

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
January 27, 2022

**MINUTES**

I. Jim McMaster called the meeting to order 6:00 p.m., since Lisa was remote.

II. Roll Call

Board members:

Gayle Bizeau

Don Loving

Jim McMaster

Bart Rierson, remotely

Lisa Rogers, remotely

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor, remotely

Kellan Sasken, Special Services/Golf Director, remotely

Heidi Smith, Administrative Coordinator

Kat Ricker, Public Information Director

Public:

Auditor Sean Chamberlin of Pauly, Rogers and Co., P.C., remotely

Tom Hammer

Pickleball Advisory Committee members:

Hunter Wylie

Linda Sandberg

Lance Trantham

Mike Kringlen

Sheryl Greiner

III. Approval of or changes to agenda –

Moved Don Loving

Second Lisa Rogers

Passed unanimously

IV. Approval of consent agenda

a. Approval of minutes of regular December Board meeting

b. Approval of bills payable

c. Approval of December financials

- d. Motion to pass Resolution #01-01-22, approving a 2.5% COLA pay increase for staff, effective Jan. 1, 2022, from the contingency fund.

Moved            Bart Rierson

Second           Don Loving

Passed unanimously

**V. Public participation**

a. Review of draft audit for 2020-21; independent auditors' report required by Oregon State regulations. Auditor Sean Chamberlin of Pauly, Rogers and Co., P.C. presented.

b. Pickleball presentation by Hunter Wylie, on behalf of Pickleball Advisory Committee. Wylie intends to submit a \$4.15 million grant request to Oregon Health Authority at the end of January, for construction of an indoor pickleball complex with multiple courts. He cited several possible suitable locations that the committee had identified, and requested approval to locate a new facility on Chehalem Glenn Golf Course third-nine expansion area. A trailhead could be located there and share the parking area. Wylie also suggested relocating planned bridge currently designated for Newberg-Bypass Trail; Clements explained that this location had been specified with ODOT. Discussion: Lance Trantham said this will bring people into the community. Loving said he supports the project; however, he wants to protect the golf course, and wants more input from golf course staff on the plan. Casey Creighton said that he had spoken with the golf course architect John Steidel, and said that he is leery of changing his design (shifting one tee/hole). Rogers asked about the potential of applying for grant without a land decision; Wylie said a land decision would need to be had by the time the grantors make their selection (in February). McMaster said he does not have enough information (road improvements, and more) to make a decision. Clements recommended the Board approve it, because it is an opportunity, and the money would help the community, and make the final decision in two weeks; the Board agreed to meet in a special meeting in order to make a final decision. Rogers asked Wylie to find out if OHA would require a lease agreement. Wylie said he was reluctant to raise an issue and the grant was not specific. Linda Sandberg urged Board to support the application.

Rogers recommended that the staff write a letter of support for the project, for inclusion in the application. This would indicate that CPRD's commitment to finding a location.

Rierson said that he would not support the Friends' Park location, but with golf course staff approval of it, he would approve golf course location.

Motion for staff to write letter as Rogers described.

Moved        Don Loving

Second       Lisa Rogers

Passed unanimously

c. Others not on agenda - None

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

- a. Appointment of CPRD Budget Committee for 2022 - 2023: Andrew Yinger, Mike McBride, Elizabeth Comfort, Jim Talt, Elijah Dickson - All served the cycle prior and have agreed to serve again.

Motion to appoint

Moved Lisa Rogers

Second Bart Rierson

Passed unanimously

- b. Approval for adoption of revised CPRD Employee Handbook - Administrative Coordinator Heidi Smith worked on this revision; she reported that the handbook has been reviewed by the SDAO service HR Answers, and updated with resources from Cascade Employment, in order to ensure compliance with current Human Resource policies and state and federal laws. Smith described updates. Loving gave background on Rogers and himself forming HR committee together with staffers a couple of years ago, culminating in this update. McMaster proposed to table approval until February meeting; he wanted to go over workers compensation part of it with Heidi. The Board agreed to table it.

- c. Reports and comments from Board members

Gayle Bizeau – No comment

Don Loving – Legislature starts next week, hasn't seen anything particular to parks and rec. Peter Siderius's mother was in Hospice care.

Jim McMaster – Early Rotary Club approached him about Scott Leavitt Park structures; club is willing to discuss potential funding new playground equipment.

Bart Rierson – Pleased with work staff did on Ewing Young Park Trail; however, described muddy spot. He explored trail that Marty Peters had described and recommended it.

Lisa Rogers – No comment

**VII. Old business/project updates**

- a. Projects, operations, and Coronavirus pandemic – Creighton gave update on Sander Estate plan, Crabtree Park culvert, and more; see report in packet.  
b. Pickleball Advisory Committee – meeting minutes in packet  
c. Chehalem Heritage Trails Advisory Committee – meeting minutes in packet

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

- a. Superintendent's report – Clements presented his revised CPRD Parks Master Plan executive summary; he said it would be a long process to update it, and he invited comments on what they have so far. Clements reminded the Board that on July 1, 2022, the next Board-

approved, scheduled, annual increase of System Development Charges rates will take effect; he presented the updated figures, based on .0843 percent increase.

McMaster and Clements met with Paige Knudsen family to have an exploratory discussion about potential of having trails on their property, and there was nothing to report.

- b. Staff reports – Kat Ricker gave an update on various activities, including the hiring of new Senior Programming Specialist Sarah Larison, replacing retired Polly Tremaine; registration is open for Father Daughter Dance, this year open to entire families; registration is open for Camellia Run; TrailKeepers of Oregon Board member Matt Dolphin, who is serving on Trails Advisory Committee, has talked with staff about potential of volunteering maintenance labor for CPRD trails.  
Kellan Sasken gave an update on golf course; see report in packet.

**IX.** Correspondence

- A. Citizen comments/evaluations – anonymous letters regarding water exercise classes were discussed, and McMaster thanked the letter author for submitting the letters.

Board decided to continue this meeting at 6 p.m. on Thursday, Feb 10<sup>th</sup>, for the purpose of discussing the topic of the pickleball project and the pending grant application.

- X.** The meeting close (but did not adjourn) at 8:02 p.m.  
Don Loving moved that we closed to reconvene on Feb. 10<sup>th</sup>.  
Gayle Bizeau seconded.  
Passed unanimously

Respectfully Submitted,

Kat Ricker, Public Information Director