

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office

125 S. Elliott Road

July 28, 2022

**MINUTES**

- I. Jim McMaster called the meeting to order 6:00 p.m., standing in for Lisa Rogers.
  
- II. Roll Call  
Board members:  
Gayle Bizeau  
Don Loving  
Jim McMaster  
Bart Rierson - remote  
Lisa Rogers - excused  
  
CPRD Staff:  
Don Clements, Superintendent  
Richard Cornwell, IT Specialist  
Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor  
Julie Petersen, Special Services Supervisor/Recreation Supervisor  
Kat Ricker, Public Information Director  
Kellan Sasken, Special Services/Golf Director (remote)  
Heidi Smith, Administrative Coordinator (remote)  
  
Public:  
Brian Bowman, Rilee Trails  
Joel Dicks, MTB Team  
Steve Paulson  
Tom Sheridan
  
- III. Approval of agenda –  
Moved Don Loving  
Second Gayle Bizeau  
Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting June 23, 2022
  - b. Approval of bills payable
  - c. Approval of June financials  
Moved Gayle Bizeau  
Second Don Loving

Passed unanimously

- V. Public participation
- a. Joel Dicks, high school and middle school mountain bike team assistant coach, talked about user types and potential signage for trails at Bob and Crystal Rilee Pak; Dicks urged Board to keep trails open to all types of users (mountain bikes, horses, pedestrians) and teach trail etiquette for shared use. Casey Creighton said the CHT Advisory Committee will make determinations on those matters and make recommendations to the Board. Jim McMaster had staff confirm that the intention of CPRD had been to designate different trails for different user types. Don Clements suggested having designated times for different user types. Discussion: Communicate with committee and get sample signage to it for consideration.
- b. Brian Bowman updated the Board on its trail maintenance at Bob and Crystal Rilee Park (See documentation.). He recommended mixed use trails when Don Loving asked his opinion, noting that education would be important. He said he is more concerned about potential damage to the trails from various users.

VI. Action items/committee reports/Board comments

- a. Appointments, election of officers

**President Don Loving**

Nominated by Jim McMaster

Second Bart Rierson

Passed unanimously

**Vice President Jim McMaster**

Nominated by Bart Rierson

Second Gaye Bizeau

Passed unanimously

**Secretary/Treasurer Gayle Bizeau**

Nominated by Don Loving

Second Jim McMaster

Passed unanimously

**Committee Appointments:**

Financial and Personnel - Lisa Rogers, Gayle Bizeau

Recreation Programming - Bart Rierson, Gayle Bizeau

Parks and Development - Jim McMaster, Don Loving

**Liaisons:**

County of Yamhill - Bart Rierson

Special District of Oregon - Don Loving

Council of Governments - Lisa Rogers

City of Newberg - Don Loving

City of Dundee - Jim McMaster  
Newberg School District - Bart Rierson  
Chamber of Commerce - Don Clements  
Cultural Center & District - Lisa Rogers  
Community groups - Gayle Bizeau  
Trails Advisory Committee - Bart Rierson, Jim McMaster  
Pickleball Advisory Committee - Gayle Bizeau  
Golf Course Advisory Committee - Don Loving

New president Don Loving took over chairing the meeting; McMaster passed the gavel.

- b. Reports and comments from Board members
  - Gayle Bizeau - None
  - Don Loving - None
  - Jim McMaster - Asked about a few projects, including what WHPacific is working on; Creighton said Ewing Young bridge.
  - Bart Rierson - Wants to see us work with County for access to property to open a paddle launch.

**VII.** Old business/project updates

- a. Updates on projects from Casey Creighton - See packet for report. Steve Paulson from public asked about a proposed homeless encampment near golf course and near hospital, wondered if the Board knew about it; the Board did not. Clements was familiar with a proposal for a 40-unit facility but was unsure of location; he said Friends Church had written a grant application for a facility somewhere near the hospital. Tom Sheridan asked questions about new hires at golf course. Creighton invited him to meet the new coordinator.
- b. Pickleball Advisory Committee - Julie Petersen said they are not currently meeting.
- c. Chehalem Heritage Trails Advisory Committee – July meeting included Don Clements. He said the committee is discussing signage and should have examples at the next meeting.
- d. Golf Course Advisory Committee – Don Loving and Kat Ricker prepared application; Ricker released and publicized it; Loving said the group did not meet this month; application deadline is Aug. 19. Steve Paulson, who is on committee, said he would like to see a community tournament or a wine or soda tasting in order to help garner support from community to build a new clubhouse.
- E. Update on potential right-of-way easement on Friends' Park - Clements addressed this in his report, next.

- VIII.** From the superintendent's desk
- a. Superintendent's report – Lindquist property, asked legal counsel to check into details to further discussion on potential land swap. Mary Brillas's property is now under ownership of CPRD; potential uses of property must now be discussed. He is talking with Chemeketa about potential of growing grapes there and possibly some vintner production. Loving recommended organizing a Board site visit.
  
  - b. Staff reports – Creighton: R. Scott Robinson, Golf Course Coordinator, hired and starts Aug. 15th.  
See packet for departmental reports; updates given by Creighton, Petersen, Ricker, Cornwell, Sasken, Smith.  
The redesign of the CPRD website is live, features a fresh new Meet the Directors webpage.  
Kat Ricker reviewed details for upcoming Newberg Old Fashioned Festival Parade (Entire Board has agreed to drive golf carts); CPRD staff will not have a float nor a booth this year, but will continue to host the annual CPRD 5K Run/Walk. Ricker invited the Board to join a trail and luncheon event Aug. 5th when 99-year-old Pearl Harbor veteran and longtime Lincoln City councilor Ed Johann will traverse Gettman Loop on a multi-terrain mobility device provided the nonprofit David's Chair.
- IX.** Correspondence
- A. Citizen comments/evaluations – The Board addressed a question delivered over Zoom chat, asking how long it takes for nine holes to make money at a golf course; Loving answered on the various factors involved in how that might play out for various scenarios.
- X.** Adjournment – Jim McMaster moved to adjourn 7:44 p.m.

Next meeting: August 25, 2022.

Respectfully Submitted,

Kat Ricker, Public Information Director