

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
October 26, 2023  
**MINUTES**

- I. Jason Fields called the meeting to order 6:00 p.m.
  
- II. Roll Call
  - Board members:
    - Matt Smith, President - late
    - Jason Fields, Vice President
    - Gayle Bizeau, Secretary/Treasurer
    - Jim McMaster
    - Lisa Rogers
  
  - CPRD Staff:
    - Don Clements, Superintendent
    - Richard Cornwell, IT Specialist (operator)
    - 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)
    - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
  
  - Public:
    - Tom Hammer
    - Matt Dolphin
    - Ryann Reinhofer
    - Brian Bowman
    - Justin Alderman
    - Steve Paulson
    - Mike Kringlen
  
- III. Approval of amended agenda (No vote)
  
- IV. Approval of consent agenda
  - a. Approval of minutes of Regular Meeting Sept. 28, 2023 and Special Meeting (work session) Oct. 17, 2023
  - b. Approval of bills payable
  - c. Approval of financials
    - Moved Lisa Rogers

Second Jim McMaster  
Passed unanimously

- V. Public participation (Moved to follow the audit discussion.)
- VI. Action items/committee reports/Board comments
  - a. Approval of 2021-22 audit. Rogers asked to look into what it would cost to have Fidelity Insurance; Clements said that he would bring our agent in to address that at a future meeting. Clements recommended approving the audit and said the Board may want to bring the auditors in to next meeting in order to make auditors aware that the Board is serious about wanting the audit to be on time. Jim said that he would like people to identify themselves as in-District or out-of-District during public comments time. Smith said that he would definitely like to have the auditors at the December meeting; the Board will create questions and submit to staff the Friday before the Dec. 7th meeting.

Fields returned to Public Participation. Smith took over chairing.

1. Matt Dolphin disagreed with ban on bikes at Bob and Crystal Rilee Park and asked when the ban would take effect, as the motion did not include a year. He urged the Board to make a motion with a year, citing attention to policies and state laws which would require this, and urged the Board Secretary to help the new Board members do their job competently.
2. Tom Hammer commented on a presentation by the trails committee to Newberg City Club on Oct. 17, and responded to their comments then concerning County Commissioner Berschauer, stated there were false claims of elected official bias.
3. Brian Bowman commented on Board work session and urged the Board to consider where cycling would fit into priority projects.
4. Justin Alderman, Equestrian Media Group, accused CPRD of noncompliance with public records laws and urged the Board to take action, stating that CPRD has not granted his requests for fee waivers for his own records requests.

Upon Alderman's request, Smith moved Item F up.

Discussion with Public Information Director Kat Ricker who explained the procedure and cost estimates in place, and assured the Board that legal counsel had reviewed all and that staff is confident that CPRD is in compliance with state laws. The Board considered adopting a policy that would be closer to the City of Newberg's policy, agreed to discuss this further, read enclosed materials in the packet, and table for discussion of a potential policy for the next meeting. The Board agreed to have the process and forms stay in place until then, and have legal counsel present for discussion at the next meeting.

Tipping discussion - Smith said he had determined that it was not worth the risk to the District; Rogers agreed.

- b. Approval of bids for Chehalem Cultural Center remodel of performing arts facilities on second floor to Andy Metcalf; Chehalem Community Center roof repair/replacement; Jaquith and Memorial Parks asphalt repair/replacement; purchases of trailer, dump truck, and park truck.

**MOTION to approve Andy Metcalf Construction for \$4,065,680 for Chehalem Cultural Center remodel.**

**Moved Jim McMaster**

**Second Lisa Rogers**

**Passed unanimously**

McMaster suggested that if going out for bid for a dump truck, create a (table) with information of names and amounts of bids up front for easy reference, to see all at once. Stewart agreed to do this in the future.

Discussion with Stewart on the dump truck being purchased.

**MOTION Rogers moved to approve all bids recommended as low bids in the Board packet.**

**Moved Rogers**

**Second Jason Fields**

**Passed unanimously**

- c. Request from Newberg Mayor Bill Rosacker (Pgs. 199 - 200) for System Development Charges reform (reduction) including re-evaluating \$80 million line item for trail construction and adding exemptions to select square footage of home construction.

Mayor Rosacker made a presentation supporting the request in his letter. Discussion - Clements said that the City and CPRD had taken two different approaches, and he said we went as low as we can get, and we have not charged for any affordable housing that has requested waivers, and he does not recommend lower fees. He said we have done everything that we can to make it as easy or convenient.

