

MINUTES
SPECIAL MEETING
CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS
CPRD ADMINISTRATION OFFICE | 125 S. ELLIOTT ROAD, NEWBERG, OR 97132
6 PM JULY 17, 2025

- I. President Matt Smith called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call
Board members:
Jason Fields
Nick Konen
Jim McMaster
Brandon Slyter
Matt Smith

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
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public signed in:
Brian Engstrom
Melody McMaster
-Additional attendees present did not sign in, including:
Don Loving, Board member for Life
- IV. Action Items
 - A. **Appointment of Officers**
 - 1. President Matt Smith
Nominated by Jason Fields
Second Matt Smith
Fields withdrew nomination and Smith agreed.

President Jim McMaster
Nominated by Brandon Slyter
Second: Nick Konen
Passed unanimously
 - 2. **Vice President Nick Konen**
Nominated by Jim

Second Brandon Slyter
Passed unanimously

3. Secretary/Treasurer Matt Smith
Nominated by Jason Fields
Second Nick Konen
Passed unanimously

Passing of the gavel: new President Jim McMaster took over chairing the meeting.

Discussion of the Board's mutual intention to cooperate and serve the District and County well.

B. Appointment to internal CPRD committees

1. **Financial and Personnel** - Brandon Slyter, Jim McMaster
2. **Recreation Programming** - Nick Konen, Jason Fields
3. **Parks and Development** - Matt Smith, Jim McMaster

C. Appointment of Board liaisons to other municipal entities and agencies

1. County of Yamhill - Jason Fields
2. Special Districts Association of Oregon - Jim McMaster
3. Council of Governments - Jim McMaster, Brandon Slyter
4. City of Newberg - Nick Konen
5. City of Dundee - Matt Smith
6. Newberg School District - Brandon Slyter
7. Chehalem Valley Chamber of Commerce - Nick Konen
8. Dundee Committee - Jim McMaster, Matt Smith
9. Chehalem Cultural Center and Cultural District -

Discussion: Brandon Slyter and Matt Smith both expressed desire. Fields said that according to the bylaws, every member of the CPRD BOD was supposed to be on the Board. Downing said that that had been changed (He had looked into it) and they have autonomy as an organization, so only one liaison could be on their Board. Fields said he would like to know when and how that was changed; Downing said that he will look into that, and also, Cultural Center staff will attend and present in the August meeting. Discussion as to how to proceed. McMaster moved to table it while staff looks into it and request a second ex officio seat on their board.

MOTION: Table the appointment of the CCC representative until the August regular Board meeting.

Moved Jim McMaster
Second Matt Smith
Passed unanimously

McMaster asked Ricker if it would help to do a roll call vote, and Ricker agreed; discussion as to how to proceed; Ricker will call for vote.

10. Unspecified community groups - Jason Fields

D. Appointment of Liaisons to Citizens' Advisory Committees

1. Trails Advisory Committee - Brandon Slyter
2. Pickleball Advisory Committee - Nick Konen, Jim McMaster
3. Golf Course Advisory Committee - Jason Fields, Jim McMaster

E. Approval to Proceed/Bid Selection for two capital projects

1. Sander Estate Park - Creighton recommended accepting the low bid, from The Saunders Company, for the Sander Estate Park Development: Phase I, for \$3,031,511.00.

MOTION to make the recommendation as stated to accept the low bid from The Saunders Company, for the Sander Estate Park Development: Phase I, for \$3,031,511.00.

Moved by Fields

Second by Matt Smith

AYE:

Fields

McMaster

Konen

Slyter

Smith

2. Jaquith Park Pickleball Courts - Creighton recommended accepting the low bid, from Lee Contractors, for the Jaquith Park Pickleball Courts for \$785,879.00, to replace the surfacing on the existing tennis courts and add six new pickleball courts to Jaquith Park. Discussion: Fields asked if there are warranties; Downing said he did not know; Fields explained why that was important to him. Creighton said there is an Assurity Guarantee, which he said is a type of warranty for two years. Fields said then he was fine with staff recommendation. Discussion: Downing explained, at Slyter's request, Budget is for appropriation, not line item, and how it would work if the cost exceeded it and this needed to move above into Contingency Fund, through a Supplemental Budget.

Slyter asked if there was progress on sound mitigation. McMaster asked if there had been reference checks (Downing said no), and urged this be done.

