

**MINUTES**  
**CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS**  
**CPRD ADMINISTRATION OFFICE | 125 S. ELLIOTT ROAD, NEWBERG, OR 97132**  
**6 PM JANUARY 22, 2026**

- I. President Jim McMaster 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

CPRD affiliates:  
 John Ghilarducci from FCS Group, SDC Methodology Report  
 Michael Bonn, Ankrom Moisan

Public:

David Heddy, mountain biking	Mike Kringlen
Ryan Reinhofer, equestrians	Don Holland
Jack Kriz	Nicole Drew
Barry McPhearson	Mary Starrett, Yamhill County
Renee Dolphin	Fletcher Tofflemire
Lauren Pfeiffer	Ryann Reinhoffer

- IV. Changes to agenda – Chairman McMaster asked for a motion to move Item VII.B. Informational Presentation by regarding mountain bike trails to V. Public Comment and allowed him extra time for his presentation.

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

- V. Public Comment
  - a. Renee Dolphin asked Board to allow children to ride mountain bikes on Bob and Crystal Rilee Park again.
  - b. Lauren Pfeiffer representing Crystal Rilee Park Equestrians announced contribution of approximately \$20,000 to Chehalem Park

Foundation for footing on trails and narrated video showing volunteers spreading bark dust on trails and horseback riding. Their next project will focus on building an off-leash dog area.

- c. Presentation by Newberg resident David Heddy asking for permanent access on Bob and Crystal Rilee Park east-side trails and updating of the master plan of this park to restore bicycle trails access. Heddy promoted recreational mountain biking and explaining the need and desire of the community for mountain bikers access to looped, hilly trails in wooded areas with natural/native tread-surface. Heddy described the biking aspects of the 2025 Community Input Survey, frustration of loss of trail access for riding bicycles from Bob and Crystal Rilee Park and failure to provide a place for mountain bike trail users. He emphasized his desire for a collaborative solution.

Chairman McMaster said this will be an action item on the February meeting agenda, that the Board will be making a decision at that time, and he wanted to make sure that everyone has time to prepare for that.

**VI. Approval of Consent Agenda**

- a. Approval of meeting minutes from Dec. 4, 2025 and Jan. 8, 2026
- b. November financial reports
- c. December financial reports

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

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

- a. Appointment of Budget Committee Members: Three applications were received - from Nicole Drew, Gabriel Kleinmaan, and Mike Kringlen.

There are two terms: Drew and Kringlen have indicated that they are applying for either term. Kleinmaan checked full-term only.

Jared Isaksen applied after the deadline, indicating to use his 2025 application.

Candidates who were present and spoke were Mike Kringlen and Nicole Drew. Discussion: Fields said how much he values candidates appearing at the meeting, so he would vote for both of them. Konen said how highly qualified Jared Isaksen was and what a benefit that could be.

**Matt Smith moved, Jason Fields seconded: TO MOTION TO APPOINT TO THE BUDGET COMMITTEE NICOLE DREW to the full three-year term: Jan. 22, 2026 through January 2029, and MIKE KRINGLEN to complete the term vacated by Board member Brandon Slyter: Jan. 22, 2026 through January 2028. Votes: Fields-yes; Konen-no; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 4-1.**

- b. Update on the Golf Course Clubhouse Feasibility Report - Ankrom Moisan representative Michael Bonn described three preliminary site plan concepts, with different levels of amenities, and mid-level rendering drafts. Discussion: cost estimates will be coming in February. McMaster asked would an additional nine holes be necessary to sustain such a facility? Consultant said that the pricing of third nine is not in this scope. Downing said if the Board wants more scenarios reflected in the economic feasibility study, that would likely mean a change order, and he would want direction on that. Smith asked Creighton his thoughts on third nine holes; Creighton and Downing talked about the rise of 33 percent in maintenance costs associated with that and different aspects of feasibility, timing of routine grounds maintenance closures, and revenue, and the importance of the economic analysis and feasibility study. McMaster wants to see how much money could be made with an additional nine holes to gain a fuller picture of feasibility. Konen asked how changes in the bypass will affect traffic there; Downing said local traffic will still be there but there will be an overpass over Fernwood, so not a direct increase. Discussion continued on potential costs and question of feasibility of construction, whether in 18-hole or 27-hole environment. Fields said the facility needs to be able to draw more users than just golfers in order to be sustainable.
- c. John Ghilarducci from FCS Group gave a presentation on System Development Charge (SDC) Methodology. Superintendent Downing requested a motion to direct staff to initiate an update of the SDC Methodology Report and transfer of funds for this purpose.

