

OCTOBER 26, 2017
REGULAR SESSION 6:00 P.M.
CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON

- I. **Call To Order**
- II. **Roll Call**
- III. **Approval of or Additions to the Agenda**
- IV. **Approval of Consent Agenda**
 - A. Approval Minutes Regular Board Meeting September 28, 2017
 - B. Approval of Bills Payable
 - C. Approval of September Financials
 - D. Approval of Resolution 10-01-17
- V. **Public Participation**
 - A. Special Presentation
 - B. Others not on Agenda
- VI. **Action Items/Committee Reports/Board Comments**
 - A. Approval of Resolution 10-02-17 borrowing \$5,920,000.00
 - B. Habitat for Humanity Request
 - C. Reports and Comments from Board Members
- VII. **Old Business**
 - A. Updates on Projects
- VIII. **From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Ewing Young Master Plan Update
 - C. Staff Reports
- IX. **Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info

EXECUTIVE SESSION POSSIBLE TO DISCUSS LITIGATION

- X. **Adjournment**

No meetings are scheduled for November or December. If necessary we may have a meeting in December. Next meeting is January 25, 2018.

To: Board of Directors
From: Superintendent
Date: October 24, 2017
Re: Background information for October 26, 2017 Board Meeting
Number corresponds to Agenda Item

- II. **ROLL CALL** – We need 3 present for the meeting. Please call if you cannot attend. PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE.

Please see page 4 for index for page numbers

- III. **APPROVAL OR ADDITIONS TO AGENDA** – If you wish additions please give me a call.

IV. **APPROVAL OF CONSENT AGENDA**

- A. Approval of Board Meeting Minutes – Please see pages (5-8) for Regular Meeting Minutes of September 28, 2017.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for September 28, 2017.

- B. Approval of Bills Payable-Bills Payable summary is on page (9) for review. I will Have copies of all the bills payable for review at the meeting or you may call me for copy.

RECOMMENDATION: Approval of Bills Payable totaling \$384,665.30 General Fund, \$2,320,977.86 Capital Pool Construction Fund, \$0.00 SDC Fund, Foundation \$1,236.00.

- C. Approval of September Financial – Copies of the Financials will be at the meeting to review. Please call me for a copy if needed. A summary is available on page (10) for review.

RECOMMENDATION: Approval of September Financials.

- D. Resolution 10-01-17 – Please see page (11). This was approved at last meeting. Need resolution.

RECOMMENDATION: Approve resolution 10-01-17

V. **PUBLIC PARTICIPATION**

- A. Special Presentation

B. Others not on agenda – We have no other request at this time.

VI. **ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS.**

- A. Approval of Borrowing \$5,920,000.00 for pool, property acquisition and equipment – David is to bring the resolution to the meeting. Ann Sherman is to draft.

RECOMMENDATION: Approve Resolution 10-02-17.

- B. Newberg Area Habitat for Humanity Request – Please see request on page (12-13). I would recommend the Board approve waiving the fee or setting a number. Example waive one fee per year, second fee during the year be \$2017.00 and all other be the normal amount during the year. Year will run from Sept to Sept. or July to July.

RECOMMENDATION: Waive this fee.

- C. Reports/Comments from Board Members – Given at meeting.

VII. **OLD BUSINESS**

- A. Update on Projects – Will discuss at meeting. Staff will be present to answer questions.

Projects to discuss: Rilee Park, Status of paddle launch, Golf Course & Putting Green, 210 N Blaine Street and Plaza at Culture Center, Trail development

VIII. **FROM THE SUPERINTENDENTS DESK**

- A. Financial Report and Questions. The projected ending balance was higher for 2017-18 than 2016-17 in the general fund. We did not have to borrow for the 2017-18 Budget The only debt will be for the golf course, property on the river and pool bond. We are allowed about \$92,400,000.00 in debt. Currently we have about \$35,260,787.00. SDC Beginning balance is slightly higher and revenue is up slightly.

DESCRIPTION	<u>GENERAL FUND SUMMARY</u>		
	AS OF 09/30/16-17	AS OF 09/30/17-18	DIFFERENCE
TOTAL EXPENDITURES	\$ 1,721,417.67	\$ 1,580,163.86	< \$ 141,253.81>
TOTAL OPERATION EX.	\$ 1,235,252.62	\$ 1,303,176.32	\$ 67,923.70
TOTAL CAP/AQ/DEV/TRS	\$ 486,165.05	\$ 276,987.54	<\$ 209,177.51>
TOTAL REVENUE	\$ 1,986,098.40	\$ 2,207,252.35	\$ 221,153.95
TOTAL TAXES	\$ 40,743.11	\$ 50,598.96	\$ 9,855.85
TOTAL FEES & CHARGES	\$ 906,815.02	\$ 984,123.81	\$ 77,308.79
TOTAL OTHER REVENUE	\$ 15,251.60	\$ 4,676.85	< \$ 10,574.75>
BEGINNING BALANCE	\$ 1,023,288.67	\$ 1,167,852.73	\$ 144,564.06
<u>BALANCE</u>	<u>\$ 264,680.73</u>	<u>\$ 627,088.49</u>	<u>\$ 362,407.76</u>

DESCRIPTION	<u>SDC FUND SUMMARY</u>		
	AS OF 09/30/16-17	AS OF 09/30/17-18	DIFFERENCE
BEGINNING BALANCE	\$ 274,631.34	\$ 347,665.46	\$ 73,034.12
INTEREST	\$ 0.21	\$ 0.77	\$.56
CITY OF NEWBERG	\$ 9,883.30	\$ 48,238.32	\$ 38,355.02
CITY OF DUNDEE	\$ 0.00	\$ 3,953.32	\$ 3,953.32
COUNTY OF YAMHILL	\$ 4,597.95	\$ 15,789.99	\$ 11,192.04
TOTAL REVENUE	\$ 289,112.80	\$ 415,648.08	\$ 126,535.28
TOTAL EXPENDITURE	\$ 0.00	\$ 3,231.75	\$ 3,231.75
<u>BALANCE</u>	<u>\$ 289,112.80</u>	<u>\$ 412,416.33</u>	<u>\$ 123,303.53</u>

Please note the operational cost is up.

B. Superintendent Report – Ewing Young Update please see pages (14-23).

C. Staff Reports – Please see pages (24-34)

IX. **CORRESPONDENCE**

A. Citizens Comments/Evaluations – Please see page (35-40).

B. Miscellaneous Information – Please see pages (41-50)

EXECUTIVE SESSION POSSIBLE TO DISCUSS LITIGATION JOHN WILL BE THERE.

X. **ADJOURNMENT.**

JANUARY 25, 2018 IS OUR NEXT SCHEDULED BOARD MEETING.

INDEX

<u>DESCRIPTION</u>	PAGES
CONSENT AGENDA	
BOARD MINUTES SEPTEMBER 28, 2017.....	5 - 8
BILLS PAYABLE.....	9
FINANCIALS.....	10
RESOLUTION 10-01-17.....	11
 PUBLIC PARTICIPATION	
NOTHING	
 ACTION ITEMS	
APPROVAL OF RESOLUTION 10-02-17.....	
HABITAT REQUEST.....	12 - 13
 SUPERINTENDENTS DESK	
EWING YOUNG INFO INFO.....	14 - 23
STAFF REPORTS.....	24 - 34
 CORRESPONDENCE	
CITIZEN COMMENTS/EVALUATIONS.....	35 -40
MISCELLANEOUS INFORMATON.....	41 - 50

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
September 28, 2017

MINUTES

- I. Peter Siderius called the meeting to order 6:00 p.m.
- II. Roll Call
 - Board members:
Peter Siderius
Bart Rierson
Don Loving
Mike Ragsdale
Lisa Rogers
 - CPRD Staff:
Don Clements, Superintendent
Jim McMaster, Parks and Facilities Supervisor
Mark Martin, Recreation Supervisor
 - Public:
Jennifer Marsicek, SEA
Steve Duch, Triplett Wellman
David Ulbright, financial advsior
- III. Approval of or additions to the agenda – Amended to move VI.A. Approval of masterplan – to VIII.C., after staff reports.
 - Moved Mike Ragsdale
 - Second Bart Rierson
 - Passed unanimously
- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting August 24, 2017
 - b. Approval of bills payable
 - c. Approval of August financials
 - Moved Don Loving
 - Second Bart Rierson
 - Passed unanimously
- V. Public participation – None
- VI. Action items/committee reports/Board comments

- a. Approval of borrowing \$5,920,000.00 for pool and property acquisition Discussion with David Ulbright and Don Clements included how much we pay on loans currently; Triplett Wellmen updated estimates for elevated walking track (\$1.75 million); Duch's distinction that TW had prepared a budget, not an estimate, which would be prepared once the project was designed and put out for bid. Discussion continued on architectural fees and potential increases (fees were figured at 8.29 percent in the current agreement.) Discussion about elevating walking track included issues of seismic upgrades, replacing the roof, Jim McMaster's findings that most walking tracks in similar facilities are elevated, and the estimated costs involved. Don Loving emphasized that nonswimmer constituents have told him that they want it elevated; Peter Siderius stressed the importance of seismic upgrading; Mike Ragsdale reiterated that he prioritized the track being elevated; both Lisa Rogers and Bart Rierson said that they were conflicted and appreciated the value of elevating the track, but that the cost was simply too high.

Motion to approve the \$5,920,000.00 loan to move forward with the project at the pool, including the elevated walking track.

Moved Don Loving

Second Mike Ragsdale

Aye Don Loving, Mike Ragsdale, Peter Siderius

Nay Lisa Rogers, Bart Rierson

Passed 3 – 2

Ulbright and Duch departed after the vote.

- b. Reports and comments from Board members – Bart Rierson said he took maps of the proposed Chehalem Heritage Trails to City of Newberg planner Jay Harris, and that Harris would like either CPRD staffer Russ Sheehan or consultant Paul Agrimis to contact him. Rierson reported that Harris said there may be a way to get an easement on the north side of the pump station on Dayton Avenue for trails. Siderius directed Clements to contact one of the two mentioned and arrange this meeting.
- Discussion continued on the Joint Work Session which the Board had engaged with Newberg City Council in on Sept. 18th, and the still outstanding Memorandum of Understanding concerning the rate on the reuse water at Chehalem Glenn Golf Course. Clements recommended the Board demand a set price in this memo of \$2.00 per cubic foot. Ragsdale recommended a task force be formed. Rierson and Clements agreed to talk with the city staff together.
- Siderius wants the agenda for the next joint work session with the City (to be scheduled in February) to be on the October CPRD Board meeting agenda. Loving and Ragsdale agreed the joint session was a waste of time. Siderius wants materials to be prepared and submitted to all parties before the next meeting, to improve its productivity.

