

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
March 2, 2023  
**MINUTES**

- I. Don Loving called the meeting to order 6:00 p.m.
- II. Roll Call
  - Board members:
    - Gayle Bizeau (*excused*)
    - Don Loving
    - Jim McMaster
    - Bart Rierson
    - Lisa Rogers
  - CPRD Staff:
    - Don Clements, Superintendent
    - Richard Cornwell, IT Specialist
    - Casey Creighton, Assistant Superintendent
    - Julie Petersen, Special Services Supervisor/Recreation Supervisor
    - 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:
    - Art Gregory, *Golf Course Advisory Committee*
    - Steve Paulson, *Golf Course Advisory Committee*
    - Danna Kemp, *Crystal Rilee Equestrian Park*
    - Ryann Reinkofe, *Crystal Rilee Equestrian Park*
    - Allen Holstein
    - Jeff Kline
    - Chris Harper, *Golf Course Advisory Committee*
- III. Approval of or changes to agenda –
  - Motion to approve agenda as is ~*
  - Moved: Lisa Rogers
  - Second: Jim McMaster
  - Passed unanimously (motion carries)
- IV. Approval of consent agenda –
  - Motion to approve agenda as is ~*

- a. Approval of minutes of regular Board meeting January 26, 2023
- b. Approval of bills payable
- c. Approval of January financials

Moved: Jim McMaster

Second: Bart Rierson

Passed unanimously

**V. Public participation**

**Danna Kemp:** referred to page 165 of board packet with questions pertaining to naming of Crystal Rilee trails. Trail committee discussed honoring Crystal by using all existing trail names and also asks that all future or unnamed trails be named on the basis of historical components of the property, which might include family heritage, wildlife, native plants or Native American people. Trails Committee requeststo be a part of the naming discussion. McMaster suggested Danna, who has experience with trust and understands history of the area, be point of contact with Trails Committee moving forward. CPRD staff/CPRD Board are all in agreement with suggestion.

**Ryann Reinkofe:** Equestrian volunteers would like final approval from CPRD staff (Bryan Stewart) to work/clean Crystal Rilee trails. Ryann suggested an April 1 date, Bryan mentioned weather has been an issue for delay in selecting a date. CPRD staff is anxious to work with equestrian group. Bryan will touch base with Russ Sheehan and get back to Ryann next week to finalize date.

Don Loving closed public participation at 6:12 p.m.

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

**a. Approval of Resolution**

Discussion on RFQ for Bob & Crystal Rilee Park

RFQ's have been received, Casey and 5 volunteers from public/trail committees are working together to review. Group plans to interview four applicants. Recommendation will be presented at next board meeting (March 23). Bart suggested anyone with questions about applicants can view the March 3 board packet online and view the RFQ's as presented.

**b. Reports and comments from Board members**

**Gayle Bizeau:** N/A

**Don Loving:** monitoring rumors of a bill that may impact SDC's in legislature, nothing concrete/to report.

**Jim McMaster:** Jaquith Park drainage near shelter has improved, the city put in a new culvert and CPRD cleaned area are completion. Question

about outside camera's at Chehalem Cultural Center. Richard is in contact with Sean and they are potentially meeting Monday, March 6, to replace/repair cameras.

**Bart Rierson:** N/A

**Lisa Rogers:** Sean at CCC will be at March 23 board meeting to present next phase of changes at the facility (specifically, the theater).

**VII.** Old business/project updates

a. Updates on Projects and Questions:

Casey wrote RFP for **Bypass Trail** to get contractor on board, currently being reviewed/evaluated for compliance. Lane use paperwork for **Heritage Trails** campground submitted to the County on December 22, noticed around December 27 by County. Questions on submission were answered and resubmitted. **Ewing Young** project was sent in at same time, land is located in both County and City. City approved land use (land use notices may go up March 8) and County denied it. Casey will discuss with attorney and potentially appeal. Currently, new trails are not allowed on agricultural property in County. Don mentioned Crystal Riley property may be affected as well. Ryan wondered how that could happen because it's Yamhill County property. CPRD will work on these issues. Rierson mentioned Yamhill County park plan is old, current plan has language in it that isn't correct. With regard to **Renne Park** project update, Casey spoke to NSD Superintendent Phillips and NSD is sitting on an agreement between our two entities that involve maintenance and use of field. When both boards sign agreement, CPRD will move forward with project.

b. **Pickleball:** Hunter Wiley discussed traffic study with Matt Bell from Kittleson Association. Wiley concerned McKay Road corridor not included in study. Kittleson focus was on driveway. Rierson asked Don if different access point would be available, City of Newberg's request to expand UGB was denied, thus we are still looking at access from 219.