Discussion: Downing asked what types of middle housing are considered. Ghilarducci said it is a scaling approach, smaller-sized dwelling units through scaling. Downing said City of Newberg took their methodology in-house. He described that approach to dwelling unit formula basing scaling on square feet instead of price per square foot, so that bigger houses are reflected. Downing asked for support for evaluating the methodology, anticipating what cost would be, and then seeing if the Board still wants to do it. Smith said he likes the

simplicity of the system, but he wants to focus on how good and accurate the information is. Ghilarducci said CPRD is in the middle, maybe a little on the high, compared to cities. Fields said he wants this county to be an affordable to live in, and taxing businesses of residents is like double-taxing, and he cautioned the Board to be very careful in considering raising rates. Slyter said he would like to be educated on other methodologies and whether it would be better to keep a simple model or a scaling model, and then the discussion of whether to raise rates would come later. The Board agreed to evaluate the current methodology.

**Jim McMaster moved, Matt Smith seconded: TO ADOPT RESOLUTION 2026-01 to transfer \$45,000 in General Fund monies from Contingency to Administration. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes Motion carried 5-0.**

- d. Downing led discussion of 2024 Audit Report, and a Proposed Plan of Action, and asked for Resolution Authorizing Payment to Pauly Rogers & Co. for Audit Services. Downing said he wanted to do a rate and services check, because that apparently had not been done in some time, while the same auditor had been retained.

**Jim McMaster moved, Matt Smith seconded: TO ADOPT RESOLUTION 2026-02 for a Proposed Plan of Action to submit for Secretary of State. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes Motion carried 5-0.**

**Matt Smith moved , Brandon Slyter seconded: Authorization for Payment of \$31,300 to Pauly Rogers & Co. for Audit Services. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes Motion carried 5-0.**

- e. Approval of new contract for Superintendent Clay Downing, effective Feb. 15, 2026 and ending June 30, 2029.

**Jim McMaster moved, Jason Fields seconded: TO APPROVE NEW CONTRACT FOR SUPERINTENDENT. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes Motion carried 5-0.**

Discussion: Fields and Smith commended Downing and thanked him for being willing to stay. Downing talked about what CPRD does good things for the community and how glad he is to be here.

- f. Reports and comments from Board members
  - Brandon Slyter was in Japan and observed their playgrounds and they did not compare to what we have here.
  - Matt Smith attended open house for City of Dundee, and they did a great job hiring a new City Administrator.
  - Nick Konen parks look great, thanked staff.
  - Jason Fields spent time with bike enthusiasts and Downing and also was shocked at how many people were using the aquatic and fitness center.
  - Jim McMaster said he had met with Dundee parks committee and is now meeting with bypass representatives, as liaison.

**VIII. Old Business**

a. Citizen Advisory Committees updates

- 1. Chehalem Heritage Trails - None present
- 2. Golf Clubhouse Development - Roger Kuhlman said how pleased he was with how Board is handling the feasibility study.

**IX. Superintendent Report and Capital Project Updates**

Discussion - He had been made to understand that Newberg Downtown Coalition has concerns about competition of vendors from Wednesday Market. He gave background on history, CPRD's partnership with NDC, that Erin Harrington of CPRD leads the program, and there is no CPRD liaison, and he would like one to help identify and address any friction there. Jason Fields volunteered. Julie Petersen said vendor application window had just opened but no applications had been approved yet. Downing said staff will be coming to the Board with cost and feasibility information on artificial turfing for playgrounds. The Ewing Young Bridge Project will be tentatively on County Commissioners February agenda once COG provides more information on transportation rules LUBA deliberations.

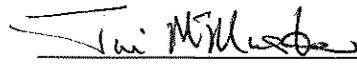
Casey Creighton gave updates on capitol projects - work continues on Jaquith Park pickleball courts, examining sound mitigation measures City is requiring. Bathrooms are under construction and splashpad wall at Sander Estate park; waiting for undergrounding utilities. Got last permit on first phase of bypass trail, hoping consultant will begin soon.

- X. Staff Reports - Julie Petersen presented highlights - staff at aquatic center has done good job programming entire facility and finding different revenue streams, and that is what we will have to do at golf course; basketball season has tremendous turn out; driving around town last weekend was amazing to see all of the things that CPRD has going on and appreciates hard work of staff. Rounds of golf are up for the entire year. Senior center partnered on Giving Tree at BiMart to benefit seniors. There is free tax preparation for seniors. See packet for detailed reports.**

- XI. Correspondence - Matt Dolphin
- XII. Adjourned 8:45 p.m.

Next meeting: 6 p.m. on Thursday, Feb. 26, 2026

MINUTES APPROVED ON 2/26, 2026

  
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Board President

ATTEST

  
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Kat Ricker, Public Information Director  
(Recorder of Minutes)