-Grants discussion – Ragsdale suggested CPRD apply for a Tiger Grant; the deadline is pending in early November. Discussion on possible matching funds. Discussion continued to include application for Transient Lodging Tax grant; Clements and Mark Martin explained CPRD was considering applying for a grant for lighting at two unlit ballfields at Crater ballfields, since tournaments attract large numbers of people and Newberg cannot provide adequate lodging.

- The Board agreed to authorize staff to apply for the lodging grant.

VII. Old business/project updates –

A. Clements reported that the search for a new golf course superintendent was open until Oct. 13th. Don Loving, Casey Creighton and Don Clements would form the hiring panel.

B. Ragsdale requested progress reports on

1. Bob and Crystal Rilee Park

2. Ewing Young Park

3. The recently purchased Dundee property on 5th St.

Clements said he would write updates and have Kat Ricker email them to the Board.

VIII. From the superintendent's desk

a. Financial report – Motion to approve financial report as presented

Moved Don Loving

Second Lisa Rogers

Passed unanimously

b. Superintendent's report – (p. 63) Motion to move \$43,699 from the General Fund to the Administrative Fund, for salary of new position of Events Marketing Coordinator. Motion to authorize transfer of funds.

Moved Bart Rierson

Second Lisa Rogers

Passed unanimously

c. Committee reports – Clements and Ricker reported that Bob and Crystal Rilee Park Advisory Committee and Adults 50+ Sports and Fitness Advisory Committee have both met twice. Discussion on deer-proof fence on Parrett Mt., the committee's appalled reaction, since coyotes run deer into it. Clements reported the patio at Chehalem Cultural Center was finished, completed mostly as a senior project, and said he would bring the student to the October meeting for recognition.

d. Approval of updated masterplan

IX. Correspondence

A. Citizen comments/evaluations

B. Misc. – The Board is invited to joined the CPRD Safety Committee at 1:30 p.m. on Tuesday, Oct. 17, to tour the new construction of Chehalem Aquatic Center.

Ragsdale asked Ricker for an update on Boxing for Fitness; Ricker reported that 80 percent of the students have participated for 2+ years in this monthly activity, that 8 out of 10 had registered for the three-month option rather than monthly; the space, maximum number of students, and the programming was expanding currently. GFU Serve Day volunteers had cleaned the floor recently, the DCC Party in the Park supplies had been moved to the 5th St. property in Dundee, thus opening space and eliminated eyesore, and Recreation Specialist Matthew Compton had partnered with Ricker on equipment upgrades recently as well.

- X. Executive session to discuss litigation 7:50 p.m. to 8:03 p.m.
- XI. 8:03 p.m. Meeting resumed. Discussion on the Sept. 28th letter from Stoel Rives. Ragsdale noted that the Board rarely considers items submitted the day of the Board meeting. Motion to proudly approve the master plan as presented.
Moved Don Loving
Second Mike Ragsdale
Passed unanimously
- XII. Adjournment – Don Loving moved to adjourn 8:04 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Coordinator

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO OCT 13, 2017**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
CHECK 113233 VOIDED	\$ - 2,765.80	PAID ALREADY REISSUED
113302-113361	\$ 28,543.52	PAYROLL
DIRECET DEPOSIT	\$ 30,725.92	PAYROLL
113362-113391	\$ 41,936.12	ACCOUNTS PAYABLE
113392-113431 VOIDED MISPRINT		
113432-113473	\$ 85,970.76	ACCOUNTS PAYABLE
113474-113475	\$ 1,168.18	REISSUED PR CHECK
113219 & 113359 VOIDED AND REISSUED		
113476-113547	\$ 24,059.85	PAYROLL
DIRECT DEPOSIT	\$ 30,337.70	PAYROLL
113548-113599	\$ 77,897.19	ACCOUNTS PAYABLE
112992-112999 CLOSES GC	\$ 5,976.62	ACCOUNTS PAYABLE
113144-113146	\$ 1,400.64	ACCOUNTS PAYABLE
CHECKS 113147-113158 STILL OPEN. GOLF CHECKS		
1717-1724	\$ 59,414.60	WIRE TRANSFER
GRAND TOTAL	<u>\$ 384,665.30</u>	
BREAKOUT		
<u>ACCOUNTS PAYABLE</u>	\$ 210,415.53	
<u>PAYROLL</u>	\$ 114,835.17	
<u>WIRE TRANSFER</u>	\$ 59,414.60	

**ACCOUNTS PAYABLE FOR SDC FUND
NO CHECKS ISSUED**

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1080	\$ 2,657.75	CARLSON TESTING
1081	\$1,334,461.82	TRIPLETT WELLMAN
1082	\$ 24,633.54	SEA
1083	\$ 957,129.75	TRIPLETT WELLMAN
1084	\$ 2,095.00	MACADAM ALUMINUM
GRAND TOTAL	<u>\$2,320,977.86</u>	
BREAKOUT		
<u>CAPITAL POOL CONST.</u>	\$2,320,977.86	
<u>POOL BOND DEBT</u>	\$ 00.00	

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1020	\$ 1,236.00	MACADAM ALUMINUM & BRONZE
GRAND TOTAL	<u>\$ 1,236.00</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 09/30/16-17	AS OF 09/30/17-18	DIFFERENCE
Total Operational Expense	\$ 1,235,252.62	\$1,303,176.32	\$ 67,923.70
Total Capital Outlay & Transfers	\$ 486,165.05	\$ 276,987.54	<\$ 209,177.51>
GRAND TOTAL EXPENSES	\$ 1,721,417.67	\$1,580,163.86	<\$ 141,253.81>
Total Tax Revenue	\$ 40,743.11	\$ 50,698.96	\$ 9,855.85
Total Fees & Charges Revenue	\$ 906,815.02	\$ 984,123.81	\$ 77,308.79
Total Other Revenue	\$ 15,251.60	\$ 4,676.85	<\$ 10,574.75>
Beginning Balance	\$ 1,023,288.67	\$1,167,852.73	\$ 144,564.06
GRAND TOTAL REVENUE	\$ 1,986,098.40	\$2,207,252.35	\$ 221,153.95

SDC FUND SUMMARY

DESCRIPTION	AS OF 09/30/16-17	AS OF 09/30/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 3,231.75	\$ 3,231.75
TOTAL REVENUE	\$ 14,481.46	\$ 67,982.40	\$ 53,500.94
BEGINNING BALANCE	\$ 274,631.34	\$ 342,665.46	\$ 73,034.12
GRAND TOTAL REVENUE	\$ 289,112.80	\$ 415,648.08	\$ 126,535.28

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 09/30/16-17	AS OF 09/30/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 227,792.19	\$ 223,366.25	<\$ 4,425.94>
REVENUE TRANSFERS	\$ 227,792.19	\$ 223,366.25	<\$ 4,425.94>
INTREST	\$ 105.96	\$ 135.69	\$ 29.73
BEGINNING BALANCE	\$ 30,866.61	\$ 31,269.21	\$ 402.60
GRAND TOTAL REVENUE	\$ 258,764.76	\$ 254,771.15	<\$ 4,993.61>

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 09/30/16-17	AS OF 09/30/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

CAPITAL PROJECT POOL FUND SUMMARY

DESCRIPTION	AS OF 09/30/16-17	AS OF 09/30/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 364,331.68	\$ 3,488,930.61	\$ 3,124,598.93
GRAND TOTAL REVENUE	\$19,363,796.20	\$11,853,616.63	<\$ 7,510,179.57>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 09/30/16-17	AS OF 09/30/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ - 8.34	\$ -8.34
GRAND TOTAL REVENUE	<\$ 21,531.49>	\$ 21,758.17	\$ 226.68

RESOLUTION 10-01-17

WHEREAS, the Board of Directors adopted the 2017-18 budget, and
 WHERAS, the Board of Directors wishes to adopt a resolution
 transferring funds with in the General Fund that does not change the
 Budgeted Amount for the General Fund:

NOW THEREFORE BE IT RESOLVED that funds with in the General Fund
 are transferred as follows:

<u>Personnel Expenses</u>	ORIGINAL BUDGET	ADOPTED BUDGET	DIFFERENCE
Administrative Department			
Superintendent	\$106,189.00	\$106,189.00	\$ 0.00
Public Information Coord.	\$ 49,590.00	\$ 49,590.00	\$ 0.00
Admin Coordinator	\$ 31,992.00	\$ 36,151.00	\$ 4,159.00
Event/Marketing Coord	\$ 0.00	\$ 26,000.00	\$ 26,000.00
Part time Typist	\$ 10,660.00	\$ 10,660.00	\$ 0.00
FICA	\$ 15,180.00	\$ 17,467.00	\$ 2,287.00
Unemployment	\$ 1,985.00	\$ 2,283.00	\$ 298.00
Retirement	\$ 15,210.00	\$ 17,653.00	\$ 2,443.00
Health Insurance	\$ 57,520.00	\$ 66,228.00	\$ 8,708.00
Saif	\$ 649.00	\$ 750.00	\$ 101.00
TOTAL	\$288,975.00	\$332,971.00	\$ 43,996.00
Contingency	\$100,000.00	\$ 56,004.00	\$<43,996.00>

Dated October 26, 2017

President of the Board

Secretary of the Board



Don Clements
Superintendent
Chehalem Parks and Recreation District
125 S Elliott Road
Newberg, Oregon 97132

September 22, 2017

Dear Don:

We are happy to say, Newberg Area Habitat for Humanity has requested a single-family residential building permit for our next project at 310 E 8th Street, Newberg.

In the not-too-distant-past, you mentioned that affordable housing might be exempt from the recently implemented CPRD systems development charge increase. If this is indeed the case, we would like to apply for relief.

As you know, Newberg Area Habitat for Humanity is a community-based volunteer-driven not for profit corporation that directs local goodwill to the building of decent, safe, affordable homes with those in need in our community. We serve those defined as low to very low income (from 25 - 60% of median income). Fully 95% of our funding is generated locally and comes from individuals, churches, business, schools, civic groups and local government.

We believe this new construction will be a great addition not only to the stock of available affordable housing in our community but to the City and the neighborhood as well.

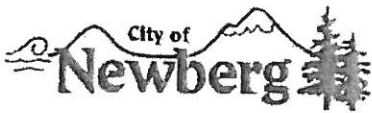
Thank you for your consideration and support. If we might provide additional information, or if there is a specific means to apply, please do not hesitate to contact me.

Thank you for all that you do toward the betterment of our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Rogers", written over a horizontal line.

