

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
June 29, 2023  
**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:

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

Heidi Smith, Administrative Coordinator

Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public:

Cindy Riggs, Chehalem Heritage Trails Advisory Committee member

Nancy Wentworth, Sawdust Woodworking Club President

Jason Fields

Steve Paulson

Art Gregory

Lois Fox

Dave Hanselman, Sawdusters

Lori Gilbert, Sawdusters

David Reitz, Sawdusters

Nancy Wentworth, Sawdusters

Dan Kim

Beth Keyser

Kena Ramsey, Valley View Riders

- III. Approval of agenda –
  - Moved Bart Rierson
  - Second Jim McMaster
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting May 25, 2023
  - b. Approval of bills payable
  - c. Approval of financials
    - Moved Gayle Bizeau
    - Second Jim McMaster
    - Passed unanimously
  
- V. Public participation
  - a. Cindy Riggs spoke on her own behalf as an individual taxpayer and homeowner, in support of trails as improving quality of life and housing value, and particularly the proposed Newberg-Dundee Bypass Trail.
  - b. Nancy Wentworth - Described the history of the group, its activities and contributions to the community, and its need for dedicated space for Chehalem Valley Sawdusters, a woodworking club which has been involved with Chehalem Senior Center in years past. Clements said that he will check with the NSD Superintendent Dr. Phillips and try to re-establish locating the club in a NSD facility, as it had been in the past. Discussion followed between members and Board/staff on the specific needs.
  - c. Others not on agenda - Steve Paulson said the golf course advisory committee opposes the \$300,000 restroom at the golf course that is included in the budget that is up for approval tonight and asked how to challenge a specific item in the budget once approved. Clements said that he will place this and related restroom construction and/or replacement on an agenda in the future.
  
- VI. Action items/committee reports/Board comments
  - a. Approval of 2023-24 Budget Resolutions 060123, 060223, 060323, 060423, adopting proposed budget, tax rate, appropriations.
    - Moved Jim McMaster
    - Second Lisa Rogers
    - Passed unanimously
  - b. (Continued from May 25th Board meeting) Approval of updated CPRD Employee Handbook with updates pertaining to Paid Leave Oregon and compliance with new regulations. Administrative Assistant Heidi Smith described the additions and fielded questions.
    - Moved Bart Rierson
    - Second Lisa Rogers
    - Passed unanimously

- c. (Continued from May 25th Board meeting) Approval of policy and guidelines for public comments during Board meetings. Lisa requested to table until the next meeting. Board agreed to table it.
- d. Approval to renew SAIF Corporation business's workers' compensation policy and accepting rates and premium estimates, signed by Assistant Superintendent Casey Creighton.  
 Moved            Jim McMaster  
 Second            Bart Rierson  
 Passed unanimously
- e. Confirmation of May 16, 2023 Special District Election results, authorizing Superintendent to sign.  
 Moved            Lisa Rogers  
 Second            Jim McMaster  
 Passed unanimously
- f. Reports and comments from Board members  
 Bart Rierson congratulated Jason Fields and Matthew Smith and said that he hoped that they will represent the needs of the community, that he knew that some of their campaign donors were from outside the county, and that they keep an open mind and listen.  
 Jim McMaster promoted the free outdoor acrobatic performance upcoming at Chehalem Cultural Center.  
 Lisa Rogers is excited to see a lot of people using the parks in the summer weather and she encourages more usage.  
 Don Loving said he appreciated serving with Bart Rierson. He told them that you are about to engage on a sacred trust. This is an independent governmental agency. Because we share with taxpayers in various jurisdictions. Your job is to represent this District. Sometimes that means looking at County eye-to-eye and saying no and city and say hell no. This District is looked upon as the redhaired stepchild of the county, and it's not. I am proud of this District. ... I do not go to County meetings and tell them how to run the county and I do not appreciate when they come here and tell us how to run ours. I hope that you will stick up for this District.  
 Gayle Bizeau - No comments

**VII. Old business/project updates**

- a. Casey Creighton described the Open House for Bob and Crystal Rilee Park meeting which took place on June 25th and the next steps for the masterplan process. A person asked to see the results of the amenity voting exercise that attendees engaged in at the meeting. Public Information Director Kat Ricker said that the draft masterplan would be released at the end of this year, and

responded that we could make those results available.

Creighton said that the staff had stalled the LUBA appeal process regarding the Ewing Young Park proposed bridge so that the new Board members would have a change to engage on this issue, listen to CPRD's position on the interpretation of the laws at issue, and then decide how to move forward.