c. **Golf Course Advisory Committee Report & Update:** Art Gregory discussed potential fencing of back side of driving range to collect golf balls lost in gulley area. Casey reviewed fence option and it is not financially feasible. Art thanks Basic Service staff for cleaning out east side of range. Staff will put in silt netting in hopes to catch range balls in the future. Steve Paulson states Heidi Smith, CPRD Administrative Coordinator, will speak to GC committee at meeting in April to discuss \$5 surcharge that may be implemented to go towards new clubhouse. Paulson volunteered to head up marketing and fundraising position in hopes of building a permanent golf course structure. Clements, Loving, Creighton, Sasken and Robinson are meeting with Mike Bond to work on

golf clubhouse designs. Both Art and Steve acknowledged great work by Robinson and his team, Paulson mentioned the facilities are in great shape due to hard work by Robinson and staff. Scott added he heard CPRD was replacing carpet and flooring in the current clubhouse and suggested looking at roof and ceiling first. Currently, clubhouse has a membrane roof, gutters on top fill up with leaves/dirt, tend to overflow and go down and over the membrane (maintenance issue). Original carpets were replaced a few years ago.

- d. **Trails Committee:** Quentin Comus confirmed conversation regarding trail mapping and trail signage at Crystal Riley (trails named in a collaborative process, which includes Foundation and stake holders). Trails Committee is also planning a maintenance party on June 3, which aligns with National Trails Day. Recognizes public participation from the equestrian Group and cyclists and also thanks Richard Cornwell (IT/Tech), McMaster, Ricker, Stewart, Rierson and Creighton. Comus welcomes any board directives moving forward. McMaster suggested Danna Kemp be involved in providing Crystal Riley master plan information to those providing RFQ's, Danna will follow up with Clements to locate binder.
- e. **Update Right of Way Easement Friends Park:** Pat Darby has requested a preapp with the City of Newberg regarding 5 acres of property, CPRD is going ahead with conversion. Costs for conversion will be responsibility of Darby. Darby is trying to get a feel for how much money it will cost to develop property, park is located at northwest corner of Friends' parking lot. Water exists, he will have to tie into sewer and there will be some sidewalk extensions. Shouldn't affect the park. Opportunities to connect to Hoover Park through drain way. Casey will report back to board. McMaster asked if stakes had changed. Bart wondered if land donation is within city limits. Casey replied that he thought property is in USB limits but will confirm and report back to board.
- f. **Dundee Access and Utility Easement for Paddle Launch:** Nothing to report.

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

- a. **Superintendent's report:** Reminds the board to encourage Yamhill County Commissioners to address YC issues so CPRD can move ahead with proposed projects as well. CPRD works with residents so properties are not condemned. Clements mentioned health of individuals is important, we need to encourage citizens to get outside and use trails. How do we connect city limits together and how are connections made? Responsibility is with the park district, cities, counties to develop and work together to improve and create trails. Don commends the board on

leadership with regards to SDC's and personnel wage increase. Don and Loving are concerned that Yamhill County commissioners are making decisions affecting local trails with unintended consequences occurring that affect CPRD trails being built on CPRD property(s). McMaster feels strongly that trails offer the community a safe way to travel and joins communities together in a positive way.

b. Staff reports –

**Julie Petersen:**

Aquatic and Fitness Center: Invited board member to Tara Franks' retirement lunch, taking place on March 9<sup>th</sup>, 1 pm at J's Restaurant. Wendy Roberts has been hired as Aquatic Coordinator and Krista Miller as Aquatic Specialist. Tara will be returning as a part-time employee.

Sports: Sports has been busy with 707 basketball participants; spring sports (Newberg Youth Lacrosse, track and soccer) have now started.

Recreation: Father Daughter Dance was a success for the Recreation department with 265 attendees.

CARE: is going well at the elementary schools, where we are also now open for Community School activities.

Senior Center: The Senior Center is busy with new classes, senior meals and the Meals on Wheels program.

Camellia Run: Cam Run is coming up April 15.

**Bryan Stewart:** Staff is working hard and staying busy with constant changing weather and programming activities at facilities.

**Scott Robinson:** Opening up site lines and beating back brush, working to restore natural beauty of course in preparation of spring.

**Heidi Smith:** Continues to pay things.

**Richard Cornwell:** Working on the server room. McMaster mentioned Rotary has lost internet connection, Richard is looking into putting them on network.

**IX.** Correspondence

A. Citizen comments/evaluations – None

- X. Adjournment – Don Loving moved to adjourn at 7:25 p.m. Foundation meeting to begin at 7:30 p.m.

Next meeting: March 23, 2023

Respectfully Submitted,

Julie Petersen, Special Services Supervisor