Rogers said we should not charge for ADUs, and also calculating the footage as requested seems complicated and she is not sure that it would be worth it. Smith agreed, later in the discussion.

McMaster said that he has seen CPRD waive fees for Habitat and others in order to do due diligence, and the new Board members need to be more educated on what we are doing, and he urged Clements to put something together for them. Also, CPRD does not collect SDCs from childcare.

Fields said that it is imperative for us all to understand how those fees

are calculated and where that money comes from, before rendering any decision.

Discussion on (Clements's explanation of) background of a previous Board's decision to implement an automatic increase. Smith said that he would like to see this reviewed every year instead of being automatically increased.

Rogers suggested we do an analysis of projects that the public wants CPRD to do, and see how the implications of reducing SDCs would affect those. McMaster explained how SDC fee revenues have been leveraged as matches in grants in order to build parks in CPRD's past when he was on staff.

Fields asked if there was a reason that fees weren't reviewed every year during the 20-year period when SDCs had not been increased; Clements said that they had been reviewed, and gave more historical background. Fields asked what issues we would have without automatic increases; Clements said he did not think that we would keep up with construction costs, and also the general fund had been paying for debts, and that we could not have been paying for these projects without shifting the debt, which was legal, to paying for new project construction out of SDCs instead of the general fund, which freed up money in general fund for maintenance and operation. More discussion. McMaster reminded the Board that if nothing is built, then there are no SDCs, but the public still wants projects to be built. Smith outlined the topics that the Board needs to research further before taking any action. No action was taken.

- d. Review of proposals submitted in response to RFP for legal services - Two proposals were submitted; one from current legal counsel and the second from a firm in Salem. Clements said he had not had a chance to review the second one yet and he invited two Board members to review with staff before making a selection to recommend. Smith volunteered to meet with Clements to do this.
- e. Discussion of Citizen Advisory Committees, rules and roles - Smith had requested adopted guidelines regarding committees; Clements distributed a draft document to the Board at the time of this meeting. Someone from golf committee spoke and said that prior to Fields, no one had said that was required; Smith said this was not the fault of any previous persons on the Board or on any committee, and prior Boards had not created guidelines, and that is what we are doing now. Clements explained that requirements had changed and we are trying to keep up. McMaster said it was a learning curve for all the committees. Smith suggested placing Board guidelines, as appropriate, onto committees in order to create a structure. McMaster directed Clements to check with SDAO and see what they have

in place now in order to not reinvent the wheel.

The Board agreed to vote on something at the next meeting.

- f. Public Records Requests discussion of CPRD procedures and Board consideration of implementing a policy (Already discussed)
- g. Reports and comments from Board members
  - Jason Fields - Thanked Matt Dolphin for his feedback on his motion and he made the following clarification: I make the motion that effective Nov. 1, 2023, bicycles will no longer be on Bob and Crystal Rilee Park.

Fields said that the County landfill property adjacent to Rogers Landing would be ideal for walking paths, mountain bikes, and a paddle launch, and he hoped that it could connect to Rogers Landing. He said the previous Board had begun discussion on this, this Board wanted to move it forward, and he thinks something will happen on it soon.

Jim McMaster complimented newly promoted Sports Coordinator Nicole Llewelling. He asked if Creighton had a report as he had asked on aquatic center Airmac system. He said he did not. McMaster recommended that an impartial engineering company evaluate it and whether it will work and then we can take it from there because it is not working the way that it should be. Smith directed Clements to pursue this and Clements said that he will have a report at the next meeting.

Smith said County commissioners are working on a childcare project and seeking entities who can help them run that, and he had discussed that with Julie Petersen. Smith sought to authorize Petersen to pursue that, join the group, and if possible, even expand on our childcare options. The Board and Petersen agreed to do this.

Gayle Bizeau - deferred her pickleball comments until Kringlen spoke with committee update.

Lisa Rogers said the Chehalem Cultural Center building and theater remodel should soon be mostly complete, so with approval of bid, construction should start next month and take about a year, and the Board would be invited to the grand opening.

**VII. Old business/project updates**

- a. Project updates from Creighton on proposed Bypass Trail, 219 property in wait until spring, reviewing proposed IGA with Dr. Philips for Renne Field renovation, trails survey, Ewing Young Park restroom concept. Asked for Board approval to install lights in BMX track as Chehalem BMX had requested. Sander Estate - had surveyor address easements and requested deferrals on roads, and the City of Dundee will review and get back to CPRD.

