

MINUTES
CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS MEETING

CPRD Administration Office
125 S. Elliott Road | Newberg, OR 97132
March 27, 2025

- I. President Matt Smith called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call
 - Board members:
 - Matt Smith, President
 - Jason Fields, Vice President
 - Gayle Bizeau, Secretary/Treasurer
 - Jim McMaster
 - Lisa Rogers
 - CPRD Staff:
 - Richard Cornwell, IT Specialist (meeting operator)
 - Casey Creighton, Assistant Superintendent
 - Clay Downing, Superintendent
 - Julie Petersen, Special Services Supervisor/Recreation Supervisor
 - Kat Ricker, Public Information Director
 - Kellan Sasken, Special Services/Golf Director - *remote access*
 - Maxwell Siderius, Golf Course Superintendent
 - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
 - Public:
 - Bob Travers, Golf Course CAC
 - Lynne Patrick
 - Danna Kemp
 - Lauren Pfeiffer
 - Brandon Slyter
 - Rebecca Wallis
 - Mary Starrett, Yamhill County Commissioner
- IV. Changes to agenda – None
- V. Approval of Consent Agenda:
 - a. Approval of minutes of regular Board meeting Feb. 27, 2025
 - b. Approval of bills payable
 - c. Approval of financials
 - Jim McMaster moved; Jason Fields seconded: **TO APPROVE THE CONSENT AGENDA.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-*

yes. Motion carried 5-0.

VI. Public participation

- a. Danna Kemp /Crystal Rilee Park Equestrian (nonprofit) - gave update on donations: approx. 1) \$30,000 in cash; 2) "all-weather footing" valued at approx. \$109,000 (mixed media base designed for arenas; gravel to be added over it later on)--20 dump truck loads, to cover 1,000 linear feet, 3' wide--and asked the Board to accept the donation and match it with \$109,000 toward rock and additional material. Discussion - questions on the material, donation terms. Fields urged accepting a donation if possible. Board agreed to defer to staff to research the material, budget, and return with a recommendation.
- b. Becky Wallis requested that CPRD partner with veterans and donate or lease Bonnie Benedict Preschool, if it becomes available, or another property, to become a facility for veterans to hold meetings and counselling, and form a committee to address veterans' needs.

VII. Action items/committee reports/Board comments

- a. 2023 Audit Report (for FY 2022-23): Resolution 2025-01 for a Proposed Plan of Action, and authorization for payment of \$28,800.00 to Pauly Rogers & Co. for audit services. Discussion: the deficiencies identified in the audit which are addressed in the plan of action prepared for Board approval and subsequent submission to the Secretary of State include access controls, audit preparedness/balance sheet accounts, and capital asset documentation. Discussion: At Smith's request, Downing described (for the public's understanding) audit requirements and why this audit had been late. Downing talked about the plan of action and which items had already been addressed, such as separation of access for superintendent, which he said had already been in place when he began his employment.

*Lisa Rogers moved; Jason Fields seconded: **TO ADOPT RESOLUTION 2025-01, which directs staff to engage in a Plan of Action to address findings communicated by the auditor in the 2023 audit.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

Public: Bob Travers asked questions about the audit; Downing responded.

- b. Special Services Supervisor Julie Petersen made a presentation on the state of Bonnie Benedict Preschool and why the staff has made the difficult decision discontinue the preschool and Pre-K programs. She introduced CPRD retiree Lynne Patrick, who had worked in and eventually became administrator of the preschool and childcare programs. Petersen talked about the necessity to cover costs in order to

make programs sustainable, declining enrollment, and that local parents now have options available. She presented about the history of the program (Newberg's first preschool, since 1968), Bonnie Benedict herself, and other key persons who had worked in the program over the years. Reasons for closure - costs of operation have risen while revenue has dropped; Net Revenue has been in a growing deficit for several years and is more than \$66,000 so far this year. Now, free preschool and childcare options are available; declining enrollment; nonpayment of tuition; an aging facility. There are 12 registered preschools in the Newberg/Dundee area, she reported. She described the alternative funding ideas that had been explored and the effects that the closure would have.

"To fully recover, we would need to close a \$67,000 gap, either by increasing tuition, securing outside funding or significantly cutting costs. Given declining enrollment, aging facilities and the availability of free preschool alternatives, the financial reality suggests that continued operation is not sustainable," Petersen reported.

Discussion: Rogers asked about the cost of the alternative providers to the families who would go to them. Rogers asked why she didn't come to Board earlier to improve the playground and facility. Petersen described using a grant for painting and some repairs, and the work that had been done on the roof. Lynne Patrick said the playground was a courtyard, not a playground, so it was a solid surface; the building was built in 1909. Rogers voiced concern that if we closed this, she did not want to see money put into improving it for something else; Petersen said that was not the plan. Fields said he was uncomfortable getting rid of this program even at a loss; said building is dilapidated and suggested selling the building and purchasing Dundee Elementary School building, and place childcare and veteran care there, and he had given staff information about grants. McMaster asked how many children were affected; less than 20. Grace (staffer) said most preschools in the area are full and not accepting any more. McMaster said he would not be in favor of keeping the program in that building or remodeling such a small space. Petersen had Patrick describe incidents of homeless persons breaking in and living in the building. McMaster said the money to purchase and maintain the Dundee El. School was not in the budget. Discussion focused on the building being considered the main reason for the low enrollment, and whether another building could house the program. Downing said the policy was to be 100 percent cost recovery; therefore, he asked the Board, how far off from this is it okay to be, because this program is not there? Smith directed staff that if other options were possible, to bring that to the Board. Smith said that in a public comment to Board, a preschool provider had reached out offering to lease the building. Grace spoke about her experience working at the preschool, its value, and that she wants the opportunity to change the program, not see it close. Fields

urged trying to keep it open. A woman in the audience expressed valuing it. Fields urged her to contact people to create a waitlist for the preschool. Discussion on how high enrollment would need to be; outreach and promotion that has been done over the years. Petersen said the free preschool through the school district was a big factor. Smith said this is a discussion that we will continue to have as a Board.

- c. Appointments to fill two vacancies on Chehalem Heritage Trails CAC. Committee Administration Liaison Kat Ricker reported that all four originally unappointed applicants to the committee have confirmed their availability and willingness to serve: Anna Danese, Lisa Gilbertson, Alan Holstein, and John Rueter. Discussion: Two vacancies and four applicants. Discussion: Holstein had served previously; Rueter would represent Dundee.

Gayle Bizeau moved, Jason Fields seconded: TO APPOINT ANNA DANESE AND JOHN RUETER. Votes: Bizeau-yes; Fields-yes; McMaster-yes; Smith-yes; Rogers-no. Motion carried 4-1.

- d. Golf Course CAC member Jeff Dillon has resigned. Committee President Bob Travers reported that the committee will discuss this at their next meeting. Smith directed him to return with a recommendation on how to proceed.

Smith then asked Travers to give his report on the Golf Clubhouse Development CAC, and he did. Travers said the clubhouse would be a revenue generator and patronized by nongolfers as well. He intends to bring the committee's recommendations at the April meeting - feasibility and business plan, costs.

Smith then asked Nick Konnen to give pickleball committee report; Konnen said the committee is planning a listening meeting for the public regarding the upcoming new facilities.

Smith then asked for trails committee update. Danna Kemp said they have been working on signage and mapping with staff to map the east side of 'Rilee Park, and working to provide a memorial bench for Russ Sheehan, and organizing volunteer recruitment for groundwork.

- e. Reports and comments from Board members (Skipped)

Matt Smith

Jason Fields

Gayle Bizeau

Jim McMaster

Lisa Rogers

VIII. Old business/committee updates/project updates

- a. Citizen Advisory Committees updates

1. Pickleball
2. Chehalem Heritage Trails
3. Golf Clubhouse Development

- IX.** Superintendent's Report and Project Updates - Superintendent Clay Downing provided an update and also presented the Projects Update on behalf of consultant Gary Barth. Downing directed the Board to his written report in the packet. Highlights: planning to apply for grant associated with major renovations for preschool site; feasibility study for golf clubhouse is in budget. Barth's temporary service is winding down, and staff is looking at alternatives for continued services; he confirmed that this would be included in the upcoming budget. Capitol project updates: Sander Estate got approval at Dundee City Council meeting, moving ahead; Jaquith Park public comment period closed, now in agency review, and we are waiting for City staff report. Potential support for Legislative piece on recreational immunity; efforts on improved communication with Chehalem Cultural Center; Julie Petersen will represent CPRD on Taste Newberg Board. April 12th: Camellia 5K/10K and related Camellia activities at cultural center. McMaster recommended the Board send a letter on recreational immunity.

*Lisa Rogers moved; Jim McMaster seconded: **TO DIRECT STAFF TO DEVELOP LETTER FOR LEGISLATIVE CONCERN REGARDING RECREATIONAL IMMUNITY.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

- X.** Staff reports presented; see packet for detailed reports from Bryan Stewart, Julie Petersen, Kellan Sasken.
Introduction of Max Siderius, the new Maintenance Coordinator of Chehalem Glenn Golf Course, who started in December. He noted that he had been a student of Bonnie Benedict Preschool, and Lynne Patrick said that she had been his teacher.
Creighton gave an update on the on the proposed bypass trail and where it is in the City Land Use process.
- XI.** Correspondence - No discussion.

Reports and comments from Board members:
Jim McMaster commended Sarah Larison, senior center coordinator, and appreciated her report in the packet.
Matt Smith - progress with Ewing Young Park bridge; we would be doing some outreach; Downing said that would be happening in summer, and he had reached out to City of Silverton and others for more information on relevant Land Use and intended to go back to City of Newberg eventually.

Lisa Rogers complimented staff in general.

Jason Fields - N/A

Gayle Bizeau - N/A

Public comment - Cornwell attempted to include raised hands from public viewers and said that it appeared that we were "getting Zoom bombed." No public comments were recorded.

XII. Executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions: ORS 192.660(2)(e)

Start time: 8:24 p.m.

End time: 9:04 p.m.

XIII. At 9:07 p.m. Smith reconvened the meeting and immediately adjourned it.

Next meeting: May 22, 2025

Recorder: Kat Ricker, Public Information Director