

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
March 23, 2023

MINUTES

- I. Don Loving called the meeting to order 6:00 p.m.
- II. Roll Call
- Board members:
Gayle Bizeau 6:18 p.m.
Don Loving
Jim McMaster
Lisa Rogers
- Absent:
Bart Rierson
- 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
Kellan Sasken, Special Services/Golf Director (remote)
Heidi Smith, Administrative Coordinator (remote)
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
- Public:
Sean Andries, Chehalem Cultural Center Executive Director
Allyn Brown
Art Gregory, golf course staff and committee member
Quentin Comus
Jason Fields
- III. Approval of agenda –
- Moved Lisa Rogers
Second Jim McMaster
Passed unanimously
- IV. Approval of consent agenda

- a. Approval of minutes of regular Board meeting and Foundation meeting, March 2, 2023
McMaster said on page 13 there was a payroll figure of \$345,60; Don Clements said that should be \$345.60.
- b. Approval of bills payable
- c. Approval of financials
Moved Jim McMaster
Second Lisa Rogers
Passed unanimously

V. Public participation

- a. Sean Andries, Chehalem Cultural Center Executive Director reported operational updates and also presented plans and conceptual images for the second story renovation of the future performing arts wing - \$6 million raised on top of \$10 million that CCC had already raised, and said he hoped CPRD would budget for requested exterior property updates. Sean thanked "CPRD for all you do for us."

- b. Others not on agenda

VI. Action items/committee reports/Board comments

- a. **Approval of Spanish Translator contract**
Moved Lisa Rogers
Second Jim McMaster
Passed unanimously
- b. Approval of proposed amendment to grant agreement for Oregon Community Paths Program - Newberg-Dundee Bypass Trail, Phase I
Motion authorizing Superintendent to sign the amendment #2 for grant agreement.
Moved Lisa Rogers
Second Jim McMaster
Passed unanimously
- c. Discussion of Yamhill County Planning Commission appeal application on proposed Ewing Young Park bridge new construction project, which was denied on basis of transportation prohibition on AF-10 zones; however, CPRD's position is that parks are allowed on AF-10 zones, plus this is a portion of CPRD Park, and is relatively isolated insofar as transportation potential. Clements said we would likely pursue annexation process at same time.
- d. Discussion of lease agreement for Renee Field - Don Clements gave an update. Board discussed draft lease agreements from CPRD and Newberg School District legal counsels. Don Loving said he would be hesitant to approve a lease unless it was a minimum of 50 years; Board agreed.
- e. Reports and comments from Board members

Gayle Bizeau N/A
Don Loving N/A
Jim McMaster - N/A
Lisa Rogers - N/A

VII. Old business/project updates

a. Updates on projects - Casey Creighton reported that Bob and Crystal Rilee Park RFQ applicants had been narrowed from four total to two that were selected by the committee to move forward to the RFP stage of the masterplan consultant hiring process.

Proposed Newberg-Dundee Bypass Trail, Phase II RFP is open through April 13.

Crabtree Park update - Creighton continues to work toward a plan for a culvert replacement (This will involve a fish passage.) with property owner Paige Knutsen, who owns the access road which serves as the entrance to the park.

b. Trails advisory committee update from chairman Quentin Comus - planning June 3 work party; decided not to approve a motion that the Board should not become involved with taking over proposed Yamhelas Westsider Trail; writing a letter opposing the County's opposition to trails on agricultural land. Comus also met with Creighton, Kat Ricker, Bryan Stewart and Russ Sheehan to continue mapping Bob and Crystal Rilee Park with designated user trails. Stewart assured McMaster that staff is working toward posting signage in time for spring trails reopening, as the Board had previously discussed; he was working with volunteers to plan an April 1st work party as well.

Golf Course Advisory Committee report from Art Gregory - Clubhouse preliminary architectural conceptual plans were discussed (provided at no cost). Committee lost one member and has reviewed original applications and identified a replacement candidate.

c. Update on Right-of-Way easement, Friends' Park

VIII. From the superintendent's desk

a. Superintendent's report – Proposed 2023-24 Budget is before the Board and will be delivered to remainder of Budget Committee tomorrow. Update on GASBY requirements. Update on Chehalem Parks Foundation. McMaster mentioned that the firefighter play feature at the aquatic center is delaminating and wants public recognition of the donors such as a plaque.

b. Staff reports – Julie Petersen gave report on the George Sampson Memorial ceremony which took place this afternoon and complimented Jim McMaster on his officiating, plus updates from Activities Report. Preparation is underway for April 15th Camellia Run. Scott Robinson gave update on groundskeeping at golf course - spring

preparation on schedule.

Bryan Stewart gave update from Parks Activity Report - spring preparation on schedule, graffiti control in facilities.

Richard Cornwell gave update on server room upgrade, and has taken over mechanical operations of pools again.

Kat Ricker reported on new development of rising public information requests; the submission feature on the website, however, is apparently working well.

Kellan Sasken gave update on spring preparation and tournament signing on, including new fleet of golf carts expected in July.

IX. Correspondence

A. Citizen comments/evaluations – None

X. Adjournment – Lisa Rogers moved to adjourn 7:46 p.m.

Next meeting: April 27, 2023

Reminder - Annual Budget Committee Meeting: April 4, 2023

Respectfully Submitted,

Kat Ricker, Public Information Director