Rick Rogers
Executive Director



INVOICE

City of Newberg
414 E. First Street
Newberg, OR 97132

Invoice Date: 10/10/2017

Address: 310 E Eighth St
Permit #: NDWL17-0038

Building Permit Fees

Financial Information table with columns: Description, Qty, Amount, Comments, Paid, Invoice. Includes items like BUILDING FEES, ENGINEERING FEES, MECHANICAL FEES, etc. Summary: Charged: \$18,756.14, Paid: \$657.99, Due: \$18,098.15

Erosion Control Permit Fees

Financial Information table with columns: Description, Qty, Amount, Comments, Paid, Invoice. Includes item: ENGINEERING FEES. Summary: Charged: \$165.63, Paid: \$0.00, Due: \$165.63

Please send your payment to this address: City of Newberg
PO Box 970
Newberg, OR 97132



Ewing Young Park Master Plan

10/18/17

Process

Public meeting #1 – Date? Notification? 6 weeks out?

- Develop theme. Programming
- User group?
- Location

Develop Master Plan Designs

Joint meeting with City and County

- Informational presentation of Master Plan Concepts

Public meeting #2

- Present Master Plan Concepts

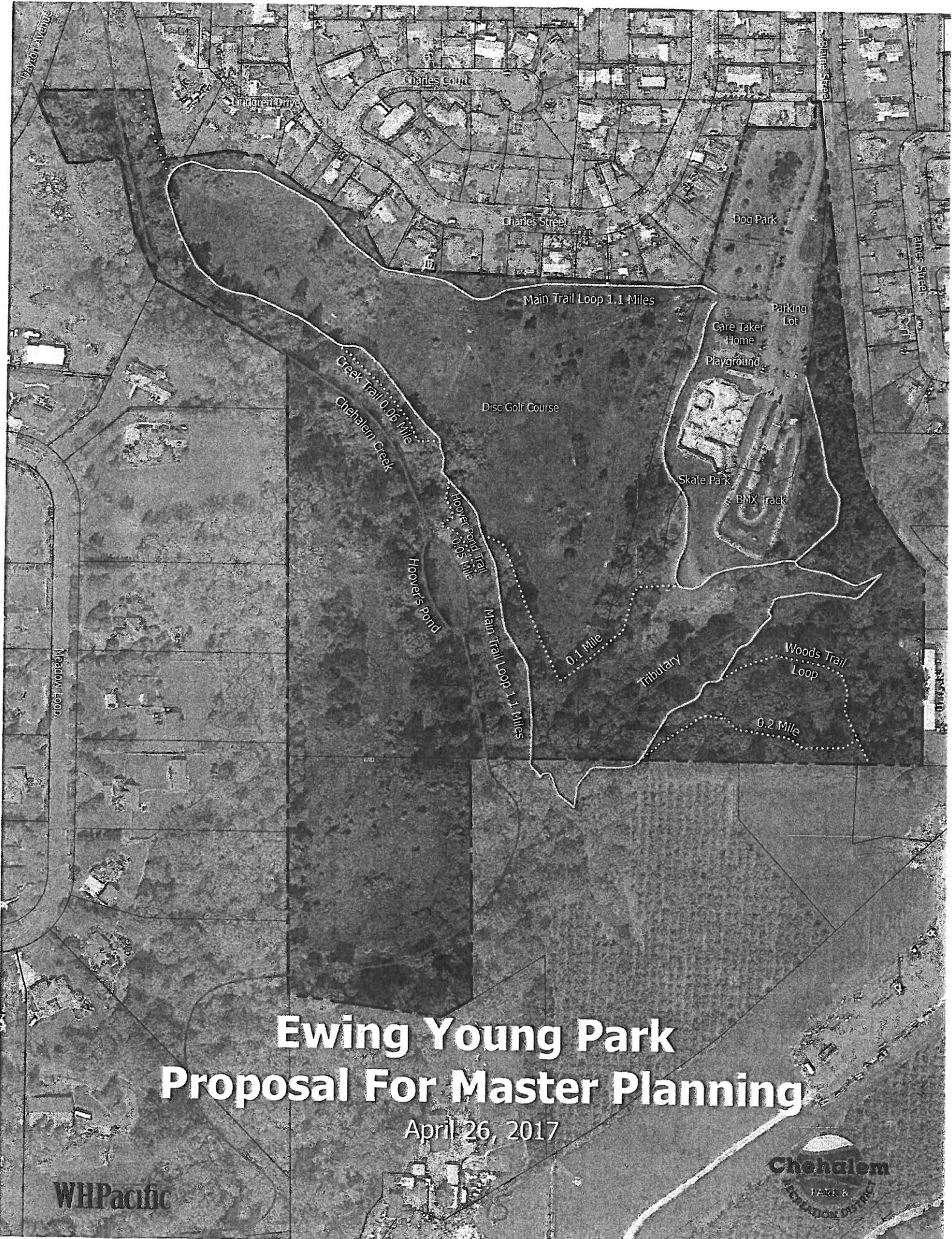
Seek Parks Board Approval

Existing Site Elements

- Disc Golf
- Skate Park
- BMX Track
- Dog Park
- Trails
- House
- Pavilion
- Parking (Gravel)
- Swimming Hole
- Yard Debris Dump

Possible Master Plan Elements

- Historical Reenactment vs. Active Recreation
- Historical Interpretive
- Develop an entry point. Gateway to the Park.
- Formal Picnic Area
- Trail plan
 - Hierarchy – Trail classification, Paved/ADA, all weather gravel, soft surfaced, dirt.
- Bridge(s)
- Expanded Disc Golf
- Nature Play
- Mt. Bike Tracks
 - Single Track Trails
 - Skills Area – Pump track and technical
 - Gravity Trails
 - Cyclocross
- Amphitheater



Ewing Young Park Proposal For Master Planning

April 26, 2017

WHPacific



April 27, 2017

Don Clements and the Board of Directors
Chehalem Parks and Recreation District
125 S. Elliott Road,
Newberg, Oregon 97132

RE: Ewing Young Park Master Plan

Dear Don and Board Members:

We were delighted to hear that you and the Park District are ready to start the next step in the master planning process for Ewing Young Park. Our park design team at WHPacific has been vested in the planning process with you for over two years since we were first selected to master plan Ewing Young Park. Our first phase of work for your district included preparing the **Environmental Site Analysis Report and Mapping** which established the ground work for this master planning phase.

By selecting the WHPacific team you get the value of all our combined research and knowledge of the property, its history and its current uses. You get the value of our technical **AutoCAD mapping and plotting of the natural resources**, and you get a team that will not need a learning curve to get up to speed. We are ready to start, armed with all the background needed to launch the master planning phase.

As an additional benefit; we have just completed a master plan and cost estimate for a neighborhood park that is similar in size with similar components to Ewing Young Park, including bridges, trails and park facilities. We have relevant material data and current costs which we can apply to Ewing Young. We understand **the importance of a good cost estimate** to accompany the master plan so your district can properly plan for your upcoming budgets.

We look forward to continuing our working relationship with you and with Ewing Young Park. ***Don't hesitate to contact me to go over our proposals or if you would like us to revise the proposals to better fit your needs.***

We trust you will find our approach a benefit to your District!

Sincerely,
WHPacific, Inc.



Mark Hadley, RLA, ASLA
Landscape Architecture Studio Director
(503) 372-3606 direct
mhadley@whpacific.com

9755 SW Barnes Rd., Suite 300, Portland, OR 97225

Ewing Young Park Master Plan

Project Understanding

The Chehalem Park and Recreation District is interested in taking a renewed look at Ewing Young Park to determine if there are more usable alternatives for the park that would benefit today's community. The District would like to utilize the completed environmental and cultural assessment, base mapping and site analysis developed from baseline data obtained during the recently completed evaluation phase. This baseline information is essential to start a public involvement process and resulting master planning. Chehalem Creek and its associated riparian ecosystem is a treasured natural resource in the center of the park and any future park improvements must respect this resource and above all;

"Planning for the future must do no harm to the environment"

Currently named "Ewing Young Historical Park"; the park has quite a history as a onetime brick factory, saw mill, grist mill, a city dump, a stage coach crossing of Chehalem Creek and a swimming hole once favored by Herbert Hoover. The current X Games action sport theme has put the park on the map, but without long range planning.

The vintage house has been remodeled, yet its final purpose has not yet been determined. It could be a caretaker's residence, office, or some other park related use. The disc golf group would like to expand the course from 12 to 18 holes; which would require a bridge across the creek to access the "land locked" acreage on the other side. Whether disc golf expands in that location or not, opportunities for using the property across the creek need to be explored. The dump site corner has received a "no further action" designation from DEQ, as long as there is no development in the area. The park is in an ideal regional location to become a major trail head with future connections to the river and the Chehalem Heritage Trail.

As a first step in a successful master planning process, the community based values must:

- Capture the community's vision and desire for recreational facilities and use the Districts assets to heighten the quality of life in the community.
- Respect the constraints of the land and minimize unforeseen and negative impacts.
- Understand the values and priorities of the Park District and the community.

Project Approach

We are pleased with the opportunity to provide you with a scope and fee proposal in response to your request for a proposal. Our project approach is based on using our Environmental Site Analysis we have previously prepared to asses, identify, and evaluate resources areas and user experience of Ewing Young Park. In order to provide you with responsible fees, we offer the following description of our approach to the various elements of the park.

Completed Inventory and Site Analysis

We propose to use our established baseline data that we have formulated into environmental and cultural assessment, base mapping, and site analysis to complete the requirements of the master plan. Listed below are the items we have completed and resources we have obtained and developed:

- Prepared a Cultural History Report on the history of the Ewing Young Park property and the city's founder, Ewing Young.
- Reviewed all drawings and documents on file with the Chehalem Park and Recreational District. Pertinent reports, documents, and drawings that would have bearing on the master planning of the park were copied.
- In possession of Yamhill County and City of Newberg GIS data that has assisted in developing our base mapping and AutoCAD files, including topography contours at 1' intervals.
- Verified tax lot lines and the District's ownership.
- Evaluated Yamhill County zoning and development standards, from which we created a written analysis that has been incorporated into the Environmental Site Analysis.
- WHPacific met with City Planners to understand implications of the development standards, zoning and Stream Corridor restrictions. This information was then written and incorporated into the Environmental Site Analysis report.
- Trails specialist conducted a survey of the property, including utilizing GPS coordinates to locate the existing trail system, including its undulating elevation changes. These points were then incorporated into the AutoCAD base to map the complete trail system.
- WHPacific staff biologist has delineated the wetland boundaries and Chehalem Creek Ordinary High Water Line. The resources areas have been incorporated into the base mapping.
- Mapped and evaluated current FEMA flood conditions of Chehalem Creek and Willamette River back water.
- Observed the park on-site through all 4 seasons over the past 2 years, witnessing high and low water conditions of Chehalem Creek.
- Conducted a bridge crossing feasibility study that considered flood hazard to identify optimum bridge locations and proposed span length and height above the water line.

