

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
May 28, 2020

MINUTES

- I. Bart Rierson called the meeting to order 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
Tara Franks, Aquatics Coordinator
Wendy Roberts, Aquatics Specialist
Shy Montoya, Administrative Coordinator

Public: None
- III. Approval of agenda –
Moved Mike Ragsdale
Second Lisa Rogers
Passed unanimously
- IV. Bart Rierson opened the Public Hearing on the 2020 - 21 Budget
- V. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting April 23, 2020
 - b. Approval of bills payable
 - c. Approval of April financials
Moved Don Loving
Second Mike Ragsdale
Passed unanimously
- VI. Public participation - None

VII. Action items/committee reports/Board comments

- a. Discussion of the state of operations during the COVID-19 pandemic:
Don Clements talked about the revenue and expenditures difference, saying that "So far, we are okay." Tara Franks said some memberships have been resumed—all were expired upon closure and are being resumed as patrons return—and soon aquatics camp and swim lesson registrations will open as well. Together with Wendy Roberts, they described the health authorities' take on opening pools (chlorine should make it a relatively safe environment) and what phased reopening plans look like at this time, as they wait for further direction from the governor. They described what the fitness wing reopening right now entails. Lisa Rogers asked if staff feels safe; Roberts said, "As far as we know, they are." Franks reported highlights of what had taken place in Chehalem Aquatics and Fitness Center during the lockdown. Roberts explained how fitness group classes would be run when they resume on Monday, June 1.

Mike Ragsdale asked whether Friends' Park playground equipment was in; Casey Creighton said it had been delayed and was not here yet. The same situation applied to Edwards' School playground; that was estimated to arrive perhaps by July. Creighton said by then, there should be adequate staff to attend to these projects.

- b. Resolution 05-01-20 authorizing CPRD to apply for a Recreational Trails Program grant toward the estimated \$286,000 cost of construction of a 92' pedestrian bridge over Chehalem Creek at Ewing Young Park, connecting existing original trail with 11 acres of undeveloped property in order to continue the trail. The plan for the 11 acres is to expand the disc golf course with an additional nine holes, and add a second trailhead near a new subdivision, which is currently under development. Creighton and Kat Ricker updated the Board on the letter and application progress (Letter received approval to proceed with application).

Moved Peter Siderius

Second Lisa Rogers

Passed unanimously

- c. Reports and comments from Board members
Peter Siderius - Newberg Sustainable Solutions Group met today, working on an energy audit for greenhouse gasses, that they will be asking CPRD to do as well. NHS Greenhouse sale went well, and they will likely permanently adopt the online/in person hybrid system that they used for the pandemic (450 people signed up); sales were better than last year.
Don Loving - Has been "frequently inspecting the golf course."

Lisa Rogers - Said CCC will start opening again soon, and discussions on Night of the Moon are underway. She will meet tomorrow with Creighton and Burke Walls about the proposed bridge in Ewing Young Park. She was impressed with the volume of people at the Newberg Wednesday Market (30 vendors, 800 people attended yesterday.)

Mike Ragsdale - Proposed combining June and July meetings this year.

Bart Rierson - Landfill property update; Creighton discussed. Discussion on purchasing an audio/video equipment system for future remote and in-person/remote meetings. Ricker gave an update on research she had done so far. There was consensus from the Board to pursue research and purchase in next budget year.

Gettman Loop Trail - Rierson sought signage for wayfinding and different user group cooperation between hikers and golfers.

VIII. Old business/project updates

a. Westrock vacant paper mill property discussion. HVAC system update. Creighton gave an update on the parks; he reopened the dog park and skatepark, and they are sanitizing surfaces as required. BMX have been holding practices; national event slated for July. A tree bough fell onto a tractor; the insurance company wrote it off, and it takes a long time to get a new one right now. A new one has been ordered. So this reduces mowing capability right now. Rierson said he would like to see trail cut on Lindquist property; Creighton said this will happen after two more projects that (Russ Sheehan) is doing first, but then that will happen.

IX. From the superintendent's desk

a. Financial report – Clements said we are pretty sure what the ending balance from last year will be; about \$1.9 million. The audit should be done soon; we have given them everything that they have asked for, now just waiting for them to finish. They have said that next audit must be done before first of the year, or we will switch auditors.

Siderius asked what it would take for a detailed plan (including surveying) for the campground (possibly \$100,000, staff concurred) and reminded the Board that this was a priority; he would like to start planting vegetation in order to phase the project in. Clements said he would look into it with consultant Paul Agrimis, and invite him to the June meeting and place it on the agenda. Don Loving said he was not in favor of spending a lot of money on this until we have a plan with ODOT to divert traffic.

Because Kellan Sasken was excused, Clements gave an update on the golf

course annual-membership sales and revenue.

b. Superintendent's report – audit update

c. Staff reports – More brief updates from each staff member.

X. Correspondence

A. Citizen comments/evaluations – Reviewed correspondence, including complaint from person who did not think that the fitness center should be opened yet.

XI. Public Hearing on budget was closed at 7:39 p.m.

XII. Adjournment - Don Loving moved to adjourn 7:39 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director