

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
JUNE 28, 2018
6:00 P.M.**

- 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 May 24, 2018.
 - B. Approval of Bills Payable
 - C. Approval of May Financials
 - D. Approval of Retirement modifications
- V. Public Participation**
 - A. No one has requested to be placed on agenda
 - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Review of 2016-17 Audit and Acceptance
 - B. Approval of 2018-19 budget.
 - C. Approval of transfers for 2017-18 budget
 - D. Acceptance of 5.2 acres of land
 - E. 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. Culture Center Agreement
 - 2. Dundee Park
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

**Next meeting is August 23, 2018.
Do not forget we do not meet in July.**

To: Board of Directors
From: Superintendent
Date: June 22, 2018
Re: Background information for June 28, 2018 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 on May 24, 2018.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for May 24, 2018

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 \$405,601.11 General Fund, \$283,951.76 Capital Pool Construction and Loan Fund, \$16,596.34 SDC Fund, Foundation \$10,742.43.

C. Approval of May 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: Approve May Financials.

D. Approval of modifications to District retirement plan – Please see pages (11-15). This is what we already do, it needs documentation.

RECOMMENDATION: Approval of modification

V. **PUBLIC PARTICIPATION**

A. None at this time.

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

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

A. Review 2016-17 Audit and Accept– Kat sent copies to the Board. If you did not receive copy call me.

RECOMMENDATION: To accept 2016-17 Audit

B. Adopt 2018-19 Budget Resolutions – Please see pages (16-19) for resolutions

RECOMMENDATION: Approve resolutions 06-01-18 to 06-14-18

C. Resolution 06-05-18 transfers for 2017-18 budget – Please see page (20)

RECOMMENDATION. Approve resolution 06-05-18.

D. Acceptance of 5.2 acres of Land – Will discuss at board meeting

E. 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 third nine design, Trail Development and Master Plans. Status of landfill.

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 lower and revenue is up. Revenue is up in SDC because we raised the fee.

DESCRIPTION	<u>GENERAL FUND SUMMARY</u>		
	AS OF 5/31/16-17	AS OF 5/31/17-18	DIFFERENCE
TOTAL EXPENDITURES	\$ 4,870,050.94	\$ 5,001,994.35	\$ 131,943.41
TOTAL OPERATION EX.	\$ 3,906,771.95	\$ 4,087,137.57	\$ 180,365.62
TOTAL CAP/AQ/DEV/TRS	\$ 963,278.99	\$ 914,856.78	<\$ 48,422.21>
TOTAL REVENUE	\$ 6,244,956.62	\$ 6,643,867.77	\$ 398,911.15
TOTAL TAXES	\$ 2,707,363.73	\$ 2,703,966.83	<\$ 3,396.90>
TOTAL FEES & CHARGES	\$ 2,459,414.99	\$ 2,576,603.65	\$ 117,188.66
TOTAL OTHER REVENUE	\$ 54,889.23	\$ 51,158.31	<\$ 2,730.92>
BEGINNING BALANCE	\$ 1,023,288.67	\$ 1,312,138.98	\$ 288,850.31
<u>BALANCE</u>	<u>\$ 1,374,905.68</u>	<u>\$ 1,641,873.42</u>	<u>\$ 266,967.74</u>

DESCRIPTION	<u>SDC FUND SUMMARY</u>		
	AS OF 5/31/16-17	AS OF 5/31/17-18	DIFFERENCE
BEGINNING BALANCE	\$ 274,631.34	\$ 347,665.46	\$ 73,034.12
INTEREST	\$ 2.37	\$ 1.39	<\$.98>
CITY OF NEWBERG	\$ 195,311.39	\$ 294,022.51	\$ 98,711.12
CITY OF DUNDEE	\$ 3,953.32	\$ 21,364.00	\$ 17,410.68
COUNTY OF YAMHILL	\$ 26,055.05	\$ 98,678.24	\$ 72,623.19
TOTAL REVENUE	\$ 499,953.47	\$ 761,731.60	\$ 261,778.13
TOTAL EXPENDITURE	\$ 201,153.29	\$ 550,531.75	\$ 349,378.46
<u>BALANCE</u>	<u>\$ 298,800.18</u>	<u>\$ 211,199.85</u>	<u>\$ < 87,600.33></u>

Please note the operational cost is up about \$180,365.62. The revenue is up about \$398,911.15. If trend continues our ending balance may increase.

B. Superintendent Report – To be given at meeting.

C. Staff Reports – Please see pages (21-28)

IX. **CORRESPONDENCE**

A. Citizens Comments/Evaluations – Please see page (29-42).

B. Miscellaneous Information – Please see page (43-46)

X. **ADJOURNMENT.**

AUGUST 23, 2018 IS OUR NEXT SCHEDULED BOARD MEETING.

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
May 24, 2018
MINUTES

- I. Peter Siderius called the meeting to order 6:02 p.m.

- II. Roll Call
 - Board members:
 - Peter Siderius
 - Bart Rierson
 - Don Loving
 - Mike Ragsdale
 - Lisa Rogers

 - CPRD Staff:
 - Don Clements, Superintendent
 - Jim McMaster, Park and Facilities Supervisor
 - Casey Creighton, Basic Services Supervisor
 - Julie Petersen, Special Services Supervisor
 - Shy Montoya, Administrative Coordinator

 - Public:
 - Rob Lewis, Anvil Academy

- III. Approval of agenda
 - Motion to approve agenda as written
 - Moved Mike Ragsdale
 - Second Bart Rierson
 - Passed unanimously

- IV. Pete Siderius opened Public Hearing on 2018-19 Budget.

- V. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting April 26, 2018
 - b. Approval of bills payable
 - c. Approval of April financials
 - Moved Lisa Rogers
 - Second Mike Ragsdale
 - Passed unanimously

VI. Public participation – Don Clements asked Rob Lewis to explain his situation. Lewis said the lease for Anvil Academy is coming up in November, and is in the process of becoming a nonprofit organization, so the group is looking for a location to move into. City manager Joe Hannan and Superintendent Don Clements had discussed possible CPRD locations to consider; Lewis said this was not a formal request at this point, but a “bug in your ear.”

VII. Action items/committee reports/Board comments

- a. Review of Preliminary Official Statement regarding full faith and credit project and refunding obligations of series 2018 for amount of \$7,640,000. Underwriter D.A. Davidson & Co. dated this statement May 10, 2018. Motion to authorize Superintendent to sign.
Moved Mike Ragsdale
Second Don Loving
Passed unanimously
- b. Motion to approve of list of equipment from current (soon to be former) aquatic and fitness center to declare this to be surplus equipment.
Moved Don Loving
Second Mike Ragsdale
Passed unanimously
- c. Motion to approve bid from Mid Pac Tennis Construction, LLC for repair of Dundee and Jaquith Parks tennis courts and the Jaquith Park basketball court, for a total of \$64,780.
Moved Mike Ragsdale
Second Bart Rierson
Passed unanimously
- d. Review of Crestview Crossing housing development proposal. 3J Consulting, Inc. plans to erect a wall between its development and CPRD’s Springmeadow Park, which would prevent storm drainage from the park. Under this proposal, 3J will have JT Smith construct a stormwater system which will connect to the park, and dedicate the related open space, which is adjacent to the park. This is an informational item only; no action required nor taken.
- e. Newberg Old-Fashioned Festival Cruise-In requests sponsorship for the July 29, 2018 event. Superintendent requested Board approval for this in the amount of \$500 (Gold Level Sponsorship), but said he thought the request was for the festival, not the cruise-in. Discussion. Board agreed to authorize the Superintendent to discuss this with Brian Love and explain that CPRD is willing to sponsor in the amount of \$500, and let the festival and the cruise-in decide how to allocate it.
- f. Siderius appointed Lisa Rogers as CPRD representative to City of Newberg Riverfront Development Committee as a back-up to Ragsdale.
- g. Reports and comments from Board members

Peter Siderius - NHS Plant Sale is setting records, despite fewer plants/fewer students. Siderius would like to meet with staff (Casey Creighton, Jim McMaster) in July to discuss a masterplan for distributing the NHS-grown native plants throughout CPRD, and planting to begin this fall.

