

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
OCTOBER 25, 2018
6:00 P.M.
AGENDA**

- 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 27, 2018.
 - B. Approval of Bills Payable
 - C. Approval of September Financials
- V. Public Participation**
 - A. Rod Grinberg
 - B. Fred Robinson
 - C. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Approval of SDC Resolution 10-01-18
 - B. Corrections on Notes from Yamhill Trails Collective Meeting Feb. 1, 2017
 - C. Cultural Center Development
 - D. 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
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**
 - Next meeting maybe November 29, 2018?
 - Next meeting is January 24, 2019.

To: Board of Directors
From: Superintendent
Date: September 24, 2018
Re: Background information for September 27, 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 (5-9) for Regular Meeting Minutes of on September 27, 2018.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for September 27, 2018

- B. Approval of Bills Payable-Bills Payable summary is on page (10-11) 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 \$394,217.32 General Fund, \$1,169,506.36 Capital Pool Construction and Loan Fund, \$0.00 SDC Fund, Foundation \$16,601.91.

- 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 (12) for review.

RECOMMENDATION: Approve September Financials.

V. **PUBLIC PARTICIPATION**

- A. Rod Grinberg – Called and requested to be placed on agenda. This will be a discussion about the Dundee Riverfront development.

- B. Fred Robinson – Called and requested to be placed on agenda.

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

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

- A. Approval of SDC Resolution 10-01-18 – Please see page (13). Contacted FCS concerning advertising and proper notice. They said were not required to notice for the indexing of the fee. According to FCS we went beyond what was required.

RECOMMENDATION: To approve resolution 10-01-18

- B. Corrections on Notes from Yamhill Trails collective Meeting Feb 1, 2017 – We were able to go back and investigate the meeting attendance. Mary did sign in. Correction was made and are included. Please see page (14-17)

RECOMMENDATION: Approve correction.

- C. Cultural Center Development – On November 4 the cultural center will be informed of the grant request to Murdock Foundation. If they receive the grant they would like to move ahead. They have applied for additional grants. They will be about \$90,000.00 short of the projected cost. Until they bid the project no one knows the true cost. I met with the Director and Rick Lee concerning the need to move ahead. They would request we agree to loan the funds needed to complete the project. **RECOMMENDATION:** To agree to loan up to \$200,000.00 to complete the project.

- D. 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 Pool and landfill. Please see pages (18-23)

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, fitness center 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.

<u>GENERAL FUND SUMMARY</u>			
DESCRIPTION	AS OF 9/30/17-18	AS OF 9/30/18-19	DIFFERENCE
TOTAL EXPENDITURES	\$ 1,580,163.86	\$ 1,696,890.32	\$ 116,726.46
TOTAL OPERATION EX.	\$ 1,303,176.32	\$ 1,447,710.60	\$ 144,534.28
TOTAL CAP/AQ/DEV/TRS	\$ 276,987.54	\$ 249,179.72	<\$ 27,807.82>
TOTAL REVENUE	\$ 2,207,252.35	\$ 2,800,153.31	\$ 592,900.96
TOTAL TAXES	\$ 50,598.96	\$ 0.00	<\$ 50,598.96>
TOTAL FEES & CHARGES	\$ 984,122.81	\$ 1,062,881.55	\$ 78,758.74
TOTAL OTHER REVENUE	\$ 4,676.85	\$ 254,229.87	\$ 249,553.02
BEGINNING BALANCE	\$ 1,167,853.73	\$ 1,483,041.89	\$ 315,188.16
<u>BALANCE</u>	<u>\$ 627,088.49</u>	<u>\$ 1,103,262.99</u>	<u>\$ 476,174.50</u>

<u>SDC FUND SUMMARY</u>			
DESCRIPTION	AS OF 9/30/17-18	AS OF 9/30/18-19	DIFFERENCE
BEGINNING BALANCE	\$ 347,665.46	\$ 1,581,154.20	\$ 1,233,488.74
INTEREST	\$.77	\$ 34.16	\$ 33.39
CITY OF NEWBERG	\$ 48,238.54	\$ 397,049.63	\$ 348,811.09
CITY OF DUNDEE	\$ 3,953.32	\$ 0.00	<\$ 3,953.32>
COUNTY OF YAMHILL	\$ 15,789.99	\$ 36,835.20	\$ 21,045.21
TOTAL REVENUE	\$ 415,648.08	\$ 2,015,073.19	\$ 1,599,425.11
TOTAL EXPENDITURE	\$ 3,231.75	\$ 0.00	<\$ 3,231.75
<u>BALANCE</u>	<u>\$ 412,416.33</u>	<u>\$ 2,015,073.19</u>	<u>\$ 1,602,656.86</u>

Please note the operational cost is up about \$144,534.28. The revenue is up about \$592,900.96. If trend continues our ending balance may increase in General Fund.

B. Superintendent Report – To be given at meeting.

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

IX. CORRESPONDENCE

A. Citizens Comments/Evaluations – Please see page (35-46).

B. Miscellaneous Information – Please see page (47-52)

X. ADJOURNMENT.

OCTOBER 25, 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
September 27, 2018
MINUTES

- I. Bart Rierson 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, Park and Facilities Supervisor
 - Casey Creighton, Basic Services Supervisor
 - Julie Petersen, Special Services Supervisor
 - Kellan Sasken, Special Services/Golf Director
 - Shy Montoya, Administrative Coordinator
 - Tara Franks, Aquatics Coordinator
 - Wendy Roberts, Aquatics Specialist
 - Public:
 - Seth Gordon, Newberg Graphic
 - Quentin Comus, Chehalem Valley Watershed Project
 - Riley Wood, Chehalem Valley Watershed Project
 - Dave Brown
 - Mary Starrett, Yamhill County Commission Chairperson
 - Art Gregory, Chehalem Glenn Golf Course volunteer
- III. Approval of or changes to agenda – Agenda was amended to add a student presentation (Chehalem Valley Watershed Project) under public participation.
 - Moved Mike Ragsdale
 - Second Lisa Rogers
 - Passed unanimously
- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting June 28, 2018

- b. Approval of bills payable, totaling \$1,562,474.44 for General Fund, \$1,772,697.79 for Capital Pool Construction and Loan Fund, and zero for SDC Fund and Foundation.
- c. Approval of June financials
 - Moved Pete Siderius
 - Second Mike Ragsdale
 - Passed unanimously

V. Public participation

- a. Dave Brown presented parks concerns – said Jaquith Park doesn’t look that good, and challenged why golf course and pool look great, and cited disparity of maintenance attention. He submitted photographs of Jaquith Park to the Board and recommended Bryan Stewart be put on that park upkeep. Jim McMaster said there are different standards for different parks, and that older parks can be harder to maintain than newer ones.
- b. Newberg High School students Quentin Comas and Riley Wood (from Peter Siderius horticulture classes) gave a presentation introducing Chehalem Valley Watershed Project, a student-led conservation coalition, and described current projects in forest restoration, stream survey, wildlife habitat enhancement, and a wildfire safety event. This organization is their student senior project.
- c. Others not on agenda – Mary Starrett feels CPRD is working at odds with other agencies on their affordable housing goals, with the SDC rate increase proposed in this meeting. She read a letter from the Homebuilders Association of Portland, James Atkins, governmental affairs manager, requesting the Board does not approve this increase, and finding fault with public transparency of calculation formula being used, and public notice compliance and accuracy of minutes and meeting advertisement. See submitted attachments. Discussion highlights included Bart Rierson explaining the complex factors that went into the Board’s decisions; Lisa Rogers added that CPRD had not raised SDC rates in a long time—Don Clements said since approximately 1994— and Rogers added that SDCs are waived for special nonprofit projects.

VI. Action items/committee reports/Board comments

- a. Approval of SDC Resolution 09-01-18, approving a proposed increase of 7 percent, tied to the regional Engineering News Record (ENR) annual calculation. Rates per dwelling unit type: \$7,353 for Single Family; \$6,475 for Multi Family; \$5,054 for Mobile Home.
Discussion - Peter Siderius emphasized that implementing gradual rate raises is the prudent thing to do, and defended the rate, and said that if builders were willing to build affordable housing units, CPRD would work with them on SDCs, but he is not seeing that happen. Waiving SDCs is done on a case-by-case basis. Discussion led to motion.

Motion to table to next meeting.

Moved Don Loving

Second Lisa Rogers

Passed unanimously

b. Pool development and operational issues –

- i. Jim McMaster introduced new employee Wendy Roberts. Tara Franks and Roberts reported on summer performance on swim lesson increase, and increase attendance on public swims, including first 200-person public swim. Described addition of lap swims, and scheduled changes and extensions of programming. Rierson asked about financial aid availability, and Franks explained scholarship program. Rierson commended them on responded to public concerns appropriately. Clements noted correspondence taking issue with now having to share lanes, and discussion continued with staff over how usage has changed.
- ii. McMaster described mechanical issues that have arisen in the aquatic center and how they are being dealt with, and told Board that the fire truck feature will have to be temporarily removed.
- iii. McMaster said construction is underway on walking track, and will begin soon on parking lot on north and west end. Siderius said, and specified it be entered into the record, "When we first started the pool, everything was \$18.5 million estimated construction costs. By the time the bond was done, that \$20 million got us the pools and that's it, and we borrowed another six, and that's why we raised the SDCs, because that's how we had to pay for anything else we were going to do." Rogers cautioned that we have to be careful of perception of college getting prioritized time over lap swimmers, and McMaster agreed.
- iv. McMaster described purchase fitness equipment for placement in the fitness wing of Chehalem Aquatic and Fitness Center, totaling \$119,881.84, from Pacific Fitness.
Motion to approve purchase.
Motion Mike Ragsdale
Second Bart Rierson
Approved unanimously
- v. McMaster presented an open Request for Proposals CPRD has released, to hire a mural artist for a project in the fitness wing of Chehalem Aquatic and Fitness Center. Deadline to apply is Oct. 5, 2018. A selection committee is in place. Target completion is Nov. 30, 2018.
- vi. McMaster reported the target opening of November will likely be delayed through December, due to back order status of HVAC units in the industry.

c. Reports and comments from Board members

Lisa Rogers – Attended waterfront development master plan public hearing, and an amphitheater was a popular idea. She noted a dying pine tree on Ewing Young Park trail which needed to be removed.

Don Loving – Rilee Park committee may have recommendations completed by October, and may request special meeting for this presentation and discussion.

Peter Siderius – Wishes to add to agenda soon that we have increased our land property greatly in last few years; city parks need improved; Hwy. 219 mitigation project will be needing irrigation; trails will need maintenance, and there is more work to do than we have manpower to do it, and we need to look at this. Requested report from staff (McMaster or Creighton) on this. Ragsdale requested an updated on 219 project in that report, and Siderius added it should include updates on several parks projects. He wants a comprehensive plan, and a commitment from CPRD, for the many related horticulture projects in the community.

Bart Rierson – has talked with Casey Creighton on some park issues, and wants to know if we need to plan for and budget for additional people for parks maintenance, and cited Dave Brown’s concerns. He requested a staff report and recommendation. Rierson said he had recently talked with Newberg mayor Bob Andrews about scheduling another joint meeting with the city council, topics to include the Hess Creek trail, waterfront development, water rates. Rogers suggested quarterly meetings with city council. Ragsdale recommended waiting until the new mayor and council is in place, after January; Don Loving agreed. Siderius hopes to revisit water rate issue with city council. Discussion continued on timing, and water rate issue. Consensus was to schedule it in late October or early November, and requested Clements contact City to arrange this. Loving requested poll on scheduling to Rilee property, and to Board, to send to City (Doodle or Go to Meeting poll).

Mike Ragsdale - Nothing

VII. Old business/project updates - Not addressed

VIII. From the superintendent’s desk – Don Clements reported that operational costs are up about \$61,624.42, and revenue is up about \$139,578.28, and that if the trend continues, the ending balance may increase in the General Fund. See more details on Page 2 of packet.

