1 million to maintain YCT services. Essin reminded the Board that CPRD helped create the bus system (as a 501 (c)3, then handed off to Yamhill County, Clements explained), and urged CPRD to support YCT, consider serving on the board of YCTA, and champion particularly its service to and handicapped persons seniors (Dial-a-Ride), and to encourage funding as requested. Essin is secretary/treasurer of YCT and a member of the board of YCTA. Clements said he would meet with seniors and Essin, and return to the Board in March with findings. The Board agreed this would be a good thing to do.

- VI. Action items/committee reports/Board comments
- a. Approval of 2020-21 Budget Committee
- Background: Current members and those of expiring terms have all agreed to serve. CPRD received two applications, from Scott Essin and CPRD staffer Wendy Roberts.
- Discussion - Loving suggested Ad Hoc members who could attend but not vote, to accommodate the two applicants. Clements said it was not legal for an employee to serve on the Budget Committee (because it is a conflict of interest to vote on compensation), and that he had met with Roberts and her supervisors and explained this. Clements agreed to consult legal counsel on the possibility of creating a resolution creating ex officio nonvoting member positions (Ad Hoc) and appointing two

members.

**Motion to appoint Elijah Dickinson and Andrew Yinger to the committee.**

**Moved Don Loving**

**Second Mike Ragsdale**

**Passed unanimously**

- b. **Motion to approve Resolution 02-01-20** - This is a contingency budget adjustment from \$100,000 to \$24,081, in order to apply the two percent COLA increase for employees for the 2019-20 budget year.

**Moved Mike Ragsdale**

**Second Lisa Rogers**

**Passed unanimously**

- c. Employee Handbook - Clements provided the Board with a draft of the updated employment policies document, which has become the Employee Handbook, saying it must be approved in July. Ragsdale and Loving requested clear identification of additions and new language (mandated law, with assistance from SDAO, part of the CPRD HR Research Committee). Ragsdale also wants existing, inappropriate, special typeface treatment (See page 30 for example) removed from final draft.
- d. Reports and comments from Board members
- Peter Siderius - Thanked CPRD for letter of support for requested funding for proposed environmentally-focused curriculum.
- Bart Rierson - Reported on volunteer effort—spontaneous trash clean up at Ewing Young Park Trail—that he participated in last Saturday.
- Don Loving - Gave update on Legislative session; has been invited to join "stable of SDAO consultants" to help with communication issues, to be on-boarded April 1; praised mayor Rick Rogers for correctly identified the CCC as a CPRD-owned facility at the recent Local Government Dinner.
- Mike Ragsdale - Has exercised in fitness center, and praised it.
- Lisa Rogers - Praised Ragsdale for his contributions to the CCC, and recognized its success. Rogers expressed concern over construction drainage over Ewing Young Park; Casey Creighton gave an update.

## **VII. Old business/project updates**

### **a. Casey Creighton:**

1. CCC repaid \$200,000 toward CPRD's contributions last summer for the culinary center.
2. RFP is open for Friends' Park playground. He very recently "trespassed off" homeless person from Friends' Park.
3. Noticing more homeless people in parks; getting police calls about twice a week on activity, and he will be meeting with police/City to discuss
4. Still have not commissioned HVAC unit at pool.
5. Been meeting with Paul Agrimis about campground feasibility and

bypass trail. To construct the proposed 900' Hess Creek Bridge could cost \$1 million.

\* Siderius asked whether there were any plans made in face of threat of Coronavirus, which he said is a possibly pending global pandemic, and urged CPRD to begin thinking about a contingency plan, discuss with Providence, possibly City of Newberg, and how we would react. Discussion. Clements said he will raise the discussion at the Chehalem Valley Future Focus Administrators Committee on March 3, and if they do not choose to take action, then CPRD will take action. Clements directed Ricker to email the Board minutes from that meeting. Ragsdale recommended Clements take initiative and begin an action plan now, and invite the others to join.

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

- a. Financial report – No discussion
- b. Superintendent's report – Audit and loan updates. March 23 - 26 will be audit.
- c. Staff reports – Creighton said Westrock said "no" to soil testing at landfill, and he has not heard anything from them since. Clements said we will know more when we meet with DEQ.  
Kat invited the Board to attend Paul Agrimis's presentation at Newberg City Club on March 17th.

**IX.** Correspondence

- A. Citizen comments/evaluations – (See earlier request to City of Newberg from Yamhill County Transit (YCT) to councilor Scott Essin to approve \$26,255 for YCT.).

**X.** Adjournment – Don Loving moved to adjourn 8:15 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

The next regularly scheduled meeting will take place March 26, 2020.