VIII. Old business/project updates

- a. Bob and Crystal Rilee Park
- b. Chehalem Paddle Launch revival status – Discussion on location: 1) Clements would like this to be included in the future riverfront development off Wyooski Rd. 2) Clements invited Bart Rierson to join him at Yamhill County Commissioners meeting on an upcoming Thursday morning to discuss the Board and staff's desire to acquire the landfill property adjacent to Rogers Landing during the public comments section. Ragsdale recommended staff create an offer for the landfill property and proposal for its development and take that; Clements said he will complete this Tuesday and distribute it to the Board. The proposal will be to incorporate the land into CPRD property, considering using it for a paddle launch, sports complex, trails to connect to Ewing Young Park.

IX. From the superintendent's desk

- a. Financial report – Siderius asked whether golf revenue was actually up \$53,000 from last year; staff confirmed figures. Staff said seasons vary and likely include weather. He said it was encouraging. Clements distributed updated (one line changed) copies of audit to Board members who wanted it; he said he will place this in next meeting packet for approval.
- b. Superintendent's report – Siderius asked about Sanders Estate progress. Ricker explained the next step was City of Dundee was going to survey Dundee to gauge interest in ideas discussed at public meeting. Discussion clarified CPRD does not have contract with a consultant yet to create a masterplan. Ragsdale suggested staff pressure Dundee to do survey; Clements said we will either do that or do the survey ourselves.
- c. Staff reports –
 - i. Casey Creighton reported golf carts have arrived, and Kellan Sasken's wife had her baby, also aeration is finished, and he is working on landscaping (5,000 sq. ft. of sod laid this week; most trees are in) outside Chehalem Aquatic and Fitness Center.
 - ii. Julie Petersen reported that Zach Mode transferred to the golf course, and Shy returned to her former position.

- iii. Petersen gave an update on sports; Summer Nationals start next week. Today was state middle school track meet; summer camps are open; CARE and preschool are going well.
- iv. Jim McMaster reported Rotary Club has prepared Memorial Park for Memorial Day service for veterans (bark dust). Aquatic Center update – will know for certain tomorrow whether City of Newberg requirements are satisfied for opening on Tuesday as planned; he thinks it will open on Tuesday. Punch list is 25 pages long. Current building will close down this weekend and renovation will begin. CPRD received approximately \$250,000 from Energy Trust.
- v. Ricker reported on plans for the aquatic wing grand opening, and reiterated previously emailed invitation to Board for shuttle bus to pick up VIPs at city hall. NOFF - Board members are invited to represent CPRD in the NOFF parade CPRD float on July 28, and the CPRD booth on July 26.

- X. Correspondence
 - A. Citizen comments/evaluations – Bart Rierson asked about weeds in sandtraps complaint; Creighton said that has already been resolved.
- XI. Close Public Hearing on 2018-19 Budget
- XII. Adjournment – 7:49 p.m.

Next meeting is scheduled for 6 p.m. Thursday, June 28, 2018.

Respectfully Submitted,

Kat Ricker, Public Information Director

ACCOUNTS PAYABLE AND PAYROLL

UP TO JUNE 16, 2018

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
115467-115544	\$ 23,497.44	PAYROLL
DIRECT DEPOSIT	\$ 37,956.12	PAYROLL
115545-115672	\$ 214,848.87	ACCOUNTS PAYABLE
115672-115673 VOIDED		
115675-115758	\$ 27,073.82	PAYROLL
DIRECT DEPOSIT	\$ 40,530.48	PAYROLL
115769	\$ 202.68	PAYROLL
115439-115447	\$ 4,684.39	ACCOUNTS PAYABLE
115270-117278	\$ 2,811.62	ACCOUNTS PAYABLE
1737-1742	\$ 53,995.69	WIRE TRANSFERS
GRAND TOTAL	<u>\$ 405,601.11</u>	

BREAKOUT

<u>ACCOUNTS PAYABLE</u>	\$ 222,344.88
<u>PAYROLL</u>	\$ 129,260.54
<u>WIRE TRANSFER</u>	\$ 53,995.69

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1334	\$ 16,596.34	WH PACIFIC
GRAND TOTAL	<u>\$ 16,596.34</u>	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1111 VOIDED CARLSON TESTIN	\$5,707.50	
1128	\$ 4,200.00	CITY OF NEWBERG
1129	\$ 1,263.00	HAGAN HAMILTON INSURANCE
1130	\$ 236,799.47	TRIPLETT WELLMAN
1131	\$ 41,689.29	LEWIS AUDIO VIDEO
GRAND TOTAL	<u>\$ 283,951.76</u>	

BREAKOUT

<u>CAPITAL POOL CONST.</u>	\$ 283,951.76
<u>POOL BOND DEBT</u>	\$ 0.00

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1024 VOIDED	\$ 61.81	NEWBERG HARDWARE
1023 VOIDED	\$ 576.92	GROWERS
1161	\$ 2,517.96	KEY BANK LIFEGUARD BEST BUY
1025	\$ 1,170.00	BLUE HERON FARM
1026	\$ 6,415.74	HARRIS WORK SYSTEMS
GRAND TOTAL	<u>\$ 10,742.43</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 5/31/16-17	AS OF 5/31/17-18	DIFFERENCE
Total Operational Expense	\$ 3,906,711.95	\$4,087,137.57	\$ 180,365.62
Total Capital Outlay & Transfers	\$ 963,278.99	\$ 914,856.78	<\$ 48,422.21>
GRAND TOTAL EXPENSES	\$ 4,870,050.94	\$5,001,994.35	\$ 131,943.41>
Total Tax Revenue	\$ 2,707,363.73	\$2,703,966.83	<\$ 3,396.90>
Total Fees & Charges Revenue	\$ 2,459,414.99	\$2,576,603.65	\$ 117,188.66
Total Other Revenue	\$ 54,889.23	\$ 51,158.31	<\$ 2,730.92>
Beginning Balance	\$ 1,023,288.67	\$1,312,138.98	\$ 288,850.31
GRAND TOTAL REVENUE	\$ 6,244,956.62	\$6,643,867.77	\$ 398,911.15

SDC FUND SUMMARY

DESCRIPTION	AS OF 5/31/16-17	AS OF 5/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 201,153.29	\$ 550,531.75	\$ 349,378.46
TOTAL REVENUE	\$ 225,322.13	\$ 414,066.14	\$ 188,744.01
BEGINNING BALANCE	\$ 274,631.34	\$ 347,665.46	\$ 73,034.12
GRAND TOTAL REVENUE	\$ 499,953.47	\$ 761,731.60	\$ 261,778.13