Public Outreach

We propose to conduct two public meetings/open houses, and a joint meeting with the City of Newberg and Yamhill County. At the first public meeting/open house we will present our environmental and cultural assessment maps and data. Our completed evaluation of Ewing Young Park's specific resource areas, conditions, and user experiences is the baseline data that assist in guiding and developing dialogue at the first meeting. Themes that emerge will be synthesized and developed into a concept master plan and cost estimate with supporting images and graphics for presentation at the second public meeting for comments. This plan will also be used to meet with City and County staff to seek comment. Once a consensus is reached the Park Superintendent will approve and the plan and cost estimate will be presented to the Parks Board.

Flood plain

Ewing Young Park is situated in the S.W. corner of the City of Newberg and within a mile north of the Willamette River. When the Willamette River floods, it causes smaller tributaries like Chehalem Creek, to back up into Ewing Young Park. The flood plain line parallels Chehalem Creek on its east and extends wide on its west; virtually covering the entire park acreage to the west of the creek. Development in the flood plain is limited by the City of Newberg and evaluated to ensure it does not increase flood hazards in other areas.

Bridge

At Ewing Young Park the greatest opportunity is to gain access across Chehalem Creek, to the property on the west side, for public use of the park land. This would open up approximately 11 acres that is currently land locked and virtually unused. The property is almost entirely within the 100 year flood plain, limiting development to open space, trails, natural area, and possibly expansion of the disc golf course. Three possible bridge locations have been selected based on our completed bridge crossing feasibility study that evaluated topography, width of the crossing, and proximity of the existing trail system.

Trail Head

A new trail head feature could be developed as a gateway to the natural features and trails in the park. An opportune spot exists at the northeast top of the disc golf meadow at its confluence with the activity areas of the Dog Park, Caretaker House, Skate Park, and Parking Lot. This vision could include an entry plaza with interpretive elements delineating the deep history of the site along with a trail map and disc golf course map. This is a natural viewing location to overlook the park and could include picnic areas or a more formal picnic pavilion. A pavilion could include more elaborate historical and interpretive elements.

Trails

The Park District has recently embarked on trail improvements through the wooded terrain at the south end of Ewing Young Park, opening up better access and new loop hiking activities. Continued enhancement and maintenance of the surfacing will make these trails an improving asset. A future bridge and trail development across the creek would greatly increase the nature appreciation experience with in the park.

Regional Connections

A bridge at the far northwest end of the park would provide a connection across the creek to Dayton Avenue and provide public access to the park from the community to the west. In addition to the Dayton Avenue connection, public neighborhood access from Charles Street to the north could be better developed. Another future regional connection from the south east corner of the park could eventually connect to the Chehalem Heritage Trail and the Willamette Riverfront.

Disc Golf Course

Ewing Young Park's disc golf course has been called a "Diamond in the Rough". Avid players appreciate the challenge of the varied terrain; however, often find the course in poor condition and difficult to navigate.

The disc golf is the main activity programmed for the major open space of the park. Even though the course has only 12 holes, they are spaced appropriately for the area. Many players wish there was access to the other side of the creek to be able to expand the course to a full 18 holes. The surface grade is quite rough and the clump grass not always mowed creating an uneven surface with the risk of turning an ankle. If not watching, discs can be lost in the tall grass, thick blackberries and underbrush.

The signage could use upgrading as it is not always obvious where to go; especially how to get from one green to the next tee.

In light of these constraints, the park setting is ideal for a top quality disc golf course, especially with the potential of expansion to the other side of the creek. It will be important to invite the disc golf community to the public meetings and see how we might incorporate their ideas into the master plan.

Design Team

WHPacific has assembled a team of highly qualified designers and engineers for the Ewing Young Park Master Plan. Each member was selected for their expertise, knowledge and teamwork. We have organized the team structure in a way that ensures an efficient, effective project delivery. Mark Hadley is a Landscape Architect with 34 years of experience that encompasses over 25 park projects. He will be your project manager and point of contact from the project inception to final completion. Jason Gillies, a Landscape Architect with 14 years of experience, will serve as lead designer. He has extensive experience in neighborhood and regional park design, serving as a key team member on numerous neighborhood park and natural space projects. Shawn Sanes is a registered Landscape Architect in Training with 3 years of experience. She will serve as a designer graphic development support. Casey Ferguson is a licensed Civil Engineer and LEED AP with 15 years of experience. He will provide expertise with site development, grading and erosion control design, infrastructure evaluation and cost estimating.

Cost Estimate

In order for the Park District to plan for the future and realistic yearly budgets it will be important to have a cost estimate for the build-out of the master plan. The master plan will be produced on a scaled AutoCAD drawing so quantities can be accurately measured. Areas of clearing and grading can be measured and depths determined from our existing contour mapping. Trail distances will be accurately measured. Park element costs will be estimated for bridges, pavilions, picnic shelters and other park facilities that may be identified through the public meetings. Soft costs will be included, as needed, for things like geotechnical evaluations, traffic analysis, permit fees, and engineering design. A contingency factor and escalation clause of 3.5% per year will be added so cost projections will be valid for future budgeting.

Proposed Schedule

Upon receiving a Notice to Proceed we will coordinate with the District to advertise the first public meeting which would be about 6 weeks out. Following the public meeting it will take about 8 weeks to develop a concept master plan and cost estimate. Following the 8 weeks a second public meeting will be held to present the cost estimate and concept master plan with supporting images and graphics for comments. We will utilize the following 4 weeks to finalize and complete the master plan and report. The schedule is proposing an 18 week timeline to develop a master plan for Ewing Young Park.

Scope of Work - Master Planning

Community Engagement and Programming

- **Public Meeting/Open House** – Conversations with the community prior to design work. Meeting materials will consist of the park maps, trails, and natural resource mapping we have already produced as part of the recently completed Ewing Young site analysis project. Conversations and ideas will be documents.
- **Programming** – Summarize themes from the meeting into a program of elements. Circulate amongst park district staff to gain a consensus and take final comments.
- **Management Approval** – Park Superintendent to approve program elements for the park.

Master Plan

- **Concept Plan** – Prepare a concept master plan drawing incorporating the ideas from the first public meeting and the approved program elements for the park. Review the concept plan with park district management and park staff to gain consensus and seek additional comments.
- **Agency Meeting** – Meet with the City of Newberg and Yamhill County in a joint meeting to seek comments on the Concept Master Plan.
- **Cost Estimates** – Prepare order of magnitude construction cost estimates including soft costs and escalation.
- **Public Meeting/Open House No. 2** – Present the park “Concept Master Plan” and take additional comments.
- **Review and Approval** – Park staff and Parks Board to review concept master plan and cost estimate and provide comments.
- **Master Plan** – Incorporate comments, make minor drawing revisions and prepare a final master plan drawing and design report. Attend the presentation to the Parks Board and seek approval.
- **Provide Final Digital Material** – for posting on the District’s webpage.

Assumptions and Items not included

- The project approach is based on using the AutoCAD and GIS mapping we prepared for the Environmental Site Analysis.
- On-site survey is not included, but could be useful for specific high use areas, yet to be determined.
- Civil engineering plans are not included at this master plan level. Neither grading nor utility plans are included. We assume water and sewer are available to serve the site.
- Arborist tree evaluations are not included.
- Traffic studies are not included.
- Geotechnical studies are not included.
- Hazardous material investigations are not included.
- Permit applications or land use applications or fees for permits are not included.
- We assume the park district staff will take the lead on coordination for the public meetings including arranging for the meeting space, sending out invitations, posting on your web site, and other coordination. WHPacific will provide all graphic park materials, assist with meeting facilitation and collect and summarize comments received.
- We recommend you budget for a contingency to cover elements that may arise during the course of the master planning that are not anticipated or are unknown at this time.

Proposed Fee

We propose to provide the above referenced design services on a lump sum basis for labor and time and materials not to exceed fee for reimbursable expenses.

Community Engagement and Programming (Includes first public meeting)	\$4,975
Master Planning (Includes second public meeting and agency meeting)	<u>\$18,950</u>
Labor Total	\$23,925
Reimbursable Expenses (not to exceed)	<u>\$950</u>
Total	\$24,875

If this is agreeable to you; for efficiency in contracting we can provide the same contract that was used with the first phase of work on Ewing Young. You reviewed and edited that contract and it was mutually agreeable to both parties.

SHORT FORM CONTRACT / WORK AUTHORIZATION

Date: October 3, 2017 Project #: _____
Project: Ewing Young Park Master Plan Amendment #: _____
Client: Chehalem Park and Recreation District Client Contact: Don Clements
Phone #: 503.554-0283 Fax #: 503.538-9669
Physical Address: 125 South Elliot Road Billing Address (if different): same
Newberg, OR 97132

Services to be performed:

Park Master Planning services as detailed on the attached proposal letter dated April 26th, 2017.

Requested By: Don Clements Schedule: 18 week project duration from contract execution.

Compensation: Client agrees to pay WHPacific, Inc. for the above services on the basis of:

A lump sum fee of \$24,875 for labor and expenses.

This Work Authorization, together with the attached letter proposal represents the entire understanding between the Client and WHPacific, and can only be modified by duly executed written instrument. WHPacific's Standard Contract Provisions are also incorporated herein. By its signature below, Client: 1) acknowledges receipt and approval of such Standard Contract Provisions, including the Limitation of Liability provisions included therein, and 2) authorizes WHPacific to proceed with the Services.

WHPACIFIC, INC.

Name: Mark Hadley, RLA, ASLA
Signature: [Signature]
Title: Landscape Studio Director
Date: Oct. 3, 2017
Name: Tom Jones, RLA, ASLA
Signature: [Signature]
Title: VP
Date: Oct. 3, 2017

CLIENT: CHEHALEM PARK & RECREATION DISTRICT

Name: W Don Clements
Signature: [Signature]
Title: Superintendent
Date: 10-18-17

Parks Dept. Activity Report October 2017

Cultural Center Patio

The patio was well used and a hit with the folks of Oktoberfest. It should help to expand the use of the ballroom and attract more events to the center. Not counting volunteer hours and district personnel costs, the entire project cost the district approx. \$29,000. We still have a little electrical work to do, but the project is now complete.

City of Newberg Fees

As you know the City Council voted to place a street improvement fee onto our sewer and water bills. For the parks dept., this past month it cost an additional \$742.50 so over a years' time the increase will be approx. \$8,910 yr. For the golf course, the monthly total was \$407.75 with a total yearly cost of \$4,893. Of course this was not anticipated in this budget year.

In order to save money, many irrigation meters have been turned off as possible for our parks. We request that they be turned off by the city otherwise we would be paying a monthly meter fee even though we do not use any water. It is cheaper for us to pay the re-hook-up fee than to keep the meters in place.

Blaine Street House

Per code, we have to place a handicapped ramp leading up to the back of the Blaine St. house that is being used by the Newberg Downtown Association. Hopefully in the next month we will have this done at an approx. cost of \$2,000.00. Landscape and other upgrades to this property will take place as time allows.

