

**CHEHALEM PARK AND RECREATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD  
NEWBERG, OREGON  
NOVEMBER 29, 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 October 25, 2018 and Special Work Session with City of Newberg November 13, 2018.
  - B. Approval of Bills Payable
  - C. Approval of October Financials
- V. Public Participation**
  - A. Jim McMaster, peace partners
  - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
  - A. Approval of SDC Resolution 11-01-18 and ADU units
  - B. Cultural Center Development
  - C. Approval of Budget Calendar and Discussion of Budget Committee
  - D. Don Cohen Creative Lab Work Contract
  - E. Rilee Park Committee Special Meeting
  - F. 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**

Christmas staff party December 20, 2018 6:30 p.m. Cultural Center  
Next meeting is January 24, 2019.

To: Board of Directors  
From: Superintendent  
Date: November 29, 2018  
Re: Background information for November 29, 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. Bart will not be able to attend.

**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 (5-13) for Regular Meeting Minutes of on October 25, 2018 and Special Work Session with City of Newberg November 13, 2018.

**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for October 25, 2018 and Special Work Session City of Newberg November 13, 2018

B. Approval of Bills Payable-Bills Payable summary is on page (14-15) 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 \$499,936.81 General Fund, \$43,012.52 Capital Pool Construction and Loan Fund, \$286,118.04 SDC Fund, Foundation \$3,489.90.

C. Approval of October 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 (16) for review.

**RECOMMENDATION:** Approve October Financials.

V. **PUBLIC PARTICIPATION**

A. Jim McMaster Peace Partner – Please see page (17-18).

**RECOMMENDATION:** Approve request

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

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

A. Approval of SDC Resolution 11-01-18 – Please see page (19-20). Contacted FCS concerning ADU. Will have information for January meeting..

**RECOMMENDATION:** To approve resolution 11-01-18

B. Culture Center Development – Please see page (21)

**RECOMMENDATION:** To agree to allocate up to \$100,000.00 to the project. With a loan for the remainder of the cost, to be paid off in the future with other loans made after the development of the building

C. Approval of Budget Calendar and Discussion of Budget Committee – Please see page (22-24)

**RECOMMENDATION:** To approve 2019-2020 budget calendar and appoint Superintendent as budget officer for 2019-2020.

D. Don Cohen Creative Lab Work Contract – Please see page (25-29)

**RECOMMENDATION:** To approve contract

E. Rilee Park Committee Special Meeting – A time in January for a special work session with the committee needs to be set.

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 page (30)

**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 10/31/17-18	AS OF 10/31/18-19	DIFFERENCE
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,970,747.41</b>	<b>\$ 2,103,075.21</b>	<b>\$ 132,327.80</b>
TOTAL OPERATION EX.	\$ 1,669,868.10	\$ 1,853,295.49	\$ 183,427.39
TOTAL CAP/AQ/DEV/TRS	\$ 300,879.31	\$ 249,779.72	<\$ 51,099.59>
<b>TOTAL REVENUE</b>	<b>\$ 2,424,829.82</b>	<b>\$ 3,510,598.11</b>	<b>\$ 1,085,768.29</b>
TOTAL TAXES	\$ 50,598.96	\$ 0.00	<\$ 50,598.96>
TOTAL FEES & CHARGES	\$ 1,143,329.82	\$ 1,288,762.98	\$ 145,433.16
TOTAL OTHER REVENUE	\$ 27,430.06	\$ 277,919.71	\$ 250,489.65
BEGINNING BALANCE	\$ 1,203,470.98	\$ 1,943,915.42	\$ 740,444.44
<b><u>BALANCE</u></b>	<b><u>\$ 454,082.41</u></b>	<b><u>\$ 1,407,522.90</u></b>	<b><u>\$ 953,440.49</u></b>

	<u>SDC FUND SUMMARY</u>		
DESCRIPTION	AS OF 10/31/17-18	AS OF 10/31/18-19	DIFFERENCE
BEGINNING BALANCE	\$ 347,665.46	\$ 1,307,504.20	\$ 959,838.74
INTEREST	\$ 1.07	\$ 34.16	\$ 33.09
CITY OF NEWBERG	\$ 78,687.14	\$ 397,049.63	\$ 318,362.49
CITY OF DUNDEE	\$ 5,929.98	\$ 0.00	<\$ 5,929.98>
COUNTY OF YAMHILL	\$ 17,322.64	\$ 36,835.20	\$ 19,512.56
<b>TOTAL REVENUE</b>	<b>\$ 449,606.29</b>	<b>\$ 1,741,423.19</b>	<b>\$ 1,291,816.90</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 3,231.75</b>	<b>\$ 0.00</b>	<b>&lt;\$ 3,231.75</b>
<b><u>BALANCE</u></b>	<b><u>\$ 446,374.54</u></b>	<b><u>\$ 1,741,423.19</u></b>	<b><u>\$ 1,295,048.65</u></b>

Please note the operational cost is up about \$183,427.39. The revenue is up about \$1,085,768.29. 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 (31-35)

**IX. CORRESPONDENCE**

- A. Citizens Comments/Evaluations – Please see page (36-40).
- B. Miscellaneous Information – Please see page (41-43)

**X. ADJOURNMENT.**

**JANUARY 24, 2019 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  
October 28, 2018  
MINUTES**

**I. Don Loving called the meeting to order 6:00 p.m.**

**II. Roll Call**

**Board members:**

**Don Loving, Vice President**

**Mike Ragsdale**

**Lisa Rogers**

**Excused:**

**Peter Siderius**

**Bart Rierson, President**

**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**

**John Bridges, CPRD Legal Counsel**

**Public:**

**John Globig, Bob and Crystal Rilee Park Advisory Committee**

**Rod Grinberg, Lindquist family**

**Fred Robinson, CPRD resident**

**Mary Starrett, Yamhill County Board of Commissioners**

**III. Approval of or changes to agenda –**

**Moved Mike Ragsdale**

**Second Lisa Rogers**

**Passed unanimously**

**IV. Approval of consent agenda**

**a. Approval of minutes of regular Board meeting September 27, 2018**

**b. Approval of bills payable**

**c. Approval of September financials**

**Moved Mike Ragsdale**

**Second Lisa Rogers**

Passed unanimously

**V. Public participation**

- a. Rod Grinberg – Discussion of potential paddle launch location on south end of Lindquist property at Dundee riverfront, and potential trail development. Grinberg wanted to give his permission, on behalf of the family, to discuss potential land swap for CPRD property. Ragsdale asked who would be responsible for possible zoning change, undetermined. Ragsdale and Loving supported idea of such a discussion between superintendent Don Clements and Grinberg. Clements said a conservation easement may be part of the options for strategy discussed. The proceedings of this discussion will come before the Board later on.
- b. Fred Robinson – Don Loving introduced Robinson as his former Little League team coach in Forest Grove. Robinson said he decided to come to this meeting after reading of Board's decision to delay action on SDC resolution in Newberg Graphic article on September Board meeting. Having lived in CPRD boundary since 1965, Robinson said this agency has vision, can do the communications, make decisions, implement them, and managed this vision and been cooperative. The charge increase is needed, well thought out, and he complimented the Board on its decisions, and supports the Board's decision to implement the SDC increase.

Lisa Rogers asked if he had any specific things he would like to see done. Robinson talked of how North Valley Road traffic and increased housing development have made the corner of Chehalem Valley Drive a dangerous corner; this involves CPRD to a degree, with senior center grounds and Dundee El. School playground; he hopes to see CPRD continue to help the community deal with this situation. Clements said he went out to look at this corner with Robinson, and he thinks there is an opportunity to make it safer; Clements said he will discuss this issue with Yamhill County, such as widening bicycle lanes.

