

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
March 26, 2020  
**MINUTES**

- I. Bart Rierson called the meeting to order 6:00 p.m.
  
- II. Roll Call
  - Board members:
    - Peter Siderius
    - Bart Rierson - Remotely
    - Don Loving
    - Mike Ragsdale - Remotely
    - Lisa Rogers - Remotely
  
  - 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 - Remotely
    - Shy Montoya, Administrative Coordinator - Remotely
  
  - Public:
    - Truman Stone, City of Newberg
  
- III. Approval of or changes to agenda –
  - Lisa motioned to add discussion of COVID-19 to the meeting.
  - Moved Lisa Rogers
  - Board decided not to have a motion, but instead approved by consensus to include the discussion of COVID-19.
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting February 27, 2020
  - b. Approval of bills payable
  - c. Approval of February financials
  - d. Moved Lisa Rogers
  - e. Second Pete SideriusPassed unanimously
  
- V. Public participation - Truman Stone thanked us all for what we are doing and wished us well; he said he is attending tonight remotely in order to see how it went, because the City of Newberg is planning to hold it council meeting by

Zoom next week, and he wanted to see how it went.

**VI.** COVID-19 - Lisa thanked Kat Ricker for publicizing CPRD's actions in the public health crisis, and she asked Don what CPRD has been doing besides the childcare program, and whether we were doing anything with other municipal partners. Don said all we were doing is the childcare program. Julie gave an update of the childcare program, called Camp CARE Essentials. Lisa asked whether any of our facilities would be used as shelter sites; Julie said the armory would be available, but that the struggle is finding workers willing to work at these sites because many have children themselves, and many GFU students have left town.

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

a. Approval of Resolution 03-01-20, dissolving Capital Project Fund bank account, as it is no longer needed and the bank was charging \$200 per month to maintain the account. The remaining fund will be transferred to SDC Fund and all remaining checks will be issued from that. Debt Service Fund remains (Both funds were established by Resolution 06-05-15.).

Moved Pete Siderius

Second Lisa Rogers

Passed unanimously

b. Approval of contract with Bernhardt Golf for golf course bunker sand and drainage replacement (affects 41 bunkers) - \$23,500.00. Kellan gave an update. Motion to approve contract.

Moved Pete Siderius

Second Lisa Rogers

Passed unanimously

c. Reports and comments from Board members

Peter Siderius - Plant sale will be through Booster club online auction website beginning in April, so no one-on-one contact with people.

Bart Rierson - Willamette Riverkeepers is discussion on potential sale of land upstream of Ash Island, has put earnest money down, and will do some fundraising to purchase the rest of Ash Island. Bart says he can foresee having camping on the island.

Don Loving - Did not give a report

Mike Ragsdale - Said nothing to report

Lisa Rogers - Said nothing to report

**VIII.** Old business/project updates

a. Casey Creighton said we received bids on Friends' Park, the committee met, and decided on the playground structure. It will be ordered and hopefully arrive six to eight weeks, and he hopes to have fuller staff by then. Right now have laid off all part-time workers and have only two full-time people at golf course, and five in parks department.

He and Don Clements met with DEQ and gave them the Phase I Environmental Study Assessment on the landfill property. They will continue to work on this. He and Don have had several meetings with City people and Providence on coronavirus situation, and it takes daily meetings to keep up on the constant changes, but moving to work forward.

Siderius asked about the feasibility study on the campground. Casey everything is on hold, have lowered pool and building temperatures; there is no revenue coming in.

Next meeting with Jan Sander and architects takes place March 31; this is moving toward a concept plan, not yet a masterplan.

Pete asked about payment to Triplett Wellman that is cited in packet; Clements explained this was waiting for approval of Resolution 03-01-20.

b. Budget Committee update - Clements said we are not permitted to add ad hoc members, and cited email (page 16) from Arien Stewart, Finance, Taxation and Exemptions Analyst for Oregon Department of Revenue's Property Tax Division; Stewart cited statute ORS 394.414. Also, Stewart advised that it is fine for CPRD to add a call-in option for the April 7th budget meeting; however, CPRD should republish the notice announcing this and providing the call-in information. Kat did this.

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

a. Financial report – Don Clements said this year is much better than last, that the audit went much better.

Motion to approve financial report as presented

Moved

Second

Passed unanimously

b. Superintendent's report – Nothing to add.

Lisa asked whether anyone had been laid off; Don said part-time staff had been laid off so that they could collect unemployment. Lisa asked if the intention was to rehire them later; Don said yes.

c. Staff reports – Kellan talked more about bunkers. He described all of the changes that have been put in place due to coronavirus, including walk only/no carts. Today, 120 rounds were played. Aerating would be done next week.

Julie gave an update on aquatic and fitness center, that Tara and Wendy had been cleaning while it was closed. She gave an update on the sports activity suspensions and likely season cancellations. She explained the refund policies for aquatic and fitness center, and said so far, no one had come forward to cancel.

Shy said we are in the middle of an audit, but their computers are down, and it will be slower, since they are all working at home. Paychecks will

be mailed instead of picked up in person, for those who still choose to receive paper checks.

Casey said parks staff will work at golf course, and other duties shared across departments on the skeleton staff, to get through all of the projects on schedule for this year.

Bart expressed gratitude for staff. Casey said everyone on staff is feeling more safe since part-time staff had been laid off; there had been issues with too many people and congregation.

- X.** Correspondence
  - A. Citizen comments/evaluations – No discussion
  - B. Other - Bart asked about County landfill property, whether we had discussed the possibility of using Baker Rock property for paddle launch in the interim. Don Clements said he would contact them.  
Lisa thanked the staff and said let us know what we can do to help you, and stay safe.
  
- XI.** Adjournment – Lisa Rogers moved to adjourn 7:00 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director