

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
August 26, 2021

MINUTES

- I. Jim McMaster called the meeting to order 6:00 p.m.
- II. Roll Call
 - Board members:
Gayle Bizeau
Don Loving
Jim McMaster
 - Excused:
Bart Rierson
Lisa Rogers (remotely, 6:21 p.m.)
 - CPRD Staff:
Don Clements, Superintendent
Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
Kellan Sasken, Special Services/Golf Director (remote)
Richard Cornwell (remote)
 - Public:
Max Dolphin
Carol Foley, Board: Friends of Yamhelas Westsider Trail (remotely)
Veronica Haley Hinkes, Board: Friends of Yamhelas Westsider Trail (remotely)
Allen Holstein
Steve and Julie Howard
Peggy Kilburg
JL Wilson, Nelson Research
Wayne Wiebke, Board: Friends of Yamhelas Westsider Trail (remotely)
"Peters"
- III. Approval of or changes to agenda –
 - Moved Don Loving
 - Second Gayle Bizeau
 - Passed unanimously
- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting July 22, 2021

- b. Approval of bills payable
- c. Approval of July financials
 - Moved Don Loving
 - Second Gayle Bizeau
 - Passed unanimously

V. Public participation

- a. Trails survey - JL Wilson presented findings from Nelson Research survey. Don Loving reminded the Board that CPRD cannot campaign for this or any project.
- b. Leonard Rydell presented on Yamhelas Westsider Trail, as the "opportunity of a generation." Steve and Julie Howard asked questions and Don Clements and Don Loving gave background information. Discussion only.

VI. Action items/committee reports/Board comments

- a. **Motion authorizing Superintendent to enter into ODOT Community Paths Grant agreement for construction of Newberg-Dundee Bypass Trail, Phase I**
 - Moved Don Loving**
 - Second Gayle Bizeau**
 - Passed unanimously**
- b. **Motion to authorize the Superintendent to sign and award a contract with Pacific GreenWorks to design Newberg-Dundee Bypass Trail, Phase I for \$537,990.37:** Casey Creighton described the two proposals and explained his recommendation, and said he would like to send his Letter of Intent and sign contract by next Friday.
 - Moved Lisa Rogers**
 - Second Gayle Bizeau**
 - Passed unanimously**
- c. Appointment of Chehalem Heritage Trails Advisory Committee - Motion to appoint all seventeen applicants, with the idea that they can organize their committee and report back to the Board.
 - Moved Lisa Rogers**
 - Second Gayle Bizeau**
 - Passed unanimously**
- d. Discussion of Newberg-Dundee Bypass Trail, Phase 2 - Don Clements gave background information.
- e. Designation of signers for CPRD bank accounts - Heidi Smith presented the documents and explained that all of the Board members will become

signers for all of the accounts.

f. Reports and comments from Board members

Lisa Rogers - Mayor Rick Rogers forwarded a letter sent to the City of Newberg from a softball club president who regularly visits Newberg, whose unhappiness with the Newberg School Board's recent ban of BLM and Pride displays has moved him to discourage softball clubs from playing in Newberg. Don Clements said this will be on the September agenda of Chehalem Future Focus Administrators and reiterated his desire to hold a larger Chehalem Future Focus Elected Officials meeting, and that he will recommend these items be discussed, along with collaborating on a scientific survey. Clements said that he will have Special Services Julie Petersen contact the mayor and, with his approval, the person who wrote the letter and let him know that CPRD supports inclusiveness.

VII. Old business/project updates

a. Casey Creighton gave an update on Sander Estate (City of Dundee will review plans Sept. 21st); Crabtree Park culvert update toward action near end of next year, working with property owner and working on possible mitigation for fish passage; RFP is open for planning on potential campground off Hwy. 219; RFP opened and closed for construction of bridge of Chehalem Creek in Ewing Young Park. Creighton asked for assistance reviewing the proposals from Jim McMaster, who agreed to that. He described unlogged, native vegetation (White Oaks) property at 17325 NE Tykeson Road that he viewed (30 acres, two parcels) and discussed with the landowner, who might be interested in working with CPRD to transition ownership, sell, donate, and/or maintain, all or part. Don Loving said in considering acquiring any property, he wants to make sure that we have an idea of what CPRD might do with it. Newberg Rotary Club's Summerfest is taking place in Memorial Park this weekend, despite outdoor mask mandate and rising COVID infection numbers, and parks staff is helping set it up.

VIII. From the superintendent's desk

- a. Financial report – Clements anticipates a \$4 million ending balance. Heidi Smith said that the audit is scheduled for end of October, and this year's audit should be done on time. He said that while we are not flush, he anticipates having enough money to hire for a few more, much needed positions, which he will present in the budget.
- b. Superintendent's report – He will provide an updated parks and facilities masterplan in October.

- c. Staff reports – Kat Ricker gave an update on the Pickleball Advisory Committee application process; applications will be received until Sept. 17th; a letter before the Board from applicant Hunter Wylie requested that the Board consider appointing him, although he is from outside the District (St. Paul). Lisa Rogers expressed interest in serving as liaison to the committee. The Board agreed to accept Hunter's application. Kat gave updates on the website redesign process, the markets, reception staff going into the community through outreach events including back-to-school middle school nights next week and a job fair.

IX. Correspondence

- A. Citizen comments/evaluations – Kat explained the enclosed scam alert regarding the Dundee market.

X. Adjournment – Lisa Rogers moved to adjourn 8:15 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director