Aquatic Center Update

The rain has slowed us down a bit with concrete pours and roofing on the lobby and locker room areas. Hopefully this week we will have some nice weather to pour. Construction trailers are now moving to the back of the building because work on the new parking lot is about to take place and sidewalks along Haworth St. will soon be under construction. The pools themselves are being tiled and mechanical equipment for the pools are being installed. Windows in several areas are also being set. March/April is still the goal to open. Lots of work to do before then.

Fitness Center

We had a kick off meeting with the architects, consultants and interested parties earlier this month. We have two issues that need to be resolved. We may need to add three additional toilets above and beyond what we already have. This is driven by code. The district feels we have enough toilets, but will need to sit down with the city to see if we can turn in a variance. The other challenge is that 25% of the project cost has to go to ADA upgrades unless you have no ADA upgrades that are required. This will be another challenge for us to meet and complete the other items in the project.

Parks Summary

Month of: *September 2017*

<i>Park Name</i>	<i>Hours Worked</i>
<i>Armory</i>	30.00
<i>Arrowhead Park</i>	0.25
<i>Billick/Dundee</i>	51.25
<i>Buckley Park</i>	1.50
<i>Central</i>	111.50
<i>Che. Valley</i>	9.25
<i>College</i>	4.00
<i>Community Center</i>	17.25
<i>Crabtree</i>	4.75
<i>Crater Ball Fields</i>	71.00
<i>Dundee Park</i>	0.50
<i>Elliott Road</i>	49.75
<i>Ewing Young</i>	18.00
<i>Falcon Crest Park</i>	2.25
<i>Fernwood Park</i>	1.00
<i>Fortune Park</i>	1.25
<i>Gail Park</i>	1.50
<i>Gladys</i>	1.75
<i>Golf Course</i>	0.50
<i>Herbert Hoover</i>	94.50
<i>Jaquith</i>	32.75
<i>Jaquith Ball Fields</i>	41.25
<i>Memorial/Scout House</i>	39.75
<i>Non-District Properties</i>	3.00
<i>Oak Knoll Park</i>	3.50
<i>Oaks Park</i>	1.25
<i>Other District Land</i>	6.50
<i>Parrott Mt.</i>	2.50
<i>Pool</i>	111.00
<i>Pre-School</i>	17.00
<i>Pride Gas</i>	2.50
<i>Renne Fields</i>	18.50
<i>Rotary Centennial Park</i>	9.50
<i>Schaad Park</i>	2.25
<i>Scott Leavitt</i>	4.25

<i>Park Name</i>	<i>Hours Worked</i>
<i>Senior Center</i>	69.50
<i>Spring Meadow</i>	18.75
<i>Transfer Station</i>	4.50
<i>vacation/holiday/sick/comp.</i>	53.00
<i>Willsonville Poperty</i>	17.00
<i>Youth building</i>	16.00
<i>Total</i>	<u>946.00</u>

General

September brings fall scheduling and programs. We have upheld our traditional fall scheduling and programs with the exception of our water exercise class line up; we have dropped from 12 available classes per week down to 8. This was primarily due to lack of consistent attendance numbers.

Drop-in program attendance:

Drop-In Activities	2017	2016
Water Exercise	405	503
GFU Undergrads	605	480
Lap Swim/Parent Child Swim	2212	Data Unavailable
Public Swim	913	1385
Weight Room	Data Unavailable	Data Unavailable
Total	4135 (1923)	2368

Facility reservations (per event):

Reservations	2017			2016		
	Pool	Classroom	Patio	Pool	Classroom	Patio
General	5	5		7	3	1
Internal Rec Construction		1 4	---		1	---
CST			---		1	---
NHS ST			---			---
CWP			---			---
NHS WP	2, 3 days	2, 3 days	---	2, 2.5 days		---
Special O			---			---
GFU	1 (+ water activities class)		---	1 (+ water activities class)		---
NFD						
Total	8	12	---	10	5	1

Enrollment numbers for our traditional (registration required) programs:

Program Enrollments	2017	2016
Weight Training	40	37
Personal (Weight) Training	6	---
Private Lessons (1, 1-A)	21	19
Lifeguard/WSI Courses	---	---
Water Polo	---	---
School Swim Lessons (Mi Escuelita)	16	13
Swim Lessons	119	124
Indoor Kayak	15 (13 attended)	7
Total	217	200

Special User Groups, Events, Meets, Matches & Tournaments

Our regular user groups include Mi Escuelita Preschool and Daycare, George Fox University, Veritas Academy and Newberg High School.

Mi Escuelita has been coming for evening swim lessons for several years now. This year they are meeting with four instructors on Monday and Wednesday afternoons from 4:30-5:00 p.m.

George Fox continues to use our pool for football (on Sunday nights), water activities classes (on Monday/Wednesday afternoons); girls' softball met for a single social event on Friday September 8; new this year for George Fox is the advent of the swim team which began practices the week of September 18 (Monday – Friday 8:30-10:00 p.m.).

Veritas Academy cross country team crossed trained their traditional one evening a week (either a Tuesday or a Wednesday from 7:00-8:15 p.m.).

Lastly NHS water polo practices daily and hosted 5 league games and two, 1.5-day water polo tournaments (one men's one women's).

Staff Scheduling & Development

Aquatic staff scheduling was difficult for September as we had many absences for health-related issues and lack of availability of high school age staff due to extracurricular school activities such as band, theatre, cross country and water polo. We were very fortunate to be able to hire two lifeguard certified swim instructors from our George Fox population. We welcomed twin sisters Jamie and Joanne Zuckerman to the roster. These girls hale from Salem.

The receptionist desk also experienced challenges in scheduling; we hired two new part time individuals Hailey Goldammer and Maggie Amaya. Maggie is now trained and is on the formal schedule. Hailey was hired as a backup, on call, receptionist and continuing to be trained.

Submitted by Tara Franks, Aquatic Coordinator

Activity Financial Report - Sept 2017		Department - Aquatics 451					
REVENUE	Sept '16	Sept '17	Yr to Date '17	Yr to Date '18	Year End 15/16	Year End 16/17	Est June 17/18
Aquatics - 451:							
451.000 ActnCCBk Fees							
451.007/291 Water Exercise	\$1,231.50	\$422.50	\$4,159.50	\$1,323.00	\$20,909.25	\$9,885.50	\$20,185.00
451.008 Weight Training	\$1,351.50	\$2,840.25	\$4,530.72	\$6,973.50	\$29,205.16	\$22,311.39	\$30,000.00
451.011 Private Swim Lessons	\$887.00	\$1,939.00	\$11,284.51	\$11,472.50	\$52,647.25	\$35,124.51	\$45,210.00
451.012 Saturday Swim Lessons			-\$108.00	\$120.00		-\$108.00	
451.013 Water Safety	\$80.00		\$285.00	\$1,143.00	\$4,156.00	\$3,648.00	\$10,000.00
451.014 SilverSneakers - Tivity		\$224.50		\$697.00		\$3,271.50	\$12,075.00
451.015 Silver&Fit - ASH		\$1,944.00		\$5,658.00		\$15,644.02	\$5,300.00
451.016 Water Polo		\$571.50	\$413.52	\$6,473.99	\$19,908.93	\$16,924.58	\$21,800.00
451.017 George Fox University			\$260.00		\$12,647.25	\$12,658.25	\$16,600.00
451.018 Newberg High School							
451.019 School Districts							
451.020 Locker Income		\$1,250.00		\$2,162.00	\$4,079.00	\$1,828.00	\$3,500.00
451.021 Locker Rental	\$273.50	\$105.00	\$647.00	\$1,360.50	\$4,503.00	\$3,478.50	\$1,000.00
451.023 Pool Rental	\$1,260.50	\$874.26	\$3,188.50	\$1,799.26	\$10,650.48	\$11,629.50	\$15,510.00
451.024 Classroom Rental	\$355.50	\$300.00	\$605.50	\$838.00	\$2,548.75	\$3,477.50	\$3,845.00
451.025 Sauna/Spa	\$358.00	\$317.00	\$742.00	\$964.00	\$3,480.85	\$5,970.00	\$3,200.00
451.026 Special Events							
451.061 Vending		\$126.33	\$260.43	\$279.62	\$1,941.96	\$1,547.13	\$2,000.00
451.200 Aquatics Misc					\$27.97		
451.280/293 Sales	\$565.50	\$480.00	\$2,473.50	\$2,188.50	\$7,309.71	\$7,104.72	\$8,787.00
451.281 CST/CVA	\$49.00		\$117.00		\$12,175.50	\$12,737.00	\$13,200.00
451.282 Swim Lessons	\$7,707.50	\$7,498.00	\$33,331.31	\$37,669.99	\$123,692.54	\$121,337.67	\$136,060.00
451.283 Lap Swim	\$528.00	\$652.00	\$1,971.95	\$2,260.75	\$8,932.70	\$7,950.18	\$11,000.00
451.284 Public Swim	\$1,624.35	\$1,720.11	\$10,875.80	\$11,207.11	\$32,098.80	\$29,517.08	\$41,590.00
451.285 Equipment Rental	\$36.00	\$37.00	\$37.00		\$316.50	\$56.25	
451.286 Membership Sales	\$10,091.75	\$8,153.75	\$27,832.03	\$25,548.25	\$128,050.95	\$102,851.87	\$134,455.00
451.287 Weight Room	\$728.00	\$587.00	\$2,299.50	\$1,580.00	\$10,681.00	\$9,908.67	\$11,800.00
451.289 Punch Cards - General	\$445.00	\$591.00	\$2,061.00	\$2,434.00	\$9,933.50	\$7,819.00	\$10,000.00
451.290 Gift Certificates						\$56.00	
451.292 Scholarship (Swim Lessons)					\$53.00	\$35.00	\$900.00
451.294 Indoor Kayak	\$10.00	\$150.00	\$10.00	\$160.00	\$630.00	\$1,112.00	
451.296 Patio Rental	\$70.00		\$140.00		\$279.50	\$140.00	
451.490 Gift Certificates							
TOTAL AQUATIC REVENUE	\$27,652.60	\$30,746.20	\$107,417.77	\$124,312.97	\$500,859.55	\$447,915.82	\$558,017.00

