

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

- I. Don Loving called the meeting to order 6:00 p.m.
- II. Roll Call
 - Board members:
 - Gayle Bizeau
 - Don Loving
 - Jim McMaster
 - Bart Rierson
 - Lisa Rogers
 - CPRD Staff:
 - John Bridges, Legal Counsel
 - Don Clements, Superintendent
 - Richard Cornwell, IT Specialist
 - Casey Creighton, Assistant Superintendent
 - Julie Petersen, Special Services Supervisor/Recreation Supervisor
 - Kat Ricker, Public Information Director
 - R. Scott Robinson, Golf Course Coordinator/Supervisor
 - Kellan Sasken, Special Services/Golf Director (remote)
 - Heidi Smith, Administrative Coordinator
 - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
 - Public:
 - Chehalem Valley BMX
 - Ryann Storfa
 - Ryan Godsey
 - Brandon Loudermillh
 - Amanda Stout
 - Branden Stout
 - David Miller
 - Erin Mason
 - Sunny Harmesan
 - Natsuko Shiba
 - Jillian Perez
 - Lara Scratt
 - Carrie Godsey
 - Starr Thompson

Clayton Hanchett

Equestrian community, recreational trails interest

Ryann Reinhofer

Sallie Cutler

Mike Cauling

Jenni Jeronimo

Tamra Busch-Johnson

Kena Ramsey, Valley View Riders

Anne Dufay

Donna Kemp

Wendy Wente, Bob & Crystal Rilee Advisory Committee

Cricket Dixon

Heather Keller

Mountain Bike Interest

Brian Bowman, Bob & Crystal Rilee Advisory Committee

Golf Course Advisory Committee

Art Gregory

Steve Paulson

Sander Estate

Rob Daykin

Jeanette Adlong

No interest noted

Carey Martell

Bob Freshman

Jaydon Miller

Frank Dufay

Don Loving made comments acknowledging loss of recently deceased Newberg City Councilor Denise Bacon and observed a moment of silence.

- III. Approval of or changes to agenda – Don Loving introduced:
Add Rob Daykin on Sander Estate to public comments, Item D.
"Others not on agenda" becomes Item E.
Under "Action items," add Chehalem Valley BMX, Rilee Park, and Board comments.
Moved Lisa Rogers
Second Bart Rierson
Passed unanimously

- IV. Approval of consent agenda
- a. Approval of minutes of regular Board meeting on Sept. 29, 2022
 - b. Approval of bills payable
 - c. Approval of financials
 - Moved Bart Rierson
 - Second Jim McMaster
 - Passed unanimously
- V. Public participation
- a. Chehalem Valley BMX - Sunny Harmeson and Ryan Storfa presented a signed petition to have CPRD Agreement for Use amended to have CVBMX Board named on agreement instead of an individual (Richard Klass). David Miller, former track operator for CVBMX, spoke on state of the organization. CPRD Legal Counsel John Bridges reported what he had found, that sees nothing that the organization qualifies as a 501 (C)3, and records only list two board members who appear to be related, and adding the related member was done by president and not appropriate; the board does have a set of bylaws, and Bridges urged them to reform internally, and provide something to Bridges from IRS; he is concerned that the insurance that is carried may have an exclusion if they do not maintain their corporate status. Also, Bridges found that CPRD does not have a contract with CVBMX; only with Beartracks BMX, an assumed business named in the 1980s. A contract would be with CPRD and the nonprofit. Also, it does not need to be a nonprofit; it could be some other type of entity, and the contract could be with that entity. Loving summarized that a new group could approach CPRD in spring with idea of entering into a contract, and would be looked upon favorably.

TWO-MINUTE RECESS 6:22 - 24 P.M.

- b. Ryann Reinhofer, equestrian trails user at Bob and Crystal Rilee Park said she believed that Crystal Rilee's intent was for property to be for horses and equestrians and did not mention mountain bikers. She had found 210 bike trail options in Oregon but only 12 for equestrians, and zero for equestrians only. She found signage confusing, some allowing equestrians and some not. She had experiences with children bike riders riding fast past horses outside the event times. She asked Don Clements if it was true that he had given someone permission over phone to ride bikes on trails on the west side, and he confirmed that he had, but that it had only been a one-time occurrence. She asked what the protocol is for making rules and decisions.
- c. Don Loving had Don Clements describe how CPRD had acquired the property. Bart asked for clarification on intent expressed for equestrian; Clements said he remembered that CPRD had agreed that we would not do away with the equestrian, and that we would have something agricultural,

and also not to cut trees beyond maintenance and safety cutting.