- c. Others not on agenda – Jon Globig came across SDC piece on website and asked: 1) Why is the trails project not a bond project? 2) There is no known scope of work for Bob and Crystal Rilee Park, so why is there a \$20 million line for it? 3) Why is Seattle basis for formula? Don Loving said that is the region we are in; Lisa Rogers explained that is how the cost of construction is. Loving said we could never pass an \$80 million bond at once on trails. Clements said you come up with projects and estimate their costs. Clements said there have been discussions about various "scopes of work, and the Board has not approved as of this point, but when we do, I think \$20 million will be small." Discussion included Globig objecting that neighbors have not had input, so estimate is unfounded; however, Clements said we have had at least three well attended public meetings, and will have additional meetings. Loving explained that there

will be a public hearing after committee submits recommendations. Legal counsel explained that every decision is made by an elected body, and bonds are made for one thing, and SDCs are made for something different. SDCs are longterm, not project-oriented. Bridges explained how budget strategizing works for SDC projects, under the law. He advised Jon take up objections to how SDCs work with legislature. Bridges explained how the methodology was selected, described circuit court proceedings on the legal challenge to it, and that the appellant dismissed it. Globig said they are approving something with no scope of work; Bridges said this is not a concrete project stage, but rather a long-range nest egg – for the Board to consider using it for this project over 20 or 40 years. McMaster explained how SDCs worked with Friends Park. Clements said the Board set the projects, and explained their decision to fund at the lower current level of service. Globig said there had not been (enough) public discussion of what is wanted for this park masterplan. Loving said there is public opportunity to speak at every committee meeting, and there will be a public hearing. Mary Starrett said she received an inordinate amount of emails on this subject and questioning decisions made by CPRD Board. She cited a person whose rent would be raised, and cited another person who said that “Jaquith Park was in terrible state of disrepair, and yet we’re going to buy and talk about developing this inventory of land.” She asked, “At what point are we breaking the backs of people who want to find a place to live because we want to bring all these projects?” She said it was disappointing and unnecessary. Loving said there is a process to request waivers for SDCs. Starrett challenged its effectiveness. Rogers cited public requests for green space, and talked about affordable housing and SDCs. “If we are to ensure that the CPRD public has places to play and grow,” she asked how it would have been possible to provide this on SDCs which had not been increased in 20 years and then modestly. Discussion continued on what is needed and whether existing parks are being maintained before new projects are begun. Loving said, “The fact that Dave Brown said that Jaquith Park was not maintained does not made it a fact, and there are two people who are on staff who will say that it is.” Starrett said she wanted to go on record saying that they should consider this. Starrett left meeting.

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

- a. Approval of SDC Resolution 10-01-18 – Clements said he asked Bridges/legal counsel about this, and he described how all legal requirements were met with index, and how CPRD staff went beyond requirements of notification. Bridges said you are confirming a decision you made two years ago, and explained that CPRD provided extra notices. Loving asked Bridges if there was anything that CPRD had not done to advertise this to prevent doing this, and Bridges said “not at all.”

Bridges defended the index that was used, and the consultant who chose it. Motion to pass resolution for 7.01 percent increase, based on ENR calculation. Discussion - Rogers said she takes to heart what Starrett is saying, and is torn, yet, it doesn't matter, because it's already been approved, so the vote is unnecessary. Ragsdale opposed the motion to increase last time, opposes it this time, and it would be inappropriate to vote for it now; he is opposed to an increase over this rate, and that's why he is not making a motion nor seconding it. Loving tabled it to next meeting.

- b. Corrections on notes from Yamhill Trails Collective Meeting Feb. 1, 2017 to reflect Mary Starrett's attendance.

