

AMENDED AGENDA
CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD NEWBERG, OREGON
OCTOBER 26, 2023 6:00 P.M.

- I. Call To Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of or Additions to the Agenda**
- V. Approval of Consent Agenda**
 - A. Approve Minutes Regular Board Meeting September 28, 2023, October 17, 2023 (Work Session)
 - B. Approval of Bills Payable
 - C. Approval of Financials
- VI. Public Participation**
 - A. No Request at this time
 - B. Others not on Agenda
- VII. Action Items/Committee Reports/Board Comments**
 - A. Approval of 2021-22 Audit
 - B. Approval of Bids
 - C. Request Mayor City of Newberg
 - D. Approve District Legal Services
 - E. Discussion on Ad Hoc Committee Roles
 - F. Discussion on Public Records Request
 - G. Reports and Comments from Board Members
- VIII. Old Business**
 - A. Updates on Projects, Committee Reports and Questions
 - B. Update Paddle Launch Dundee
- IX. From the Superintendent's Desk**
 - A. Superintendent's Report
 - 1. Current Committee Meetings
 - 2. Establishment of Park Maintenance Committee
 - B. Staff Reports
- X. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- XI. Adjournment**

Next regular Board meeting is December 7, 2023 (If Needed) or January 25, 2024.

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Webinar ID: 892 0957 2170 Passcode 313753

To: Board of Directors
From: Superintendent
Date: October 20, 2023
Re: Background information for October 26, 2023 Board Meeting

Number corresponds to Agenda Item

III. ROLL CALL – We need 3 present for the meeting. Please call if you cannot attend. Please see page 4 for index for page numbers

IV. APPROVAL OR ADDITIONS TO AGENDA – If you wish additions please give me a call.

V. APPROVAL OF CONSENT AGENDA

A. Approval of Board Meeting Minutes – Please see pages (5-17) for Regular Meeting Minutes of September 28, 2023 and Work Session of October 17, 2023.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for September 28, 2023 and Work Session for October 17, 2023.

B. Approval of Bills Payable – See page (18-19). General Fund \$770,156.78, SDC FUND \$16,425.46, LOAN SERVICE FUND \$0.00, POOL BOND \$0.00, FOUNDATION \$931.92

RECOMMENDATION: APPROVAL OF BILLS PAYABLE.

C. Approval of Financial – Please see page (20-53). The current debt is for the golf course, fitness center and pool bond. Last year we paid for the property purchased on 219. We are allowed about \$92,400,000.00 in debt. As of 6/30/2022, we have \$22,504,757 outstanding long-term debt obligations. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center to save money. Currently we have two loans and one bond. Please note the general fund in previous years had transferred the money to pay for debt to the Loan Service Fund. We are now paying debt out of the SDC fund.

GENERAL FUND SUMMARY

<u>DESCRIPTION</u>	<u>AS OF 9/30/22-23</u>	<u>AS OF 9/30/23-24</u>	<u>DIFFERENCE</u>
TOTAL EXPENDITURES	\$ 1,983,598.43	\$ 2,645,014.67	\$ 661,416.24
TOTAL OPERATION EX.	\$ 1,894,930.79	\$ 2,275,712.46	\$ 380,781.67
TOTAL CAP/AQ/DEV/TRS	\$ 88,667.64	\$ 273,390.93	\$ 280,634.57
TOTAL REVENUE	\$ 7,288,944.50	\$ 7,728,924.83	\$ 439,980.33
TOTAL TAXES	\$ 42,669.24	\$ 77,548.61	\$ 34,879.37
TOTAL FEES & CHARGES	\$ 1,304,031.87	\$ 1,466,036.65	\$ 162,004.78
TOTAL OTHER REVENUE	\$ 21,317.56	\$ 77,747.56	\$ 56,430.00
BEGINNING BALANCE	\$ 5,920,925.83	\$ 6,107,592.01	\$ 186,666.18
<u>BALANCE</u>	<u>\$ 5,305,346.07</u>	<u>\$ 5,083,910.16</u>	<u>\$ <221,435.91></u>

SDC FUND SUMMARY

<u>DESCRIPTION</u>	<u>AS OF 8/31/22-23</u>	<u>AS OF 8/31/23-24</u>	<u>DIFFERENCE</u>
BEGINNING BALANCE	\$ 3,890,319.32	\$ 4,694,857.37	\$ 804,538.05
INTEREST	\$ 12,568.80	\$ 42,856.13	\$ 30,287.33
CITY OF NEWBERG	\$ 165,466.18	\$ 0.00	\$ <165,466.18>
CITY OF DUNDEE	\$ 2,856.70	\$ 0.00	\$ <2,856.70>
COUNTY OF YAMHILL	\$ 26,303.10	\$ 7,626.86	\$ <18,676.24>
TRANSFERRED IN	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 4,097,514.10	\$ 4,745,340.36	\$ 647,826.26
TOTAL EXPENDITURE	\$ 227,650.29	\$ 239,469.70	\$ 11,819.41
<u>BALANCE</u>	<u>\$ 3,869,863.81</u>	<u>\$ 4,505,870.66</u>	<u>\$ 636,006.85</u>

RECOMMENDATION: Approve September 2023 Financials as submitted.

VI. PUBLIC PARTICIPATION

- A. No request at this time.
- B. Others not on Agenda

VII. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS

A. Approval of Audit 2021-22– Please see pages (54-143) for Audit and Communication to the Governing Body..

RECOMMENDATION: Approve Audit as submitted

B. Approval of Bids – Please see information in pages (144-198). All the items requested for approval was in the Budget for 2023-24. No items exceeded the budgeted amount. Including the Cultural Center.

RECOMMENDATION: Park Truck \$48,787.00, Park Dump Truck 82,540.00, Park Trailer 13,371.25, Community Center Roof 104,748.00, Park Asphalt Repair/Replacement Jaquith and Memorial \$139,865.00. Chehalem Cultural Center \$4,065,680.00

C. Request Mayor City of Newberg – Please see Pages (199-200). Will discuss at meeting.

RECOMMENDATION: No decrease in SDC’s

D. District Legal Service – As of today I have not been contacted by any other legal groups or received a proposal. We did post on MWCOG and SDAO. Please see pages (201-204) for RFP.

RECOMMENDATION: Approve the one submittal received from Brown, Tarlow and Bridges unless we receive additional request.

E. Discussion on Ad Hoc Committee Roles – Please see page (205-206) for information.

RECOMMENDATION: Require all Ad Hoc Committees to meet at District Office on zoom.

F. Discussion on Public Records Request – Please see Pages (207-212).

G. Reports and Comments from Board Members - Given at meeting

VIII. OLD BUSINESS

- A. Update on Projects and Operation - Will discuss at meeting. Please see pages (213-228). .
- B. Pickle Ball, Golf Course, Trail Advisory Committees – Please see pages (229-238).
- C. Update Paddle Launch – Will give at meeting.

IX. FROM THE SUPERINTENDENTS DESK

A. Superintendent Report – Will give report at meeting.

B. Staff Reports – Please see pages (239-249).

X. CORRESPONDENCE

A. Citizens Comments/Evaluations – Please see Page (250-322)

B. Miscellaneous Information – Please see page (323-446).

XI. ADJOURNMENT.

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