

**MINUTES**  
**CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS**  
CPRD ADMINISTRATION OFFICE | 125 S. ELLIOTT ROAD, NEWBERG, OR 97132  
6 PM MAY 22, 2025

I. Jason Fields (filling in for President Matt Smith) called the meeting to order 6:00 p.m.

II. Pledge of Allegiance

III. Roll Call

Board members:

Matt Smith, President (Zoom)

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

Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public:

Bob Travers

Nick Konen

Brandon Slyter

Brian Bowman

Lisa Adams

Ryan

IV. **ANNUAL BUDGET HEARING OPENED AT 6:01 p.m.**

V. Approval of or changes to agenda –

A request from Habitat for Humanity for CPRD support in applying for Construction Excise Tax (CET) from the City of Newberg for affordable housing – Clay suggested adding to Action Item with/SPARK.

A sponsorship request from Newberg Early Bird for their upcoming Rotary Club for upcoming golf tournament hosted at Chehalem Glenn – Clay suggested new action item under section 8.

Correspondence from Hunter Wylie, including summary of trail mileage and updated Local Government Investment Pool balance information – Clay suggested moving to item 12A.

*Jim McMaster moved, Lisa Rogers seconded: **TO APPROVE THE AGENDA.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

**VI.** Approval of consent agenda

- a. Approval of minutes of Board meeting: April 24, 2025
- b. Approval of April financials

*Lisa Rogers moved, Gayle seconded: **TO APPROVE THE CONSENT AGENDA.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

**VII.** Public participation

- a. Bob Travers asked questions about the LGIP fund.

**VIII.** Action items/committee reports/Board comments

- A. Adoption of Resolution 2025-05: Authorization to apply for LGGP grant  
Discussion highlights: Bryan and staff received extension for \$99,000 grant, CPRD providing in-kind donation of \$50K, \$50K provided by Yamhill Soil Conservation District.

*Lisa Rogers moved, Jim McMaster seconded: **TO APPROVE 2025-05.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

- B. Adoption of Resolution 2025-06: Amendment #1 to a Contract for Services for Lango Hansen Landscape Architects, to increase Scope of Work by \$19,600.

Discussion highlights: Dundee City Council required CPRD to change Master Plan for Sanders Estate Park Project, thus created unexpected work areas outside of normal scope of work.

*Jim McMaster moved, Matt Smith seconded: **TO APPROVE 2025-06.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

- C. Member Appointments to Golf CAC: **TO APPOINT COREY ASBELL to CAC.**

Discussion highlights: Professor Adjunct – GFU

*Jason Fields moved, Jim McMaster seconded:*

*Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

- D. Approve updated Spanish language translator contract with Deborah Berho

Discussion highlights: Updated contract with Deborah Berho, increase in rate of \$33 per hour.

*Lisa Rogers moved, Jason Fields seconded: **TO APPROVE SPANISH LANGUAGE TRANSLATOR CONTRACTOR.***

*Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

E. Provide Direction to Staff for Request for Endorsement and Letter of Support from SPARK NEWBERG

Discussion highlights: Construction excise funds from City of Newberg. Lisa would like additional information; Jim mentions nonprofit is pending. Matt doesn't think it's wise to approve, might be interested down the road. Jason states it seems too soon.

F. Approve staff-recommended purchase of gymnastics equipment for approx. \$15,000

*Lisa Rogers moved, Jason Fields seconded: **TO APPROVE TUMBL TRACK GYMNASTICS EQUIPMENT.***

*Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

G. Discuss potential scheduling of a work session July 10th to discuss Board Priorities. **APPROVED BY ALL BOARD MEMBERS.**

H. Board Comments

Matt Smith – NONE

Jason Fields – Congratulations incoming board members, thanks Lisa Rogers and Gayle Bizeau for their hard work.

Gayle Bizeau – Echoes sentiment about incoming board members.

Jim McMaster – Enjoyed going door-to-door and looks forward to sharing info with staff.

Lisa Rogers – Congratulates Jim/Nick/Brandon. Bart Rierson, former CPRD and Newberg City Council board member, has been diagnosed with pulmonary fibrosis and is in need of a lung transplant. Bart started the Paddle Launch offered by CPRD years ago. Bart's GO-FUND-ME account \*Clay mentions a quorum is needed for June 26, 2025, CPRD board meeting to adopt the 2025-2026 budget. All 5 board members can attend June meeting.

I. Cash sponsorship for golf tournament request from Rotary for golf tournament at Chehalem Glenn. Jim thinks there needs to be a CPRD policy regarding in-kind donations and is concerned about setting a precedent for other organizations. Jim suggests reaching out to SDAO for policy advice.

## **IX. Old Business**

A. Continued discussion on the future of the preschool closure

Discussion: Gayle, Matt, Jim McMaster approve closure; Lisa Rogers and Jason Field disapprove. CPRD staff applied for the Business Oregon Childcare Grant and will continue to work towards applying for grants to renovate Bonnie Benedict and Community Center.

*Jason moved, Lisa seconded: **TO KEEP SCHOOL OPEN, KEEP WORKING ON GRANTS, ASK STAFF TO LOOK AT OTHER IDEAS TO KEEP SCHOOL OPEN.***

Votes: Bizeau-no; Fields-yes; McMaster-no; Rogers-yes; Smith-no. Motion failed 3-2.

B. Citizen Advisory Committees updates

1. Golf Clubhouse Development – Roger Kuhlman from Golf Course Advisory committee presents Executive Summary and recommends support of the budget to commit to a feasibility study for clubhouse.

2. Pickleball – Nick Konen states Jaquith Park Project public meeting was a success. Casey suggests construction will begin the beginning of July. Next Pickleball Advisory Committee meeting will be July 3.

3. Trails – Fieldtrip on west side of Rilee Park, finalize map, volunteer day end of June. Trails look great, thanks Bryan Stewart's staff.

- X. Superintendent's Report and Project Updates; see packet for detailed report. Clay echo's sentiment about Bart Rierson. Working on audit, active and close to finishing. Matt Smith asks about Dundee meeting. UV system is not working, budgeted. Issues with dehumidifier and air filter system. All 3 units are separate, all working, yearly maintenance. Doors are not closing, tied in with units on the roof.

- XI. Staff reports presented;  
Bryan Stewart: Air mac units are working, #1 is operational and all three are drained/flushed, all three units are communicating to each other. Money in the budget to upgrade/replace current UV system. Doors are not closing, tied in with units on the roof.

Casey: Issues with dehumidifier and air filter system. Staff is working to schedule yearly maintenance for system with certified company. Extension for grant projects are completed.

Julie Petersen: Aquatic and Fitness Center visits: 4/1/25-4/15/25 = 8,266 visits, 4/16/25-4/30/25 = 7,439 visits.

See packet for detailed reports.

Brian Bowman Suggests reaching out to Energy Trust of Oregon for AQ assistance.

- XII. Correspondence

- XIII. Adjourned 7:07 p.m.

Next meeting: June 26, 2025

Recorder: Julie Petersen, Special Services Supervisor