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

Moved Don Loving
Second Mike Ragsdale
Passed unanimously

- b. Superintendent's report – Clements explained CPRD funding structure. He said it was his original intent to shift SDC funds to Basic Services. He stressed it is crucial to ensure that the General Fund can sustain what you build. He agreed with the need for a comprehensive plan. Siderius reiterated the need for a plan for projects and where SDC funding will go, especially as administration personnel and positions change. Clements said golf course is close to selecting routing for third set of nine holes. Clements said we will want to get a feasibility study an RFP out for campground by January 1st. Clements agreed to do this.
- c. Staff reports – Kellan Sasken reported that tournament season went well, and will bring number of tournaments to next meeting. CPRD team won the recent SDAO tournament. PGA Junior league going well, and couples' night events went well. Shy gave an update on the audit process. Casey gave an update on what he is learning in his expanded role with parks. GFU Serve Day worked out well, he said. Casey Creighton and Kat Ricker commended students Quentin Comus and Riley Wood for their generous and valuable project of drone footage. Jim McMaster said we work well with Public Works Department at City. McMaster explained grant and donation funding for playground at pool, that it is not all SDC funding. His application for a state parks grant was approved for a grant to create Friends Park. Kat Ricker reported that computer consultant Robert Soppe is in the process of upgrading the main server, and the Board expressed appreciation for Soppe's outstanding service contributions to CPRD.

IX. Correspondence

- A. Citizen comments/evaluations – Acknowledgement of submitted comments.

- X. Adjournment – Mike Ragsdale moved to adjourn 8:53 p.m.

Next meeting scheduled for 6 p.m. Thursday, Oct. 25, 2018 at CPRD Administration Office.

Respectfully Submitted,

Kat Ricker, Public Information Director

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO OCTOBER 10, 2018**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
116116-116119	\$ 4,026.54	ACCOUNTS PAYABLE
116280-116287	\$ 4,775.95	ACCOUNTS PAYABLE
116288-116289	\$ 1,626.58	ACCOUNTS PAYABLE
116641-116646	\$ 2,660.00	ACCOUNTS PAYABLE
116651	\$ 617.34	ACCOUNTS PAYABLE
116693-116767	\$ 22,569.16	PAYROLL
DIRECT DEPOSIT	\$ 39,599.29	PAYROLL
116768-116878	\$ 174,244.26	ACCOUNTS PAYABLE
116879-116959	\$ 23,471.23	PAYROLL
116903 VOIDED	\$ 531.49	PAYROLL
DIRECT DEPOSIT	\$ 38,773.00	PAYROLL
116960 VOIDED		
116961	\$ 442.17	PAYROLL
116962 VOIDED		
116963-117000	\$ 23,844.03	ACCOUNTS PAYABLE
1761-1766	\$ 58,099.26	WIRE TRANSFER
GRAND TOTAL	<u>\$ 394,217.32</u>	
<u>BREAKOUT</u>		
<u>ACCOUNTS PAYABLE</u>	\$ 211,794.70	
<u>PAYROLL</u>	\$ 124,323.36	
<u>WIRE TRANSFER</u>	\$ 58,099.26	

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
<u>NO CHECKS ISSUED</u>		
GRAND TOTAL	<u>\$ 0.00</u>	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1156	\$ 4,170.50	TRIPLETT WELLMAN
1157	\$ 2,103.00	CARLSON TESTING
1158	\$ 448,535.85	TRIPLETT WELLMAN
1159	\$ 12,460.81	SEA
1160	\$ 702,236.20	TRIPLETT WELLMAN
GRAND TOTAL	<u>\$1,169,506.36</u>	
<u>BREAKOUT</u>		
<u>CAPITAL POOL CONST.</u>	\$1,169,506.36	
<u>POOL BOND DEBT</u>	\$ 0.00	

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1027	\$ 736.00	ACF WEST INC
1028	\$ 60.00	REID RENTAL
1029	\$ 414.84	CRABTREE ROCK
1030	\$ 12,000.00	CONCRETE SOLUTIONS INC.
1031	\$ 614.07	WILLAMETTE GRAYSTONE
1032	\$ 2,777.00	PILOT ROCK
GRAND TOTAL	<u>\$ 16,601.91</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 9/30/17-18	AS OF 9/30/18-19	DIFFERENCE
Total Operational Expense	\$ 1,303,176.32	\$1,447,710.60	\$ 144,534.28
Total Capital Outlay & Transfers	\$ 276,987.54	\$ 249,179.72	<\$ 27,807.82>
GRAND TOTAL EXPENSES	\$ 1,580,163.86	\$1,696,890.32	\$ 116,726.46
Total Tax Revenue	\$ 50,598.96	\$ 0.00	<\$ 50,598.96>
Total Fees & Charges Revenue	\$ 984,122.81	\$1,062,881.55	\$ 78,758.74
Total Other Revenue	\$ 4,676.85	\$ 254,229.87	\$ 249,533.02
Beginning Balance	\$ 1,167,853.73	\$1,483,041.89	\$ 315,188.16
GRAND TOTAL REVENUE	\$ 2,207,252.35	\$2,800,153.31	\$ 592,900.96

SDC FUND SUMMARY

DESCRIPTION	AS OF 9/30/17-18	AS OF 9/30/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 3,231.75	\$ 0.00	<\$ 3,231.75>
TOTAL REVENUE	\$ 67,982.62	\$ 433,918.98	\$ 365,936.36
BEGINNING BALANCE	\$ 347,665.46	\$1,581,154.20	\$ 1,233,488.74
GRAND TOTAL REVENUE	\$ 415,648.08	\$ 2,015,073.19	\$ 1,602,656.86

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 9/30/17-18	AS OF 9/30/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 223,366.25	\$ 176,809.72	<\$ 46,556.53>
REVENUE TRANSFERS	\$ 223,366.25	\$ 176,809.72	<\$ 46,556.53>
INTREST	\$ 135.69	\$ 0.00	<\$ 135.69>
BEGINNING BALANCE	\$ 31,269.21	\$ 31,699.09	\$ 429.88
GRAND TOTAL REVENUE	\$ 254,771.15	\$ 208,508.81	<\$ 46,262.34>

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 9/30/17-18	AS OF 9/30/18-19	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 9/30/17-18	AS OF 9/30/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 3,488,930.61	\$ 0.00	<\$ 3,488,930.61>
GRAND TOTAL REVENUE	\$11,853,616.63	\$ 588,320.75	<-\$11,265,285.88>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 9/30/17-18	AS OF 9/30/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ -8.34	\$ 0.00	\$ 8.34
GRAND TOTAL REVENUE	\$ 21,758.17	\$ 1,273,329.05	\$ 1,251,570.88

SDC RESOLUTION

10-01-18

The Chehalem Park and Recreation District (CPRD) adopted a System Development Charge and corresponding methodology by resolution in July 1992, known as "SDC Resolution", it was amended in May 2007 and updated in July 2017.

In consultation with FCS Group, the proposed 7.01% increase of SDCs is tied to the appropriate regional Engineering News Record (ENR) annual calculation.

The Superintendent will notify each government on the proposed increase.

Be it resolved:

1. Effective July 1, 2019, CPRD shall approve the SDC rates as follows:

Type of Dwelling Unit	SDC Per Dwelling Unit
Single Family	\$7,353
Multi Family	\$6,475
Mobil Home	\$5.054

Adopted by the Chehalem Park and Recreation District Board of Directors on October 25, 2018.

President of the Board

Secretary of the Board

Original Notes
Notes from Yamhill Trails Collective Meeting
3:00 p.m. Wednesday, Feb. 1, 2017
CPRD Administration Office, Falcon Crest Room

Present

Wayne Wiebke, Friends of Yamhelas Westsider Trail
Bryan Schmidt, Yamhill County resident
Jeanette Adlong, City of Dundee
Michelle Giguere, Summit Strategies
Paul Agrimis, ESA
Maureen Raad, ESA
Ted Crawford, City of Dundee
Karla Garick, Chehalem Valley Chamber of Commerce
Mike Ragsdale, CPRD Board of Directors
Bart Rierson, CPRD Board of Directors
Peter Siderius, CPRD Board of Directors
Tom Hammer, resident
Ron Fenner, resident
Seth Gordon, Newberg Graphic
Joe Hannan, City of Newberg
Don Clements, CPRD
Kat Ricker, CPRD

I. Introductions - Don Clements

II. Recap of taskforce meeting on Jan. 4

A. Continuing discussion on trail connectors

1. Dundee - Newberg
2. Dundee - Yamhelas
3. McMinnville - Carlton
4. Newberg - Tonkin Trail (Metro)

B. Partners needed to participate - Carlton, McMinnville, Yamhill, Grande Ronde, Willamina

III. Financing discussion

A. Don Clements reported on discussion of trails interest and pledges to work with this effort at the Economic Vitality Summit meeting earlier today in McMinnville. Mid-Willamette Valley COG stated they would perform the GIS mapping needed. Don will draft a resolution to be used by jurisdictions as a model for adoption as resolution to support/advocate for this trails effort. At the scheduled Local Governments' Dinner Meeting on Feb. 23rd, COG plans to introduce such a resolution.

B. Michelle Guigere explained the TIFIA loan, its terms, and the prospect of a combined application; plus prospects for a Tiger Grant (availability will depend on a budget from the new administration). Don said he believes if the group can successfully borrow \$10 million, it could be repaid with SDCs.

C. Discussion on related costs to date: CPRD Board-approved contract with Summit Strategies at \$4,200/mo.; proposal from Environmental Science Association for roughly \$350,000 (see supplemental materials).

IV. Report from Paul Agrimis and Maureen Raad from ESA

Discussion on what it will take to be ready for a public meeting (have a draft trail plan and funding structure). Peter Siderius counted three things necessary: trails map, mechanisms for funding, and letters of recommendation.

V. Next meeting set for 3 p.m. Wednesday, March 8 at CPRD Administration Office

Items for next agenda:

A. COG resolution - Don Clements and/or COG representative

B. Trump Administration Budget update - Michelle Guigere, Summit Strategies

C. Trail alignments update and possibly tour performed - Paul Agrimis, ESA

Corrected Notes
Notes from Yamhill Trails Collective Meeting
3:00 p.m. Wednesday, Feb. 1, 2017
CPRD Administration Office, Falcon Crest Room

Present

Wayne Wiebke, Friends of Yamhelas Westsider Trail
Bryan Schmidt, Yamhill County resident
Jeanette Adlong, City of Dundee
Michelle Giguere, Summit Strategies
Paul Agrimis, ESA
Maureen Raad, ESA
Ted Crawford, City of Dundee
Karla Garick, Chehalem Valley Chamber of Commerce
Mike Ragsdale, CPRD Board of Directors
Bart Rierson, CPRD Board of Directors
Peter Siderius, CPRD Board of Directors
Tom Hammer, resident
Ron Fenner, resident
Seth Gordon, Newberg Graphic
Joe Hannan, City of Newberg
Mary Starrett, Yamhill County Commissioner
Don Clements, CPRD
Kat Ricker, CPRD

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IV. Report from Paul Agrimis and Maureen Raad from ESA

Discussion on what it will take to be ready for a public meeting (have a draft trail plan and funding structure). Peter Siderius counted three things necessary: trails map, mechanisms for funding, and letters of recommendation.