Creighton spoke with Paige Knudsen on Crabtree Park about necessary culvert improvements and prospects with fish passage and ODFW. Smith said the easement has to come from Knudsen; Creighton said that she had given it to the County but the County had not signed, processed it and returned it. Smith said the County was willing to chip in a third, and if we make it clear, and emphasize the urgency, then the transfer can take place since Parks Board had recommended it. Rogers confirmed that an easement would be part of this. Fields said he would not support another temporary fix.

b. Paddle launch - N/A

Smith moved to committee reports.

Steve Paulson said golf committee will withdraw its update until there are rules assigned.

Mike Kringlen for pickleball committee - committee had sought to provide staff with information for feasibility study and had met together with a CPRD Board member, CPRD staff members, and a USA Pickleball Association representative, and that representative had recommended a company to conduct the study. He said the property off Wilsonville Road is the only location that would be appropriate for construction and requested the Board enter into contract with the company to conduct a feasibility, appraisal, financial, and loan application preparation, for that site. The committee disagrees with staff that this would be incompatible with proposed third nine.

Discussion: Fields asked for clarification on request; Kringlen said study would help determine whether the committee's proposal was realistic.

Bizeau asked Creighton the difference in having pickleball-specific study vs. generalized study; he said it would be much more expensive. He also said that Don Clements had identified another property; Clements said it was too early to discuss now as it would put the developer into a bad position but he will have more information to share by the next Board meeting. Clements said we could do local competitions but his opinion was that regional or national would stretch us. Discussion on size, covered, lighted concepts. Clements said he would recommend which type of structure would work. Bizeau expressed concern that Kringlen was trying to compare a \$30,000 study for Las Vegas to what he wanted for Newberg. Smith asked staff what it needs for an appropriate study. Clements said the only thing we need now is a site.

Trails Committee - Board read committee chairman Quentin Comus's request for four additional members, in a letter before them. Smith said his concern is that different types of trails are designed for the needs of different users, and what he would like to see, is if we build a mountain biking park, then that group's association would be able to give input on how to build and maintain such a park. If we create a general trail, then it may not work well

for specific users, so it may be good to create committees for specific sports - mountain biking and also equestrians. Therefore, he would rather have nice committees and not a bigger one arguing. Rogers said she was concerned we would get crosswise with public and cause more confusion with a general trails committee and also user group committees; she said that committee could have subcommittees. McMaster argued for bringing people together rather than separating even more into more committees. Fields said it makes no sense to have equestrians and horses on the same committee because we won't buy another property which will have both on it, but we should have an equestrian committee.

Smith asked Brian Bowman if he had thoughts. Bowman was on the original Bob and Crystal Rilee Park CAC. He said he was impartial on expanding the committee, but he sees value in different user groups working together and encouraged the Board to continue with creating guidelines and give committees assignments and use them as data points.

Smith asked to have the Rilee Committee on the agenda and discuss how they disbanded and whether to have them reconvene.

Rogers suggested having another meeting to discuss specific items. Fields wished to stay on track and continue meeting and push through. Discussion.

- VIII.** From the superintendent's desk
  - a. Superintendent's report – Discussion/no discussion
    - 1. Current committee meetings
    - 2. Establishment of Park Maintenance Committee - Clements said this was an individual's request but did not identify the individual. Smith and Fields supported the idea. McMaster was concerned whether this was an individual who needed questions or concerns addressed rather than forming a committee upon one request. Rogers urged the Board to clarify what the purpose is, what it is trying to solve, and be clear that directive is not to direct staff. The Board agreed not to pursue forming this committee.
  - b. Staff reports – Brief staff updates were given; see packet for detailed activity reports. Clements distributed maps of a 5-acre parcel at 900 Wyooski Road, near Friends' Park (R 3220 01000). Owner wants CPRD to pay half of appraisal in order to obtain property. The land is mostly in a wetland ravine that leads into Hess Creek. Clements said we could build trails on either side.  
Bryan Stewart and Scott Robinson gave updates from their departments.
- IX.** Correspondence
  - A. Citizen comments/evaluations – No discussion
- X.** Adjournment – 9:25 p.m.

Next meeting will be held at 6 p.m. on Thursday, Dec. 7, 2023 due to holiday schedule.

Respectfully Submitted,  
Kat Ricker, Public Information Director