Loving described the advisory committee (Wendy in attendance). Loving said that while the committee intended to honor Crystal's wishes, this property was becoming a CPRD park and there would be changes.

Wendy Sanderson, resident on Parrett Mt., said it was difficult to see property being divergent from Crystal Rilee's wishes, that she wanted to promote her name, rural life, and equestrians.

Heather Keller, equestrian and mother of a mountain biker, said she had run into a couple of bikers and the kids did not know what to do or how to behave around horses, and she wanted horses-only area. Rierson asked about pedestrian hikers; Keller said they are quiet, and she wanted them to say hello.

Jennie Jeronimo, equestrian resident on Parrett Mt., had spoken to Casey Creighton, and he had told her that the "no horses" signs and barbed wire were not put up by CPRD and he would have them taken down, yet she said they were not a year later. She said the east side was good for young horses. Casey said we put up the signs to protect the trails when they were closed because it was raining.

Russ Sheehan talked about the signs, and how he had spoken with riders who said that they would not ride in certain areas, but they did, so he put up signs.

Lisa Rogers said she recalled that the Board had agreed that half of the park would be for horses, and half for bikes, because the advisory committee had recommended it.

Kristie Harnes/Barr said she was part of the foundation that gifted the property to CPRD, and the trails had been designed for walking and equestrian, and she knows that CPRD can change that, but the CPRD Board is not honoring the intention of the Foundation in the agreement.

Cricket Dixon, equestrians, does not encounter trouble with bikers at Willamette Mission or Nehalem State Park and suggested referring to their separate trails and signage.

Wendy Wente was chairperson of the advisory committee (2018 - 2019) and report with recommendations had included to continue with masterplan process, which may address different user types.

Rierson said the trails advisory committee was focusing on signage now and staff will be removing signs that were not put up by CPRD and creating better signage.

Steve Paulson said he had grown up with horses and asked if anyone had picked up on what Lisa Rogers had said, and Don Loving had moved on, but whoever thought that horses and bikes should be on the same trail was trouble, but change was coming.

Tom Hammer said he had asked about the insurance, and Don Loving had said SDAO handled this, and Hammer offered to have a source from Brown and Brown (which Hammer believed SDAO subcontracted to) to come in and talk about this.

Loving called on Brian Bowman, part of mountain biking community who had served on Rilee advisory committee, to speak. He said cyclists have a lot of common interests with equestrians, and also they appreciated the opportunity for a place to ride. He said the general feeling was that the east side was for riding, and the west side was for horses and closed to bikes, and there was signage to that end, although it could be improved. He said they had obtained permission to hold the bike events this season.

Sallie Cutler said users will bleed over from the two sides, and also there was no mention of (mountain) bikes in the donation of the property.
Discussion: repeated questions on the decision-making process.

Rierson said it would not be fair to the entire community who pays to subsidize the park to limit it to one user group.

Rogers said we didn't do this in a vacuum; we had a committee that got together as a group and made recommendations to the Board. From what recommendations had been made, what could be done? Brian Bowman had served on committee and had worked on trails. We must address the needs of as many of the taxpaying community as possible, and never meant to take away from the equestrian community.

Rierson said a number of us believe that horses and cyclists do not mix, so it is likely that the property will be split into two sides.

Wendy Wente said we did make recommendations but she did not believe that a decision had been made to adopt them, because the idea was they would go toward a masterplan.

Heather Keller said she has excavation companies and would offer Board

tour of property.

Jim McMaster said when he had worked for CPRD, he had researched horses and trails, and he asked staff to return with recommendations.

Loving closed public participation at 7:27 p.m.

Loving called on staff to make recommendations to the Board - Don Clements, Casey Creighton.

Clements said that with Board approval, he would make developing a masterplan a priority, and said it would take eight to 12 months. Clements said we need to separate the two at this point, and we need presence there such as a ranger. Loving said he wanted an on-site ranger. Clements said there would be cameras on property in one year. He said we are talking with experts who will volunteer for maintenance and talk about safety. Creighton and Clements said they would have signage up by the time it opens next year, defining separate sides.

Loving said he would allow a representative from equestrian community to participate in selection of masterplan consultant.

Kat Ricker described ways to submit communication to CPRD.

Loving closed discussion at 7:40 p.m.