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 5/31/16-17	AS OF 5/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 610,462.73	\$ 598,321.24	<\$ 12,141.49>
REVENUE TRANSFERS	\$ 610,462.73	\$ 598,321.24	<\$ 12,141.49>
INTREST	\$ 335.36	\$ 429.88	\$ 94.52
BEGINNING BALANCE	\$ 30,866.61	\$ 31,269.21	\$ 402.60
GRAND TOTAL REVENUE	\$ 641,664.70	\$ 630,020.33	<\$ 11,644.37>

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 5/31/16-17	AS OF 5/31/17-18	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 5/31/16-17	AS OF 5/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 5,953,321.73	\$11,305,650.81	\$ 5,352,329.08
GRAND TOTAL REVENUE	\$19,531,437.90	\$11,894,135.35	<\$ 7,637,302.55>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 5/31/16-17	AS OF 5/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 371,491.05	\$ - 8.29	<\$ 371,482.76>
GRAND TOTAL REVENUE	\$ 1,209,129.57	\$ 1,273,320.76	\$ 64,191.19

SUMMARY OF MATERIAL MODIFICATIONS
Chehalem Park and Recreation District Retirement Plan ("PLAN")

Due to the recent amendment of the above-referenced Plan, changes have been made that could affect your rights under the Plan. This Summary of Material Modifications (SMM) describes the recent Plan amendment and how that amendment may affect you. This Summary of Material Modifications overrides any inconsistent information included in the Plan's Summary Plan Description (SPD) or other Plan forms.

The modifications described in this Summary of Material Modifications are effective as of 6-1-2018. All other provisions are effective as described in the Summary Plan Description.

MINIMUM AGE AND SERVICE REQUIREMENTS

Article 5 of the SPD describes the minimum age and/or service requirements that you must satisfy to be eligible for contributions under the Plan. The Plan has been amended to modify the minimum age and/or service requirements under the Plan. This section describes the new minimum age and/or service requirements under the Plan, as amended.

Minimum Age and Service. Under the Plan, as amended, you must be at least age 21 and have completed one Year of Service in order to participate in the Plan. For this purpose, you will earn a Year of Service if you work at least 1,000 hours for us during the 12-month period immediately following your date of hire. If you do not work at least 1,000 hours during the 12-month period immediately following your date of hire, you will earn a Year of Service for purposes of Plan participation if you work 1,000 hours during any Plan Year beginning after your date of hire.

You will earn a Year of Service as of the end of the designated period during which you first work 1,000 hours. Once you have earned a Year of Service and have attained age 21, if you have satisfied all other eligibility requirements under the Plan, you will be eligible to participate in the Plan as of your Entry Date.

Additional Information

If you have any questions about the modifications described in this Summary of Material Modifications or about the Plan in general, or if you would like a copy of the Summary Plan Description or other Plan documents, you may contact:

Chehalem Park and Recreation District
125 S. Elliott Road
Newberg, OR 97132
503-537-2909

Contract No.

**ACTION BY UNANIMOUS CONSENT OF GOVERNMENT ENTITY
AMENDMENT OF QUALIFIED RETIREMENT PLAN**

The undersigned as the persons entitled to make decisions on behalf of Chehalem Park and Recreation District ("Employer") hereby consent to the following resolutions:

WHEREAS, the Employer maintains the Chehalem Park and Recreation District Retirement Plan ("Plan"), a qualified retirement plan, for the benefit of its eligible employees.

WHEREAS, the Employer has decided to amend the Chehalem Park and Recreation District Retirement Plan Adoption Agreement.

WHEREAS, Section 14.01(b) of the Plan authorizes the Employer to amend the selections under the Adoption Agreement.

WHEREAS, the Employer has reviewed and evaluated the proposed amendments to the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby approves the Amendment to Chehalem Park and Recreation District Retirement Plan, to be effective on 6-1-2018. A true copy of the amendment, as approved by the Employer, is attached hereto.

RESOLVED FURTHER, that the undersigned authorize the execution of the Plan amendment and authorize the performance of any other actions necessary to implement the Plan amendment.

RESOLVED FURTHER, if the Plan amendment modified the provisions of the Summary Plan Description, Plan participants will receive a Summary of Material Modifications summarizing the changes under the amendment.

_____	_____	_____
[Name]	[Signature]	[Date]
_____	_____	_____
[Name]	[Signature]	[Date]
_____	_____	_____
[Name]	[Signature]	[Date]
_____	_____	_____
[Name]	[Signature]	[Date]

EMPLOYER SIGNATURE PAGE

PURPOSE OF EXECUTION. This Signature Page is being executed to effect:

- (a) The adoption of a **new plan**, effective ___ [insert Effective Date of Plan]. [Note: Date can be no earlier than the first day of the Plan Year in which the Plan is adopted.]
- (b) The **restatement** of an existing plan, in order to comply with the requirements of PPA, pursuant to Rev. Proc. 2011-49.
 - (1) Effective date of restatement: _____. [Note: Date can be no earlier than January 1, 2007. Section 14.01(d)(2) of Plan provides for retroactive effective dates for all PPA provisions. Thus, a current effective date may be used under this subsection (1) without jeopardizing reliance.]
 - (2) Name of plan(s) being restated: _____
 - (3) The original effective date of the plan(s) being restated: _____
- (c) An **amendment or restatement** of the Plan (other than to comply with PPA). If this Plan is being amended, a snap-on amendment may be used to designate the modifications to the Plan or the updated pages of the Adoption Agreement may be substituted for the original pages in the Adoption Agreement. All prior Employer Signature Pages should be retained as part of this Adoption Agreement.
 - (1) Effective Date(s) of amendment/restatement: 6-1-2018
 - (2) Name of plan being amended/restated: Chehalem Park and Recreation District Retirement Plan
 - (3) The original effective date of the plan being amended/restated: 1-1-1964
 - (4) If Plan is being amended, identify the Adoption Agreement section(s) being amended: 4-1(a) & 4-1(b)

VOLUME SUBMITTER SPONSOR INFORMATION. The Volume Submitter Sponsor (or authorized representative) will inform the Employer of any amendments made to the Plan and will notify the Employer if it discontinues or abandons the Plan. To be eligible to receive such notification, the Employer agrees to notify the Volume Submitter Sponsor (or authorized representative) of any change in address. The Employer may direct inquiries regarding the Plan or the effect of the Favorable IRS Letter to the Volume Submitter Sponsor (or authorized representative) at the following location:

Name of Volume Submitter Sponsor (or authorized representative): Premier Retirement Services, Inc.

Address: 25195 SW Parkway Ave., Ste 204 Wilsonville, OR 97070

Telephone number: (503) 685-9191

IMPORTANT INFORMATION ABOUT THIS VOLUME SUBMITTER PLAN. A failure to properly complete the elections in this Adoption Agreement or to operate the Plan in accordance with applicable law may result in disqualification of the Plan. The Employer may rely on the Favorable IRS Letter issued by the National Office of the Internal Revenue Service to the Volume Submitter Sponsor as evidence that the Plan is qualified under Code §401(a), to the extent provided in Rev. Proc. 2011-49. The Employer may not rely on the Favorable IRS Letter in certain circumstances or with respect to certain qualification requirements, which are specified in the Favorable IRS Letter issued with respect to the Plan and in Rev. Proc. 2011-49. In order to obtain reliance in such circumstances or with respect to such qualification requirements, the Employer must apply to the office of Employee Plans Determinations of the Internal Revenue Service for a determination letter. See Section 1.50 of the Plan.