McMaster asked about past experience doing pickleball courts. Creighton said that if they approve this tonight, then a Letter of Intent will go out tomorrow, which will give seven days for grievances from the other contractors. Fields urged the need for a qualified contractor and asked more questions about the competitors. Fields said he is not willing to move forward without more information; he explained concern over the reason for the difference between the low bidder (\$785,879.00) and next bidder (\$1,150,000.00).

MOTION to approve the low bid, from Lee Contractors, for the Jaquith Park Pickleball Courts for \$785,879.00, to construct the Jaquith pickleball and tennis courts.

**Moved by Matt Smith
Second by Nick Konen
AYE:
Fields
McMaster
Konen
Slyter
Smith
Passed unanimously**

Creighton said he will make some calls.

VI. Strategic Priorities and Policies Update Work Session began 6:55 p.m.

Downing gave an introduction based on his presentation as submitted in the packet, and said that in talking with staff, all 208 would like to know how we are doing in our day-to-day operations and the Board's expectations and feedback on all of that, beyond the capital projects, which are important because we spend a lot of money and them and they are the future, but he urged the Board to also focus on the other things the District staff is doing day to day.

Highlights from reviewing 2023 Board priorities discussion:

This District has a history of land banking, he said, and that strategy is not bad, but how much is too much and how much do we need to work on it?

Overlap in stated goals on access to river.

Downing's presentation included a SWOT analysis of CPRD and a list of new or additional goals or objectives, which he said we based on his discussions with staff during his first three months as superintendent. Discussion:

McMaster said we need a masterplan and comprehensive maintenance plan, and capital outlay was two-thirds of the budget for this year, which is unrealistic

(maintenance, he specified, not development) unless we do a levy or find another revenue stream.

Fields asked him about the levy suggestion. Downing said if the Board would want to do that, we would need to do an assessment, with asset depreciation and replacement budgets, in order to show a compelling reason to do it.

Downing continued his presentation - fiscal issues and cost recovery models, comparing with Willamalane PRD, examination of CPRD's funding, things that we need to do administratively, and a 5-year capital project pipeline. He raised the need to maintain the numerous playgrounds.

Fields commended Downing on his presentation.

Smith started discussion with Strategic Goals (p.21) and the need to promote and communicate the success and mission of CPRD; Smith commended the good things that CPRD does but said we don't promote those things well, and staff doesn't have the freedom to do so, that it was the longstanding philosophy to stay humble, but we need to modernize, e.g. give coaches swag and appreciation meals. We need a new perception, Smith said, and part of that is to get along a little better with our local communities, he said, such as municipal entities, e.g. Board members going to groups and communicate. McMaster emphasized making community aware that this is not the City of Newberg. Slyter agreed and said the District needs to boast about what public has access to. McMaster said he has heard message to maintain what we have. Fields said he wants volunteers to have CPRD t-shirts. Fields said the top priority he has heard is ballfields, and weighed spending money on trails versus how far that money would go for ballfields. He said he is not opposed to trails, but \$79 million on trails is outrageous. Fields urged CPRD continue to provide childcare, even if not at the preschool building. Konen wants to see assessment to identify how much ballfield space is needed and what those goals for updates are.

McMaster cautioned that amount on projects such as trails are fifty years out, not for tomorrow.

Board reviewed the 2023 strategic goals with Downing.

1. Promote and communicate success and mission of CPRD. Downing encouraged Board to do public presentations and offered staff support. Discussion of direct mail; Fields and McMaster urged more than once a year. Downing said this may mean increasing the marketing budget. Smith proposed using CPRD's small house in the Cultural District as a sort of visitors' center. McMaster said the trail guides were the #1 item at the Chamber visitors' center. Slyter suggested an Adopt-a-Park volunteer program to help with maintenance.

2. Plan for Dundee Community Center. Discussion of whether the community need exists for something beyond Sander Estate project. Fields asked for hand out for new Board members especially, to show all active projects; Downing agreed to do

this.

3. Development of Chehalem Cultural Center and District. McMaster said the roof would be about \$1 million. Fields asked to look at what CPRD is getting from that. Creighton said most of the money has been paid for by the CCC, donations, grants, not CPRD. Smith urged focusing on better use of CPRD's yellow house in the Cultural District.

