

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
Dec. 7, 2023
MINUTES

I. Matt Smith called the meeting to order 6:00 p.m., followed by Pledge of Allegiance.

II. Roll Call

Board members:

Matt Smith, President

Jason Fields, Vice President

Gayle Bizeau, Secretary/Treasurer

Jim McMaster

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Richard Cornwell, IT Specialist (meeting operator)

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

Amber Hill, Administrative Coordinator

Art Gregory, Golf course staff

Affiliates:

John Bridges, attorney for CPRD, Brown, Tarlow, Bridges & Palmer, PC

Luke Donaldson, auditor from Pauly, Rogers & Co. (remote)

Public:

Ryan Storfa, Chehalem BMX

Mike Kringlen, Newberg Pickleball Advisory Committee

Matt Dolphin

Brian Bowman

Tom Hammer

Ryann Reinhofer

Danna Kemp

Justin Alderman, Equestrian Media Group

Julia Kightly

III. Approval of agenda

IV. Approval of consent agenda

- a. Approval of minutes of regular Board meeting Oct. 26, 2023 - Lisa Rogers cited error on amount of Metcalf construction bid for Chehalem Cultural Center: correction to \$4,065,680.
Jason Fields - page 10, strike "no fee" from paddle launch, as that would only apply to those who brought their own kayaks.
- b. Approval of bills payable
- c. Approval of financials
- d. Approve Budget Calendar for 2024 - 25
- e. Appoint Budget Officer - Superintendent Don Clements recommended he be appointed again.

Motion to approve Consent Agenda

Moved Lisa Rogers

Second Jason Fields

Passed unanimously

V. Public participation

- a. Audit 2021-22 - Luke Donaldson attempted to join remotely from Pauly, Rogers & Co., but audio had issues. This item was moved to the January meeting, due to technical difficulties.
- b. Citizen concerns - John Bridges, legal counsel updated on:
 1. Complaint from Matt Dolphin regarding Board members texting during Board meetings; Bridges clarified Oregon laws and recommended using paper meeting packets and not to use electronic phones during meetings, in order to avoid any appearance of impropriety.
 2. District Attorney denial of appeal by Justin Alderman, upholding CPRD's denial of fee waiver/reduction request by CPRD, in relation to a public records request. Bridges explained the decision.
- c. Ryan Storfa gave Chehalem Valley BMX year-end report - Membership has increased, rank second in the state, twenty-first in country.
- d. Others not on the agenda - N/A
 1. Matt Dolphin - Thanked Jason Fields for making a clarifying motion during the Oct. 26th meeting which had identified the year that the prohibition on bicycles was to begin (Nov. 1, 2023), which had been seconded by discussion. Dolphin said the public is still left with a question, because there is no clear motion, second, and vote; he urged the Board to get training from SDAO, and to follow the CPRD Board policies and Oregon state law.
 2. Justin Alderman made several complaint and said that he would pursue a grievance regarding public meeting law - tonight's agenda did not specifically identify his grievance, but instead it was included under "public concerns," and media had not been notified. He said that CPRD had taken longer than

allowed to respond, and that public record fees were not clear when he made his request, but CPRD had added that information later, and that staff and/or Board were not being transparent.

Jason Fields moved that the fee be waived. Lisa Rogers said that the Board has to have a discussion and make decisions on how and when they will waive fees. Fields withdrew his motion.

VI. Action items/committee reports/Board comments

- a.** Approve attorney/legal counsel to represent CPRD. Two proposals were received in response to RFP for legal services. Superintendent Clements requested that the Board authorize himself to select legal counsel, and he recommended that current legal counsel John Bridges be appointed to continue.

Discussion: Rogers said the RFP had been put out in September, received only one proposal (from current counsel Brown, Tarlow, Bridges & Palmer) then the Board had extended it another month, which she said was not good, and that a new attorney would cost the District money for time to catch up. Bizeau and Fields advocated for Sherman for a change. McMaster said the Superintendent and staff would be working with the attorney the most, and that Clements recommends John Bridges, and Bridges is a local, active individual within our community. Discussion - Fields asked whether Bridges had ever declared conflicts of interest; Clements said yes, that all prior counsel had, and that they always had represented CPRD because of the long relationship, even though they made less money. Rogers asked what has happened that is a problem, as there had not been any problems since she had been on the Board. McMaster said changing would cost the taxpayers more down the line and he didn't want to do that to the taxpayers.

Motion to change legal services to Sherman Sherman Johnnie & Hoyt, LLP.

Moved Jason Fields
Second Matt Smith
Aye Smith, Fields, Bizeau
No Rogers, McMaster
Passed 3 - 2

- b.** Ad Hoc Committee rules - Matt Smith presented his draft, including a code of conduct.