By executing this Adoption Agreement, the Employer intends to adopt the provisions as set forth in this Adoption Agreement and the related Plan document. By signing this Adoption Agreement, the individual below represents that he/she has the authority to execute this Plan document on behalf of the Employer. This Adoption Agreement may only be used in conjunction with Basic Plan Document #05. The Employer understands that the Volume Submitter Sponsor has no responsibility or liability regarding the suitability of the Plan for the Employer's needs or the options elected under this Adoption Agreement. It is recommended that the Employer consult with legal counsel before executing this Adoption Agreement.

Chehalem Park and Recreation District
(Name of Employer)

Don Clements
(Name of authorized representative)

Superintendent
(Title)

(Signature)

(Date)

**AMENDMENT TO CHEHALEM PARK AND RECREATION DISTRICT RETIREMENT PLAN
("the Plan")**

WHEREAS, Chehalem Park and Recreation District (the "Employer") maintains the Chehalem Park and Recreation District Retirement Plan (the "Plan") for its employees;

WHEREAS, Chehalem Park and Recreation District has decided that it is in its best interest to amend the Plan;

WHEREAS, Section 14.01(b) of the Plan authorizes the Employer to amend the selections under the Chehalem Park and Recreation District Retirement Plan Adoption Agreement.

NOW THEREFORE BE IT RESOLVED, that the Chehalem Park and Recreation District Retirement Plan Adoption Agreement is amended as follows. The amendment of the Plan is effective as of 6-1-2018.

1. The Adoption Agreement is amended to read:

4-1 **ELIGIBILITY REQUIREMENTS – MINIMUM AGE AND SERVICE:** An Eligible Employee (as defined in AA §3-1) who satisfies the minimum age and service conditions under this AA §4-1 will be eligible to participate under the Plan as of his/her Entry Date (as defined in AA §4-2 below).

(a) **Service Requirement.** An Eligible Employee must complete the following minimum service requirements to participate in the Plan.

- | Deferral | Match | ER | |
|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (1) There is no minimum service requirement for participation in the Plan. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | (2) <u>1</u> Year(s) of Service (as defined in Section 2.03(a)(1) of the Plan and AA §4-3). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (3) The completion of at least ___ Hours of Service during the first ___ months of employment or the completion of a Year of Service (as defined in AA §4-3), if earlier. |
| | | | <input type="checkbox"/> (i) An Employee who completes the required Hours of Service satisfies eligibility at the end of the designated period, regardless if the Employee actually works for the entire period. |
| | | | <input type="checkbox"/> (ii) An Employee who completes the required Hours of Service must also be employed continuously during the designated period of employment. See Section 2.03(a)(2) of the Plan for rules regarding the application of this subsection (ii). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (4) The completion of ___ Hours of Service during an Eligibility Computation Period. [<i>An Employee satisfies the service requirement immediately upon completion of the designated Hours of Service rather than at the end of the Eligibility Computation Period.</i>] |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (5) Full-time Employees are eligible to participate as set forth in subsection (i). Employees who are "part-time" Employees must complete a Year of Service (as defined in AA §4-3). For this purpose, a full-time Employee is any Employee not defined in subsection (ii). |
| | | | (i) Full-time Employees must complete the following minimum service requirements to participate in the Plan: |
| | | | <input type="checkbox"/> (A) There is no minimum service requirement for participation in the Plan. |
| | | | <input type="checkbox"/> (B) The completion of at least ___ Hours of Service during the first ___ months of employment or the completion of a Year of Service (as defined in AA §4-3), if earlier. |
| | | | <input type="checkbox"/> (C) Under the Elapsed Time method as defined in AA §4-3(c) below. |
| | | | <input type="checkbox"/> (D) Describe: _____ |

Deferral Match ER

(ii) Part-time Employees must complete a Year of Service (as defined in AA §4-3). For this purpose, a part-time Employee is any Employee (including a temporary or seasonal Employee) whose normal work schedule is less than:

(A) ___ hours per week.

(B) ___ hours per month.

(C) ___ hours per year.

(6) Under the Elapsed Time method as defined in AA §4-3(c) below.

(7) Describe eligibility conditions: _____

(b) **Minimum Age Requirement.** An Eligible Employee (as defined in AA §3-1) must have attained the following age with respect to the contribution source(s) identified in this AA §4-1(b).

Deferral Match ER

(1) There is no minimum age for Plan eligibility.

(2) Age 21.

(3) Age ____.

(c) **Special eligibility rules.** The following special eligibility rules apply with respect to the Plan: _____

[Note: Any elections under the ER column under this AA §4-1 apply to any Pick-Up Contributions authorized under AA §6-1(d) and any After-Tax Employee Contributions authorized under AA §6-6, unless elected otherwise under subsection (c). Subsection (c) may be used to apply the eligibility conditions selected under this AA §4-1 separately with respect to different Employee groups or different contribution formulas under the Plan. Any special rules under subsection (c) must be definitely determinable.]

CHEHALEM PARK AND RECREATION DISTRICT
 RESOLUTION MAKING APPROPRIATIONS
 FOR 2018-2019
 RESOLUTION 06-01-18

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated as follows:

	GENERAL FUND
Personnel Services	\$3,071,977.00
Material and Services	\$2,805,184.00
Operating Contingencies & Loans	\$ 100,000.00
Transfer to Loan Fund	\$1,071,145.00
Capital, Develop, Improv & Acquisition	\$ 475,660.00
FUND TOTAL	\$7,523,966.00
	EQUIPMENT & MAJOR MAINT.
Capital, Develop, Improv & Acquisition	\$ 0.00
FUND TOTAL	\$ 0.00
	SYSTEM DEVELOPMENT FUND
Capital, Develop, Improv & Acquisition	\$1,060,000.00
FUND TOTAL	\$1,060,000.00
	LOAN SERVICE FUND
To pay principal, interest for Loans	\$1,071,145.00
Capital Outlay for Golf Course	\$ 31,569.00
FUND TOTAL	\$1,102,714.00
	DEBT SERVICE FUND
To pay bond principal	\$ 575,000.00
To pay bond interest	\$ 701,775.00
Unappropriated ending balance	\$ 90,225.00
FUND TOTAL	\$1,367,000.00
	CAPITAL PROJECT FUND
Capital outlay pool	\$ 6,003,000.00
FUND TOTAL	\$ 6,003,000.00
GRAND TOTAL ALL FUNDS	\$17,056,680.00

BE IT FINALLY RESOLVED, that the Chair of the Board files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2018.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 28th day of June, 2018.

 President Board of Directors

 Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION ADOPTING THE BUDGET

FOR 2018 – 2019

RESOLUTION 06-02-18

BE IT RESOLVED, that the Board of Directors for Chehalem Park and Recreation District hereby adopts the budget for the fiscal year 2018-19 approved by the Board of Directors of the Chehalem Park and Recreation District in the sum of \$17,056,680.00 at the regular meeting of the Board on June 28, 2018 and the following Resolution affirms their action.

BE IT FINALLY RESOLVED, that the Chair of the Board files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2018.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 28th day of June, 2018.

President Board of Directors

Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION APPROVING LEVYING TAXES

RESOLUTION 06-03-18

BE IT FURTHER RESOLVED, that the Board of Directors for the Chehalem Park and Recreation District hereby imposes the taxes provided for in the adopted budget at the rate of \$.9076 per \$1,000 of assessed value for operations and \$1,367,944.00 for Debt Service; and that these taxes are hereby imposed and categorized for the tax year 2018-2019 upon the assessed value of all taxable property within the District.