4. Third nine and clubhouse at the golf course - Feasibility research is underway.

5. CPRD projects with job generation. Don Loving was permitted to speak: that project was ramrodded by Mike Ragsdale, but he didn't think that it belonged on a list like this, and he still doesn't. *Discussion/agreement: We have 208 employees, so it inherently happens, and can be removed from this list.*

6. Development of Chehalem Heritage Trail system - Creighton gave background, beginning from 2010 masterplan. McMaster said NPRA cited this is the #1 activity in country, and they are "free to use" and connect community outside of roads, i.e. Newberg and Dundee in proposed bypass trail.

Fields asked about private property and Creighton said CPRD would never do eminent domain.

Downing said there is nothing actionable about the \$79 million figure; it was a high-level estimate.

7. Acquire land for future parks. Konen said be opportunistic. Fields said we have to find property to put bikes on and also for ballfields - the #1 ask he had heard from public is ballfields.

8. Develop and improve neighborhood parks. Slyter urged an assessment, to determine whether there was existing land in CPRD's properties that could be used for ballfields or other goals. Stewart said we have a certified monitor on staff to assess 21 playgrounds, eight of which are 25+ years; the low end to replace them is ten years. Average cost for playgrounds of our footprint-size is upwards of a \$225,000 for structures, then another \$100,000 for surfaces.

Fields said his awesome wife had surprised him by sending in pizzas, and he thanked her for that, and offered to share. The Board agreed to break after playground discussion.

Konen said playgrounds should remain on the list. Fields agreed.

Break.

Slyter advocated for educating public on what it takes to maintain a park.

9. Develop and plan Bob and Crystal Rilee Park - Downing said masterplan and marching orders are in place; bikes are prohibited by direction of Board; development is based on masterplan and some funds are designated for this. Stewart said we are close to rolling out sign package, thanks to committee, and moving forward will have to be budgeted, and that discussion hasn't gone further.

Stewart described how busy it is, and many users are from outside the District, plus a core of local users; he urged caution on promoting it if we can't yet make it safe from one end to the other; there is potential for recreational programming. Slyter asked how profitable the Camellia Run is; Creighton said it is not; it's an expense. Slyter said there is room for a run up there. Downing gave some points of limitations for race models as well as that space.

10. Develop property on Hwy. 219 and river

Fields urged talking with property owners to find a way to get from Wilsonville Road property to 219 property, consider using fencing, instead of going down 219, because that will make it cost-prohibitive. Downing talked about land use constraints.

11. Develop a campground on river - McMaster acknowledged the county's need but was wary of financial feasibility of whether it could generate revenue. Fields underscored the need and said he believed it would be profitable, but we need to figure out how to get people on the property, less expensive to come off of Wilsonville Road than to alter 219.

12. Develop paddle launch - Fields expressed support and suggested buying 50+ acres of waterfront property (County-owned landfill, based on previous Board discussions). Slyter said there may be grant potential with Travel Oregon; Downing talked about Travel Oregon's Riverfront visioning project that he has been involved with, and that a study on the 219 property could help identify alternative access to that site and said discussions are ongoing on the Dundee site of the former paddle launch.

13. Develop riverfront - Keep moving forward.

14. Develop community programs - Discussion of what does that look like to the Board? Slyter - support coaches. Fields - suggested promoting through selling CPRD merchandise online - branded apparel. McMaster - expand programming to outdoor camps. Smith - reinforce programs we need to promote such as youth sports, rebrand, allow staff more freedom in making them part of community. Fields - support our volunteers, coaches with referee shirts that say CPRD. Downing said the league leadership understands, so we are working with making sure communication from us makes it to them and let them opt in; staff is working on this. Konen said let's add develop sports fields to meet needs of community, and add develop something for bike riding community.

Downing will send draft of tonight's discussion point to individual Board members, in order to update the goals list, and they can send their comments back to him, and he can bring it back to a future Board meeting - August or September - and continue the discussion.

Fields asked to go through everyone's favorite items. McMaster urged giving new members more time. Smith agreed. Fields said he was excited to have the new members on Board.

VII. Adjourned 9:00 p.m.

Next meeting: August 28, 2025

MINUTES APPROVED ON AUGUST 28, 2025

Jim McMaster, Board President

ATTEST

Kat Ricker, Public Information Director
(Recorder of Minutes)