Activity Financial Report - Sept 2017

Department - Aquatics 451

EXPENDITURES	Sept '16	Sept '17	Yr to Date '17	Yr to Date '18	Year End 15/16	Year End 16/17	Est June 17/18
Aquatics - 451:							
Personnel Services							
Aquatic Supervisor							
Secretary I	\$4,417.75	\$4,417.75	\$4,417.75	\$4,417.75			\$21,321.00
Secretary II	\$2,496.88	\$2,570.49	\$7,055.58	\$7,340.98	\$27,262.99	\$28,224.82	\$29,059.00
Aquatic Coordinator	\$3,286.52	\$3,383.60	\$9,703.57	\$10,102.26	\$37,566.45	\$39,282.25	\$40,604.00
Aquatics Specialist							\$15,735.00
Guards	\$5,597.45	\$5,498.08	\$18,251.49	\$19,552.41	\$52,444.51	\$54,942.82	\$129,341.00
Cashiers	\$4,475.27	\$607.31	\$12,352.03	\$8,950.67	\$45,404.54	\$45,258.79	\$47,242.00
Instructors	\$3,111.34	\$2,833.96	\$15,467.71	\$13,973.06	\$43,237.73	\$42,384.80	\$54,765.00
Coaches			\$1,411.50	\$1,884.26	\$4,340.96	\$5,423.88	\$5,800.00
Carlton Contracts							
Total Personnel Services	\$18,967.46	\$19,311.19	\$64,241.88	\$66,221.39	\$210,257.18	\$215,517.36	\$322,546.00
Materials & Services:							
Office Supplies	\$366.66	\$63.60	\$1,271.25	\$469.58	\$2,690.24	\$3,088.00	\$3,050.00
Postage Supplies	\$5.64	\$2.94	\$313.53	\$320.23	\$1,054.05	\$768.35	\$4,450.00
Program Supplies	\$252.01	\$119.60	\$1,179.01	\$1,278.42	\$8,987.87	\$11,029.94	\$10,200.00
Chemical & Agricultural Supplies	\$797.30	\$508.61	\$6,248.75	\$18,134.94	\$21,096.53	\$21,096.53	\$26,000.00
Store Supplies			\$1,231.17	\$1,274.07	\$2,814.28	\$5,590.64	\$7,500.00
Gas & Oil Supplies				\$227.94			
Classifieds				\$35.00			\$625.00
Brochure				\$266.56	\$1,203.38	\$757.39	\$4,850.00
Flyers	\$66.88	\$135.14	\$341.84	\$641.03	\$2,091.88	\$1,180.29	\$1,850.00
Professional Dues		\$364.75	\$35.13	\$371.75	\$1,528.49	\$2,269.25	\$2,500.00
Conference/Workshops						\$787.15	\$1,200.00
Staff Mileage	\$10.10		\$10.10		\$48.48	\$144.43	\$350.00
Staff Expenses	\$14.00		\$14.00	\$63.40	\$309.25	\$190.67	\$650.00
Utilities:							
Electricity	\$4,290.03	\$4,532.75	\$12,394.14	\$8,890.73	\$49,732.21	\$56,114.74	\$57,200.00
Natural Gas	\$3,152.53		\$7,939.73	\$6,256.22	\$61,004.50	\$67,474.71	\$77,055.00
Water/Sewer	\$3,550.72	\$2,759.44	\$9,321.32	\$5,318.26	\$24,827.45	\$32,082.29	\$36,300.00
Telephone	\$99.22	\$244.93	\$341.32	\$561.20	\$2,072.31	\$3,119.96	\$3,000.00
DOE Repayment							
Fees (activenet/bank/cc)	\$1,750.73	\$2,126.80	\$6,966.76	\$9,736.94	\$29,211.12	\$27,077.08	\$35,500.00
Equipment Maint Repair							
Prof & Contract Services							
Program Contracts 451.380.003	\$1,713.24	\$1,119.03	\$5,587.93	\$2,687.54	\$19,768.82	\$20,226.29	\$22,000.00
Insurance Services	\$2,548.98	\$2,548.98	\$1,777.70	\$2,548.98	\$23,015.37	\$24,819.76	\$33,766.00
Equipment Maint Contract			\$146.44				
Refunds				\$45.00	\$145.25	\$273.50	\$450.00
Equipment Rental							
Buildings & Structures							
Total Materials & Services	\$16,069.06	\$14,526.57	\$55,120.12	\$40,639.91	\$248,902.83	\$278,090.97	\$328,496.00
TOTAL AQUATIC EXPENDITURES	\$35,036.52	\$33,837.76	\$119,362.00	\$106,861.30	\$459,160.01	\$493,608.33	\$651,042.00

Activity Report October 2107

Dept 452- Adult Sports

The 5K on the Byway was the big event for the department this past month. We combined our event with ODOT's open house for Play on the Byway September 23. We had a top notch event with 298 registered runners during that morning. Timing went well as the run was injury free. The COED Softball season continued on in September and will finish in league play in October.

The past month saw a total of 414 participants totaling 1333 participant hours at a cost + 10.24 per participant and of + 3.18 per participant hour. Overall the budget is seeing a reduction of subsidy by a total of -2446 compared to ytd 2016.

Dept 453- Youth Sports

September is always a big month for this department. We have finished our baselines concussion testing and got all fall sport activities that include competition started for youth soccer, middle school soccer, volleyball, and cross country, youth football, and Lil Kicks Soccer. All officials have completed their training and have started work. Jaquith Fields, Crater Fields, Renne Fields and NHS Stadium are hosting games for the various leagues presently. The turf is holding well so far as the light rains have not added to any damage the heavy usage each venue receives every fall.

Up and coming are basketball tryouts, Middle School Wrestling, and Lacrosse organizational meetings. Many youth sport leagues are now operating 8-9 months per year round instead of being just seasonal. We are looking for a volunteer head track coach for this spring. Softball is the other spring sport that we will work with McMinnville Park and Recreation Department once we get through the winter season.

We saw a total of 929 participants this past month totaling 19375 participant hours at a cost saving of - 17.27 per participant and of - .82 per participant hour. Overall the budget is seeing a reduction of subsidy of by a total of - 25964 compared to ytd 2016.

Dept 454- Recreation

Many of the fall gymnastic and fitness classes began in September. The DCC held their main event in September with Movie and Party in the Park. Movie in the Park saw it rain for the first time in over 70 days just before the event which held the attendance to just over 100. The following day Party in the Park was held at Billick Park and was one of the best logistically for the DCC with set up and take down. Lacking volunteers to help with setup and take down, we had volunteer support from a local church and a local youth group to help with this part of the event. The event saw over 500 in attendance with free games, ice cream and music for all to enjoy.

The department is seeing an increase in subsidy by a total of +1241 compared to ytd 2106.

Department 455- CARE

We are experiencing a larger turnout of students for this fall than in the previous year. The Coordinator is working diligently on keeping up with the staffing to serve our enrollment. The department has seen a total of 374 registered this past month totaling 38336 participation hours at a savings of – 80.00 per participant and of - .79 per participant hour. Overall the budget is looking better by a total of – 32290 compared to ytd 2016.

Site	enrollment	Participant hours x participants	Cost per participant hour
Austin	40	95 hrs. x 40part.= 3800 part. hrs.	
Crater	80	95 hrs. x 80 part. = 7600 part. hrs.	
Dundee	51	95 hrs. x 51 part. = 4845 part. hrs.	
Edwards	72	95 hrs. x 72 part. = 6840 part. hrs.	
Ewing Young	29	95 hrs. x 29 part. = 2755 part. hrs.	
Mabel Rush	71	95 hrs. x 71 part. = 6145 part. hrs.	
Community Center	29	219 hours x 24 part. = 6351 part. hrs.	
Total	374	38336 part. hrs.	-.79

Expense detail for September 2017

Personnel \$29,529.30
 Materials 7,945.91
 Total expense 37,475.21
 Revenue 67,534.63
 Net **-\$30,059.42**

YTD 2018 Fiscal Year

\$94,122.28
20,303.20
 114,425.48
173,768.92
- \$59,343.44

We have started our school year off with a bang! There has been lots of new families moving into the area that are registering for CARE. Making sure the information we give to everyone is timely and appropriately comprehended is a big part of the success of this program. As a partner with the elementary schools, we must make sure that each school office and principal understands and finds value in the program for their school population.

It is thrilling that the NSD advertised our before and after school childcare program on their web site, newsletters, and in the Newberg Graphic back to school edition.

We continue to hire new staff as our enrollment climbs. Our enrollment currently is 53 more enrolled students this year than September 2016.

Department 456-Chehalem Senior Center

The past month saw a total of 2626 participants totaling 5651 participation hours at a cost saving of -.14 per participant and of -.28 per participant hour.

Activity	September -17	2017-2018 totals
Bingo	110	324
Crafts	61	185
Day Trips	12	12
Meals on Wheels	1210	3814
Senior Center Lunch	292	816
Special Events	0	0
Classes	50	87
Clinics	74	228
Games	165	488
Exercise	255	818
Food Dist	225	673
Volunteer	118	364
Misc	54	161
Participation Total	2626	7970
Participant Hours	5651	13548

Financial Tracking	Sept -2017	2017-2018 totals
Staff Expense	3461.22	10256.89
Program Expense	1418.05	5765.75
Utilities / Facilities Expense	2532.71	5243.63
Total Expense	7411.98	21266.27
Program Revenue	3637	10590.5
Rental Revenue	4148	12208.21
Total Revenue	7785	22798.71
Net	-373.02	-1532.44

Cost per participant	-.14	
Cost per participant Hour	.28	

Sports Advisory Council

This council met for the first time on September 9th and met again on Sept 26th. This committee is drafting a list of sports/recreation programming within Dundee and Newberg. This list will be discussed during the October 24th advisory council meeting. This group is interested in building programs. The group intends to pick a project/program during its October meeting.

Start of school parking lot concerns.

School has started again which means the Crater Elementary parking lot and loading zones are being heavily utilized again. This increases the amount of grade school age foot traffic and bicycle traffic in the senior center parking lot during operation hours. Polly Tremaine has coordinated Senior Center volunteers to remind parents that this parking lot is reserved for older adults and to encourage students to use the sidewalks when entering the rear entrance of Crater. Matt Compton met with Principal of Crater Elem (Michelle) on Sept 20th to discuss the schools concerns about senior center parking lot volunteers and the Park District's concerns about student and senior safety in the senior center parking lot. It was a good discussion. But the school has decided to continue to use the back entrance as a release point for students who walk home or ride bikes. Which encourages some of the safety concerns regarding foot traffic. Michelle has promised that she will station some of her staff in the back exit area to assist. We have agreed to stay in communication on this issue going forward.

Dept 472- Concessions

Lost the freezer at Jaquith Park, pick up a used one for \$300.Both stands are doing well. We are seeing a increase in profits by a total of – 2786 compared to ytd 2016.

Dept- 474- Preschool

Classes are off to a strong start with enrollment. We have a total of 37 students totaling 9183 hours at a cost savings of – 285 per student and of – 1.15 per participation hour. Overall the budget is looking better by a total of – 65445 compared to ytd 2106.

Expense detail- September 2017		2018 Fiscal Year YTD
Personnel	\$2,021.17	\$ 2,021.17
Materials	<u>\$1,219.56</u>	<u>\$ 2,689.90</u>
Total expense	\$3,240.73	\$ 4,711.07
Revenue	<u>-\$8,902.70</u>	<u>-\$ 15,232.40</u>
Net	<u>-\$5,661.97</u>	<u>-\$ 10,521.33</u>

Teachers began to return to set up the classroom for the school year the last week of August as well as write welcome letters to all the incoming students.