	GENERAL GOVERNMENT	EXCLUDED FROM LIMITATION
General Fund	\$.9076/1000	
Debt Service		\$1,367,944.00

BE IT FINALLY RESOLVED, that the Chair of the Board files this resolution with Yamhill County Clerk and the County Assessor on or before July 15, 2018.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 28th day of June, 2018.

President Board of Directors

Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION CATEGORIZING TAXES

RESOLUTION 06-04-18

BE IT RESOLVED, that the Board of Directors for Chehalem Park and Recreation District hereby categorizes the taxes provided for in the 2018-2019 adopted budget as follows:

	SUBJECT TO THE GENERAL GOVERNMENT	EXCLUDED FROM THE LIMITATION
General Fund	\$.9076/1000	
Debt Service		\$1,367,000.00

BE IT FINALLY RESOLVED, that the Chair of the Board of Directors files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2018.

ADOPTED, by the Board of Directors of Chehalem Park and Recreation District the 28th day of June, 2018.

President Board of Directors

Attest: Secretary/Treasurer Board of Directors

To: Board of Directors
 From: Superintendent
 Subject: Budget Transfers for 2017-18

RESOLUTION 06-05-18

WHEREAS...THE FOLLOWING IS RECOMMENDED. THIS DOES NOT CHANGE THE TOTAL BUDGETED AMOUNT IN THE GENERAL FUND. IT ONLY TRANSFERS FROM CONTINGENCE TO ANOTHER DEPARTMENT AND USES THE CONTINGENCIE.

GENERAL FUND TRANSFERS

	ADOPTED ORIGINAL BUDGET	AMMENDED ADOPTED BUDGET	DIFFERENCE
YOUTH SPORTS DEPARTMENT			
PROGRAM CONTRACTS	\$ 49,065.00	\$ 86,065.00	\$ 37,000.00
TOTAL MAT, SERV, SUPPLIES	\$114,915.00	\$181,915.00	\$ 37,000.00
GRAND TOTAL YOUTH SP	\$276,687.00	\$313,687.00	\$ 37,000.00
	ADOPTED ORIGINAL BUDGET	AMMENDED ADOPTED BUDGET	DIFFERENCE
PLAYGROUNDS & CENTERS			
PERSONNEL EXPENSES			
AFTER SCHOOL STAFF	\$236,286.00	\$255,290.00	\$ 19,004.00
TOTAL PERSONNEL EXPENSES	\$343,575.00	\$362,579.00	\$ 19,004.00
GRAND TOTAL PLAGRD/CNT	\$423,455.00	\$442,459.00	\$ 19,004.00
	ADOPTED ORIGINAL BUDGET	AMMENDED ADOPTED BUDGET	DIFFERENCE
CONTINGENCY			
RES FOR CONTINGENCY			
CONTINGENCY	\$ 56,004.00	\$ 0.00	<\$ 56,004.00>
GRAND TOTAL CONTINGENCY	\$56,004.00	\$ 0.00	<\$ 56,004.00>

RESOLVED...BY ORDER OF THE CHEHALEM PARK AND RECREATION DISTRICT BOARD OF DIRECTORS THAT THE ABOVE TRANSFER BE RECORDED.

SIGNED THIS 28 DAY OF JUNE 2018

 PRESIDENT

 SECRETARY/TREASURE

Parks Activity Report, June 2018

White Oak Park

We have had some inquiry about White Oak Park and its condition. This park will not ever look like some of our groomed parks because we do not irrigate this park. The reason we do not is because we want to save those White Oaks in the Park that do not do well if you water year round. The grass will brown out in the summer. Once we explain the reason to people they agree. We need to keep those oaks.

Tennis Courts

We are beginning to re-surface the tennis courts and basketball court at Jaquith and also the tennis court at Dundee. We will be doing a special fiberglass patch over the large cracks that are forming. This fix should last between 5 and 7 years, but with that said the ground seems to be shifting under these courts and more cracks will occur. The next time that the courts need to be done, it should be a total demo and rebuild project. Just to prepare, this is about a \$100,000 cost in today's dollars.

Friends Park

I spent many hours preparing a grant for the construction of Friends Park. I presented the grant to a review board and I thought it went well. I found out that we did make the cut for the grant. We are being funded \$287,000 for the project. This is for board information only, because the State Recreation Commission has the final say. They will meet late summer to make that determination, but usually it is only a technicality. I have included the grants they awarded across the state. Congratulations to CPRD.

Fortune Park

The City of Dundee will be widening the street in front of Fortune Park. Since it is now a one lane street, we landscaped all the way up to that street. Since we are in the easement the district will re-route the pathway and re-do the landscaping. Most of the costs will be borne by the City of Dundee. This street will be a needed improvement for the area and for the park itself.

Aquatic Center Phase I

Whenever you buy a new car you may come up with problems and have to take the car back under warranty. We have a 20 million dollar pool complex that is having some of those new car problems. One of the major issues is the motors that move the water through our air handling system is not pushing enough water to run our systems. Our equipment on the roofs that heat the air need more flow. Those motors will need to be replaced with larger motors. Other issues have surfaced that can be fixed quickly, but that is all part of tweaking a new building. Troy Kronewitter is doing a good job trying to stay on-top of all the issues that come up

Overall the public seems to be enjoying the new center. We are starting to see an increase in patronage from within our district and from without.

Aquatic Center Phase II

The old pool is now full of gravel. The walls between the weight room and locker rooms have been taken out to reveal quite a large space. We have some pictures of the demo on the CPRD website.

Parks Summary *Month of: May 2018*

<i>Park Name</i>	<i>Hours Worked</i>
<i>Armory</i>	30.50
<i>Billick/Dundee</i>	15.00
<i>Buckley Park</i>	1.50
<i>Central</i>	39.50
<i>Che. Valley</i>	6.50
<i>College</i>	4.25
<i>Community Center</i>	2.25
<i>Crabtree</i>	3.00
<i>Crater Ball Fields</i>	76.50
<i>Dundee Overlook</i>	0.25
<i>Elliott Road</i>	26.00
<i>Ewing Young</i>	9.00
<i>Falcon Crest Park</i>	2.75
<i>Fortune Park</i>	3.00
<i>Gail Park</i>	18.75
<i>Gladys</i>	5.25
<i>Golf Course</i>	3.00
<i>Herbert Hoover</i>	82.00
<i>Jaquith</i>	39.00
<i>Jaquith Ball Fields</i>	81.25
<i>Memorial/Scout House</i>	41.00
<i>Mt. View (Springbrook)</i>	4.50
<i>Non-District Properties</i>	7.25
<i>Oak Knoll Park</i>	5.25
<i>Oaks Park</i>	2.25
<i>Other District Land</i>	3.25
<i>Pool</i>	159.75
<i>Pre-School</i>	15.00
<i>Pride Gas</i>	0.75
<i>Renne Fields</i>	1.25
<i>Rotary Centennial Park</i>	14.00
<i>Schaad Park</i>	2.25
<i>Scott Leavitt</i>	1.75
<i>Senior Center</i>	67.50
<i>Spring Meadow</i>	4.00

<i>Park Name</i>	<i>Hours Worked</i>
<i>Transfer Station</i>	4.25
<i>vacation/holiday/sick/comp.</i>	45.00
<i>Youth building</i>	16.00
<i>Total</i>	<u><u>844.25</u></u>

2018 Local Government Grant Program - Large Grant Award Recommendations

The following grant applications have been recommended for Local Government Grant Program (LGGP) funding by the LGGP Advisory Committee. Next, these grant requests will be forwarded to the OPRD Commission for final review and approval at the Commission's September meeting. LGGP awards are not official until approved by the OPRD Commission.