Steve Paulson said that Don Loving had attempted to give direction to new board members that it isn't the business of the County what goes on here, and he asked for clarification what Creighton was saying. Creighton clarified that CPRD is in communication with County. Loving explained his opinion is that the County should run the County, and let the park district run the park district.

b. Committee reports - Gayle Bizeau said there was a pickleball committee meeting and that he wishes to divert various CPRD funds to pickleball, and to market Newberg as a tourist destination with his various recreation ideas, especially pickleball. She said that he had some intriguing ideas.

Trails committee president Quentin Comus joined remotely and said that the National Trails Day Work Party was phenomenal, with 85 volunteers. He is working to understand better zoning laws and how they related to trails and possible trail restrictions on proposed development and advocacy of trails.

The committee is working on a trails website and members continue to represent at the Downtown Wednesday Market.

Becky Wallis asked Quentin Comus about the committee's outreach on trails and whether the committee was hoping to attract visitors from outside the community to come to use CPRD trails, which Comus confirmed. Bart Rieron thanked the committee for their work so far and looks forward to more developments.

Don Loving addressed Comus's eligibility to continue to serve on the committee as a resident of Bend now, and Loving directed to staff that a precedent had been set previously with the golf committee, and he believed it was allowable for Quentin to continue to serve.

Steve Paulson updated the Board on the golf committee. The committee members were all present. Paulson said the committee needs a new member to replace outgoing member. Paulson asked whether the upcoming \$5.00 charge planned for the golf course improvements could or would be promoted with marketing materials such as a rendering or signage in the pro shop and asked questions related to the implementation and tracking of the charge. Loving said that he understood that his questions had been answered previously, and that presence of a rendering had been approved. Paulson said that employees can legally collect a tip, that it is a policy matter, and the committee is still pushing for employees to receive tips for service. Rieron said that recently the Board had decided to give employees a substantial raise, and he agrees that golf course employees should be allowed to receive tips. Jim McMaster said that he would like more research on this from all sides. Discussion - committee member Ron Rogers asked how tip processing

would work; Administrative Coordinator Heidi Smith responded with details. Becky Wallis contributed comments based on her experience in the private restaurant industry. Don Loving said he expected that a new Board liaison to the committee would work with the committee and come back to the Board with a proposal.

c. Paddle launch update (ongoing discussion on plans to relocate and reopen, TBD).

Don Clements said that there will be an increase to local governments through grants due to increase in Oregon State Lottery income.

Clements said that park legacy donor Jan Sander (Sander Estate) had visited the office this week and contributed another \$100,000 to the Foundation. This put the Foundation balance over the line, so he had directed Heidi Smith to contact the bank and purchase a CD or CDs in order to protect those funds.

Clements said that the CPRD perspective on marketing is to build amenities for and market to locals; if they like it, then visitors will like it, too.

Jim McMaster said that he would like to see something in shovel mode soon on Sander Estate, now that grant money is there.

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

a. Superintendent's report – No comments

b. Staff reports – See packet: Scott Robinson, Julie Petersen. Petersen said that to make a statement that someone serving alcohol deserves more than a lifeguard was a terrible statement and disrespectful. Petersen said that she had appreciated working with Bart and Don.

Public Information Director Kat Ricker reported that there were new trail maps available, and new availability of them outdoors at trailheads, and the new Discovery map brochure had already gone through its first print run and a second run is on order. Newly hired NSD communications coordinator is on board; Kat met with her and is working with her for mutual support and benefit of NSD and CPRD. Kat thanked Bart Rierson for bringing enthusiasm for outdoor recreation to the Board, for coming from the City Council and in the process bringing a spirit of cooperation, and for introducing me to kayaking, as he surely has done for countless individuals. Don Loving for being such a big part of CPRD, for his contributions to the quality of life in the community. He was one of the first persons she met at CPRD, on her hiring panel, and she is grateful for his leadership and also his friendship, and that she will miss his humor here at the Board meetings.

**IX.** Correspondence

a. Citizen comments/evaluations – None

b. Misc.

- a. Recognition of outgoing Board members Don Loving and Bart Rierson - Jim McMaster spoke in celebration and achievements of Bart Rierson (including the paddle launch and the aquatic center) and Don Loving (including the golf course, aquatic center, and Jaquith Park sports amenities), and many more together with the full board including the cultural center, and led the presentation of plaques and specialty cake. Don Loving and Bart Rierson spoke about their experiences on the Board. Loving said that his only motive had been to leave the district better than he found it, and history would be the judge, but he thinks that he'd done that.

**X. Adjournment – 7:41 p.m.**

The next regular Board meeting will take place at 6 p.m. on Tuesday, July 11, 2023 at CPRD Administration Office, in order to swear in incoming Board members.

Respectfully Submitted,

Kat Ricker, Public Information Director