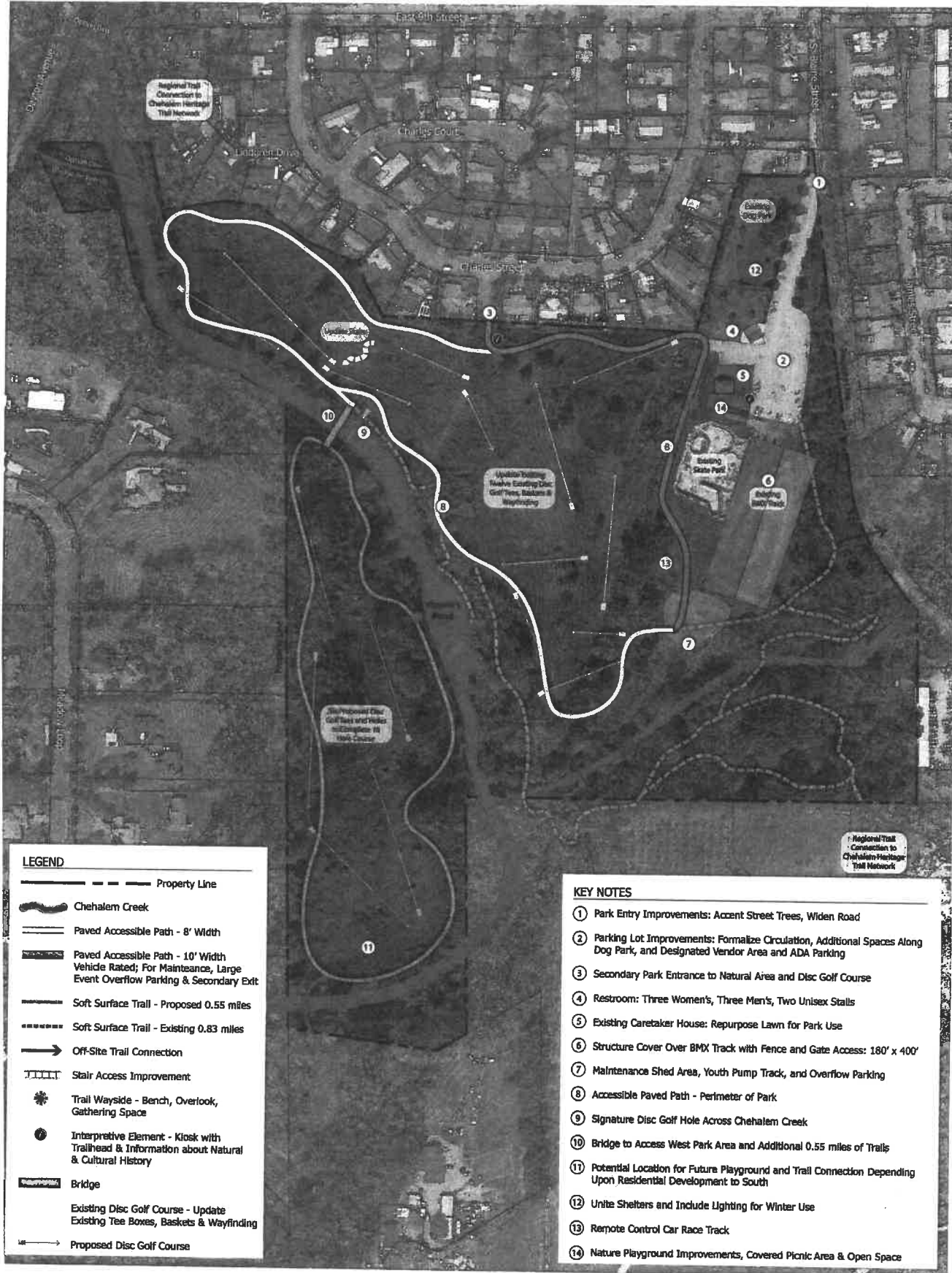
V. Next meeting set for 3 p.m. Wednesday, March 8 at CPRD Administration Office

Items for next agenda:

A. COG resolution – Don Clements and/or COG representative

B. Trump Administration Budget update – Michelle Guigere, Summit Strategies

C. Trail alignments update and possibly tour performed – Paul Agrimis, ESA



LEGEND

- Property Line
- Chehalis Creek
- Paved Accessible Path - 8' Width
- Paved Accessible Path - 10' Width Vehicle Rated; For Maintenance, Large Event Overflow Parking & Secondary Exit
- Soft Surface Trail - Proposed 0.55 miles
- Soft Surface Trail - Existing 0.83 miles
- Off-Site Trail Connection
- Stair Access Improvement
- Trail Wayside - Bench, Overlook, Gathering Space
- Interpretive Element - Kiosk with Trailhead & Information about Natural & Cultural History
- Bridge
- Existing Disc Golf Course - Update Existing Tee Boxes, Baskets & Wayfinding
- Proposed Disc Golf Course

KEY NOTES

- ① Park Entry Improvements: Accent Street Trees, Widen Road
- ② Parking Lot Improvements: Formalize Circulation, Additional Spaces Along Dog Park, and Designated Vendor Area and ADA Parking
- ③ Secondary Park Entrance to Natural Area and Disc Golf Course
- ④ Restroom: Three Women's, Three Men's, Two Unisex Stalls
- ⑤ Existing Caretaker House: Repurpose Lawn for Park Use
- ⑥ Structure Cover Over BMX Track with Fence and Gate Access: 180' x 400'
- ⑦ Maintenance Shed Area, Youth Pump Track, and Overflow Parking
- ⑧ Accessible Paved Path - Perimeter of Park
- ⑨ Signature Disc Golf Hole Across Chehalis Creek
- ⑩ Bridge to Access West Park Area and Additional 0.55 miles of Trails
- ⑪ Potential Location for Future Playground and Trail Connection Depending Upon Residential Development to South
- ⑫ Unite Shelters and Include Lighting for Winter Use
- ⑬ Remote Control Car Race Track
- ⑭ Nature Playground Improvements, Covered Picnic Area & Open Space

WHPacific

EWING YOUNG PARK
MASTER PLAN
APRIL 4, 2018



Ewing Young - Master Plan

Project No.: 20287

Client: Chehalis Parks and Recreation District

Date:

10/8/2018

By:

S. Golos

M. Hadley

EWING YOUNG PARK - MASTER PLAN ESTIMATE

Park Design Studio Estimate

ITEM NUMBER	DESCRIPTION	EST. QTY.	UNIT	UNIT COST	TOTAL	TOTAL ESTIMATED CONST. COST
1.00						
EXISTING CONDITIONS & PREPARATION						
1.00	MOBILIZATION					
2.00	SURVEY CONSTRUCTION STAKING	1	LS	\$20,000.00	\$20,000.00	\$20,000.00
Subtotal		1	LS	\$7,500.00	\$7,500.00	\$7,500.00
PARKING LOT						
1.00	EXCAVATION (2" EXISTING GRAVEL)					
2.00	ROUGH GRADING	49,249	SF	\$0.15	\$7,387.35	\$7,387.35
3.00	CATCH BASINS	49,249	SF	\$0.40	\$19,699.60	\$19,699.60
4.00	MANHOLE	6	EACH	\$1,250.00	\$7,500.00	\$7,500.00
5.00	BASE COURSE (8")	1	EACH	\$12,000.00	\$12,000.00	\$12,000.00
6.00	ASPHALT (3")	2,463	TONS	\$38.00	\$93,594.00	\$93,594.00
7.00	OUTFLOW PIPE TO CHEHALEM CREEK (8" PVC)	893	TONS	\$125.00	\$111,625.00	\$111,625.00
8.00	OUTFALL RIP RAP	550	LF	\$40.00	\$22,000.00	\$22,000.00
9.00	CURB	1	EACH	\$1,200.00	\$1,200.00	\$1,200.00
10.00	PARKING LOT WATER QUALITY SWALE	1,713	LF	\$25.00	\$42,825.00	\$42,825.00
11.00	LAWN IRRIGATION - CARETAKERS HOUSE	2,072	SF	\$8.00	\$12,432.00	\$12,432.00
12.00	STRIPING (PER STALL)	4,025	SF	\$2.50	\$10,062.50	\$10,062.50
13.00	PARKING SIGNAGE	65	EACH	\$25.00	\$1,625.00	\$1,625.00
14.00	REMOVE DOG PARK FENCE	1	LS	\$1,500.00	\$1,500.00	\$1,500.00
15.00	INSTALL NEW CHAINLINK FENCE	279	LF	\$2.30	\$641.70	\$641.70
16.00	NEW GATES	279	LF	\$30.00	\$8,370.00	\$8,370.00
17.00	SOIL PREP AND MULCH FOR TREE ISLANDS	4	EACH	\$350.00	\$1,400.00	\$1,400.00
Subtotal		1,620	SF	\$4.25	\$6,886.00	\$6,886.00
EROSION CONTROL						
1.00	WHEEL WASH TRACK-PAD					
2.00	SILT FENCE	2	EA	\$2,500.00	\$5,000.00	\$5,000.00
Subtotal		7,500	LF	\$2.75	\$20,625.00	\$20,625.00
PAVED ACCESSIBLE PATH (8")						
1.00	CLEARING AND GRUBBING					
2.00	ROUGH GRADING (2.991 LF)	29,910	SF	\$0.06	\$1,794.60	\$1,794.60
3.00	BASE COURSE (6")	23,928	SF	\$0.40	\$9,571.20	\$9,571.20
4.00	ASPHALT (3")	897	TONS	\$38.00	\$34,086.00	\$34,086.00
5.00	RETAINING WALL	434	TONS	\$125.00	\$54,250.00	\$54,250.00
Subtotal		800	SF	\$40.00	\$32,000.00	\$32,000.00
PAVED ACCESSIBLE PATH -VEHICLE RATED (10")						
1.00	CLEARING AND GRUBBING					
2.00	ROUGH GRADING (1.270 LF)	17,780	SF	\$0.06	\$1,066.80	\$1,066.80
3.00	BASE COURSE (8") (313 CY)	12,700	SF	\$0.40	\$5,080.00	\$5,080.00
4.00	ASPHALT PATH (3") (1,270 LF)	627	TONS	\$38.00	\$23,826.00	\$23,826.00
Subtotal		235	TONS	\$125.00	\$29,375.00	\$29,375.00
SOFT SURFACE TRAIL (6") - West side of Creek						
1.00	CLEARING AND GRUBBING					
2.00	ROUGH GRADING (2,900 LF)	25,608	SF	\$0.15	\$3,841.20	\$3,841.20
3.00	SURFACE MATERIAL (8" MULCH)	17,186	SF	\$0.40	\$6,874.40	\$6,874.40
Subtotal		54	CY	\$80.00	\$4,320.00	\$4,320.00
RESTROOMS (3WX2MX2UNI)						
1.00	RESTROOM (1,048 SF)					
2.00	UTILITIES	1	LS	\$300,000.00	\$300,000.00	\$300,000.00
Subtotal		1	LS	\$10,000.00	\$10,000.00	\$10,000.00
LANDSCAPE						
1.00	STREET TREES AT ENTRANCE					
2.00	LANDSCAPE STRIPS AT ENTRANCE - SOIL PREP AND MULCHING	10	EACH	\$250.00	\$2,500.00	\$2,500.00
Subtotal		5,852	SF	\$4.25	\$24,021.00	\$24,021.00
PLAYGROUND						
1.00	HYBRID TRADITIONAL/NATURE PLAY					
Subtotal		1	LS	\$20,000.00	\$20,000.00	\$20,000.00
PROPOSED DISC GOLF HOLES						
1.00	CLEARING AND GRUBBING					
2.00	ROUGH GRADING NEW FAIRWAYS	76,715	SF	\$0.15	\$11,507.25	\$11,507.25
3.00	MODIFY EXISTING COURSE TO COMPLEMENT NEW COURSE	76,715	SF	\$0.40	\$30,686.00	\$30,686.00
4.00	NEW LAWN SEEDING	1	LS	\$5,000.00	\$5,000.00	\$5,000.00
5.00	TEE BOXES BASE COURSE (4")	76,715	SF	\$0.11	\$8,438.65	\$8,438.65
6.00	TEE BOXES CONCRETE (4")	8	TONS	\$100.00	\$800.00	\$800.00
7.00	BASKETS	380	SF	\$8.00	\$2,160.00	\$2,160.00
Subtotal		6	EACH	\$500.00	\$3,000.00	\$3,000.00
SECONDARY PARK ENTRANCE						
1.00	CLEARING AND GRUBBING					
2.00	ROUGH GRADING	800	SF	\$0.15	\$120.00	\$120.00
3.00	BASE COURSE (8")	800	SF	\$0.40	\$320.00	\$320.00
4.00	ASPHALT (3")	30	TONS	\$38.00	\$1,140.00	\$1,140.00
5.00	PICNIC TABLE - ADA	15	TONS	\$125.00	\$1,875.00	\$1,875.00
6.00	PICNIC TABLE - STANDARD	1	EACH	\$1,484.00	\$1,484.00	\$1,484.00
7.00	TRASH RECEPTCLE	2	EACH	\$1,284.00	\$2,568.00	\$2,568.00
8.00	BIKE RACK	1	EACH	\$1,270.00	\$1,270.00	\$1,270.00
9.00	INTERPRETIVE KIOSK	1	EACH	\$230.00	\$230.00	\$230.00
Subtotal		1	EACH	\$5,000.00	\$5,000.00	\$5,000.00
\$13,987.00						

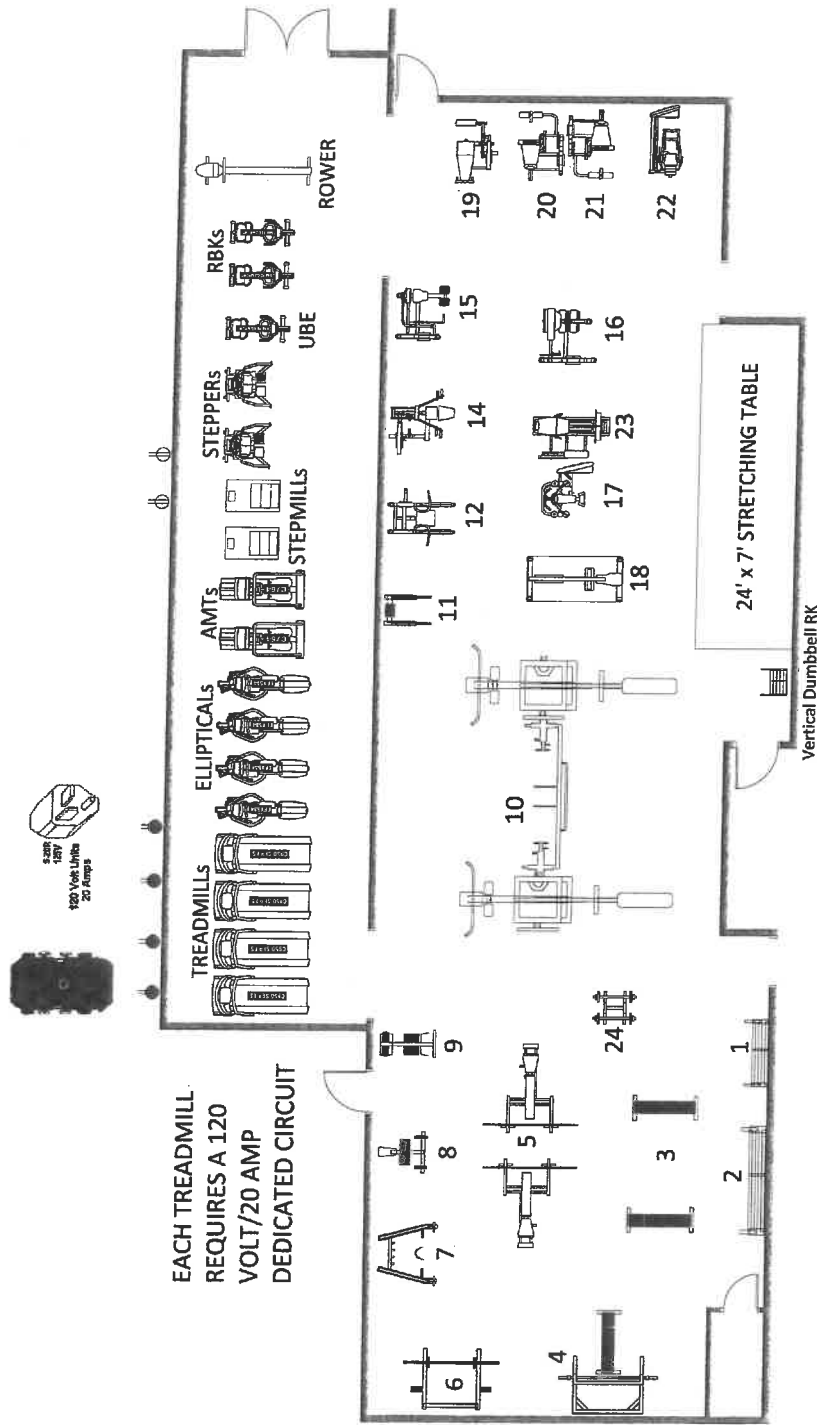
WAYSIDES (3)						
1.00	CLEARING AND GRUBBING	1,200	SF	\$0.15	\$180.00	\$180.00
2.00	ROUGH GRADING	1,200	EACH	\$0.40	\$480.00	\$480.00
3.00	BASE COURSE (6")	45	TONS	\$40.00	\$1,800.00	\$1,800.00
4.00	ASPHALT (3")	22	TONS	\$125.00	\$2,750.00	\$2,750.00
5.00	PICNIC BENCH	6	EACH	\$1,035.00	\$6,210.00	\$6,210.00
6.00	PICNIC TABLE - STANDARD	2	EACH	\$1,284.00	\$2,568.00	\$2,568.00
7.00	TRASH RECEPTCLE	3	EACH	\$1,270.00	\$3,810.00	\$3,810.00
Subtotal						\$17,798.00
STRUCTURES						
1.00	BRIDGE AT CHEHALEM CREEK (A-1)	1	LS	\$140,000.00	\$140,000.00	\$140,000.00
2.00	ENGINEERING HYDRAULICS, GEOTECH AND ENVIRONMENTAL	1	LS	\$130,000.00	\$130,000.00	\$130,000.00
3.00	BRIDGE AT CHEHALEM CREEK (B-1)	1	LS	\$140,000.00	\$140,000.00	\$140,000.00
4.00	ENGINEERING HYDRAULICS, GEOTECH AND ENVIRONMENTAL	1	LS	\$130,000.00	\$130,000.00	\$130,000.00
Subtotal						\$540,000.00
OPTIONAL PHASE 2 STRUCTURES						
1.00	BMX OPEN AIR, FULL SPAN COVER	72,000	SF	\$9.30	\$669,600.00	\$669,600.00
2.00	CHAIN LINK FENCE	580	LF	\$30.00	\$17,400.00	\$17,400.00
3.00	SITE PREPARATION AND FOOTINGS FOR COVER	1	LS	\$40,000.00	\$40,000.00	\$40,000.00
4.00	SKATE PARK, OPEN AIR FULL SPAN COVER	26,220	SF	\$9.30	\$243,846.00	\$243,846.00
5.00	SITE PREPARATION AND FOOTINGS FOR COVER	1	LS	\$40,000.00	\$40,000.00	\$40,000.00
Subtotal						\$970,846.00
Project Subtotal						
	Construction Contingency (15%)					\$2,580,701.25
	General Conditions / Insurance / Bond		15%			\$387,105.19
	General Contactor OH & Profit		11%			\$283,877.14
	Engineering / Environmental / Permits		5%			\$129,035.06
	TOTAL¹		10%			\$258,070.13
	Year 2019 Escalation					\$3,638,788.76
	Year 2020 Escalation			5.00%	\$181,939.44	\$3,820,728.20
				5.00%	\$191,036.41	\$4,011,764.61

¹ = 2018 DOLLARS

ASSUMPTIONS:

PRELIMINARY BUDGETS - The above cost estimate was prepared from a concept master plan only and elements have not been designed. This cost estimate should only be used for preliminary budgeting purposes.

WHPacific has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods for determining prices, or other competitive bidding or market conditions. WHPacific's opinions of probable project or construction costs are to be made on the basis of WHPacific's experience and qualifications and represent WHPacific's judgement as an experienced and qualified professional, familiar with the construction industry; but WHPacific cannot and does not guarantee that proposals, bids, or construction costs will not vary from opinions of probable costs prepared by WHPacific.



EQUIPMENT LEGEND

21	Seated Leg Curl
22	Abduction/Adduction
23	Leg Press
24	Barbell Rack

EQUIPMENT LEGEND

11	WKR
12	Chin/Dip Assist
13	Seated Row
14	Vertical Chest Press
15	Tricep Extension
16	Ab Crunch
17	Rotary Torso
18	Marpo Rope
19	Prone Leg Curl
20	Seated Leg Extension

EQUIPMENT LEGEND

1	Kettlebell Set and Rack
2	Dumbbell Set and Rack
3	Multi-Angle Adjustable Bench
4	Power Rack
5	Multi-Press
6	Smith Machine
7	Functional Trainer
8	Preacher Curl
9	Back Extension
10	Jungle Station

We want to know what you think

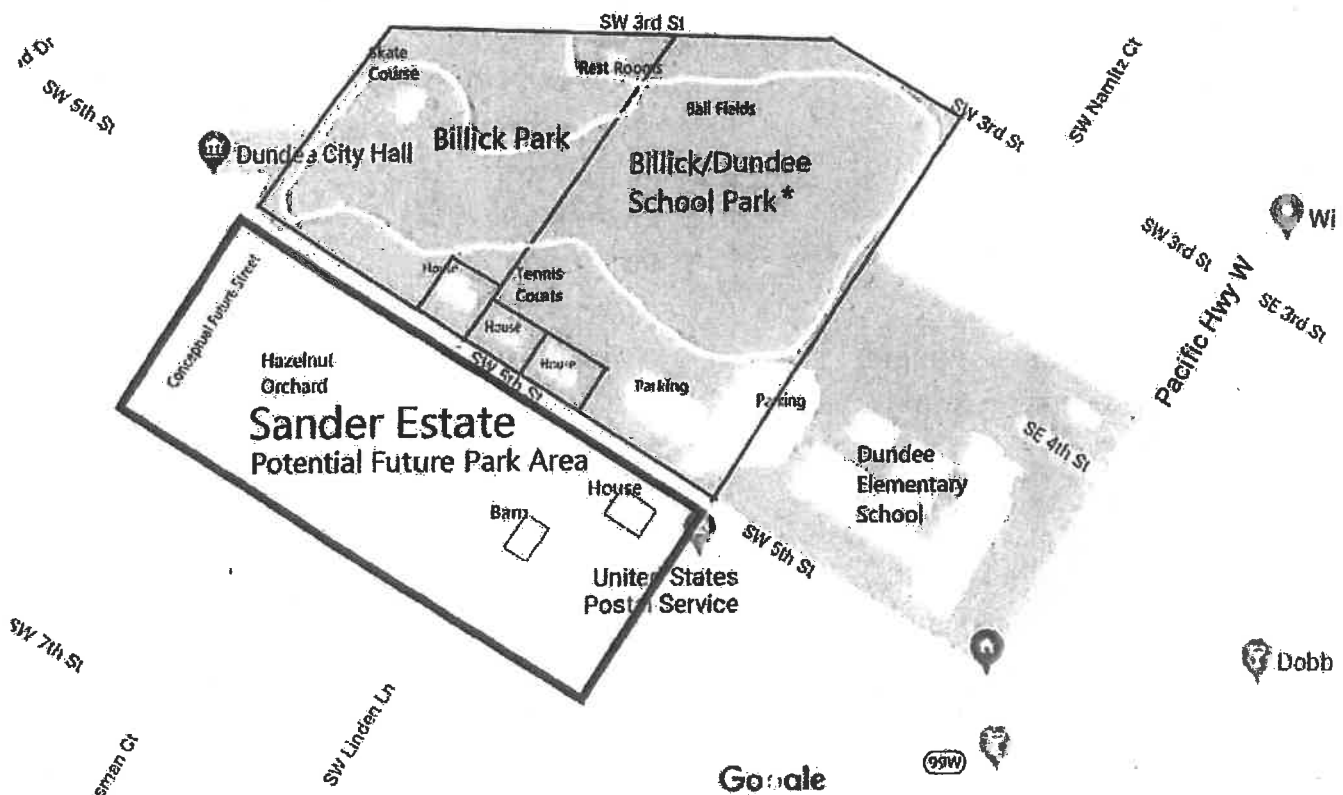
Chehalem Park District (CPRD) recently acquired the 7-acre Sander Estate property with the hazelnut orchard, barn and house located across the street from Dundee Billick School Park. Longtime Dundee resident Jan Sander generously gifted half of the 7-acre property and CPRD purchased the remainder. The acquisition of this land presents a tremendous opportunity to develop new park and recreational facilities in our town.

Please take a brief online survey about how you use our parks today, and what your ideas are as we plan for Sander Estate park. On the back of this page for your reference is a list of parks and recreational facilities in Dundee and Newberg. Your response to the survey is greatly appreciated.

Survey Link: <https://www.surveymonkey.com/r/SanderEstatePark> Note: The survey link is also available via the City of Dundee website at www.DundeeCity.org

If you prefer to take a written survey, please pick one up at Dundee City Hall, or call (503) 538-3922.

Sander Estate Future Park



*Parcel is owned by Newberg School District

Map Features may not be to Scale

Survey Link: <https://www.surveymonkey.com/r/SanderEstatePark>

For your reference as you take the Survey, here is a chart of recreational services and facilities available in Dundee and Newberg.

<p align="center">Recreational Facilities in Dundee</p>	<p align="center">Recreational Facilities In Newberg</p>
<p><u>CPRD Facilities</u> Dundee Billick School Park Falconcrest Park Fortune Park Crabtree Park</p> <p><u>City of Dundee Parks/Trails</u> Harvey Creek Trail Viewmont Greenway</p> <p><u>Dundee Community Center</u> Community programs, Dinners, Activities, Meeting and Rental Space</p> <p><u>Willamette River</u> There is no access to the Willamette in Dundee. The Paddle Launch that provided kayak rentals closed in 2016</p>	<p><u>CPRD Facilities</u> Parks & Trails Ballfields Skate Park & BMX Track Splashpad Dog Park Disc Golf Courses Aquatic and Fitness Center Golf Course Senior Center Chehalem Cultural Center Youth Center Day Care / Preschool Rental Event Space includes Golf Course, Senior Center, Armory, Park Shelters</p> <p><u>Willamette River</u> Rogers Landing County Park and Motorized Boat Launch</p>

Parks Activity Report September 2018

Pool Park Playground

Thanks to the weather we are moving ahead on the playground. We hope to have it completed in the next few weeks. Both Rotary Clubs helped with unpacking equipment, planting plants and lifting up heavy decks. The correctional folks are also helping with some of the heavy lifting. We are lucky to have Jim Bernard on staff. He has built other playgrounds for the district and is heading up this puzzle. We are waiting on some parts to arrive that were missing, but hopefully by the end of October the project will be completed.

Trees

We probably have upwards to 30 large trees throughout the district that need to come down. Some are due to natural causes, while others are manmade. For instance trees at the golf course have had their original environment disturbed. When that happens trees become stressed and over several years they begin to decline. This is apparent in some of the firs and cedars. In our parks some of the oaks are taking a hit due to foot traffic compacting the earth and thus effecting root growth and structure. We are definitely not advocates of taking down trees, but for safety reasons we have to. Once our older trees are down it gives room for younger trees to be planted.

Phase I Aquatic Center

We are six months out and still trying to solve some of our initial problems. The contractor has been working with his subs to move on some of the items. The public has not really noticed issues because in some cases they are small cosmetic issues and in others they are behind the scenes in the mechanical rooms. I have to be frank that some issues could take over a year to resolve, for instance some deck concrete work. We are waiting for some concrete to settle that is cracking badly. Once the ground underneath is stable the contractor will replace those slabs.

Phase II Fitness Center

We are moving along on this project. Most of the steel work is done in the building including the track. Grading is taking place for the new parking. Duct work and electrical is ongoing and most of the plumbing is roughed in. As I have mentioned in the past, the mechanical portions of the project are back ordered and we are waiting for them. We are also in the process of selecting artists to do our mural around the track as requested by the board. We have a qualified selection committee and the board should be pleased with the end product. Kat may want to share her thoughts on this if you have questions at the board meeting.

Building Repair

The aquatic center has taken quite a bit of maintenance time this year just trying to make sure things are running properly as well as trouble shooting. Troy Kronewitter, heads up our building repair area and now has a 30 hour assistant to help out. They have been replacing broken or rotted siding on the recreation building and youth building. Roofs and gutters are being cleaned, plumbing repairs are always ongoing and they recently put a new commercial dishwasher in the Sr. Center.

Parks Summary *Month of: September 2018*

<i>Park Name</i>	<i>Hours Worked</i>
<i>Armory</i>	45.50
<i>Billick/Dundee</i>	3.75
<i>Buckley Park</i>	2.25
<i>Central</i>	34.00
<i>Che. Valley</i>	7.50
<i>College</i>	0.50
<i>Community Center</i>	2.25
<i>Crabtree</i>	3.00
<i>Crater Ball Fields</i>	38.25
<i>Elliott Road</i>	42.50
<i>Ewing Young</i>	2.25
<i>Falcon Crest Park</i>	1.75
<i>Fortune Park</i>	1.00
<i>Gladys</i>	0.75
<i>Golf Course</i>	3.50
<i>Herbert Hoover</i>	75.25
<i>Jaquith</i>	27.75
<i>Jaquith Ball Fields</i>	39.25
<i>Memorial/Scout House</i>	29.00
<i>Non-District Properties</i>	3.00
<i>Oak Knoll Park</i>	0.50
<i>Oaks Park</i>	0.75
<i>Other District Land</i>	64.00
<i>Parrott Mt.</i>	3.50
<i>Pool</i>	258.75
<i>Pre-School</i>	23.00
<i>Pride Gas</i>	1.00
<i>Renne Fields</i>	16.00
<i>Rotary Centennial Park</i>	11.00
<i>Sanders Park</i>	1.00
<i>Schaad Park</i>	1.25
<i>Scott Leavitt</i>	0.75
<i>Senior Center</i>	70.00
<i>Spring Meadow</i>	0.75
<i>Transfer Station</i>	1.50

<i>Park Name</i>	<i>Hours Worked</i>
<i>vacation/holiday/sick/comp.</i>	24.00
<i>Willamette River Property</i>	6.50
<i>Youth building</i>	18.00
<i>Total</i>	<u><u>865.25</u></u>

Special User Groups, Events, Meets, Matches, & Tournaments

George Fox University:

Our first event in September was the annual party (in the leisure pool) by George Fox on Friday 7th welcoming new students to campus, from all reports it was a successful event.

The football team rented space in the competition pool four of five Sundays from 9:30-10:30 p.m. for post-game recovery sessions. These sessions will continue through early November.

The health and human performance department continues to hold a water activities class on Mon/Wed from 1:00-1:45 p.m. as it has done for many many years.

The first-year swim team officially began practices on September 17. They are practicing five evenings per week and three mornings.

Newberg High School:

The water polo team had four home games and two tournaments throughout the month, making the competition pool a community mecca for competition and excitement.

General:

On Thursday, September 13 we hosted the ORPA aquatic section meeting which was very well attended; we finished up the meeting with a facility tour. Sunday the 16th, Triplett Wellman had a catered party on our patio where guests were welcome to attend public swim.

Chehalem Swim Team:

The age group swim club returned to practice after a five week hiatus on September 17. They practice daily for 90 minutes.

Special Olympics:

The SO swim team season runs September and October and they have chosen to practice in the competition pool with volunteer head coach Andrea Codiga and assistant coach Parker Sampson. They have bumped up their practice time from 1 hour to 2 hours on Sunday afternoons from 3-5 p.m.

Mi Escuetlita Bilingual Preschool & Daycare:

This wonderful group is back again this year for swim lessons twice a week on Mon/Wed at 4:30. Sixteen kiddos are split between four instructors.

Staff Scheduling & Development

September was quite challenging in staff scheduling. A number of summer employee left for college at the end of August others started classes the end of September taking our staff down by five or six and we did not have any returning staff this fall (George Fox). Couple the attrition with high school sports and theatre, and availability of remaining staff is greatly reduced. The number of staff members it takes to operate the larger new facility on a daily basis ranges from 12-18 depending on the day and what activities are scheduled to take place. Wendy has done a remarkable job honoring everyone's availability requests while not compromising safety and cleanliness of the facility (we schedule about 3 hours per day of janitorial services conducted by our lifeguard staff). We did not hold any staff training sessions in September.

Submitted by Tara Franks, Aquatic Coordinator

General

The first very successful summer season (schedule) has finished and we moved into September with a new fall schedule which is subject to change and development as we find out what is well attended and what is failing to take off. Our traditional drop-in programs ran on their new schedule and swim lessons began the third week of month. New to the line up is middle school water polo on Sunday evenings from 6-8 pm.

Drop-in program attendance:

Drop-In Activities	2018	2017
Water Exercise	384	405
GFU Undergrads	No contract	605
Lap Swim	2352	2212
Public Swim	1995	913
Home School Rec Swim	53	Included in lap swim total
Parent/Child Swim	109	Included in lap swim total
Little Lagoon	97	---
Family Swim (1 st Sat/Month)	11	Included in public swim total
Total	5001	4135

Attendance numbers are an approximation of participation at the pool. We are struggling with how to track numbers in an accurate and cost-effective manner.

Facility reservations:

Reservations	2018			2017		
	Pool	Classroom	Patio	Pool	Classroom	Patio
General	4	6	1	5	5	---
Internal Recreation Construction		1 4	---		1 4	---
CST		1	---			---
NHS ST			---			---
CWP			---			---
NHS WP		1	---	2, 3 days	2, 3 days	---
Special O			---			---
GFU	Welcome Football HHP Class		---	Welcome Football HHP Class		---
Total	7	13	1	10	12	---

Enrollment numbers for our traditional (registration required) programs:

Program Enrollments	2018	2017
Weight Training	---	40
Personal (Weight) Training	---	6
Private Lessons	34	21
Lifeguard/WSI Courses	---	---
Water Polo (Sunday Middle School)	18	---
School Swim Lessons (Mi Escuelita)	16	16
Swim Lessons	223	119
Indoor Kayak	---	15
Total	291	217

September 2018 Activity Report
 Department 454 Recreation, 456 Senior
 Center, 457 Community School
 Chehalem Senior Center

454 Recreation

	Sept-18	Fiscal year
<u>Supervisory Staff Expense</u>	595.62	1,786.86
Recreation Coordinator	915.04	3,688.68
Part Time Staff Expense	1,488.25	7,169.5
Fringe	988.53	4,155.44
program Expense	2,105.38	10,280.68
Utilities Expense	0	0
Total Expense	6,092.82	27,081.16
Program Revenue	3,385.5	11,464.8
Rental Revenue	0	0
Net	2,707.32	15,616.7

Notes:

In the month of September Gymnastics launched its new fall class schedule. In total we have 74 participants participating in our Gymnastics program. 23 of which are from a contact we have with the Delphian School in Sherwood. They contact with our Gymnastics program to teach a PE class for them once a week in the Armory. Additionally we have hired 2 additional Gymnastic instructor Assistance to assist with classes that have outgrown 1 instructor. Those two assistance are Emma McNeal and Kassandra Vergets.

Dundee's Movie in the Park and Party in the Park.

On Sept 8th CPRD and the Dundee Community Committee held its annual Movie in the Park event. This year we showed Disney's Coco for a crowd of roughly 110 at Dundee Billick Park. Unfortunately we did have an issue with your Projector/DVD player during the showing. We experienced some lag during the showing. Something that we could not address while the movie played.

Dundee's Party in the Park.

Utilizing 13 cadet volunteers, 25 newberg Cheer Leader Volunteers, 8 DCC Volunteer Committee members, and 5 By his Grace Fellowship Volunteers, all worked together to host Dundee's annual Party in the Park on Sept 9th. Around 500 people attended this community party and ice cream social event.

456 Senior Center

	Sept-18	Fiscal year
Recreation Coordinator	2,123.32	5,426.40
Senior Center Specialist	2,378.22	7,093.93
Part Time Staff Expense	51.06	338.62
Fringe	2,556.91	7,187.41
program Expense	1,959.15	2,624.27
Utilities Expense	3,606.65	9,022.79
Total Expense	12,675.31	31,693.42
Program Revenue	2,677	8,804.72
Rental Revenue	5,696.5	12,203.50
Net	3,919.81	10,303.10

457 Community School

	Sept-18	Fiscal year
Supervisory Staff Expense	0	0
Admin Staff Expense	727.98	2183.94
Part Time Staff Expense	215	1584.56
Fringe	218.82	786.37
program Expense	1251.24	3205.89
Utilities Expense	0	0
Total Expense	2413.04	7760.76
Program Revenue	-67	3179
Rental Revenue	0	0
Net	2480.04	4572.76

The bulk of community school classes are not scheduled to start until October 2018.

The last week of September we had a 5 person dance class begin at Crater Elementary and a 9 person Keyboard (instrument) class begin.

October we have the following classes/clubs beginning on the grade school level.

Choir, Jazz Jam (Dance), Taekwondo, Dodge Ball, Guitar, Ukulele, and Computer Coding.

**September 2018 Activity Report
Department 455 Care and 474 Pre School**

455 Care	August 2018	Fiscal Year	474 Pre School	August 2018	Fiscal Year
Full Time and Part Time Staff	\$25,364.16	\$83,392.83	Full Time and Part Time Staff	\$3,478.69	\$3,962.03
Program and Utilities Expense	\$12,323.14	\$17,709.02	Program and Utilities Expense	\$632.83	\$1,880.87
Program Revenue	\$77,926.96	\$181,883.34	Program Revenue	\$2,485.90	\$7,167.9
Net	-40,239.66	-80,781.49	Net	\$2,071.95	\$2,600.02

Here are the numbers of children we have enrolled in school year care.

3 year old Pre-School, 11 students.

4 year old Pre-School, 30 students

Pre K at the Community Center, 28 students

Antonia Crater Care, 103 students

Edwards, 95 students

Ewing Young, 36 students

Dundee, 72 students

Mable Rush, 88 students

Joan Austin, 56 students

519 total students registered for our school year care program.

Respectfully Submitted by
Matthew Compton Recreation and Care Coordinator

EXPENDITURES	Sept '17/18	Sept '18/19	Yr to Date '18	Yr to Date '19	Year End 16/17	Year End 17/18	Est June 18/19
Aquatics - 451:							
Personnel Services							
Aquatic Supervisor				\$4,302.36		\$3,585.30	\$17,168.00
Secretary I	\$4,417.75	\$1,582.96	\$4,417.75	\$4,627.18		\$14,093.85	\$29,985.00
Secretary II	\$2,570.49	\$2,546.97	\$7,340.98	\$7,468.81	\$28,224.82	\$28,365.87	\$22,360.00
Aquatic Coordinator	\$3,383.60	\$3,513.60	\$10,102.26	\$10,475.83	\$39,282.25	\$40,500.98	\$42,164.00
Aquatics Specialist		\$2,887.85		\$8,519.68		\$3,920.10	\$34,688.00
Guards	\$5,498.08	\$18,059.12	\$19,552.41	\$62,428.24	\$54,942.82	\$80,079.31	\$244,395.00
Cashiers	\$607.31	\$4,740.81	\$8,950.67	\$13,696.06	\$45,258.79	\$39,227.41	\$73,133.00
Instructors	\$2,833.96	\$3,651.16	\$13,973.06	\$20,853.35	\$42,384.80	\$41,042.78	\$79,670.00
Coaches			\$1,884.26	\$292.56	\$5,423.88	\$5,641.23	\$1,700.00
Carlton Contracts							
Total Personnel Services	\$14,893.44	\$38,416.59	\$61,803.64	\$132,664.07	\$215,517.36	\$256,456.83	\$545,263.00
Materials & Services:							
Office Supplies	\$63.60	\$174.29	\$469.58	\$875.36	\$3,088.00	\$3,221.11	\$5,510.00
Postage Supplies	\$2.94	\$5.50	\$320.23	\$19.22	\$768.35	\$1,019.15	\$4,450.00
Program Supplies	\$119.60	\$524.31	\$1,278.42	\$1,684.78	\$11,029.94	\$7,282.11	\$15,000.00
Chemical & Agricultural Supplies	\$508.61	\$2,349.50		\$7,356.11	\$21,096.53	\$15,707.09	\$29,900.00
Store Supplies			\$1,274.07	\$2,516.80	\$5,590.64	\$1,769.71	\$7,500.00
Gas & Oil Supplies						\$769.54	
Classifieds						\$24.91	\$625.00
Brochure			\$266.56		\$757.39	\$733.43	\$1,450.00
Flyers	\$135.14	\$66.88	\$641.03	\$372.10	\$1,180.29	\$1,437.74	\$4,850.00
Professional Dues	\$364.75	\$121.46	\$371.75	\$953.28	\$2,269.25	\$1,772.00	\$3,810.00
Conference/Workshops					\$787.15	\$1,101.95	\$1,200.00
Staff Mileage					\$144.43	\$180.23	\$350.00
Staff Expenses			\$63.40	\$20.93	\$190.67	\$520.71	\$1,000.00
Utilities:							
Electricity	\$4,532.75	\$693.15	\$8,890.73	\$15,032.10	\$56,114.74	\$66,446.12	\$62,920.00
Natural Gas		\$3,156.87	\$6,256.22	\$5,571.63	\$67,474.71	\$67,856.07	\$77,055.00
Water/Sewer	\$2,759.44	\$3,405.77	\$5,318.26	\$11,803.52	\$32,082.29	\$35,804.59	\$45,375.00
Telephone	\$244.93	\$200.00	\$561.20	\$609.09	\$3,119.96	\$2,896.60	\$3,780.00
DOE Repayment							
Fees (activenet/bank/cc)	\$2,126.80	\$2,352.27	\$9,736.94	\$12,826.33	\$27,077.08	\$34,085.46	\$37,910.00
Structure Maint Repair						\$468.77	
Prof & Contract Services							
Program Contracts 451.380.003	\$1,119.03		\$2,687.54		\$20,226.29	\$20,020.94	\$22,000.00
Insurance Services	\$2,548.98		\$2,548.98	\$10,916.00	\$24,819.76	\$26,528.09	\$33,766.00
Equipment Maint Contract							
Refunds			\$45.00	\$41.00	\$273.50	\$108.60	\$450.00
Equipment Rental							
Buildings & Structures							
Total Materials & Services	\$14,526.57	\$13,050.00	\$40,639.91	\$70,598.25	\$278,090.97	\$289,754.92	\$358,901.00
TOTAL AQUATIC EXPENDITURES	\$29,420.01	\$51,466.59	\$102,443.55	\$203,262.32	\$493,608.33	\$546,211.75	\$904,164.00

Activity Financial Report - Sept 18/19							Department - Aquatics 451		
REVENUE	Sept 17/18	Sept 18/19	Yr to Date '17/18	Yr to Date '18/19	Year End 16/17	Year End 17/18	Est June 18/19		
Aquatics - 451:									
451.003 Youth Fitness						\$204.00			
451.007/291 Water Exercise	\$422.50	\$307.00	\$1,323.00	\$1,093.50	\$9,885.50	\$4,107.25	\$11,865.00		
451.008 Weight Training	\$2,840.25		\$6,973.50		\$22,311.39	\$21,696.75	\$23,745.00		
451.011 Private Swim Lessons	\$1,939.00	\$2,757.50	\$11,472.50	\$21,441.00	\$35,124.51	\$35,134.75	\$43,900.00		
451.012 Optum Fitness Advantage*		\$292.00	\$120.00	\$292.00	-\$108.00	\$660.00	\$8,200.00		
451.013 Water Safety			\$1,143.00	\$1,252.82	\$3,648.00	\$5,068.00	\$6,000.00		
451.014 SilverSneakers - Tivity*	\$224.50	\$230.00	\$697.00	\$339.50	\$3,271.50	\$3,036.50	\$8,200.00		
451.015 Silver&Fit - ASH*	\$1,944.00	\$1,773.00	\$5,658.00	\$1,797.00	\$15,644.02	\$21,049.55	\$8,200.00		
451.016 Water Polo	\$571.50	\$4,137.00	\$6,473.99	\$13,183.50	\$16,924.58	\$20,736.64	\$10,000.00		
451.000 GFU Swim Team							\$18,000.00		
451.000 GFU Sports				\$492.50			\$4,500.00		
451.000 GFU Water Activities Class							\$4,275.00		
451.017 GFU ASC					\$12,658.25	\$10,000.00	\$10,000.00		
451.018 Newberg High School									
451.019 School Districts	\$1,250.00		\$2,162.00	\$444.00	\$1,828.00	\$5,510.00	\$5,225.00		
451.020 Locker Income									
451.021 Locker Rental	\$105.00		\$1,360.50		\$3,478.50	\$1,427.50			
451.023 Pool Rental	\$874.26	\$1,545.00	\$1,799.26	\$4,422.00	\$11,629.50	\$13,922.76	\$15,300.00		
451.024 Classroom Rental	\$300.00	\$750.00	\$838.00	\$1,630.50	\$3,477.50	\$3,440.50	\$4,800.00		
451.025 Sauna/Spa	\$317.00	\$456.00	\$964.00	\$1,322.50	\$5,970.00	\$5,109.70			
451.026 Special Events		\$40.00		\$80.00			1500		
451.061 Vending	\$126.33	\$15.00	\$279.62	\$15.00	\$1,547.13	\$2,459.36	\$2,420.00		
451.200 Aquatics Misc				\$200.00		\$25.00			
451.280/293 Sales	\$480.00	\$380.00	\$2,188.50	\$2,402.75	\$7,104.72	\$6,174.76	\$10,000.00		
451.281 CST/CVA					\$12,737.00	\$12,544.50	\$18,000.00		
451.282 Swim Lessons	\$7,498.00	\$13,645.40	\$37,669.99	\$53,434.82	\$121,337.67	\$126,291.39	\$154,515.00		
451.283 Lap Swim	\$652.00	\$1,607.00	\$2,260.75	\$5,671.92	\$7,950.18	\$8,937.45	\$9,145.00		
451.284 Public Swim	\$1,720.11	\$7,965.50	\$11,207.11	\$63,255.68	\$29,517.08	\$46,059.22	\$96,125.00		
451.285 Equipment Rental				\$25.00	\$56.25	\$889.00			
451.286 Membership Sales	\$8,153.75	\$8,410.50	\$25,548.25	\$44,313.70	\$102,851.87	\$109,348.50	\$192,076.00		
451.287 Weight Room	\$587.00		\$1,580.00	\$80.00	\$9,908.67	\$8,186.48	\$10,500.00		
451.289 Punch Cards - General	\$591.00	\$1,529.00	\$2,434.00	\$7,313.00	\$7,819.00	\$11,324.00	\$12,425.00		
451.290 Gift Certificates					\$56.00				
451.292 Scholarship (Swim Lessons)					\$35.00				
451.294 Indoor Kayak	\$150.00		\$160.00		\$1,112.00	\$1,095.00			
451.296 Patio Rental				\$70.00	\$140.00	\$550.00			
TOTAL AQUATIC REVENUE	\$30,746.20	\$45,839.90	\$124,312.97	\$224,572.69	\$447,915.82	\$484,988.56	\$688,916.00		

CYTD18 - September

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY18v FY17	% Diff
Starts by Category										
Resident	2283	1622	1806	2251	1664	2440	6616	6312	-304	-4.8%
Non Resident	10015	6829	8664	7374	6052	6942	10290	7673	-2617	-34.1%
Group	2342	2559	2115	1563	1591	1530	1432	1321	-111	-8.4%
League	314	214	274	226	207	258	3660	2130	-1530	-71.8%
Complimentary	871	962	942	1026	856	941	1745	1870	125	6.7%
Misc/Promotional	1372	4395	1841	1399	3847	3326	6018	9260	3242	35.0%
Total Starts	17197	16681	16442	13839	14217	16437	29761	28666	-1195	-4.2%
Revenue										
Green Fees	\$391,052.00	\$406,344.00	\$372,523.00	\$309,831.00	\$294,539.00	\$308,726.00	\$520,873.00	\$580,181.00	\$59,308.00	10.2%
Driving Range	\$36,403.00	\$31,304.00	\$31,722.00	\$26,570.00	\$24,838.00	\$27,106.00	\$60,276.00	\$70,361.00	\$10,085.00	14.3%
Rentals	\$139,972.00	\$117,620.00	\$116,301.00	\$96,925.00	\$93,429.00	\$109,777.00	\$191,552.00	\$179,032.00	\$(12,520.00)	-7.0%
Golf Shop	\$35,631.00	\$33,875.00	\$35,042.00	\$32,105.00	\$37,526.00	\$23,972.00	\$54,019.00	\$63,063.00	\$9,044.00	14.3%
Snack Bar	\$99,658.00	\$110,001.00	\$80,030.00	\$63,919.00	\$62,167.00	\$85,398.00	\$126,244.00	\$132,407.00	\$6,163.00	4.7%
Instruction	\$10,410.00	\$9,944.00	\$9,946.00	\$11,718.00	\$2,493.00	\$1,399.00	\$10,315.00	\$8,552.00	\$(1,763.00)	-20.6%
Miscellaneous	\$4,204.00	\$22,449.00	\$8,795.00	\$(2,892.00)	\$(16,700.00)	\$(6,474.00)	\$17,960.00	\$22,541.00	\$4,581.00	20.3%
Total Revenue	\$717,999.00	\$735,524.00	\$656,620.00	\$526,792.00	\$498,430.00	\$533,231.00	\$981,239.00	\$1,056,137.00	\$74,898.00	7.1%
\$ per Start										
Green Fees \$ per Start	\$22.74	\$24.36	\$24.12	\$22.39	\$20.72	\$20.00	\$17.50	\$20.31	\$2.81	13.8%
Driving Range \$ per Start	\$2.12	\$1.88	\$2.05	\$1.92	\$1.75	\$1.76	\$2.03	\$2.46	\$0.44	17.8%
Rentals \$ per Start	\$8.14	\$7.05	\$7.53	\$7.00	\$6.57	\$7.11	\$6.44	\$6.27	\$(0.17)	-2.7%
Golf Revenue \$ per Start	\$33.00	\$33.29	\$33.71	\$31.31	\$29.04	\$28.87	\$25.96	\$29.04	\$3.08	10.6%
Golf Shop	\$2.07	\$2.03	\$2.27	\$2.32	\$2.64	\$1.55	\$1.82	\$2.21	\$0.39	17.9%
Snack Bar	\$5.80	\$6.59	\$5.18	\$4.62	\$4.37	\$5.53	\$4.24	\$4.64	\$0.39	8.5%
Concession Revenue	\$7.87	\$8.63	\$7.45	\$6.94	\$7.01	\$7.08	\$6.06	\$6.84	\$0.79	11.5%
Golf/Now Barter Rounds	78	148	185	314	411	572	1137	1246	109	8.7%

Weather has been better than last year, but good to see \$/per start up 10.6% and Concession revenue up 11.5%

Starts by Category	September												18 v 17	% Diff			
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021					
Dry Days	19	22	28	11	25	23	22										
Resident	548	402	577	579	455	631	835	589	643	54							8.4%
Non Resident	2447	1679	2936	1652	1695	1778	1659	1616	745	-871							-116.9%
Group	825	865	536	334	368	412	389	252	125	-127							-101.6%
League	53	56	63	31	48	30	53	16	32	16							50.0%
Complimentry	307	327	324	367	316	330	202	170	213	43							20.2%
Misc/Promotional	262	1273	499	266	850	823	783	637	1375	738							53.7%
Total Starts	4442	4602	4935	3229	3732	4004	3921	3280	3133	-147							-4.7%
Revenue																	
Green Fees	\$ 103,783.00	\$ 125,750.00	\$ 113,607.00	\$ 67,686.00	\$ 73,579.00	\$ 84,545.00	\$ 74,926.00	\$ 69,034.00	\$ 64,839.00	\$ (4,195.00)							-6.5%
Driving Range	\$ 8,948.00	\$ 7,274.00	\$ 9,918.00	\$ 5,342.00	\$ 5,825.00	\$ 6,777.00	\$ 6,393.00	\$ 5,758.00	\$ 7,201.00	\$ 1,443.00							20.0%
Rentals	\$ 37,516.00	\$ 30,997.00	\$ 37,765.00	\$ 22,650.00	\$ 23,412.00	\$ 29,024.00	\$ 29,879.00	\$ 25,118.00	\$ 20,796.00	\$ (4,322.00)							-20.8%
Golf Shop	\$ 7,967.00	\$ 9,397.00	\$ 9,674.00	\$ 8,220.00	\$ 13,475.00	\$ 7,103.00	\$ 5,439.00	\$ 5,943.00	\$ 8,985.00	\$ 3,042.00							33.9%
Snack Bar	\$ 24,235.00	\$ 27,584.00	\$ 24,262.00	\$ 13,262.00	\$ 15,552.00	\$ 23,431.00	\$ 21,489.00	\$ 20,713.00	\$ 16,510.00	\$ (4,203.00)							-25.5%
Instruction	\$ 1,170.00	\$ -	\$ 165.00	\$ 675.00	\$ 250.00	\$ 140.00	\$ -	\$ -	\$ -	\$ -							-
Miscellaneous	\$ 625.00	\$ 7,100.00	\$ 1,166.00	\$ (6,603.00)	\$ (15,932.00)	\$ (5,380.00)	\$ 8,015.00	\$ -	\$ -	\$ -							-
Total Revenue	\$ 184,244.00	\$ 208,102.00	\$ 196,557.00	\$ 111,232.00	\$ 116,161.00	\$ 145,640.00	\$ 146,141.00	\$ 128,008.00	\$ 119,957.00	\$ (8,051.00)							-6.7%
\$ per Start																	
Green Fees \$ per Start	\$ 23.36	\$ 27.33	\$ 23.02	\$ 20.96	\$ 19.72	\$ 21.12	\$ 19.11	\$ 21.05	\$ 20.70	\$ (0.35)							-1.7%
Driving Range \$ per Start	\$ 2.01	\$ 1.58	\$ 2.01	\$ 1.65	\$ 1.56	\$ 1.69	\$ 1.63	\$ 1.76	\$ 2.30	\$ 0.54							23.6%
Rentals \$ per Start	\$ 8.45	\$ 6.74	\$ 7.55	\$ 7.01	\$ 6.27	\$ 7.25	\$ 7.62	\$ 7.66	\$ 6.64	\$ (1.02)							-15.4%
Golf Revenue \$ per Start	\$ 33.82	\$ 35.64	\$ 32.68	\$ 29.63	\$ 27.55	\$ 30.06	\$ 28.36	\$ 30.46	\$ 29.63	\$ (0.83)							-2.8%
Golf Shop	\$ 1.79	\$ 2.04	\$ 1.96	\$ 2.55	\$ 3.61	\$ 1.77	\$ 1.39	\$ 1.81	\$ 2.87	\$ 1.06							36.8%
Snack Bar	\$ 5.46	\$ 5.99	\$ 4.92	\$ 4.11	\$ 4.17	\$ 5.85	\$ 5.48	\$ 6.31	\$ 5.27	\$ (1.05)							-19.8%
Concession Revenue	\$ 7.25	\$ 8.04	\$ 6.88	\$ 6.65	\$ 7.78	\$ 7.63	\$ 6.87	\$ 8.13	\$ 8.14	\$ 0.01							0.1%
GolfNow Barter Rounds	29	64	63	106	121	155	198	129	135	6							3.9%

September was down overall, but a good FYTD so far.

From: Maureen Mcshane <maureenmcshane@aol.com>
Sent: Wednesday, September 26, 2018 8:44 AM
To: tfranks cprdnewberg.org; jmcmaster cprdnewberg.org; registration cprdnewberg.org
Subject: Re: Aquatic Center - Morning Schedule Changes

Thank you for this information, Tara. It would have been nice to have this at the time of the announcement so there was an explanation to the change in schedule. There were copies at the desk this morning so others can be updated as well. Please know that we value our time at the pool and appreciate the work you do. I'm looking forward to having the weight room available again as I used that on Tuesdays and Thursdays instead of swimming those days.

Maureen

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

From: tfranks cprdnewberg.org <tfranks@cprdnewberg.org>
To: tfranks cprdnewberg.org <tfranks@cprdnewberg.org>
Cc: jmcmaster cprdnewberg.org <jmcmaster@cprdnewberg.org>; registration cprdnewberg.org <registration@cprdnewberg.org>
Sent: Tue, Sep 25, 2018 3:45 pm
Subject: Aquatic Center - Morning Schedule Changes

To Our Morning Lap Swim Crew,

We posted, early in September, the coming of an early morning schedule change (effective October 1) at the front desk. We heard from a number of people with questions and concerns in reference to the pending change. Jim McMaster has authorized the release of the attached document to help address these questions and concerns.

Please review the attached document and we hope that our seasonal change is now better understood. We are still happy to receive additional feedback for questions you have that are unanswered.

Thank you for your patience, understanding and faithful patronage.

Tara Franks, Coordinator
Chehalem Aquatic & Fitness Center

Physical address: 1802 Haworth Avenue, Newberg
Mailing address: 125 S Elliott Road, Newberg 97132
503-538-4813
www.cprdnewberg.org

From: mesteckley@mesa97.com
Sent: Wednesday, September 26, 2018 9:15 AM
To: tfranks cprdnewberg.org
Cc: jmcmaster cprdnewberg.org; registration cprdnewberg.org
Subject: Response to RE: Aquatic Center - Morning Schedule Changes

To CPRD Staff, Management, Life Guard, Aquatic Staff,

I do not use the competition pool; but do use the leisure pool area. I applaud CPRD for supporting our youth's athletics in the aquatic area.

There is so much CPRD support for our youth in other athletic areas, and I am glad that support continues to expand in the aquatic areas of athletics. For the "small", in my opinion, amount of time lap swimmers in the competition area will be inconvenienced, the benefits to our swim teams is immeasurable. Nothing, in my opinion, would be worse than athletes competing in a meet and not doing well because they did not have sufficient time in the water to practice.

I have seen the dedication of the swim team, water polo team, their coaches and families. Extending the facilities to George Fox Swim Team seems to be a natural and supportive action. As our younger youth progress through their water experiences, it is a great thing to see that they can continue into their college years. This gives them as individuals a life long activity to keep healthy and to be part of the Newberg water teams' legacy. And as they leave college they will continue to pursue the healthy lifestyle which water sports have trained them to do in their youth.

I know what benefit the access to the Aquatic Center has been for me in becoming healthy, and in recovering my health.

Thank you,
Marye Steckley

Marye E. Steckley
Newberg, OR
503.554.8933 home (VoiceMail so you can leave me a message)
503.806.0838 cell (VoiceMail so you can leave me a message, also is Verizon Wireless so if you have same it is a free call)

> ----- Original Message -----

> Subject: Aquatic Center - Morning Schedule Changes
> From: tfranks cprdnewberg.org <tfranks@cprdnewberg.org>
> Date: Tue, September 25, 2018 3:45 pm
> To: tfranks cprdnewberg.org <tfranks@cprdnewberg.org>
> Cc: jmcmaster cprdnewberg.org <jmcmaster@cprdnewberg.org>,
> registration cprdnewberg.org <registration@cprdnewberg.org>

>

>

> To Our Morning Lap Swim Crew,

>

>

> We posted, early in September, the coming of an early morning schedule change (effective October 1) at the front desk. We heard from a number of people with questions and concerns in reference to the pending change. Jim McMaster has authorized the release of the attached document to help address these questions and concerns.

>

- >
- > Please review the attached document and we hope that our seasonal change is now better understood. We are still happy to receive additional feedback for questions you have that are unanswered.
- >
- >
- > Thank you for your patience, understanding and faithful patronage.
- >
- >
- > Tara Franks, Coordinator
- > Chehalem Aquatic & Fitness Center
- >
- > Physical address: 1802 Haworth Avenue, Newberg Mailing address: 125 S
- > Elliott Road, Newberg 97132
- > 503-538-4813
- > www.cprdnewberg.org<<http://www.cprdnewberg.org/>>



Give us your feedback

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?

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

Address

Phone

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.





Chehalem Aquatic Center Price List EFFECTIVE Sept. 4th, 2018

1802 Haworth Ave
Newberg, OR 97132
(503) 537-2909
www.cprdnewberg.org

Quarterly Aquatic Center Membership

The Chehalem Aquatic Center's Quarterly Facility Membership includes schedule permitting, access to the competition pool, the leisure facility, including the Little Lagoon, Vortex, Lazy River, the Deep Tank (diving board, climbing walls, and drop slide), Spa (hot tub) & Sauna (age restrictions apply), and showers. The membership period (3 months) is all inclusive from the date of purchase and includes water exercise classes.

Quarterly Membership	(In District/Out of District)
Family (2 Adults & 4 children) *	\$203/\$254
Adult Couple	\$169/\$212
Adult	\$117/\$146
Student (3-17)	\$90/\$113
Senior (62 +)	\$90/\$113
Senior Couple	\$130/\$163



*Each Additional child = \$10

**Schedule permitting, general admission and frequent user punch cards include: a day pass for the competition and leisure pools, water exercise classes, sauna, spa and showers. Be sure to pick up a wrist band if you plan to join for more than a single visit each day.

General Admission**	
Water Exercise	\$7.00
Child (0-2)	FREE
Child (3-17)	\$5.00
Adult (18-61)	\$6.50
Senior (62+)	\$5.00

Frequent User Punch Card**	10 (+1 Free)	15 (+2 Free)	20 (+3 Free)
Water Exercise	\$65	\$97	\$130
Adult (18-61)	\$65	\$97	\$130
Student/Child (3-17)	\$50	\$75	\$100
Senior (62 +)	\$50	\$75	\$100

(Expires within 36 months from date of purchase)

Family Swim 4:30-5:30pm
1 st Sat. of month
\$20.00
2 Adults,
Up to 4 Children
Additional Children
\$5.00 each

Facility Hours	
Mon – Thu	5:15 am – 10:00 pm
Friday	5:15 am – 9:00 pm
Saturday	11:45 am – 8:00 pm
Sunday	12:45 pm – 5:30 pm
For complete schedule see reverse	

NEW Leisure Facility Rental Fees (Excludes Sauna & Spa)

70 guests (4 guards)	\$250/hour	Small Classroom	\$50/hour
105 guests (5 guards)	\$270/hour	Big Classroom	\$75/hour
		Both Classrooms	\$100.00

Security/cleaning deposit of \$50 is required on all classroom rentals

Children's Admission Policy

The safety of your children is important to us! Children ages 10 years and up are permitted into the facility independent of an adult. Children ages 9 and younger must have adult supervision in the natatorium (facility) regardless of the child's swimming ability. Children ages 8 years and younger who cannot pass the water activity readiness test, are required to have an adult in the water within arm's reach at all times.

The next anticipated fee increase January 1, 2019 with the completion of the new fitness wing (with substantially expanded weight training and cardio areas, full court gymnasium, elevated indoor walking track, and fitness/exercise studio).



Give us your feedback

What are you commenting on?

Activities

- Adults 50+
- Aquatics
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- Recreation
- Sports

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News Release (for immediate publication)

TVFR was called to the Chehalem Aquatic Center after receiving calls from multiple patrons noting chronic unresponsiveness from the CPRD Board and Administration. Upon arrival, they discovered individuals in leadership had tripped over inflated egos and were drowning in their own self-aggrandizement. In addition their arteries were almost completely clogged with a backlog of unaddressed customer service requests, suggestions, and complaints.

Gastrointestinal issues due to gorging on an insatiable appetite for swim team and water polo team accolades were also a factor. This resulted in dysbacteriosis that favored competitive swimming programs over the health and fitness of the general public.

TVFR personnel noted District personnel suffered from severe anacusis and ceruminosis due to excessive noise designed to drown out (pun intended) any grievances regarding schedule changes, patronizing lifeguards, and the general failure of the facility to adequately address the needs of disabled and senior swimmers. Myopia and presybiopia were also present due to excessive focus on swim team and water polo programs to the exclusion of other services.

"The long-term prognosis is not good," declared Hope Less, spokesperson for TVFR. "Until the systemic infection of an ingrown board of directors and personnel disconnected to the heartbeat of the community is addressed, CPRD will function at less than optimal capacity. We do not anticipate an improvement in the level or responsiveness without intensive therapy. However whether leadership is willing to do the work needed to recover is up to them."

A handwritten signature in black ink, appearing to be 'g', with a large question mark above it.

of Chamblee Valley
YOUNG PROS



TUNES
ON TUESDAY

Shannon
Brouette

Brooke Adair

Myra

[Signature]

[Signature]

Rick
Bry

[Signature]

Oct 3, 2018

Hello Jim & Bryan -

Thank you for generous,
patient support from CPRD.
You are a significant partner
in our success and we're
grateful and proud to work
with you -

Best wishes,
Shannon & the Tunes Crew

the
NUTCRACKER
PRESENTED BY *cvda*

Dear Community Arts Sponsor,

Once again, Chehalem Valley Dance Academy presents a full-length production of the holiday classic, The Nutcracker. This will be CVDA's 8th annual holiday production to benefit local charities Love, INC., Faith In Action, and F.I.S.H. In our 7 years of putting on The Nutcracker, we have raised over \$95,000. This year's performances will be 2pm and 6:30pm on Saturday, December 8th, and 2pm on Sunday December 9th in the Newberg High School Auditorium.

Your donation ensures that we can donate EVERY TICKET dollar to our charities.

The CVDA staff, along with the Performing Company Booster Club (a non-profit organization), is coordinating efforts to raise funds to provide costuming, props, and sets for the performance that will be re-used for years to come. This year, we would like to purchase reusable costumes for the Snowflakes, Nutcracker, rent backdrops, and purchase a sleigh.

All sponsors will be acknowledged in the program and receive a gift receipt for tax records purposes. Please detach the form below & return it by November 15th with your tax-deductible donation.

- \$25 Candy Cane** Acknowledgement in the program (purchases embellishments/1 costume)
- \$50 Snowflake** Acknowledgement in the program (purchases 1 – 2 costumes)
- \$100 Clara** 2 tickets and acknowledgement in the program (purchases 3 – 4 costumes)
- \$250 Sugar Plum** 4 tickets, acknowledgement in the program, and logo on banner in lobby to be hung every year (purchases 8 – 10 costumes)
- \$500 Nutcracker** 6 tickets, acknowledgement in the program, large logo on banner in lobby, and acknowledgement in the program every year following (purchases a set of costumes, props, or tutus)

Thank you for considering our request. We look forward to seeing you at the performance! Any questions you may have can be directed to office@iheartcvda.com or 503.537.3902.

Sincerely,

Kristen Stoller, CEO

Chehalem Valley Dance Academy

Members of the Performing Company Booster Club

PCBC Non-Profit Tax ID# 26-1787865

___Candy Cane \$25 ___Snowflake \$50 ___Clara \$100 ___Sugar Plum \$250 ___Nutcracker \$500

PLEASE MAKE CHECK PAYABLE TO PCBC (*Performing Company Booster Club*)

And mail to PCBC/CVDA at PO BOX 1004, Newberg, OR 97132

Business Name or Individual Name: _____

Phone #: _____ Email: _____

Address: _____

Do you know a dancer at CVDA? If so, please list their name. _____

Optional: In Memory of: _____ In Honor of: _____

The Mayor and City Councilors cordially invite you to attend the Yamhill
City/County Dinner hosted by the City of Dayton

\$30 per person

Thursday, November 15, 2018

No Host Wine Bar

Please RSVP no later than November 4th
to Patty Ringnalda at
pringnalda@ci.dayton.or.us

6:30 pm Social Hour

7:00 pm Dinner

Menu

Smoked turkey, tri-tip, garlic mashed
potatoes, roasted seasonal vegetables
garden salad, bread

Provided by Lone Star BBQ

Dessert: Cupcake Buffet

503-864-2221

Palmer Creek Lodge
Community Events Center

606 4th Street

Dayton, Oregon

Please make checks payable to the
City of Dayton



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. 012658029
Amount \$13,533.00
Issue Date 10/16/2018

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 this year 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: 21.93 percent of your 2017 policy year standard premium

Safety performance dividend: 10.46 percent of your 2017 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.

DO NOT ACCEPT THIS CHECK UNLESS YOU CAN SEE A TRUE WATER MARK OF CHAIN LINKED SHAPES WHEN HELD TO THE LIGHT



400 High St SE
Salem, OR 97312
503.373.8000

Dividend

To The
State Treasurer
Salem, Oregon
96-10
1232

Check No. 012658029

Date
10/16/2018

Pay THIRTEEN THOUSAND FIVE HUNDRED THIRTY THREE AND 00/100 DOLLARS

Amount

\$ **13,533.00

Pay To The Order Of

CHEHALEM PARK & RECREATION DIST

(Valid After 2 Years From Date Of Issue)

Authorized Signature

PAYABLE THROUGH US BANK

VOID

THE FACE OF THIS CHECK HAS A COLORED BACKGROUND. EXPLANATION OF ADDITIONAL SECURITY FEATURES INDICATED ON REVERSE SIDE

⑈012658029⑈ ⑆123200101⑆ 43502⑈ 48



PACIFIC OFFICE AUTOMATION

The Northwest's own, the nationally recognized copier company

TOTAL IMAGE MANAGEMENTSM TB

Schedule No. _____

Master Agreement No. _____

EQUIPMENT

Equipment Model & Description

Serial Number

Accessories

(1) Konica Minolta C659 Color Copier System

See attached schedule for additional Equipment / Accessories

Equipment Location (if different from Billing Address) _____

SUPPLIER

Pacific Office Automation, Inc.

Name

14747 NW Greenbrier Pkwy (Branch 10)

Address

Beaverton

OR

97006

City

State

Zip

TRANSACTION TERMS

Minimum Monthly Payment \$ 700.00 Term 48 months
(plus applicable taxes)

Minimum Monthly Payment includes estimated applicable personal property and other similar taxes.

Image Type	Minimum Number of Images	Excess Per Image Charge
Black & White Images	<u>9,000</u>	<u>.007</u>
Color Images	<u>6,000</u>	<u>.045</u>

Excess Per Image Billing Preference (monthly if not checked)

Monthly Quarterly Semi-Annually Annually

SUPPLIER FUEL/FREIGHT FEE \$ -0- per month
(Not to exceed \$75.00 per month)

The following additional payments are due on the date this Schedule is signed by you:

SECURITY DEPOSIT \$ -0-

ADVANCE PAYMENT *\$ -0-

(plus applicable taxes)

*Applied to: first last

DOCUMENT FEE \$75.00 (included on first invoice)

CUSTOMER ("You")

Chehalum Park and Recreation District, OR

Full Legal Name

Trade / DBA

125 South Elliott Road

Billing Address

Newberg

OR

97142

City

State

Zip

503-554-0283

Contact Name

Phone

E-mail Address

By: X

Signature of Authorized Signer

Name: Don Clements

Please Print

Title: Superintendent

Date: 10/17/18

Fed Tax ID: 930562211

OWNER ("We", "Us")

Pacific Office Automation, Inc.

By: _____

Name: _____

Title: _____

Date: _____

POA 1702(c) Sched TB (OR) 11/13

Equipment Delivery and
Acceptance Receipt

The undersigned does hereby acknowledge the complete and satisfactory delivery and installation of the Equipment leased from Pacific Office Automation, Inc. The undersigned does further acknowledge that Lessor has made no warranties expressed or implied regarding the equipment; that our obligations to Lessor or its assignees as set forth in the aforementioned lease are free of any and all claims, counter claims, defenses, or set-offs.

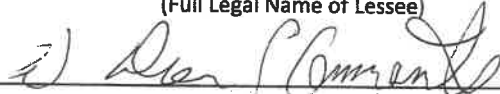
REFERENCE THE FOLLOWING EQUIPMENT:

(1) Konica Minolta C659 Color Copier System

Chehalem Park and Recreation District, OR

(Full Legal Name of Lessee)

By



(Authorized Signature)

Shy Don Clements

(Print Name of Signer)

10/17/18

(Date)

2119 N. Portland Road, Newberg, OR 97132 • 503-538-2014 • www.chehalervalley.org



LEADERSHIP
Chehalem Valley

*A program to inform, equip,
and empower leaders.*

DON -

ON BEHALF OF MY LEADERSHIP
TEAM, THANK YOU FOR PARTICIPATING
TO OUR GROUP ON OCT 16TH.

I APPRECIATE YOUR COMMITMENT TO
OUR COMMUNITY AND TO CPED.

THANK YOU ALSO FOR THE BOOK
RECOMMENDATION!

JILL ANDERSON