Moved           Mike Ragsdale

Second         Lisa Rogers

Passed unanimously

- c. Chehalem Cultural Center development – McMaster said we are looking to submit Phase Three plans – kitchen, several rooms, and access to bathrooms - and plans are to go to City for review, yet to be bid out. Clements requested on behalf of director Sean Andes (?) and Rick Lee, loan of up to \$200,000 to complete the project, under grant from Murdock Foundation. Based on estimate, the CCC is \$70,000 - \$90,000 short. Rogers asked whether it should be considered a loan, since the previous loans have not been repaid. Clements said director preferred it be a loan because it helps them to get more money to say it is a loan. Rogers asked whether there are terms. Clements said we have not loaned to them with interest, just asked for amount to be paid back. Clements said he believes Sean will try to pay it back. Discussion – Ragsdale said as a member of the CCC Board, there is never any discussion about paying the million dollar loan to CPRD, and there has not been any effort to conserve in plans. He is concerned that this is not a business transaction, it is a sugar daddy situation. He does “want to have a serious discussion about commitment about repaying this loan, and he doubts Board members have any idea how much we have loaned them, and that Rick Lee treats it as a gift, and he is bothered by our lack of discipline, and if we want to invest money in, then let's just invest it.” Ragsdale said he and Clements figured CPRD has about \$5 million in that building so far. Lisa Rogers approved loan up to \$200,000 for this. Ragsdale said he would not vote no, but was expressing frustration on how this has been handled over a long period of time. Rogers said she either wanted to consider it an investment, or outline terms if it is a loan. Ragsdale said he would be willing to vote to give this to them. Discussion over what drove costs on construction, and whether there had been any discipline. Loving said since they have asked for it to be a loan, let's make it a loan. Rogers



said we should either forgive past loan and change it on the books, or make terms. "It is disingenuous to call it a loan and not expect repayment," said Rogers. Ragsdale recommended we not act on this, send Don back to explain we will cover any shortfall, and formally forgive it. Don Loving disagreed with making decision without the other two Board members, and disagreed with giving them the money, so recommended tabling the issue.

Moved Lisa Rogers

Motion died for lack of second, and issue tabled to next Board meeting.

d. Reports and comments from Board members

Don Loving – Blazers won tonight. Don wants Jim and/or Casey to go on record about state of Jaquith Park. McMaster said it is not in its best state, but not terrible; it probably need to redo pathways (and now we have tools to do that which we did not have two years ago), and lift parking lot, another layer of asphalt. He said some parks are "mow and go," but as far as whether it looks bad or great, it looks "fair." There is new court resurfacing, bathrooms are old, but functional. "Fields are in better shape than rest of the park, but there is opportunity for improvement," Creighton said; some infrastructure needs work. McMaster confirmed it is adequate at the moment.

Mike Ragsdale - None

Lisa Rogers – Where are we on Ewing Young masterplan? Clements said we met with City of Newberg and Yamhill County, have cost estimate of \$14 million; WHPacific is finishing plan to bring before Board. Clements expects to have it completed by January or February, then Board can decide which direction to go. Chehalem BMX was among special interest group representatives who attended this week's meeting and received cost estimate for shelter, and group was inspired to begin fundraising. Ragsdale asked for statistics on BMX track usage, since approval will be sought for a shelter. Ragsdale asked whether it would be possible to monetize events if this becomes the only covered BMX track in the country.

VII. Old business/project updates

a. McMaster will continue training Creighton, through public process at Friends Park; look for next public meeting perhaps in November. Pool park playground should be completed in November. Still having challenges with heating/cooling systems at aquatic center but contractors are still responding. The fire engine play feature at the pool has been removed for repair but will return. Fitness Center is coming along fine, he said. Decking is on walking track, and should be pouring concrete on Tuesday. Open by Jan. 1, 2019, hopefully.

VIII. From the superintendent's desk – Rogers asked how SDC money would be used, and Clements said as they want them to be; Rogers asked for breakout in future.

a. Financial report – Motion to approve financial report as presented.  
Discussion Shy Montoya said she is organizing things that were done incorrectly while her position was held by her predecessor, and she has a strategy to do this timely, and that nothing horrible had been done, but there is enough that she may ask for an extension for loan so that she can close books; her goal is first week in December.

