

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
May 27, 2021  
**MINUTES**

**Lisa Rogers called the meeting to order 6:01 p.m.**

**Roll Call**

*Board members:*

Peter Siderius: Present (on site)  
Bart Rierison: Present (remotely)  
Don Loving: Absent  
Mike Ragsdale: Absent  
Lisa Rogers: Present (on site)

**CPRD Staff:**

Don Clements, Superintendent (absent)  
Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor (on site)  
Julie Petersen, Special Services Supervisor/Recreation Supervisor (on site)  
Kayla McElligott, Events Marketing Coordinator (on site)  
Richard Cornwall, IT Specialist (on site)  
Heidi Smith, Administrative Coordinator (on site)

**Public:**

Lindsay Berschauer, Yamhill County Commissioner, Vice-Chair (remotely)  
Jim McMaster (on site)  
Merrill Kunkel (remotely)

**1. Approval of or changes to agenda**

Moved: Siderius  
Second: Rierison  
Passed unanimously

Lisa Rogers Opening on budget hearing on budget: 6:02pm  
Nothing in for 21–22

**2. Approval of consent agenda**

- Approval of minutes of regular Board meeting April 22, 2021
- Approval of bills payable
- Approval of March financials

Moved: Siderius  
Second: Rierison  
Passed unanimously

**3. Public participation**

- **Merrill Kunkel Request for SDC Reduction**

- *Recommendation:* The Board set a fourth category of Accessory Dwelling. The approval would be from May 1, 2021. (pages 10–11 of packet)
- **Merrill Kunkel:** Is a resident of Newberg. Their elderly family member moved in with their family and shares a room with their six year old son, so they want to build an ADU. With current regulation it would be considered a small family home and not ADU, creating a much more expensive project (developmental fee of \$7,353). Kunkel believes this to be an excessive fee for just trying to build an ADU so she's asking the Board of Directors to vote yes for SDC reduction for building ADUs to create more affordable housing options.
  - **Rierson:** Pages 10&11 of packet it is noted that there will be a reduction in SDC ADU developmental fees (\$2,915). *(Merrill is aware of the change in the packet, she is just wanting confirmation and the Board to pass the change in price.)*
  - **Creighton:** We will have to add a fourth category for ADUs
  - **Rogers:** Since we don't have a mechanism to vote on this right now, we have to approve this exception for reduced SDC and then we can add it as a fourth option. It will go into effect in July.

**Motion to approve Merrill Kunkel's request (any anyone else's request before July 2021) to reduce her SDC fees for the ADU to 6% less than 94% of \$2,914**

**Moved:** Siderius

**Second:** Rierson

**Passed unanimously.**

New rate: \$2,740.10

- **Others not on Agenda**

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

- **SDC scheduled increase, including adjustments for ADU's**
  - There will be a 6% raise (based off of the construction index).
  - Adding another category for ADU's.
  - **Rierson:** Due to the high cost of building materials, feels more comfortable with 6% rather than higher rate—thinks it's reasonable.
  - **Rogers:** We are under legal we have to do adjustments based on Seattle construction index. We can't just decide to change it .

**Motion to accept calculation and add another category of ADU with that same rate that was calculated in the packet.**

**Moved:** Siderius

**Second:** Rierson

**Unanimously passed.**

- **Sander Estate architects: SEA proposal for additional services**
  - *Proposal for additional services from SEA to continue work on Sander Estate plan (page 12–28 for more info)*
  - **Creighton:** There have been some changes made to the plan and planners are getting ready to submit it to the city. Because of the

changes to the water feature and amphitheater, they had to make some modifications to their plans to submit.