Bonnie Benedict Preschool year began with orientation on Thursday, September 7th and Friday, September 8th. We had a fantastic turn out of students and their families for this first day. One of our guest of honor for our 4 year old orientation was Bonnie Benedict herself with her enrolled great-grandson and his parents attending as well! It is always great to have Mrs. Benedict come for a visit. Bonnie Benedict Preschool has a full 4 year old class of 24 students, with a waiting list and an almost full 3 year old class with 13 students. "Full" for our 3 year old class would be 14 students. Enrollment is up by 3 students compared to this time last year.

Please note that our revenue for both Bonnie Benedict Preschool and the CARE programs are high right now partially due to many of the families paying for the full school year in advance and up front. When families pay for the full school year in advance, we give them a 10% discount on the full amount which makes this option enticing!

Subsidy comparison of ytd with 2016

- 452- 2466
- 453- 25946
- 454+1241
- 455- 32290
- 456+2683
- 457-2828
- 472-2786
- 474-6554 Total - 68946 reduction compared to ytd 2016

Until Next Time , Good Luck Everybody!

From: Laurie Rauch [laurierauch5@gmail.com]
Sent: Sunday, October 08, 2017 6:51 AM
To: mmartin cprdnewberg.org
Subject: Newberg Open, tennis courts

Dear Mark Martin, CPRD Board and all others involved,
I want to thank you for putting on the annual Newberg Open this past summer. I have played in the tournament for the last 3 years and I really enjoy it! I just started playing tennis 3 years ago and have found it to be one of the most enjoyable additions to my life in my middle age!

I was very excited when I heard that the Jaquith courts were going to be resurfaced. I played on them shortly after they were completed and play there weekly when weather permits. I noticed that *shortly* after the new surface was put on that the cracks began to appear again. I was so confused as to why the large price tag to resurface did not include filling in the cracks and making it a safer place to play. They continue to grow and are very dangerous. I am very nervous when I play on the courts there, but would like to continue. As GFU eliminates courts, more and more people will be using these courts. Please go back to the company who resurfaced the courts and have them take care of the problem. This is a liability issue that they should be held accountable for.

Thank you for all you do for our community! I am very thankful for all the ways CPRD has positively influenced mine and my family's lives! If there is anything I can do to help this situation please let me know.

Sincerely,
Laurie Rauch
503-516-3111



Chehalem Park and Recreation District Feedback Form

9.5.16

Please use this form for your suggestions and comments about CPRD programs, facilities and/or personnel.

What are you commenting on?

Activities

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School
- Recreation
- Sports

Facilities

- Adult Enrichment Center
- Bonnie Benedict Preschool
- Chehalem Armory
- Chehalem Aquatic & Fitness Center
- Chehalem Community Center
- Chehalem Cultural Center
- Chehalem Glenn Golf Course

General

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

*Senior water exercise MWF } are both excellent!
Gentle water exercise T-Th }*

Good routines; top notch instructors

What is your recommendation?

Thank you Tara, Wendy, Krista, Sabrina, and Karen!

Keep up the good work.

We are here to serve you. If you would like to discuss your issue, let us know and we will contact you.

Would you like us to contact you? Yes No

Preferred method of contact Phone Email

Optional

Name Dave Cox

Address 216 Park Court Newberg

Phone 503-858-7106

Email _____

Other ways to make your voice heard

- **Attend a Board meeting.** The Chehalem Park and Recreation District Board of Directors generally meets the fourth Thursday of each month. The public is welcome. Due to the holidays, the board meets only if necessary in November and December. Visit our website for meeting locations and details.
- **Give us a call.**
Administration Office (503) 554-0283
Registration Desk (503) 537-2909
- **Go online.** You can leave feedback for CPRD on our website at www.cprdnewberg.org, through Facebook, Twitter, and our blog.

Lynne Patrick

From: David Leslie <leslied@newberg.k12.or.us>
Sent: Friday, September 8, 2017 3:38 PM
To: Lynne Patrick
Cc: Scott Woods; Scott Murphy
Subject: Impressed :)

I have been waiting for the right moment to give your CARE workers and your CARE program a big thumbs up for the incredible job they all did this summer .. Been a while since I had the opportunity to play a part in the summer activity here at Edwards and you sure have a great compassionate crew ..

They never hesitated to give me a hand lifting the lunch tables and also assisted in wiping tables down when I was called away for summer school services ..

These folks really deserve a pat on the back and it may not mean much coming from someone like me , but I look forward to next summer and it will be better as I can see now how it all works .. :)

I especially appreciate Charlene for her many years of dedication to our Edwards kids and all others as she worked all summer :)

Dave L.

Subject: RE: [FWD: Thank you!]

----- Original Message -----

Subject: Thank you!

From: Jennifer Wenks <jennifer.wenks@gmail.com>

Date: Wed, September 20, 2017 3:27 pm

To: jpetersen@cprdnewberg.org

Julie,

I just wanted to let you know that my family really appreciates the communication we are receiving this year from you. Our daughter played soccer for several years and this year our son just started and we have been so happy and so pleased with the communication in the organization of the program. So thank you very much for all your hard work! We look forward to a great season!

Jen Wenks

Sent from my iPhone



Chehalem Park and Recreation District Feedback Form

9/28/17

Please use this form for your suggestions and comments about CPRD programs, facilities and/or personnel.

What are you commenting on?

Activities

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School
- Recreation
- Sports

Facilities

- Adult Enrichment Center
- Bonnie Benedict Preschool
- Chehalem Armory
- Chehalem Aquatic & Fitness Center
- Chehalem Community Center
- Chehalem Cultural Center
- Chehalem Glenn Golf Course

General

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other (PEOPLE)

What is your comment?

I HAVE BEEN COMING TO THE CPRD FOR JUST UNDER ONE YEAR NOW. I VERY MUCH APPRECIATE THE WONDERFUL PEOPLE WHO WORK HERE I WOULD LIKE TO THANK KATHY, BELKY, KAREN, SABRINA, WENDY TERRA & PATTY.

What is your recommendation?

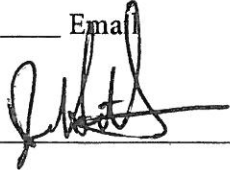
KEEP DOING A WONDERFUL JOB!

We are here to serve you. If you would like to discuss your issue, let us know and we will contact you.

Would you like us to contact you? Yes No

Preferred method of contact Phone Email

Optional

Name RYAN HAMILTON  28 SEP 2017

Address _____

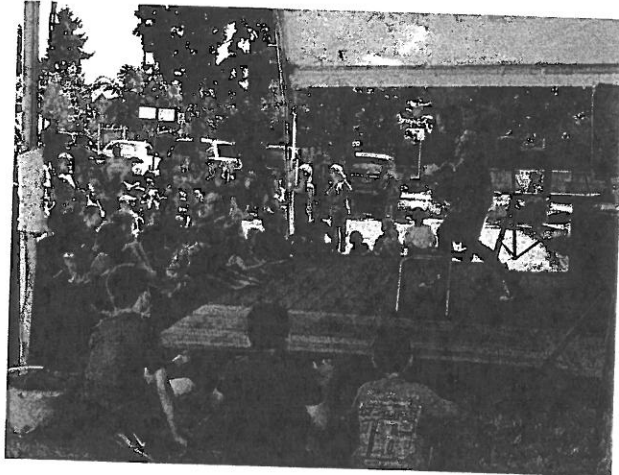
Phone (971) 264-8316

Email _____

NA 9/29/17 1:46 pm

Other ways to make your voice heard

- **Attend a Board meeting.** The Chehalem Park and Recreation District Board of Directors generally meets the fourth Thursday of each month. The public is welcome. Due to the holidays, the board meets only if necessary in November and December. Visit our website for meeting locations and details.
- **Give us a call.**
Administration Office (503) 554-0283
Registration Desk (503) 537-2909
- **Go online.** You can leave feedback for CPRD on our website at www.cprdnewberg.org, through Facebook, Twitter, and our blog.



Enriching and Nourishing the Life of our Community

Newberg Aquatic Center, September 6, 2017

The Newberg Public Library just wrapped up its 2017 Summer Reading Program. We wanted to share the impact of your donation this year. With your help, the library registered 1,562 children who all received a free book to keep. Incentives like yours encourage kids and families to read over summer. These kids read a total of 24,591 days!

Your company logo was displayed all summer long in the library where more than 6,200 people attended programming.

Thank you again for your support of literacy in our area.

Sincerely,
Amanda Lamb, Mary Lynn Thomas & Korie Buerkle
Children's Librarians, Newberg Public Library



HAGAN HAMILTON
insurance services

BERN COLEMAN
HAGAN-HAMILTON INSURANCE
503-472-2165

October 17, 2017

583

CHEHALEM PARK & RECREATION DIST
125 ELLIOTT RD
NEWBERG, OR 97132-2117

Over the past 27 years, Oregon workplaces have driven down workers' compensation claims frequency by more than 70 percent through their powerful focus on workplace safety—which, in turn, has reduced workers' compensation rates by 71 percent.

After all, the least expensive injury is the one that never happens.

To recognize policyholders who are leading the way on safety, this year SAIF's board of directors declared two dividends: a primary dividend of \$120 million, and a safety performance dividend of \$40 million.

The primary dividend operates much like previous dividends, with each policyholder receiving a share of their 2016 policy year premium (some of which may have been paid in 2015). You are receiving 22.31 percent of your standard premium under the primary dividend.

For the safety performance dividend, policyholders are rewarded on a scale ranging from zero percent to 11.94 percent of their standard premium. The amount is determined by the policyholder's 2016 policy year claims experience. You've been awarded 8.77 percent of your 2016 standard premium for safety performance.

The dividends are possible because of SAIF's overall financial results, including investment returns and favorable trends in claims costs. You play an essential role, too, through your continued efforts to reduce injuries, which reduces costs. Thank you for your commitment to keeping workers safe.

If you have questions, please log on to Business Online at saif.com, or contact your agent or SAIF representative.

Sincerely,

A handwritten signature in black ink that reads "Kerry Barnett".

Kerry Barnett
President and CEO

4/1



HAGAN HAMILTON
insurance services

BERN COLEMAN
HAGAN-HAMILTON INSURANCE
503-472-2165

CHEHALEM PARK & RECREATION DIST
125 ELLIOTT RD
NEWBERG, OR 97132-2117

SAIF Policy 269304
Check No. 012377794
Amount \$15,968.00
Issue Date 10/17/2017

Safety pays—again and again

Our policyholders' efforts to reduce on-the-job injuries continues to pay off, year after year. That's why SAIF's board of directors again declared two dividends: a primary dividend of \$120 million, and a safety performance dividend of \$40 million.