Reconvened at 7:46 p.m.

d. Rob Daykin, retired Dundee city administrator representing himself as a Dundee resident, asked if decisions had already been made on funding for Sander Estate. Don Clements said the Board approved that we could go for a grant. It was not approved, but the state had made a recommendation to apply for LWCF grant instead, for portion of requested funding. Daykin said he is concerned, and asked what do you do if you do not get funded adequately? Loving said staff is aware of this. Daykin said no they're not. Casey Creighton said this won't even get the park open; although it has to be technically open, it won't be finished. Daykin is concerned that it may be delayed further. Clements said it will be phased. Creighton talked about undergrounding, utility work, and grading, walkways and irrigation that would all have to take place first. Daykin made recommendations. Clements said staff would send Daykin an email explaining its approach. Creighton said we would take (Daykin's) input under consideration.

Jumped to golf course committee report; see below, under VII. 7.

VI. Action items/committee reports/Board comments

- a. Audit review for 2020-21 (for acceptance) and 2021-22 (informational only)

Jim McMaster asked if we are good for insurance coverage, because recommendation is to have higher level of fidelity coverage for Board. Clements said he would contact SDAO.

Motion to accept the 2020-21 audit as submitted.

Moved Lisa Rogers

Second Bart Rierson

Passed unanimously

- b. Jim McMaster made a request for Early Bird Rotary kinetic sculpture to be installed outside of Chehalem Cultural Center. Board consensus was no objection. Lisa Rogers requested that a memorial be made on base for Denise Bacon. Loving directed McMaster to bring up the question to Rotary and see if they would be okay with that.

- c. Chehalem Valley BMX - No further discussion; see Public Participation, V. a.

- d. Bob and Crystal Rilee Park - No further discussion; see Public Participation, V. b., c.

- e. Reports and comments from Board members

Gayle Bizeau - Requested Board packet be issued earlier. Don Clements said he would get it out earlier. The Board agreed it would be good to have it the Friday the week before Board meetings.

Jim McMaster - Glad armory has a room opening back up for gymnastics.

Bart Rierson - Asked if we need a mediator for water exercise class; letters from an anonymous submitter who regularly mails handwritten complaints. Don Clements said we have looked into it several times and cannot find any problems, and he puts it into the Board packet because he thinks transparency is important. Don Loving said anything mailed becomes public record and needs to be included in the packet. Kat Ricker said she would begin redacting curse words from the letters.

Lisa Rogers - None

Don Loving - None

VII. Old business/project updates

- a. Updates on projects and questions - Casey Creighton reported updates; see packet.

- b. Pickleball Advisory Committee - Has not met in several months. No update.

- c. Trails Advisory Committee report - October meeting cancelled because no one was available to record minutes; therefore, no update.

- d. Golf Course Advisory Committee report - Steve Paulson, Art Gregory, Chris Harper attended; Paulson reported on October meeting. Paulson asked Board to vote on \$5 increase in fees for construction of clubhouse from every member, and solicit donations for fund to build clubhouse. Administrative

Coordinator Heidi Smith said you cannot mix donation funds to Foundation with charges from CPRD; she explained the process of how donations toward the clubhouse could be made to the Foundation. Kellan Sasken described the price increase scenarios that he was looking at and how to structure it. Don Loving said with the right publicity campaign, the \$5 fee could be conveyed as not an increase in fees, but instead a donation, and would probably be well received.

Don Loving made motion to authorize staff to move forward with this idea to see if this can be done and return to Board with report on feasibility.

Moved Don Loving

Second Jim McMaster

Passed unanimously

e. Update on ROW easement for Friends' Park - Clements said no update.

f. Dundee access and utility easement for paddle launch - Creighton said no update.

VIII. From the superintendent's desk

a. Superintendent's report – Clements said he had asked for input on staffing levels for managers and had received no complaints.

b. Staff reports – Nothing reported from Heidi Smith. See packet for departmental reports from Creighton and Bryan Stewart on parks. Kat Ricker said a new position had been added, Lead Evening Receptionist; Amber Hill, had been promoted after one year of working the evening shift. Also, Ricker invited Board to Newberg City Club first meeting of the season, noon on Tuesday, Nov. 1 at Chehalem Cultural Center.

IX. Correspondence

a. Citizen comments/evaluations – No further discussion. Rogers asked to make sure that an incident reported in correspondence about a reported broken ankle at Hoover Park was being taken care of. Stewart said they have someone working on the mole holes.

The Board agreed to meet next on Thursday, Dec. 1.

Loving said they would schedule an executive session at the next meeting; he would check with the Board member who made the request to see if that was agreeable.

b. Misc. - Local Government/City County Dinner hosted by City of McMinnville, Nov. 17th.

X. Adjournment – Adjourned 9:02 p.m.

Next meeting: Thursday, Dec. 1, 2022 at CPRD Administration Office

Respectfully Submitted,

Kat Ricker, Public Information Director