

OCHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
January 25, 2024
MINUTES

I. Matt Smith called the meeting to order 6:00 p.m.

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)

Casey Creighton, Assistant Superintendent

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kat Ricker, Public Information Director

Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Jeff Voreis, auditor with Pauly, Rogers and Co., P.C. (remote)

Steve Elzinga, attorney, Sherman Sherman Johnnie & Hoyt, LLP

Public:

Mike Kringlen, Pickleball CAC

Hunter Wylie

Korie Buerkle, Newberg Public Library Director

Steve Paulson, Golf Course CAC

Jen Yahn & Mark Brown, Newberg High School Booster Club

Matt Dolphin, Chehalem Heritage Trails CAC

Bob Travers, Golf Course CAC

Julia Kightly

Bob Freshman

Fred Robinson

Danna Kemp

(illegible) Pfeiffer

Tom Hammer

Susan Trantham, Newberg Pickleball

Ryan Geser, Bob and Crystal Rilee Park

Brian Bowman, mountain biking
Matt Dolphin, Trails Committee CAC

- III. Approval of or changes to agenda – Don Clements asked the president to introduce new legal counsel, which Matt Smith did, and Steve Elzinga introduced himself briefly as new legal counsel for CPRD.

- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meetings October 26 (revised with requested correction) and December 7, 2023
 - b. Approval of bills payable
 - c. Approval of financials
 - Moved Jim McMaster
 - Second Jason Fields
 - Passed unanimously

- V. Public participation
 - a. 2021 - 22 Audit - Superintendent's recommendation was to approve the audit. Auditor Jeff Voreis made a presentation. Some highlights: He said it was a clean audit, no reservations or disclaimers, so best opinion possible. On state minimum standards, they noticed that SDC was overspent by \$941,523: There was no appropriation for transfers or debt service; he cited issues related to Object Classifications under Oregon law; recorded activity mapping was off because these were actually debt service payments. Also, there was no separate management letter issued. Several best practices were noted in Board letter, including but not limited to, that CPRD often carries cash and balances in excess of insurance coverage amount, plus issues identified in areas of accounts payable, and segregation of duties.

MOTION to approve acceptance of audit as presented

Moved Lisa Rogers

Second Jason Fields

Passed unanimously

b. Mike Kringlen, Pickleball CAC - Thankful to Clements and Casey Creighton for potential two rectangular court areas which they outlined in Jaquith Park; thankful to Gayle Bizeau and Julie Peterson for support of lighted courts. He asked whether the Board would expect the committee to work with Clements and Creighton on goals; Matt Smith that will be discussed. He asked whether lighted courts would be in the 2024 budget; Creighton said it will be, and Clements said the intent is to put it in the budget but noted that the budget must then be approved.

c. Hunter Wylie identified several criticisms of CPRD's financial transparency;

for instance, he said financials are not being presented to the Board, and false statements were being made about them. Wylie said that as to potentially purchasing Dundee Elementary School, CPRD would be asking taxpayers to purchase something that they already own; plus, Sander Estate is directly across the state and that project hasn't even been started, after five years.

d. Korie Buerkle requested that CPRD turn over historical documents located in the Bob and Crystal Rilee Park garage and outbuilding, to Newberg Public Library, to house them in the Library Annex, in order to preserve them better and to catalog and make them available to the public.

Matt Smith said this would be discussed later in agenda...

e. Steve Paulson spoke about why the Golf Course CAC dissolved and why members may not wish to reapply. He said CPRD leadership wants to silence people, that the committee had made several recommendations to the Board which had been denied, such as making it possible for golf course employees to receive tips over credit card and cash. He criticized CPRD's maintenance of the course and cited statements by Bill Snow and Ken Austin (that CPRD would make a beautiful golf course and not maintain it). Paulson urged the Board to change leadership of CPRD, that 34 years showed a need for change, and if the Board would not do it, then get people in here who would.

f. Jen Yahn and Mark Brown requested \$50,000 for Newberg High School Booster Club in order to purchase an updated sound system for the stadium and gym in time for graduation; the project was estimated at \$80,000 to \$100,000, and she reported there had already been some supporters who had come forward.

g. Bob Travers, Greens resident and member of Golf Course CAC, said he had been sold on golf course by Don Clements and told that the clubhouse would be an addition, but a triple wide trailer had been place there instead. Golf course had been beautiful when built. He and the committee had assisted some Board members to be elected on basis of support for committee's goals, and were disappointed by the Board when they followed the superintendent and staff recommendations. Board priorities recently placed clubhouse near bottom of list, he said. He said shame on those of you not listening, and accused Board of broken promises.

h. Julie Kightly wanted website updated by 5 a.m. when it opens, not at 7 as it had been when she had looked for it during recent weather event, and said that voicemail link had not taken her to announcements that she sought.

i. Fred Robinson complimented the Board on increasing and recommended that the Board continue to approve scheduled System Development Charge fee increases, as the revenue is important.

j. Dawn Paulson on proposed purchase of Dundee Elementary School, and CPRD's culture of lack of maintenance. She cited the amount of properties that CPRD owned, versus the maintenance budget and said CPRD would have to double its budget in order to properly maintain property. She urged change of leadership at CPRD and urged the Board not approve purchase of school.

k. Mayor Bill Rosacker, had requested CPRD make two changes to its SDCs and was disappointed that the Board had not even discussed or considered it. He said he was speaking as an individual when he said that CPRD took a 2017 version and cut and pasted new numbers into the SDC charts, and nothing else was changed. The project for 18 miles of trails has been in budget for an \$80 million project for years, which would now be around \$120 million. There should be money available for trails. But CPRD has been using that for services on debt, which he questioned the legality of, and urged CPRD to check with attorney on potential illegality of that.

Board Discussion:

Library request to house documents - Lisa Rogers asked if those who had been on Foundation were in support of this; Danna Kemp, who was in the audience, said she would be happy to help the library on this.

Attorney Elzinga advised that since this was not on the agenda, he recommended that it be placed on a future agenda for a future meeting for deliberation. Smith directed Clements to put this as an action item at a future meeting.

NHS Booster request - Jim McMaster asked for Julie Peterson's input on the sound system and then directed staff to come back with a recommendation on the next meeting agenda. Discussion of other pledges and upcoming fundraising event in March.

VI. Matt Smith called for a five-minute break.

VII. Action items/committee reports/Board comments

a. Appointment (reappointment) of Budget Committee members. Terms in place at this time:

Elijah Dickson - appointed 2020 - 2023

Elizabeth Comfort - appointed 2022 - 2024

Jim Talt - appointed 2022 - 2024

Mike McBride - appointed 2023 - 2025

Note: Andrew Yinger's term has expired (2020 - 2023) and he has notified CPRD that he is unavailable for the 2024 - 2025 budget cycle.

MOTION to approve the four previous budget committee members who are willing to serve again.

Moved Lisa Rogers

Second Jim McMaster

Passed unanimously

- b. Approval of bid from Stark Street Lawn & Garden West in the amount of \$16,631.08, for parks equipment (trailer intake hose, debris hauler, leaf mulcher).

MOTION to approve bid for purchase as submitted

Moved Jim McMaster

Second Jason Fields

Passed unanimously

- c. Continued discussion toward approval of Citizen Advisory/Ah Hoc Committee policy guidelines as proposed by President Matt Smith. Attorney Elzinga confirmed that he had seen it and that it looked fine. Rogers thanked Smith for doing a good job with this.

MOTION to approve rules as presented in packet

Moved Lisa Rogers

Second Jason Fields

Passed unanimously

- d. The Board considered taking action to sign letters to representatives, seeking clarification on recent legislative action regarding matters of public recreational trails and recreational immunity. The action of signing and sending letters has been recommended by Oregon Recreation and Park Association and Chehalem Heritage Trails Citizens' Advisory Committee.

MOTION to present the letters as written

Moved Jim McMaster

Second Jason Fields

Passed unanimously

- e. Review of updated proposed master plan for Bob and Crystal Rilee Park, summaries of feedback from focus group, provided by NV5 and CPRD staffer Casey Creighton. The Board will vote to adopt the finalized plan in February. Smith directed staff to also add to the Feb agenda, resurrecting the Bob and Crystal Rilee Park committee. Discussion: Clements stressed

that any adopted master plan must be a fluid document that can change.

- f. Superintendent requested that the Board approve RESOLUTION 01-01-24, approving scheduled rate increase for System Development Charges (SDCs) effective July 1, 2024, adjusted by Superintendent Don Clements using Seattle Construction Cost Index.
Fields asked legal counsel whether we could change what we are doing here. Elzinga said that he needed to look into this further, but for instance, if the Board has authority to designate the inflationary increase, then it has authority to decrease it. He said that the concerns that he had heard raised tonight during comments were not pertaining to that, and on what he did hear, he is not prepared to comment on tonight. Smith said we will get a legal opinion on the next month, for vote then if Board is then ready.
- g. Continued discussion on potential pursuit by CPRD to acquire vacated Dundee Elementary School building. Clements said he did not think that CPRD could afford it at this time and did not recommend purchasing it now, since CPRD had not received ARPA funds it had been hoping for. However, he recommended that CPRD continue just in case NSD might not get a buyer, and then declared the building as surplus and then CPRD might get it for free. He acknowledged that he was dreaming, but said he thought it was too early to abandon pursuing it. McMaster this was a chance for Dundee to have a community center, and he would like to hear from the Dundee community whether it would like to have a community center, and look outside the box on this. Discussion on options, possibilities, whether CPRD staff had reached out to County. Discussion ended with no vote.
- h. Reports and comments from Board members
Lisa Rogers said CCC had started construction on staircase and upper story, also the disc golf course/Ewing Young Park were well maintained in face of recent extreme winter weather.
Gayle Bizeau asked about pickleball plan and at what point would we have input on masterplan; Clements said we are getting cost estimates now, and once those are approved, then we will work with the committee to come up with what we can and can't do - resurface existing tennis courts, and make new ones. Horseshoe pits - Clements said we are moving part of them; Creighton said we are working on parking designations. Discussion on whether to leave them intact or make into parking, and were they actually being used anymore. Peterson said that 12 courts would be added, plus two reconstructed, so 14 total.
Jim McMaster urged insulation be put back in at CCC. Jim said since we put \$400,000 in the budget for pickleball, he wanted to see some

movement on this so we could move forward next year. Gayle said that in the parking at the pool, compact car spaces are farther away from regular car spaces, which is backwards. Jim McMaster said there had been a lot of back and forth with City on that parking, and he didn't know if we could make any changes.

Note that discussion jumped to paddle launch (See VIII.b.)

VIII. Old business/project updates

a. Committee updates

1. Chehalem Heritage Trails CAC - No presentation
2. Pickleball CAC - No presentation
3. Golf Course CAC - No presentation

b. Chehalem Paddle Launch - Clements said there is nothing to report. Jason Fields asked if there is anyone on the Board taking the lead on this. Jason said he wants to make sure that we take care of our mountain bikers, and even if we don't have a paddle launch, we should consider it for bicycles. Fields said he will talk to a County commissioner Saturday. Clements said he will have John Bridges (outgoing legal counsel) to the new legal counsel (Clements indicated Steve Elzinga) and get him up-to-date on this topic and what has been done.

IX. From the superintendent's desk

a. Superintendent's report – Budget update - Clements said that we will not increase it, but out of the contingency, we will increase work in the parks department, and we will explain why. He is aiming to stay within a five percent increase so that the Board can approve a resolution to increase funding for part-time positions in parks department, in Feb. meeting.

b. Staff reports – Brief staff updates were given; see packet for detailed activity reports, pages 261 - 277.
Julie Peterson said that the City of Carlton has asked CPRD to run their outdoor pool. McMaster asked if CPRD has enough staff for our own facility before we consider that, and we need to either make money or break even on it. Julie said we are only gathering information on that. She said expenses versus revenue at aquatic center was outside-the-box thinking and staff there was really hustling.

X. Correspondence

- A. Citizen comments/evaluations
- B. Miscellaneous information

XI. Adjournment – Smith moved to adjourn 8:36 p.m.

Next meeting:

Respectfully Submitted,

Kat Ricker, Public Information Director

Next scheduled meeting: Feb. 22, 2024.