Moved Mike Ragsdale

Second Lisa Rogers

Passed unanimously

b. Superintendent's report – See attached.

c. Staff reports –

Kat Ricker – Reported that two agreements had been reached with vendors toward two new products – a 3D virtual tour of the new aquatic center, and a printed, pocket-sized parks and trails guide. A presentation will be coming.

Casey Creighton – Received approval from Oregon Parks and Recreation to move ahead on Friends Park. Finished aerating golf course today, just as rains began. Rilee property – Russ has been mowing. Lost a lot of trees this year, and one branch went through shelter, took out section of roof, has been repaired; ten were removed from golf course.

Jim McMaster – Mural committee is interviewing prospective artists; 16 applicants, down to three finalists.

Kellan – Tree on 11: if you want some lessons, I'll be happy to help you. Drone footage of every hole will be going online soon.

Shy – Payroll has increased – how many employees increased? Added Roth IRA at no cost, and added chiropractic and acupuncture for employees. Copier is \$150 less month and is a better machine.

d. Date of next meeting – Nov. 29, 2018

IX. Correspondence

A. Citizen comments/evaluations – Some discussion on attached correspondence.

X. Adjournment – Mike moved to adjourn 8:12 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

CHEHALEM PARK AND RECREATION DISTRICT  
Board of Directors, Joint Work Session with City of Newberg  
CPRD Administration Office, Falcon Crest Room  
125 S. Elliott Road  
November 13, 2018

**MINUTES**

*Work sessions are intended for discussion. No action will be taken on the agenda items and no decisions will be made. No oral or written testimony will be heard or received from the public, though they may attend.*

I. Don Loving called the meeting to order at 6:00 p.m.

II. Roll Call

CPRD Board Members:

- Peter Siderius
- Don Loving
- Mike Ragsdale
- Lisa Rogers

City of Newberg councilors:

- Elise Yarnell-Hollamon (new)
- Mike Corey
- Patrick Johnson
- Scott Essin

CPRD Staff:

- Don Clements, Superintendent
- Casey Creighton, Park Supervisor
- Shy Montoya, Administrative Coordinator

City of Newberg Staff:

- Joe Hannan, City Manager
- Bob Andrews, Mayor
- Doug Rux, Community Development Director

Public:

- Jeannie Graham
- Connie Taylor
- Sam O'Halloran
- Jim Ringseth
- Bonnie Edgehill
- Melissa Hoffman
- Peter Skurdad

- Nick Morace
- Kristen Haug
- Karina Oropeza

### III. Hess Creek Trail

Pete Siderius explained student led project to improve watershed in Newberg, and form *Friends of Hess Creek*. There was also discussion of merging trail systems. Pete said that they didn't want to go ahead with project without support of residents. Don Clements said that he met with neighbors 8 years ago, but would need new feedback.

Don Loving opened up comments to public. Those in attendance who spoke were:

- Janene Graham
- Connie Taylor
- Sam O'Halloran
- Jim Ringseth
- Bonnie Edgehill
- Melissa Hoffman

Residence expressed opposition to trail along creek where it would go through their property. The reasons were emergency access, loss of privacy, transient use/misuse and impact on local habitat.

All who came and left information would be contacted in future on updates per Don Clements.

### IV. Waterfront Development

Doug presented 3 conceptual ideas for waterfront development. There is to be a meeting December 4 to narrow down options to one, or perhaps merge ideas. He was in contact with broker of Baker (West) Rock. It was his understanding that they would support a change to half of their existing property to mixed use of some sort. The property is for sell and owner to agree to proceed or sign measure 49 waiver.

### V. Water Reuse Agreement

Don Loving recapped that CPRD paying too much at 2.51 per unit for reuse water. Mayor Bob suggested city pay for its own 3 parks water and Joe Hannah recommended that CPRD go to review advisory committee and explain concerns. This is the city's procedure for setting rates. No agreement reached.