Discussion points included minimum number of five members, limiting to only District residents and former CPRD employees, term lengths of three years. Smith proposed opening committee applications anew, in light of changed public meeting laws; so committee members would have to apply again, and terms start new. Discussion. McMaster raised points of

staff demands in relation to committees. Julie Petersen said she could see where rules are needed; for instance, there was a committee member recently who had said that a few mass killings were needed, metaphorically, in order to get things done. The Board agreed that discussion on this member was to be continued later in the meeting. The Board agreed to have legal counsel review the final draft and bring it to a vote at the January 25th meeting.

Smith instructed staff to create a new form for committee members to sign, in order to agree to the new stipulations.

c. Approve System Development Charge rates for 2024-25

FCS Group letter from Nov. 16th on page 79 states that Seattle ENR for July 2022 to June 2023 is 3.9 percent, and the multiplier would be 1.0396. Clements updates the rates as they would increase accordingly on pages 80 - 82.

Discussion: Smith said he wants the Board to review each proposed increase, and not make automatic increases. Fields said that having learned more about CPRD and the need for new projects that he no longer believes that we can reduce SDCs, but he also does not support automatic increases. The Board agreed to discuss the potential of raising SDCs. Clements recommended passing the scheduled increase now, in order to notify the cities and county municipalities with letters of notification, as included in packet. Smith instructed Clements to bring a resolution to the next meeting stating that Board must approve any increases.

Motion to approve increase as is, with an amended resolution in January requiring that (automatic) any increases must be voted on by the Board.

Moved Jason Fields

Second Matt Smith

Passed unanimously

d. Proposed pursuit of acquiring Dundee Elementary School building

Discussion: Clements recommended pursuing purchase of the Dundee Elementary School building and developing therein an extended childcare program for newborns and up, as well as a general recreation center, and rental spaces.

Discussion: Speculation on potential financial assistance from County and City. Building modifications would be needed, and staff is still gathering cost estimates for those. Rogers urged caution, since this includes an assumption of ARPA funds, and such funding is not certain. Petersen emphasized the increasing need for space in order to meet the needs of the public.

The Board agreed that staff should move forward with this and would

conditionally approve of purchasing the building (with strong emphasis that conditions would have to be right).

e. Reports and comments from Board members

Matt Smith N/A

Jason Fields N/A

Gayle Bizeau said that she would wait until pickleball committee discussion.

Jim McMaster said that he had heard complaints about some park restrooms and would like to see all of them painted and in general made to look good.

Lisa Rogers N/A

VII. Old business/project updates

a. Committee updates - Mike Kringlen, pickleball committee, said one member thought that one of the decisions had been made outside of a public meeting. Smith clarified that neither staff nor Board members were voting members of committees; rather, they are liaisons. Kringlen said the only site that seems feasible is at Jaquith Park, so recommend making improvements - cover, lights, for eight courts. He sought a fast timeline from the Board. McMaster confirmed support from Board. He and Smith said that this request was unlike requests from the committee in the past, and seemed more feasible. The Board thanked Kringlen for his presentation and directed that it be placed on the agenda for January 25th.

b. Paddle launch update - N/A

VIII. From the superintendent's desk

a. Superintendent's report

1. Staff and Smith will meet with Newberg School District on Dec. 12th regarding proposed Renne Field development; contract negotiations continue.
2. Update on pool HVAC system - Clements included material in packet.
3. Bob and Crystal Rilee Park Committee - Postponed until Casey Creighton returns.
4. Report on operations and projects - See packet for staff reports.

b. Staff reports – Brief staff updates were given; see packet for detailed activity reports. Petersen provided more detail on her department. Petersen revisited the pickleball committee member issue. Smith asked whether that particular member was a resident in the District; Petersen said no. Smith said that under the committee new rules, together with her comment that the committee had voted not to keep that member... McMaster asked for confirmation that Petersen had provided

documentation of the complaint about this member that she had mentioned earlier in the meeting, and Petersen confirmed that it had been previously. Bizeau, Board liaison to the committee, said there were a lot of issues in the committee, and that there is a need for rules to be put in place. Petersen said she wished to acknowledge the hard work that the remaining members of that committee have done, in trying to do something positive, with correct objectives and goals.

**Motion to remove Hunter Wylie from the pickleball committee,
pursuant to committee's vote**

Moved Matt Smith

Second Jason Fields

Passed unanimously

- IX.** Correspondence
 - A. Citizen comments/evaluations – No discussion

- X.** Adjourned 8:35 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

Next meeting is scheduled for 6 p.m. Thursday, Jan. 25, 2024.