The attached check reflects your total for both dividends.

Primary dividend: 22.31 percent of your 2016 policy year standard premium

Safety performance dividend: 8.77 percent of your 2016 policy year standard premium

Please see the enclosed letter for more information. If you have questions, log on to Business Online at saif.com, or contact your agent or SAIF representative.

It is unlawful in Oregon for an insurer to promise to pay policyholder dividends for any unexpired portion of the policy term or to misrepresent the conditions for dividend payment. Dividends will be due and payable only for a policy period that has expired, and only if declared by and under conditions prescribed by the Board of Directors of the insurer. Furthermore, it is an unlawful rebate and a violation of the Oregon Insurance Code for an insured or a representative of an insured knowingly to accept a dividend pursuant to a promise to pay policyholder dividends if the promise is made before the policy is issued or if the promise is made for any unexpired portion of a policy period.

Payment_Policy_Dividend_sCheck

Please keep the upper portion for your own records

FOLD ON PERFORATION LINE BELOW BEFORE DETACHING.



400 High St SE
Salem, OR 97312
503.373.8000

Dividend

To The
State Treasurer
Salem, Oregon
96-10
1232

Check No. 012377794

Date
10/17/2017

Pay FIFTEEN THOUSAND NINE HUNDRED SIXTY EIGHT AND 00/100 DOLLARS

Amount

\$ **15,968.00

Pay
To
The
Order
Of

CHEHALEM PARK & RECREATION DIST

(Void After 2 Years From Date Of Issue)

Authorized Signature

PAYABLE THROUGH US BANK

42

⑈012377794⑈ ⑆123200101⑆ 43502⑈



Pauly, Rogers, and Co., P.C.
 12700 SW 72nd Ave. ♦ Tigard, OR 97223
 (503) 620-2632 ♦ (503) 684-7523 FAX
 www.paulyrogersandcocpas.com

**CHEHALEM PARKS AND RECREATION DISTRICT
 2016 - 2017 EXIT CONFERENCE**

IN ATTENDANCE

Don Clements	Superintendent
Shy Montoya	Administrative Coordinator
Zach Mode	New Administrative Coordinator

AUDIT TEAM

Roy Rogers	Managing Partner	RoyR@rascpas.com
Michael Aloï	Compliance Manager	MichaelA@rascpas.com
Hannah Sirpless	Team Manager	HannahS@rascpas.com
Calvin Mai	Staff Accountant	CalvinM@rascpas.com
Brandon Dettra	Staff Accountant	BrandonD@rascpas.com

AUDIT COMPLETION TIMELINE

<u>Audit Agenda Item</u>	<u>Date</u>
Completion of interim fieldwork	<u>April 11, 2017</u>
Final audit fieldwork	<u>October 20, 2017</u>

PRELIMINARY AUDIT FINDINGS AND RECOMMENDATIONS

Finding Type

* An integral part of internal controls is the monitoring of financial activities by those charged with the governance (elected officials). This can be accomplished by asking specifically designed questions to senior staff, by reviewing financial statements and projections and by comparing financial results to pre-established benchmarks. While elected officials participate in the budget adoption process and receive staff prepared financial statements, these only partially fulfill the monitoring function.

Best Practice

We noted that the Board articulates their monitoring practices and record in the minutes when those activities occur.

* Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or to all phases of a transaction (Management override of controls). Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected. We recommend that the Board continually monitor the financial activities to mitigate this risk and consider obtaining additional fidelity insurance coverage to compensate for this risk.

Best Practice

* In reviewing fidelity insurance (employee honesty) coverage we noticed that the District carries cash and investment balances in excess of the insurance coverage amount. We recommend that the Board continue monitoring this exposure risk and make a determination as to the amount of insurance coverage they feel is prudent in regard to their oversight.

Best Practice

* During our testing of journal entries, we noted that Don's approvals are not dated. We recommend dating these approvals to ensure timely review.

Best Practice

** During our testing of Bank Reconciliations, the original April Bank Reconciliation could not be found so a new one was printed, signed, and reviewed. However since the original was not found, we were not able to determine if they were prepared or reviewed timely.

Exit comment

** During our testing of Accounts Payable, we noted that Check #112521 paid to Bridgestone Gold and check #112532 paid to Proactive Sports Inc. should have been recorded as liabilities as of June 30, 2017 but were recorded in 17-18 instead. Overall amount is immaterial and adjustment will be made to correct these items.

Exit comment

OUTSTANDING ITEMS

- * Deferred Revenue Adjustment
- * A/P Adjustment
- * Look into General Fund Interest Receivable Change

KEY COMMUNICATIONS



Client understands and accepts the responsibility and ownership of the financial statements, and their fair presentation in conformity with GAAP (or OCBOA) rests with management and the governing body.



If the auditor is engaged to assist in the preparation of the financial statements, it is understood that this assumes no more than 1 or 2 revisions, otherwise, additional costs may be incurred and charged to the Client.



In order to help facilitate the fiduciary responsibilities of the Executive Director and Board of Directors, an invitation to exit conference(s) has been extended to them. In the event that attendance is not possible, a summary will be sent to those parties unavailable. This will include exit memorandums from the interim and final meetings being sent.

FINDINGS KEY

Material Weakness - a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Significant Deficiency - a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

OMS - Oregon Minimum Standards comment which will be included within the 'Independent Auditors' Report Required by Oregon State Regulations' letter in the back of the financial report.

Exit Comment - a finding or deficiency less severe than a significant deficiency yet still important enough to merit attention by management.

Best Practice - a method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark



Oregon

Kate Brown, Governor

F412
Parks and Recreation Department

Headquarters

725 Summer St NE Ste C

Salem, OR 97301-1266

(503) 986-0980

Fax (503) 986-0794

www.oregonstateparks.org

September 21, 2017

Jim McMaster
Chehalem Park & Recreation District
125 S Elliott Rd
Newberg, OR 97132



RE: **Project Agreement**
Local Government Grant Program
LG17-019 – Pool Park Playgound Project

Jim -

Congratulations on your successful application for grant funds for the Pool Park Playgound project.

Enclosed you will find two original copies of the **Local Government Grant Program Agreement** between Oregon Parks and Recreation Department (OPRD) and the Chehalem Park & Recreation District. This agreement must be approved and signed by you or your designated representative, and our office, in order to receive grant funds.

Please sign both copies of this agreement and return them both to our office. We will then return a fully signed agreement to you along with a **Notice to Proceed** letter. **Work must not begin until you receive the Notice to Proceed letter** and a copy of this agreement, signed by the State. **Any work completed prior to receiving the Notice to Proceed is not eligible for reimbursement or as match.**

Timely implementation and completion of your project is extremely important. Your project must be completed by **October 31, 2019**. This will ensure continued credibility and success of the Local Government Grant Program by demonstrating effective results to citizens and policy makers.

We encourage you to offer appropriate media opportunities and, when possible, involve your local legislators to help build public awareness of the project's purpose and benefits. Please notify me for any event celebrating your project's beginning or completion.

If you have questions or if I can be of any assistance please feel free to contact me at 503-986-0591 or mark.cowan@oregon.gov. Thank you for helping make this valuable investment in Oregon's outdoor recreation.

Sincerely,

Mark Cowan
Grant Program Coordinator

Enclosures: LGGP Project Agreement (2)





September 28, 2017

Dear *Night of the Moon* Supporter,

First, I cannot thank you enough for the generous support – you have truly made a difference. As part of the Chehalem Cultural Center’s annual fundraising event, *Night of the Moon*, you made an investment in the cultural vitality of your community.

Your investment shows that you believe the world is a better place when we take the time to celebrate creative expression, choose to understand other ways of life, and find enrichment in meeting together. In short, you share our mission of cultural stewardship. There are many hands at work in our building; working to create art, to learn difficult new chords and tunes, at building new spaces and programs, and reaching out to connect with someone across a table. We are thankful to add your hands to the list, helping make it possible for the Cultural Center to be a space that is open and accessible for all.

In the spring, we would like to show our appreciation with a special intimate performance featuring members of the Oregon Symphony. You will receive more information about the performance and your complimentary tickets as we get closer to the event. We look forward to celebrating with you then!

Enclosed you will find your tax-deductible receipt(s) for your auction activity. If you find any errors or omissions, please contact us and we will be happy to resolve any issues.

See you around the Cultural Center soon.

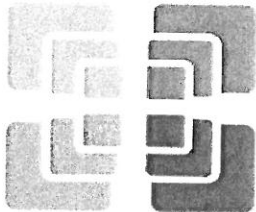
All the best,

A handwritten signature in black ink, appearing to read "Jim Halliday".

Jim Halliday
Interim Executive Director

← Thanks so much!!!
G:

October 2, 2017



Chehalem Cultural Center

Night of the Moon 2017

CPRD

125 S Elliott Rd
Newberg, OR 97132

TYPE		NAME OF ITEMS
<i>Charitable Donation</i>		18 holes of golf with carts for a foursome

Inspiring and enriching lives by connecting community and culture

Thank you for supporting: Chehalem Cultural Center

Tax Identification Number 20-3569580

September 25, 2017

Don and CPRD District:

I want to express sincere thanks for the opportunity to work here the past 7 years. I have learned so much and grown personally. It has been a difficult decision to leave since I really enjoy my job but this is my official notice. The audit is the week of October 16-27. I will be on trip to visit my new home October 23 to 27th. I will be out of the wonderful home you provided by Oct. 31. I hope to leave October 31 for my new home. I am flexible if you need a little more time and will be available via phone for the transition. My new address will be 1952 Riverchase Dr. Justin, TX 76247.

Respectfully and with deep gratitude,



Shy Montoya

Administrative Coordinator for CPRD

125 S ELLIOTT RD

NEWBERG OR 97132

503.554.0283 PH

503.538.9669 FAX

Council Meeting dates for 2018

January 2018

Tuesday, Jan. 2

Tuesday, Jan. 16

April 2018

Monday, April 2

Monday, April 16

July 2018

Monday, July 2

Monday, July 16

October 2018

Monday, Oct. 1

Monday, Oct. 15

February 2018

Monday, Feb. 5

Tuesday, Feb. 20

May 2018

Monday, May 7

Monday, May 21

August 2018

Monday, August 6

Monday, August 20

November 2018

Monday, Nov. 5

Monday, Nov. 19

March 2018

Monday, March 5

Monday, March 19

June 2018

Monday, June 4

Monday, June 18

September 2018

Tuesday, Sept. 4

Monday, Sept. 17

December 2018

Monday, Dec. 3

Monday, Dec. 17

CERTIFICATE OF RECOGNITION

This Certifies that

Dalton Paskett

*has contributed significant planning and labor in laying pavers
on the Chehallem Cultural Center patio, as a senior NRS project
and an appreciated contribution to GRRD and CCC.*



October 10, 2017

DATE

SUPERINTENDENT