- **Rogers:** Suggests to hold off on approving this, and have them here to explain the decision. They are asking \$19,000 more and that seems like an unreasonable price.
  - **Creighton:** They didn't include in the original design with all of the details.
  - **Rogers:** the final section will be where we spend most of the money. She doesn't think it's a reasonable request.
  - **PETE:** They increased their bid by 30%. Doesn't see it as reasonable because there's not an official final request.
  - **Rogers:** We are not sure there's enough sufficient reasoning for the cost. We want to keep working with them, but this isn't a reasonable request.
    - Creighton will read through the contract. Rogers is ok with doing an email vote further down the road, outside of the board meetings. Creighton will talk to Jennifer at SEA.
    - **Rierson:** They did provide some justification. Wishes SEA were here so we could talk to them. Suggests they come to the next meeting, but also concerned about delaying the project.
    - **Rogers:** she would be surprised if it actually slows down the project.
- **Recommendation:** *Wait for SEA justification of extra cost. Ask to come to the next board meeting. Not approving or denying, just need more info on why they are asking a 1/3 more amount of money for the project.*
- **Discussion of HR contractor candidates for personnel services and RFP**
  - *This will bring the Board up to date on efforts. Julie Peterson will be at meeting to discuss. (page 20–22)*
  - **Petersen:** The Personnel Committee and CPRD staff have determined that CPRD needs HR assistance. That responsibility has fallen upon Petersen and Creighton. They met with the Board and went to bid for a part time contractor. We selected three companies: Cascade Employers Association (they work with non profit), Trupp HR, and Paychex Flex (we use them for payroll). Paychex didn't seem like they had enough help for us, but they will set a date to choose which company to go with. Heidi Smith, CPRD Administrative Coordinator, has worked with Cascade in the past and likes them.

#### **Discussion of Trails Advisory Committee structure, appointments**

- *This proposed committee would be an appointed seven-member (7) advisory committee to the Board on the development of Chehalem Heritage Trails. (page 23)*
- **Creighton: (Page 23 of packet)** Don Clements is recommending that the structure of the Board of the Trails Advisory Committee be as follows: the task of the committee is to provide recommendations to the Board of

Directors regarding new and developing trails within Chehalem Heritage Trails and other multi-use trails. To create a volunteer base to network trail maintenance. Don requested it be 5–7 members, including 2 members outside of CPRD boundaries. Those Board members would be appointed for three-year term and we will be advertising for these positions.

- **Rierson:** Likes the format here, but recommends saying up to two from outside.
  - **Siderius:** Wants seven members, five isn't enough to represent the community.
  - **Rogers:** If you only have five members and two are outside of our boundy, that's not good representation of our District. Rogers wants the parameters to be changed to 5–7 members, with at least five members within the District.
  - **Creighton** agrees with this.
  - **Siderius:** Wants representation north and west and east of us and down river, since that's where we would expand to.
  - **Creighton:** Deadline for applications is July
  - **Rierson:** Wants the deadline to be July that way we can vote on it with the new Board.
    - **Rogers:** What Clements has proposed is good except it would be 5–7 members, with a minimum of 5 members within the district.
    - **Rierson:** Thinks we might have trouble with finding people outside the District. Need to change wording so it would be five to seven members with up to two from outside of the District, that way we have good representation of our community. Deadline should be a week before the July meeting.
- **Reports and comments from Board members**
    - **Peter Siderius**
      - He is as happy as he can be.
    - **Bart Rierson**
      - On the Willamette River Board. Not doing Paddle Oregon this year because of Covid.
      - Friends of Yamhelas Westsider Trail. They want to do a survey of Yamhill county residents if they support the trail or not. They want CPRD to provide the funding for the survey. Want to know local support for the trial. They want us to vote on that tonight.
        - **Rogers:** What is our responsibility?
          - **Rierson:** He doesn't know all the details, but they are working with consultants that have recommended doing this. But very minimal work for CPRD staff, just submitting the application and supplying the funding.
        - **Siderius:** Is good with is all, but that before the survey goes out, the Board reviews the survey.

