

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
April 23, 2020
MINUTES

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

- II. Roll Call
 - Board members:
 - Peter Siderius, remote
 - Bart Rierson, remote
 - Don Loving, remote
 - Mike Ragsdale, remote
 - Lisa Rogers, remote

 - 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, remote
 - Kat Ricker
 - Kayla McElligott
 - Shy Montoya, Administrative Coordinator

 - Public:
 - N/A

- III. Approval of or changes to agenda –
 - Moved: Mike Ragsdale
 - Second: Peter Siderius
 - Passed unanimously

- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting March 26, 2020 and Budget Committee meeting April 7, 2020.
 - b. Approval of bills payable
 - c. Approval of March financials
 - Moved: Mike Ragsdale
 - Second: Lisa Rogers
 - Passed unanimously

V. Public participation
A. N/A

VI. Action items/committee reports/Board comments

a. Discussion of current operations in light of COVID-19 pandemic
(pgs. 15 - 17):

Precautions taken - Don Clements reviewed closures of facilities, layoffs of all part-time staff, the allowance of full-time staff to work remotely when possible, reopening of childcare program with adjustments, adjustments at golf course, and the decision to keep parks and trails open, with mandatory social distancing, and closure of park amenities including playgrounds.

Financial state - Clements also reviewed the financial projection, which are based on the presumed resuming of operations in June. If this is not the case, this will be revisited at the May Board meeting. Clements assured the board that we have enough money coming in to cover our expenses.

b. Reports and comments from Board members

Peter Siderius: 1) Talked about getting together with the Parrett Mountain Committee this summer to discuss the plans for restoration to the property up there. 2) Talked about running their plant sale, starting next Wednesday. They will allow 12 people on site per hour only, and as safe as possible with social distancing and a drop box for money for cash and checks only.

Bart Rierson: 1) Discussed the progress on the new playground area in Crater Sports Complex. 2) Talked about how they have successfully put down money on a riverfront property.

Don Loving: No updates

Mike Ragsdale: No updates

Lisa Rogers: Discussed how the Chehalem Cultural Center has done a good job of building reserves over the past years, so they seem to be doing well.

VII. Old business/project updates
a. Project updates

VIII. From the superintendent's desk

- 1) Golf course is still bringing in revenue.
- 2) Bart Rierison asked if there is a plan for Sanders Estate at this point. Clements said that it was on hold for right now because of the virus.

a. Financial report – Motion to approve financial report as presented

Moved N/A

Second N/A

Passed unanimously N/A

b. Superintendent's report – Audit update

The audit is ongoing but should be able to catch up and should have the audit before the end of the year for the 2018–2019 year. The 2019–2020 year audit should be done no later than January 30, 2021.

c. Staff reports –

Kellan Sasken: Talked about the bunker project having been finished on Monday. Everything is going well—maintenance staff is working really hard and hanging in there. Their plan is to hold steady for now—they will start collecting annual dues this month, so they'll be down in revenue, but not as much as they were initially thinking.

Julie Petersen: Discussed Essential Care being up and running. There's not a lot of participation right now, but is hopeful it'll pick up. All March, April, and May recreation has been cancelled. Rentals have also been cancelled. Senior Center is closed except Meals On Wheels—that has expanded. Talked about working with the Newberg Downtown Coalition for the Newberg Wednesday Market. There 18 vendors so far. Summer activities and guides are being planned and worked on so they can hopefully get them out as soon as Governor Brown comes out with a new order.

Kat Ricker: Talked about how things have quieted down from public inquiries. On a positive note, since the closures, there has actually been a lot of publicity about the trails and their locations. There are still people calling to let us know they are unhappy with closures, but everyone seems to be following social distancing rules.

Shy Montoya: The audit is ongoing because of COVID-19—the auditors are working from home the best they can. CPRD has processed over a

couple hundred refunds for programs, and currently getting ready for the new software payroll that will go live July 1st.

Casey Creighton: CPRD is still operation buildings at reduced capacity. There is no heat at the pool, HVAC is still running, and units are running to keep air flow. Playground equipment for Friends Park has been ordered and should be here in early June. Trails are getting heavy usage, so some maintenance is being needed. Parks department laid off all part time employees, so now we have some Parks guys at golf course, Julie Petersen at the pool and golf course. Parks is keeping up on all of our projects. Over all, everything is going ok. Soon there will be some steps done on the new Ewing Young Park bridge.

IX. Correspondence

A. Citizen comments/evaluations –

Motion to adjourn mike

X. Adjournment – Mike moved to adjourn at 6:43 p.m.

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator