

MINUTES
CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS
CPRD ADMINISTRATION OFFICE | 125 S. ELLIOTT ROAD, NEWBERG, OR 97132
6 PM JUNE 26, 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
 - Maxwell Siderius, Golf Course Superintendent
 - Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
 - Public signed in:
 - Kena Ramsey, Valley View Riders
- IV. Approval of Amended Agenda or Changes to Agenda – Amended on June 23rd: VII.B. to Oath of Office; D. to 2025-26
- V. Approval of consent agenda
 - a. Approval of minutes of Board meeting: May 22, 2025
 - b. Approval of May financials
 - c. Parks Supervisor Bryan Stewart recommendation for purchase of mowing and grounds equipment up to \$69,705.30 in value.
 - McMaster asked if this was a consortium that the Toros were being purchased from; Stewart confirmed that it was.
 - d. Approval of amended CPRD Employee Handbook
 - Lisa Rogers 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 - N/A

VII. Action items/committee reports/Board comments

A. Certification of election results for the May 2025, Special District Election: Board of Directors elected for terms beginning July 1 are Nick Konen and Brandon Slyter.

B. Oath of Office for Jim McMaster, Nick Konen, and Brandon Slyter.

Administered by Public Information Director Kat Ricker. Terms begin July 1.

C. Recognition of Service for outgoing Board Members Lisa Rogers (2017 - 2025) and Gayle Bizeau (2021 - 2025). Terms end June 30. Plaques and flowers presented.

D. Adopt Budget for FY 2026-26: RESOLUTIONS 2025-07, 2025-08, and 2025-09.

Smith asked about the preschool budgeting; Downing said that although staff will not be operating the preschool as was discussed, the funding will remain untouched in the budget, unless something arises directly applicable, such as renovation of the preschool building.

*Jim McMaster moved, Jason Fields seconded: **TO ADOPT BUDGET AND RESOLUTIONS 2025-07, 2025-08, and 2025-09.** Votes: Bizeau-yes; Fields-yes; McMaster-yes; Rogers-yes; Smith-yes. Motion carried 5-0.*

E. Reports and comments from Board members

Jim McMaster is pleased to see camps at Bob and Crystal Rilee Park and is noticing that the playground equipment that staff is applying for grants to replace are old and this is needed.

Jason Fields asked if any of the planned trails are going through public property. Brief discussion on this and budgeting for proposed bypass trails. Downing said it is not the intent to assume that the District can run through private property. Fields asked staff to provide a dollar figure for the bypass trail and expressed concern over spending money on trails to be used in part by visitors when closing locally needed childcare.

Matt Smith expressed appreciation to Bizeau and Rogers for their service, and said how excited he is to have the two incoming elected board members come on to continue the progress that has been made.

Gayle Bizeau - Appreciated blueberries that parks staff had planted for public in parks.

Lisa Rogers acknowledged volunteer efforts at recent park events to clear blackberries and more. Rogers expressed gratitude to the staff. She said it was a challenging piece to go through (changing leadership), but the District is in good hands and urged the public to stay involved.

VIII. Old Business/committee updates/project updates

a. Citizen Advisory Committees updates

1. Chehalem Heritage Trails - Lauren Pfeiffer said getting the maps and signage done at Crystal Rilee (park) was still the priority, and it was great to

have committee and staff working together, and there are lots of points of interest that had come from recent events. Bryan Stewart thanked the committee and volunteers for their invaluable contributions.

2. Golf Clubhouse Development - Bob Travers thanked the Board for allowing him to join the committee, and said he wanted to let the Board know why he had joined. Two years ago, he began petitioning and collecting signatures for getting a clubhouse built. Encouraged, he joined to ensure that voices were heard and to bring forth the vision for the golf course and clubhouse. Initiatives include promoting eco-friendly practices, fostering events, and more. Driven by deep-seated commitment to achieving great things, continuing effort to making the golf course a better place to be. (See draft Committee Report in the packet for more information.)

3. Pickleball - Nick Konen said the committee had not met since public open house last month and will be meeting later this month to discuss future of the committee.

- IX.** Superintendent Report and project updates - Still working on the audit report and trying to get that moving. Contacted Moody's and nudging auditors. Successfully filed overdue taxes for 2023 for Foundation and are now working on '24. Will be hiring a part-time Project Manager, using MWVCOG (Council of Governments), who are providing assistance in the meantime through Laura Conroy, Associate Project Manager. Golf Course Feasibility Study will be going out soon; RFP results will be brought to Board before hiring is done. Estate gift was made by Brillas family, and Mary Brillas has passed away: June 5, 2025, just three weeks before her 92nd birthday. CPRD sent a letter to the family with condolences. Downing had looked into the deed and did not find that anything needed to be done at this time. McMaster said a few words about Luis Brillas and his wife Mary and their dedication to CPRD.

An offer had come in expressing interest in subdividing a portion of property within Dundee-Billick Park; Downing said he does not recommend moving forward, but he is prepared to provide information to Board and to hear their thoughts. He said he chose not to identify the individual in the public meeting because he did not want to surprise the person by doing so. Downing said it is hard to give parkland back once it is given away. *Smith said he knew the owner and is recusing himself.*

McMaster said there are provisions on the donation, and he is not interested in pursuing this until he has more information. Downing sought clarification; McMaster said at this point, he has no interest in pursuing this. Rogers also said this did not appear to be beneficial to the District. Fields urged honoring any commitment that the District had made. McMaster recommended Downing thank them for the offer. The Board took no action.

July 10th Work Session for priorities had been scheduled, but staff realized that there was a need to meet in order to move active capital projects move forward, and so a special meeting was also tentatively scheduled for July

17th, in order to obtain Board approval for notice to proceed on Sanders Estate and Jaquith Park. Also, officer and committee liaisons could be done in July or August (Staff had found discrepancies in the District's annual scheduling of the appointments in the past.). Downing said this would be a special meeting on July 17th to do all of these items, but it would be a special meeting only for these items - no consent agenda. Downing said it would be nice to go dark/not meet one month in the summer, for staff and for people to schedule vacations. The Board agreed. Downing said the Public Information Director will cancel the July 10th meeting and advertise for the Special Meeting on July 17th.

The Board agreed to participate in the Newberg Old Fashioned Festival Grand Parade, and Downing said staff will send information to the Board.

Downing said we had met with the City of Newberg about Memorial Park; the City needs parking lot expansion of the police department and plans to expand into the park, which they own. Downing said he had responded with a statement to the City to the effect that CPRD does not like to see park land be lost but understands that the City may have the need to do this.

McMaster said that the gazebo was the City's property and park staff should not be responsible for any potential moving of the gazebo.

McMaster asked if park staff was maintaining the portion around the gazebo; Stewart said park staff is taking care of the entire park.

Casey Creighton presented highlights on capital projects. Renne Park (fields) grant; the state parks department had contacted him and, he said, we need to change it from an IGA to a lease agreement. Creighton said this would just be changing the title of the document, not the terms. Downing said that he had met with Dave Parker, school district superintendent, and we will retitle it and send it back to him so that Parker can share it with his staff, and then we will send it back to the state.

At the cultural center, we will conduct a one-year check of everything to make sure everything works, he said.

Project bid advertisements are open for Sander Estate and Jaquith Park pickleball courts. McMaster would like to see if we can apply for a variance, to see how the sound barriers will work. Downing said there is no regulation to vary, so it would not be a variance, but the City does have a Nuisance regulation, and since this is for an activity that we already do, this would be a request to modify a condition of construction. Discussion of potential options for sound barriers and standards used in setting the conditions. Julie Petersen was asked and said that aside from the man who spoke to the Board recently about the noise, they have not received any noise complaints, and the neighbors even seemed to enjoy the activity. Creighton said the requirement from City is to drop to 15 decibels; he estimated the decibels of pickleball and tennis (Tennis is much lower) and said that reports around the country had found that besides volume, pickleball had been found to have irritating sound qualities. He described attempts at noise mitigation

elsewhere. The barriers are clipped onto the fence, so easy to take down; cost is upwards of \$70,000 just for new courts, not entire facility. McMaster said let's take a look at it if the public wants them, then we'll do it. Pre-bid meeting had attracted five contractors. Things are rolling, he said.

- X. Staff reports presented; see packet for detailed reports. Julie Petersen talked about the Council of Governments dinner that CPRD had hosted on June 18th, and she and Matt Smith and Kat Ricker had been on the planning committee and Sawdust Club had made 100 pens. Trellis catered. Kat Ricker had emceed and was amazing, Petersen said, and Smith also emceed in the theater, and Fields sang, and it was really fun and a great event. Youth Sports Summer Camps going wonderfully; we partner with GFU for a free camp for kids in August, and GFU sports teams work with the kids, neat activity. We will host Summer Nationals in July. TumbleTrak arrived in recreation gymnastics program. Pickleball Tournament at Jaquith had been well attended. Kellan is busy with well-attended summer camps and tournaments. Aquatics and Fitness Center is now offering "sober" overnight graduation parties. Last graduation for preschool was a great day and a sad day; she acknowledged Deanna Rice and said that she was a great teacher and that program will be missed.

Stewart said we're busy behind the scenes. He answered some questions about the equipment being purchased.

Max Siderius said he is mowing the grass and keeping it green.

Amber Hill said she is working on the audits, and filing taxes for the Foundation, and also it is a busy time for summer hires. Staff is in the process of hiring a new accountant for the Foundation.

- XI. Correspondence & Misc. - Governor Kotek proclaims June 2025 Amateur Radio Month. CPRD supports the role of amateur radio within this agency and continued training of on-site licensed operators; this month, Kat Ricker and Richard Cornwell attended SEA-PAC, the annual ARRL Northwestern Division Convention. Downing thanked Kat and Richard for being part of that.

BREAK: 10 minutes beginning at 7:12 p.m.

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

Start: 7:31 p.m.

End: 8:18 p.m.

Public portion of meeting resumed and Smith adjourned.

- XIII. Adjourned 8:19 p.m.

Next meeting: Special Meeting on July 17, 2025

MINUTES APPROVED ON AUGUST 28, 2025

Jim McMaster, Board President

ATTEST

Kat Ricker, Public Information Director
(Recorder of Minutes)