**Motion to have CPRD accept the request from Friends of Yamhelas Westsider Trail to be the sponsor for the survey based on approval by staff and Board at the next meeting.**

**Moved:** Rierson

**Second:** Siderius

**Unanimously Passed**

- **Lisa Rogers**

- CCC got their award of funding through the state to finish the final phase which is the stage and raising additional money to match it or cover the rest.
- Mid-Willamette COG Board has a new Executive Director and likes what CPRD is doing, so he may be coming this way since they are based in Salem. He wants to see what we are doing and how the COG can better serve CPRD.

**5. Old business/project updates**

- Updates on projects, operation, Coronavirus Pandemic, and questions
  - **Casey Creighton:** Finished Edwards playground.
    - Still working with SEA and Triplett Wellman and telling them the problems with the aquatic center and HVAC System. They are working on a solution for flow. Sometime in July they will implement them then. Working on other maintenance issues with the pool.
    - Scout house is in repair and almost complete. Trying to get done by early June. It took six weeks to get a permit for repairs from the city. There was a lot of damage done.
    - We received \$1.8 million for the funding for Hess Creek bridge (by dog park).
    - The golf course is busy and there are new skins on the tent.
    - Still working on campground development. Talking with ODOT and our attorney is talking to the county planner. Some issues with it being farm land even though you can't farm down there anymore. Our attorney is hopeful that it will get approved.
      - Someone cut the lock on the gate, and found two people down there camping. They brought their kayaks. Petersen saw them, Creighton went and kicked them out of there. People were dumping trash. Took hours to clean. ODOT offered to put up a barrier there.
    - Covid: They relaxed the rules almost immediately after the new CDC regulations. We are still at high risk that restricts numbers in buildings, but no masks if you've been vaccinated.
      - **Julie Petersen:** It's been a challenge. The reception staff has to verify vaccination records (needs HR for that). Staff has done great, it just puts them in a difficult position. The older generation doesn't want to provide, but the younger patrons wants to provide. So it's been a little difficult on staff.
      - **Lindsay Berschauer, Yamhill County Commissioner, Vice-Chair:** Asking if we are requiring people to show the vaccine card. Petersen said yes. **Berschauer**

wanted to point out that as of today, The County Commissioner's office voted unanimously two resolutions that we do not support vaccine check systems because we believe they are unconstitutional. Just to go on record: we would not support you guys doing this. **Petersen:** We understand that but we are going to do what the state tells us to do and we have been doing that from the beginning, and we will continue to do that until the State of Oregon tells us otherwise. **Commissioner Berschauer** says to be careful proceeding with that and that they do not support our decision on that. **Petersen:** Appreciates their opinion on that but we will keep doing what we are doing, with the guidance that has been provided to us. It's not a recommendation, it's an actual requirement. Those people that want to wear a mask, we are supporting them in doing that, but there are others that don't want to. We will continue until we hear otherwise. **Commissioner Berschauer** insists that it is not a requirement and says this is a choice. And wants to know if it is being practiced across the district. **Petersen:** For indoor facilities, it is constant. For outdoor, it has changed.

#### 6. *From the superintendent's desk*

- Financial report and questions
- **Superintendent's report**
  - *The projected ending balance was higher for 2017–2018 than 2016–2017 in the general fund. We did not have to borrow for the 2017–2018, 2018–2019, and the 2019–2020 budget. It is projected we will not borrow for the 2020–2021 budget. The current debt is for the golf course property on the river, fitness center, and pool bond. We are allowed about \$ 92,400,000 in debt. As of 6/30/2019 we have \$26,025,000 outstanding long-term debt obligations. Revenue is down in SDC fees. We refinanced the loans for the golf course property and combined them with the loan for the pool and fitness center. This was done to save money. Currently we have two loans and one bond. Please note the general fund in previous years had transferred the money to pay for debt to the Loan Service Fund. We are now paying debt out of the SDC fund. Please note the operational cost in the General Fund was down, mostly due to no transfers for debt. The operational revenue was down due to the virus affecting programs. SDC Fund is down. Please remember the debt was to come out of SDC's for the 2020–2021 budget and the 2021–2022 budget.*
    - **Casey Creighton:** *Expenses down from last year \$624,353. Tax revenue is up. Total fees and charges are down almost a half million dollars (\$461,000). Other revenue is down \$409,000. Grand total revenue is up \$627,000. SDC fund summary:*

*\$348,000 less than we did the March previous. Balance is down on SDC fund. Loan service fund is down.*

- **JIM McMaster:** *Are some of the SDC deferred right now?*
  - **Siderius:** *Don hasn't said anything about deferrals.*
- **Expenses wise:** *We are down. Thinks we are in pretty good shape right now.*
  - **Siderius:** *Pushing for the campground. He would be very disappointed if we didn't get the project done. Trails are useless without a destination. This could be a great destination. It'll pay for itself. It'll make money.*
  - **Jim McMaster:** *Affordable house point: people are transient because they are trying to find a place to live from point to point, so this would be very helpful for that demographic. Affordable for folks that don't have a place to go.*
  - **Creighton:** *We will work hard to make sure the campground gets completed.*
- **Creighton:** *Might want to start a master plan for Riley property.*
  - *Someone tried to force their way onto the property, started working on a project up there, told Don she would get the documents to him, she never did, so we had to kick her off the property (she was building a coral). Had our lawyer tell her lawyer that she wasn't welcome in our district for the time being.*
- **Staff reports**
  - **Julie Petersen:** *Welcomed back Hiedi Smith (worked for CPRD from 1998–2012) as CPRD's Administrative Coordinator. She came back at a time that was chaotic. It's amazing how much she remembers, but we are very lucky to have her.*
  - *We are still in high risk. We are doing the best that we can. The Aquatic Center is now welcoming teams into the Competitive Pool now and added weekend hours of 8:00am–4:00pm on Saturday and 12:00pm–4:00pm on Sunday.*
  - *Youth soccer is successful.*
  - *Youth lacrosse is in full swing.*
  - *Nine summer camps are open for registration.*
  - *We received a \$4,250 grant from YMCA for youth programming camps.*
  - *We have tournaments and camps coming up, but the school is redoing their parking lots, so will move parking to fields and other lots nearby. We are prepared for complaints from locals. We feel fortunate to hold it every year, though.*
  - *Adult league is starting.*
  - *Care program is going really well. September will be in person (there will be an option for online).*
  - *Old Fashioned Festival Run is coming up.*

- Family friend is missing. Ralph brown. He has alztiemers. He left his home sunday night, two weeks ago, and has been missing ever since. We have fliers up at the parks and at our facilities.

**Kayla McElligott:** Talked about markets. Newberg Wednesday Market is going well. 40+ vendors, a lot of customers. CPRD started a new Dundee Friday Night Market on our Sander Estate property and so far the response has been great. The neighborhood loves the idea of a market right there, and everyone seems to be excited about it. We'll see how the season goes since it's a brand new market and in a much different location than the Wednesday Market. We are talking about hopefully holding a wine night to try and tie it back to the Dundee area a bit more and see if that can't get more of the public out. Both markets run from 4:00pm–8:00pm on their respective days.

**Richard Cornwall: Creighton:** Richard has been very helpful with getting Heidi all set up and getting everything set up around the district. **Petersen:** He's done a great job with the cameras out at the Aquatic Center. Very beneficial. **Cornwall:** We are rolling out new phones in the district. The staff have been liking them a lot more than the old phones. Also working on providing wifi throughout our buildings across the District. Looking at providing wifi at buildings throughout the District and Memorial Park and the softball park and potentially and to potentially offer wifi at the Old Fashioned Festival.

#### **Correspondence**

- Citizen comments/evaluations
  - **Jim McMaster:** Out at ewing young. Did a good job cleaning up the dog park. It looks really nice.
- Miscellaneous Info

**Public hearing budget was closed at: 7:35 p.m.**

**Adjournment – Peter Siderius moved to adjourn the meeting at 7:35 p.m.**

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator