

**MINUTES**  
**CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS**  
CPRD ADMINISTRATION OFFICE | 125 S. ELLIOTT ROAD, NEWBERG, OR 97132  
6 PM DECEMBER 4, 2025

- I. Director Nick Konen (stand-in for President Jim McMaster) called the meeting to order at 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call
  - Board members:
    - Jason Fields
    - Nick Konen
    - Jim McMaster (remotely)
    - Brandon Slyter
    - Matt Smith
  - CPRD Staff:
    - Richard Cornwell, IT Specialist (meeting operator)
    - Clay Downing, Superintendent
    - Julie Petersen, Special Services Supervisor/Recreation Supervisor
    - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
    - Note: Excused - Casey Creighton, Assistant Superintendent
  - Public Signed in: Michael Gunn
- IV. Approval of Agenda

Jason Fields moved, Matt Smith seconded: **TO APPROVE THE AGENDA.**  
*Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes Smith-yes. Motion carried 5-0.*
- V. Public Participation - Mr. Gunn, representing the Crystal Rilee Park Equestrians, requested that the Board provide a statement clarifying that any individual wishing to challenge or modify the existing CPRD policy prohibiting bicycles at Crystal Rilee Park would be required to submit a formal written application that includes justification for the proposed change. Mr. Gunn further stated that such a request should be placed as an agenda item at a future Board meeting to ensure proper public notice and to allow interested parties the opportunity to provide testimony or opposition. He asked the Board to confirm at tonight's meeting that this would be the required process for any proposed policy change related to bicycle use at Crystal Rilee Park.
- VI. Approval of Consent Agenda
  - a. Approval of Oct. 23 meeting minutes

b. Approval of October financials

Matt Smith moved, Jason Fields seconded: **TO APPROVE THE CONSENT AGENDA.** Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.

b. Action items/committee reports/Board comments

- a. Board meeting calendar for 2026 – Matt Smith noted it may be beneficial for the CPRD Board to hold a meeting in July as every other year is an election year and new board members are sworn in at that time.

Fields moved, Smith seconded: **TO APPROVE THE CPRD BOARD OF DIRECTORS 2026 CALENDAR OF REGULAR MEETINGS AND ALSO MAKE THIS CALENDAR A REOCCURRING ANNUAL CALENDER GOING FORWARD.** Jason Fields moved, Brandon Slyter seconded. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.

- b. Budget Calendar for 2026 - Clay proposed holding a work session with the Budget Committee to allow staff to better understand expectations, calibrate the budget appropriately, and receive guidance from the committee. Staff proposed March 12, 2026, as the tentative date for the work session. Staff will also bring information to the January Board meeting regarding interest in serving on the Budget Committee. There is currently one open position, and staff will reach out to current appointees to confirm their continued interest in serving. Smith moved, Fields seconded: **TO APPROVE TO DIRECT STAFF TO ADVERTISE AND FILL THE VANANCY(s) THAT MAY EXIST AFTER DISCUSSION WITH CURRENT BOARD AND BUDGET COMMITTEE BOARD MEMBERS, ALSO ADOPT THE PROPOSED BUDGET CALENDAR FOR YEAR 26-27 AND TO APPOINT OUR SUPERINTENENT AS THE BUDGET OFFICER.** Matt Smith moved, Jason Fields seconded. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.

- c. Discussion and Policy Direction for District Purchasing Authority and Thresholds – Clay suggests clarifying signing authority, including who has authority (when it applies) and the scope of that authority. He recommended adding this clarification to the Employee Handbook. Clay also shared comparisons with neighboring districts of similar size. Discussion followed regarding when purchases are made by staff versus when they should be brought to the Board for approval, particularly in relation to the current \$10,000 threshold. The updated policy is included on page 28 of the Board packet. Jason expressed a desire for any major purchases not included in the budget or funded through

contingency to be brought to the Board for approval. Clay will return to the Board with a proposed policy regarding District Purchasing Authority

- d. Pickleball Citizen's Advisory Committee recommendation that the Board of Directors approve a motion to dissolve the Pickleball CAC and transition the group to focus group of volunteers working directly with staff.

Jason Fields moved, Nick Konen seconded: **TO APPROVE DISSOLVING THE PICKLEBALL CITIZEN'S ADVISORY COMMITTEE.** Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes Motion carried 5-0.

- e. Adopt Resolution 2025-10 recognizing Pickleball Citizens' Advisory Committee - The Board expressed appreciation for the CAC's efforts and encouraged ongoing communication with staff regarding suggestions, improvements and other input. CAC member Sheryl Greiner thanked the Board for listening to the committee and for being open to moving forward with the construction of the Jaquith Park pickleball courts.

Brandon Slyer moved, Matt Smith seconded: **TO ADOPT RESOLUTION 2025-10 IN RECOGNITION AND APPRECIATION OF THE PICKLEBALL CITIZENS ADVISORY COMMITTEE.** Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes Motion carried 5-0.

- f. Authorization for Chehalem Park and Recreation District to enter into a Lease Agreement with Newberg Dundee School District for Use of and Improvements to Renne Field - The Oregon Parks and Recreation Department requested that the existing IGA between the two districts be converted into a lease agreement for two primary reasons: concern that the project could be repurposed after the investment is made, and to ensure that the primary use remains for public access. Matt Smith requested that this project be treated as a priority and emphasized the importance of completing the agreement between the two entities. Clay will spearhead communication with the Newberg School District Board. Nick Konen moved, Matt Smith seconded: **TO ADOPT AND APPROVE THE ENTIRE LEASE AGREEMENT WITH AMENDED LANGUAGE AS DISCUSSED.** Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes Motion carried 5-0.

- g. Presentation of the Results of a Districtwide Community Input Survey – Staff presented the results of a districtwide community input survey. The in-house survey received 829 responses. The District expressed interest in conducting a similar survey every two years to track community sentiment. The survey focused on current district performance, feedback on facilities, and included



both quantitative and qualitative community input. The CPRD average rating is 3.7. See Districtwide Community Input Survey. Board Comments

Jim McMaster thanked staff for their hard work.

Jason Fields and Jim McMaster went door-to-door to talk to the folks that live near Ewing Young Park. There were some people that were excited about the idea of having access to the park through their property. More often than not, more people wanted us to move forward with the Ewing Young Bridge Project. He feels it is important to get out and talk to the public. Open house was valuable.

Nick Konen talked about a place for bikes in our District. He would like to see us pursue working with Recreation Ready to work with them regarding a feasibility study for mountain bikes. Matt Smith – the President of GFU spoke to City Club about their relationship with community partners. Would like to see CPRD get involved and nurture that relationship. Thinks it's important to work with and for the public and a little communication goes a long way. We need to be depoliticizing things that aren't political. This board should be about good policy making and getting out in the community talking to people.

Brandon Slyter- last month CPRD hosted Special Olympics at the Aquatic Center, Yamhill County did great. We should be mindful and utilize our tools in the best way. Asked if bikes wanted to be on the agenda in January.

Jason Fields spoke about Don Clements talking to every single property owner that lived around the golf course (3<sup>rd</sup> nine) and the campground site. At one point he had the verbal approval of every single property owner where CPRD was going to use/lease some of their property. Great idea to have board members go out and get some traction and possibly access the Ewing Young property. This might be a possible place for bikes to use.

c. Old Business

a. Citizen Advisory Committees updates

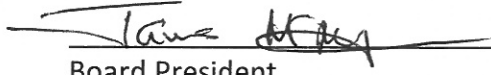
1. Pickleball – No update
2. Chehalem Heritage Trails – No update
3. Golf Clubhouse Development – Roger Coleman, co-chairperson of GCD Citizens Advisory Committee. At the meeting next Monday, the committee would like to present a final report to the board. Hoping for an update from staff on consultants and appreciate the agreement the board agreed upon. They have created a subcommittee to talk about the future of their committee and what their roles might be moving forward.

Hoping to have a meeting with Board liaisons in October with regard to Citizen Advisory Committees.

- d. Superintendent Report and Capital Project Updates – Open House was well attended, excited to be a part of a community event that had so much interest. Clay thought his Open House team had the best snacks and Julie Petersen vehemently disagreed. Jim mentioned the board will be evaluating the Superintendent in time his first-year anniversary in February. Brandon and Jim will be working together on the 360-style evaluations of the superintendent.
- e. Staff Reports - presented; see packet for detailed reports.  
Bryan Stewart: No updates  
Julie Petersen: Mentioned Santa at the Aquatic Center, encouraged the Board to take a look at the Lego display of a turf field in the Special Services offices. Matt Compton was in charge/built this display. Talked about the aquatic center offering free swim lessons to all 2<sup>nd</sup> graders attending the six elementary schools in the District. This is a result of a grant which Krista Miller applied for and was awarded. The aquatic staff is teaching high school swim courses to NHS students; in turn, those students are going to teaching the 2<sup>nd</sup> graders how to swim.
- f. Correspondence - None
- g. Adjourned 7:39 p.m.

Next meeting: January 22, 2026 at 6:00 pm

MINUTES APPROVED ON 1-22, 2026

  
Board President

ATTEST

  
Julie Petersen, Recorder of Minutes  
(Recorder of Minutes)