Applicant	Project Name	Grant Funds Requested	Local Match / Matching Funds	Total Project Cost
Ashland Parks and Recreation	North Mountain Park Nature Play Area	\$ 127,182	\$ 131,348	\$ 258,530
Chehalem Park & Recreation District	Friends Park	\$ 287,000	\$ 411,649	\$ 698,649
City of Cottage Grove	Swinging Bridge Restoration	\$ 200,000	\$ 211,345	\$ 411,345
City of Enterprise	Enterprise Field Complex Improvement	\$ 250,231	\$ 124,050	\$ 374,281
City of La Grande	Concessions/Bleachers/ADA Upgrades	\$ 96,308	\$ 122,104	\$ 218,412
City of Medford	Cedar Links Park Development	\$ 490,017	\$ 942,317	\$ 1,432,334
City of Ontario	Lions Park Water Playground	\$ 298,200	\$ 229,000	\$ 527,200
City of Redmond	Baker Park Improvement Project	\$ 300,000	\$ 300,000	\$ 600,000
City of Sherwood	Sherwood Skate Park	\$ 326,014	\$ 217,342	\$ 543,356
City of Tualatin	Ibach Park Playground Renovation	\$ 136,500	\$ 136,500	\$ 273,000
City of Turner	Crawford Crossing Lake/Park Project	\$ 392,000	\$ 442,000	\$ 834,000
Clackamas County	Metzler Park Campground Restroom Replacement	\$ 162,500	\$ 162,500	\$ 325,000
Crook County Parks & Recreation District	Ochoco Creek Park East End Renovation	\$ 280,896	\$ 187,264	\$ 468,160
Jefferson County	Juniper Hills Park Rehabilitation	\$ 297,000	\$ 95,000	\$ 392,000
John Day Canyon City Parks and Recreation District	Playground Development Project	\$ 243,083	\$ 120,496	\$ 363,579
Malin Park and Recreation District	Malin Pool Rehabilitation Project	\$ 352,500	\$ 100,000	\$ 452,500
North Clackamas Parks and Recreation District	Boardman Wetland Natural Area	\$ 385,000	\$ 615,000	\$ 1,000,000
Willamalane Park and Recreation District	Bluebelle Park Rehabilitation	\$ 239,000	\$ 239,000	\$ 478,000
Totals:		\$ 4,863,431	\$ 4,786,915	\$ 9,650,346

The projects listed above will utilize all funding currently allocated for 2018 LGGP Large Grant awards. 2018 project applications not listed above cannot be funded at this time and will not move forward in this process.



Adult Sports

April 2018 Activity Report, Department 452

Department 452 Participation Tracking	May 2018	
Activity	Participants	Participant Hours
Adult Men's Softball	110	1220
Participation Total	110	1220
Department 452 Financial Tracking	April 2018	
Supervisory Staff Expense	00.00	
Administrative Staff Expense	360.00	
Part Time Staff Expense	185.27	
Material Expense	521.13	
Total Expense	1066.60	
Program Revenue	4950.00	
Net	3883.60	
Cost Per Participant	(35.30)	
Cost Per Participant Hour	(3.18)	

Department 452 – Adult Sports

Adult men's softball started on May 23rd with 9 teams participating. There are 110 participants this summer, which exceeds last year's totals. Registration has opened for Coed softball and play will start following men's league. We have opened registration for the 5k run during the Old Fashion Festival, as well as the Open Tennis tournament which starts in late August.



Youth Sports

2018 Activity Report, Department 453

Department 453 Participation Tracking	April 2018	
Activity	Participants	Participant Hours
Lacrosse	123	800
Softball	105	2800
Participation Total	228	3600

Department 453 Financial Tracking	April 2018	
Supervisory Staff Expense	1631.36	
Administrative Staff Expense	00.00	
Part Time Staff Expense	3373.7	
Program/Materials Expense	9140.13	
Total Expense	14142.19	
Program Revenue	12858.70	
Net	1283.49	
Cost Per Participant	5.62	
Cost Per Participant Hour	.36	

Department 453 – Youth Sports

Our 5 Lacrosse teams concluded their seasons in May. Early registration for youth football ended on May 15th. We have extended the regular registration deadline until July 15th. Soccer, volleyball and cross country have started registration with good early returns. Softball is in full swing with a record number of participants this season. This season we hired players from the High School softball team to umpire our games in Newberg.

We have 7 summer camps currently available for registration and enrollment has already begun. The NAFA weekend softball tournaments continue to bring in large crowds to the local businesses.

Golf Activity May

	2010	2011	2012	2013	2014	2015	2016	2017	2018	18 v 17	% Diff
<i>Dry Days</i>	12	7	19	13	18	19	22	18			
<u>Starts by Category</u>											
Resident	768	643	656	698	711	748	889	960	1149	189	21.3%
Non Resident	2083	1700	1543	1932	1657	1778	1488	1430	1595	165	11.1%
Group	148	191	47	141	0	99	173	8	10	2	1.2%
League	89	83	76	56	46	132	61	43	0	-43	-70.5%
Complimentry	311	279	304	270	305	263	254	149	218	69	27.2%
Misc/Promotional	734	699	590	325	935	1356	884	1091	1355	264	29.9%
Total Starts	4133	3595	3216	3422	3654	4376	3749	3681	4327	646	17.2%
<u>Revenue</u>											
Green Fees	\$ 94,354	\$ 77,458	\$ 73,157	\$ 71,248	\$ 72,443	\$ 85,044	\$ 71,872	\$ 68,125	\$ 81,974	\$ 13,849	19.3%
Driving Range	\$ 8,826	\$ 8,961	\$ 8,490	\$ 8,318	\$ 7,311	\$ 9,507	\$ 8,106	\$ 9,001	\$ 10,350	\$ 1,349	16.6%
Rentals	\$ 28,302	\$ 22,847	\$ 21,029	\$ 20,894	\$ 20,329	\$ 23,159	\$ 25,840	\$ 27,757	\$ 28,017	\$ 260	1.0%
Golf Shop	\$ 12,600	\$ 10,648	\$ 9,083	\$ 11,956	\$ 6,728	\$ 9,102	\$ 7,293	\$ 9,322	\$ 8,670	\$ (652)	-8.9%
Snack Bar	\$ 20,556	\$ 16,470	\$ 14,238	\$ 13,919	\$ 13,352	\$ 23,426	\$ 15,439	\$ 17,099	\$ 19,130	\$ 2,031	13.2%
Instruction	\$ 1,350	\$ 653	\$ 1,375	\$ 505	\$ 1,760	\$ 4,598	\$ 5,137	\$ 1,610	\$ 225	\$ (1,385)	-27.0%
Miscellaneous	\$ 2,189	\$ 1,791	\$ 3,750	\$ 3,733	\$ 7,053	\$ 3,124	\$ 1,779	\$ 6,813	\$ 2,932	\$ (3,881)	-218.2%
Total Revenue	\$ 168,177	\$ 138,828	\$ 131,122	\$ 130,573	\$ 128,976	\$ 157,960	\$ 135,466	\$ 139,727	\$ 151,298	\$ 11,571	8.5%
<u>\$ per Start</u>											
Green Fees \$ per Start	\$ 22.83	\$ 21.55	\$ 22.75	\$ 20.82	\$ 19.83	\$ 19.43	\$ 19.17	\$ 18.51	\$ 18.94	\$ 0.44	2.3%
Driving Range \$ per Start	\$ 2.14	\$ 2.49	\$ 2.64	\$ 2.43	\$ 2.00	\$ 2.17	\$ 2.16	\$ 2.45	\$ 2.39	\$ (0.05)	-2.5%
Rentals \$ per Start	\$ 6.85	\$ 6.36	\$ 6.54	\$ 6.11	\$ 5.56	\$ 5.29	\$ 6.89	\$ 7.54	\$ 6.47	\$ (1.07)	-15.5%
Golf Revenue \$ per Start	\$ 31.81	\$ 30.39	\$ 31.93	\$ 29.36	\$ 27.39	\$ 26.90	\$ 28.23	\$ 28.49	\$ 27.81	\$ (0.68)	-2.4%

Golf Shop \$ per Start	\$ 3.05	\$ 2.96	\$ 2.82	\$ 3.49	\$ 1.84	\$ 2.08	\$ 1.95	\$ 2.53	\$ 2.00	\$ (0.53)	-27.2%
Snack Bar \$ per Start	\$ 4.97	\$ 4.58	\$ 4.43	\$ 4.07	\$ 3.65	\$ 5.35	\$ 4.12	\$ 4.65	\$ 4.42	\$ (0.22)	-5.4%
Concession Revenue	\$ 8.02	\$ 7.54	\$ 7.25	\$ 7.56	\$ 5.50	\$ 7.43	\$ 6.06	\$ 7.18	\$ 6.42	\$ (0.75)	-12.4%
Total Revenue \$ per Start	\$ 40.69	\$ 38.62	\$ 40.77	\$ 38.16	\$ 35.30	\$ 36.10	\$ 36.13	\$ 37.96	\$ 34.97	\$ (2.99)	-8.3%
GolfNow Barter Rounds	63	34	33	82	178	181	213	187	199	-26	-12.2%

Good weather month, more rounds, less \$ per round, but a good month overall.



Give us your feedback

I think we are ok

What are you commenting on?

Activities

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

Facilities

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

General

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

What is your comment?

Consider a temporary fence near the basketball court to protect the young plants from basketball bouncing in there and destroying them.

What is your recommendation?

Between basketball court & building

We are here to serve you. If you would like to discuss something, 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 Jekabs Bikis

Address _____

Phone 503.470.0238

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 cprdnewberg.org, through Facebook, Twitter, and our blog.



Give us your feedback

What are you commenting on?

Activities

- Adults 50+
- Aquatics
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Facilities

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- Chehalem Glenn Golf Course
- Chehalem Senior Center

General

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

What is your comment?

Need to have parking at all hours for "non-handicap" seniors fairly close to facilities. Also need some type of stairway into the lap pool (lot of us can get in - back can't get out using the ladders)

What is your recommendation?

We are here to serve you. If you would like to discuss something, 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 Bill Ashburn

Address 2902 E 2nd St Sp 42

Phone 503-487-7364

Email _____

Other ways to make your voice heard

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- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center

General

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

What is your comment?

Beautiful Pool! Divine!
Thank You!

What is your recommendation?

We are here to serve you. If you would like to discuss something, 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 Amy Natske
 Address _____
 Phone _____
 Email _____

Other ways to make your voice heard

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PORTLAND, O R

6 June 20

Jim McMaster
Parks and Facilities Supervisor:
Chehalis Park and Recreation District

Dear Sir,

I have been a frequent user of the gym and equipment at the 4th Ave. facility. I write today of the Fr Center remodel and my hopes of increase and expansion of the existing raised blue mat exercise area. This part of the facility is important to me personally and to others.

I recently met with Sara Frank and had a brief conference about the importance of this space. She assured me that it would be included in the remodel.

My hopes are that this elevated exercise area can be enlarged in a way for better usage. At best 2-3 people can use the mats at the present time. Much of the time it is used as storage for large exercise balls and other pieces of gym equipment. At times barely one person can stretch or fully use it for its designated purpose. I always have to move equipment comfortably do stretching exercises when I arrive to use the space and another person is using it, it's impossible to fit on and do the

necessary movements adequately.

I look forward with great anticipation to the expansion of the gym and the blue mat exercise area.

Mrs. Franks gave me a brief look at the new aquatic area. It is absolutely brilliant. Congratulations.

Thank you for your cooperation on this request.

I complement you and all involved in moving this big, forward for Newberg residents.

Sincerely,

Sepprey Madder
Resident of New

To whom it may concern:

I am a resident that lives on White Oak Park. I have visited several parks in the Newberg area. White Oak Park is a disgrace to the City of Newberg.

Its never mowed properly. Never edged around the trees. They mow over the benches instead of picking them up and hauling them away. There are leaves & branches piled in the corner of the park. I saw last year that there never been picked up. The sidewalks are never swept or blown.

People walk the park alot with their children and sit on the bench or picnic table of an evening.

It should be proud of the park. The pay taxes to keep our town clean and inviting for residents & tourists.

I am 84 years old and always remember what my Mother used to tell us. "If you can when you do a job (over)

do it well or don't do it at
all. ³⁷ You can't tell where
they have moved or where
they haven't.

Why is this park neglected?
Hope Gully the City employee
in charge will see that the
park is cared for properly.
Thanks for your time.

Sincerely,

J. J. Gully
concerned resident!

On Mon, Jun 11, 2018 at 9:30 AM kricker
[cprdnewberg.org](mailto:kricker@cprdnewberg.org) <kricker@cprdnewberg.org>
wrote:

Hello Matthew,

I apologize that you have not received a response. I have not seen your original message and it is not repeated below. Would you please tell me how we can help you?

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
971.832.4222 cprdnewberg.org | [Instagram](#) | [Facebook](#)

On Jun 11, 2018, at 9:18 AM, Matthew Swanson <mswanson@georgefox.edu> wrote:

I got a confirmation of my submission almost a month ago and still haven't received a reply.

On Sat, May 19, 2018 at 10:26 PM
Chehalem Park & Recreation District
<kricker@cprdnewberg.org> wrote:

Thank you for your submission. We

From: **Matthew Swanson** mswanson@georgefox.edu
Subject: Re: Form submission from: Contact Us
Date: June 11, 2018 at 9:40 AM
To: kricker@cprdnewberg.org



Yes, I submitted a message on the CPRD site on May 19th, I will try to rephrase what it said since it did not send me a copy of what I sent.

I live across from the Armory and almost every weekend there is an event with extremely loud bass on their music that shakes my walls and floor all the way in the back of my house on the creek side. The rest of the spectrum (mids and highs) aren't audible but the bass is very overpowering. Is it possible to have just the bass turned down permanently? It wouldn't be too much of a problem but it's often past 10:30pm. Also, music at that volume can potentially be harmful to the hearing of the guests.

Thanks and let me know if I can help in any way, I'm a bit of an audio guy.

Matthew Swanson

have received your request. It will be routed to the appropriate person or department, and you should receive a reply soon.

--

Matthew Swanson
Network Administrator
George Fox University
503.554.2588

--

Matthew Swanson
Network Administrator
George Fox University
503.554.2588

From: **Chehalem Park & Recreation District** kricker@cprdnewberg.org
Subject: Form submission from: Contact Us
Date: June 4, 2018 at 11:55 AM
To: kricker@cprdnewberg.org



Submitted on Monday, June 4, 2018 -
11:55am

Submitted by anonymous user: 172.16.64.18
Submitted values are:

First Name: Andrea

Last Name: Culligan

Email: andrea.culligan@providence.org

Question/Comment: I was pretty excited to see the swim hours posted to your website. Luckily, I called before showing up with my overly excited kiddos...why does the website have your swim hours posted if there is no open swim yet? When I called the reception was very short and angry that I would be asking if you are open yet. I understand there is probably an overwhelming amount of calls, but your website says you are open. I was politely asking if it really was open and was unfortunately met with a hostile no and please stop calling.

The results of this submission may be viewed

From: **Chehalem Park & Recreation District** kricker@cprdnewberg.org
Subject: Form submission from: Contact Us
Date: June 13, 2018 at 7:04 PM
To: kricker@cprdnewberg.org



Submitted on Wednesday, June 13, 2018 -
7:04pm

Submitted by anonymous user: 172.16.64.18
Submitted values are:

First Name: Jason

Last Name: Gardner

Email: jdgardner3284@yahoo.com

Question/Comment:

I have concerns about the health of the large maple tree overhanging the play structure of Memorial Park. The tree appears to be about 90% dead. Most of the tree did not produce leaves and of the leaves that it did produce, most of them have wilted and died. I feel this is of great concern due to the children who play at the park. Please follow up with this issue.

Thank you

The results of this submission may be viewed
at:

From: **Kat Ricker** kricker@cprdnewberg.org
Subject: Memorial Park tree follow up
Date: June 14, 2018 at 3:46 PM
To: jdgardner3284@yahoo.com



Hello Jason,

This tree is on our list of trees for removal, tentatively scheduled for this July or August.

Again, thank you for contacting us with your concern.

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
971.832.4222 [cprdnewberg](http://cprdnewberg.org) | [Instagram](#) | [Facebook](#)

From: **Jason Gardner** jdgardner3284@yahoo.com
Subject: Re: Memorial Park tree follow up
Date: June 16, 2018 at 5:44 AM
To: krickercprdnwberg.org krickercprdnwberg.org



Thank you for the follow up, I greatly appreciated it

- Jason Gardner

On Jun 14, 2018, at 15:46, krickercprdnwberg.org <krickercprdnwberg.org> wrote:

Hello Jason,

This tree is on our list of trees for removal, tentatively scheduled for this July or August.

Again, thank you for contacting us with your concern.

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
971.832.4222 cprdnwberg.org | [Instagram](#) | [Facebook](#)

Recipients of 6/22/18 letter from Don Clements, regarding the landfill property:

Ken Friday, Planning Director

Laura Tschabold, County Administrator

Ken Huffer, Deputy County Administrator

Mary Starrett, Commissioner Chairperson

Richard L. "Rick" Olson, Commissioner

Stan Primozich - Commissioner

Carrie Martin, Grants Coordinator/representative on Chehalem Future Focus
Administration Committee



503-537-2909
fax 503-538-9669
125 South Elliott Road
Newberg, OR 97132
cprdnewberg.org

June 22, 2018

To Whom It May Concern,

The Chehalem Park and Recreation District would like to incorporate the old landfill into the Park District. We understand the environmental concerns and will work with federal, state and local government agencies in developing the property. The Board of Directors agree that a park would be the highest and best use for the property.

The District would hold public hearings and receive input from the community on the development of the park. The District has a current need for a paddle launch area on the Willamette River. By next summer we hope to achieve this end and the property would be ideal for our plans.

The District is prepared to meet with anyone designated by the Yamhill County to begin this process. Please notify Don Clements by Email or phone: dcllements@cprdnewberg.org 503.537.4165.

Sincerely,

A handwritten signature in cursive script that reads "Don Clements".

Don Clements, Superintendent

UPDATE ON SANDER ESTATE SURVEY

From: Rob Daykin Rob.Daykin@dundeecity.org
Subject: RE: Sander Estate
Date: June 15, 2018 at 1:20 PM
To: kricker cprdnewberg.org kricker@cprdnewberg.org



The Dundee committee met June 6, discussed the survey and will send Chair Jeannette Adlong draft questions. I provided the Committee a copy of your notes from the initial meeting. Not sure when Jeannette will bring back a draft, but we wanted your input also. I'm glad Mike was able to fill in.

Rob Daykin, City Administrator
City of Dundee
P O Box 220
620 SW 5th Street
Dundee, OR 97115
Ph: (503) 538-3922 Ext: 103
Fax: (503) 538-1958

From: kricker cprdnewberg.org [mailto:kricker@cprdnewberg.org]
Sent: Friday, June 15, 2018 11:11 AM
To: Rob Daykin
Subject: Sander Estate

Hi Rob,

Mike Ragsdale represented Dundee well at the grand opening; you would be pleased.

I wanted to touch base with you regarding the survey the City was going to send out to gauge the public's interest in various ideas for Sander Estate property that came up during the brainstorming in the public meeting. Do you know when you will be able to release the survey? Our Board inquired about this at the last meeting.

All of the ideas are included on the webpage for the property here
<http://www.cprdnewberg.org/general/page/sander-estate>

Thanks.

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
971.832.4222 [cprdnewberg](http://www.cprdnewberg.org) | [Instagram](#) | [Facebook](#)

PROPOSED LOANS OUTSTANDING

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
2004 O For golf course	\$ 196,020.00	\$ 193,620.00	\$ 195,660.00	\$ 197,112.50	\$ 197,862.50	\$ 197,962.50	\$ 197,472.50	\$ 196,460.00	
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
2018 Refinance golf & pool loan	\$ 380,287.50	\$ 744,337.33	\$ 749,762.50	\$ 750,662.50	\$ 746,112.50	\$ 601,312.50	\$ 596,512.50	\$ 596,312.50	\$ 595,512.50
	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
	\$ 354,112.50	\$ 356,712.50	\$ 355,912.50	\$ 355,912.50	\$ 357,512.50	\$ 353,712.50	\$ 354,712.50	\$ 355,312.50	\$ 355,512.50
	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42		
	\$ 354,675.00	\$ 353,412.50	\$ 356,725.00	\$ 354,400.00	\$ 356,650.00	\$ 353,262.50	\$ 354,450.00		
TOTAL LOAN	2017-18 \$576,307.50	2018-19 \$937,957.33	2019-20 \$945,422.50	2020-21 \$947,775.00	2021-22 \$943,975.00	2022-23 \$799,275.00	2023-24 \$793,985.00	2024-25 \$792,772.50	2025-26 \$595,512.50
Budgeted		\$ 921,145.00							
Difference		\$ (16,812.33)							

THE ABOVE WILL COME FROM THE GENERAL FUND OR THE SDC FUND

PLEASE NOTE IN 2025-26 THE LOAN FOR GOLF COURSE IS PAID OFF. THE LOAN FOR THE POOL REMAINS TILL 2041-42.

BOND LOAN OUTSTANDING

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
2015 Bond Pool	\$ 1,258,175.00	\$ 1,276,775.00	\$ 1,298,775.00	\$ 1,313,975.00	\$ 1,335,975.00	\$ 1,355,225.00	\$ 1,371,725.00	\$ 1,395,475.00	\$ 1,410,975.00
	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
Bond Pool	\$ 1,457,475.00	\$ 1,506,725.00	\$ 1,555,812.50	\$ 1,600,650.00	\$ 1,646,025.00	\$ 1,698,250.00	\$ 1,746,975.00	\$ 1,795,243.76	\$ 1,849,706.26

THE ABOVE WILL COME FROM THE BOND FUND