### VI. Landfill issue

No definite word yet on transfer, city and CPRD in agreement for conceptual use.

Adjournment – 8:20 p.m. Next meeting is not scheduled at this time.

Respectfully Submitted,

Shy Montoya, Administrative Coordinator

**GENERAL FUND  
ACCOUNTS PAYABLE AND PAYROLL  
UP TO NOVEMBER 20, 2018**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
116647-116650	\$ 1,130.27	ACCOUNTS PAYABLE
*117001-117006 golf course	\$ 2,212.23	ACCOUNTS PAYABLE
117007-117010		RESERVED FOR GOLF COURSE
117011-117078	\$ 97,556.52	ACCOUNTS PAYABLE
117079-117155	\$ 23,357.58	PAYROLL
DIRECT DEPOSIT	\$ 41,712.10	PAYROLL
117156-117157	\$ 68.25	ACCOUNTS PAYABLE
117158	\$ 406.64	PAYROLL
117159 CHECK TO TODD WEEKS FROM DIRECT DEPOSIT	518.30	
117160-117247	\$ 190,354.23	ACCOUNTS PAYABLE
117248-117319	\$ 22,765.82	PAYROLL
DIRECT DEPOSIT	\$ 41,967.45	PAYROLL
117320	\$ 570.12	PAYROLL
117321-117327	\$ 17,454.35	ACCOUNTS PAYABLE
1767-1772	\$ 60,381.25	WIRE TRANSFER
<b>GRAND TOTAL</b>	<b><u>\$ 499,936.81</u></b>	
<b><u>BREAKOUT</u></b>		
<b><u>ACCOUNTS PAYABLE</u></b>	<b>\$ 308,775.85</b>	
<b><u>PAYROLL</u></b>	<b>\$ 130,779.71</b>	
<b><u>WIRE TRANSFER</u></b>	<b>\$ 60,381.25</b>	

**ACCOUNTS PAYABLE FOR SDC FUND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1335	\$ 4,550.00	CPRD ERROR TF TO SDC
1336 VOIDED		
1337	\$ 1,655.39	CITY OF NEWBERG
1338	\$ 273,650.00	CPRD SANDERS
1339	\$ 4,588.15	WH PACIFIC
1340	\$ 1,190.00	JOHN STEIDEL
1341	\$ 484.50	JOHN BRIDGES
<b>GRAND TOTAL</b>	<b><u>\$ 286,118.04</u></b>	

**ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1161	\$ 7,162.25	CARLSON TESTING
1162	\$ 11,588.52	SEA
1163	\$ 10,344.00	DAN COHEN CREATIVBE LABS
1164	\$ 5,835.00	BLUE HERON
1165	\$ 8,082.75	CARLSON T4ESTING
<b>GRAND TOTAL</b>	<b><u>\$ 43,012.52</u></b>	
<b>BREAKOUT</b>		
<b><u>CAPITAL POOL CONST.</u></b>	<b>\$ 43,012.52</b>	
<b><u>POOL BOND DEBT</u></b>	<b>\$ 0.00</b>	

**ACCOUNTS PAYABLE FOR FOUNDATION**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1033	\$ 128.05	EWING
1034	\$ 727.25	BRENTANO'S
1035	\$ 232.20	EWING
1036	\$ 484.00	A&R SPADA
1037	VOIDED	
1038	\$ 1,918.40	AXIS CRANE
<b>GRAND TOTAL</b>	<b><u>\$ 3,489.90</u></b>	

**FINANCIAL OVERVIEW  
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 10/31/17-18	AS OF 10/31/18-19	DIFFERENCE
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Total Capital Outlay & Transfers	\$ 300,879.31	\$ 249,779.72	<\$ 51,099.59>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,970,747.41</b>	<b>\$2,103,075.21</b>	<b>\$ 132,327.80</b>
Total Tax Revenue	\$ 50,598.96	\$ 0.00	<\$ 50,598.96>
Total Fees & Charges Revenue	\$ 1,143,329.82	\$1,288,762.98	\$ 145,433.16
Total Other Revenue	\$ 27,430.06	\$ 277,919.71	\$ 250,489.65
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**SDC FUND SUMMARY**

DESCRIPTION	AS OF 10/31/17-18	AS OF 10/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 3,231.75</b>	<b>\$ 0.00</b>	<b>&lt;\$ 3,231.75&gt;</b>
TOTAL REVENUE	\$ 101,940.83	\$ 433,918.99	\$ 331,978.16
BEGINNING BALANCE	\$ 347,665.46	\$1,307,504.20	\$ 959,838.74
<b>GRAND TOTAL REVENUE</b>	<b>\$ 449,606.29</b>	<b>\$ 1,741,423.19</b>	<b>\$ 1,291,816.90</b>

**LOAN SERVICE FUND SUMMARY**

DESCRIPTION	AS OF 10/31/17-18	AS OF 10/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 236,762.22</b>	<b>\$ 177,409.72</b>	<b>&lt;\$ 59,352.50&gt;</b>
REVENUE TRANSFERS	\$ 236,762.22	\$ 177,409.72	<\$ 59,352.50>
INTREST	\$ 165.63	\$ 0.00	<\$ 165.63>
BEGINNING BALANCE	\$ 31,269.21	\$ 31,699.09	\$ 429.88
<b>GRAND TOTAL REVENUE</b>	<b>\$ 268,197.06</b>	<b>\$ 209,108.81</b>	<b>&lt;\$ 59,088.25&gt;</b>

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**

DESCRIPTION	AS OF 10/31/17-18	AS OF 10/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CAPITAL PROJECT POOL FUND SUMMARY**

DESCRIPTION	AS OF 10/31/17-18	AS OF 10/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$10,364,800.01</b>	<b>\$ 6,003,000.00</b>	<b>&lt;\$ 4,361,800.01&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$11,863,063.65</b>	<b>\$ 949,879.77</b>	<b>&lt;\$10,913,183.88&gt;</b>

**BOND LOAN SERVICE SUMMARY**

DESCRIPTION	AS OF 10/31/17-18	AS OF 10/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,355,563.34</b>	<b>\$ 0.00</b>	<b>&lt;\$ 1,355,563.34&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 21,783.33</b>	<b>\$ 15,182.52</b>	<b>&lt;\$ 6,600.81&gt;</b>





## **ROTARY PEACEBUILDER CLUBS – PEACE PARTNERS\***

### **What are the benefits of becoming a Rotary Peacebuilder Club Peace Partner?**

1. Rotary Peacebuilder Club Peace Partners can:
  1. Participate and/or partner with their local Rotary Peacebuilder Clubs in Peace related projects and/or programs.
  2. Receive and exchange notifications regarding peace related events in or around the respective communities.
  3. Receive and exchange notifications regarding peace related events in or around the respective communities.
  4. Invite and/or request the local club to sponsor and/or attend a local peace related event by the partner.
  5. Participate in Rotary District peace activities whenever possible.

### **Who is eligible to become a Rotary Peacebuilder Club Peace Partner?**

1. Local Chamber of Commerce & local businesses.
2. Civic organizations, i.e. libraries, community centers, scouts, youth organizations.
3. Service organizations or branches thereof based within the community.
4. Local government organizations.
5. Schools; Elementary, Middle, High, Community Colleges, Universities, Trade Schools, etc.
6. Organizations in the community which are faith-based (churches, mosques, temples, etc.).
7. Park & Recreation district(s).
8. Organizations whose purpose is better livability through diversity.
9. Organizations whose purpose is better livability through diversity.

### **What is a Rotary Peacebuilder Club Peace Partner?**

A Rotary Peacebuilder Club Peace Partner is a community group/organization consisting of members who agree to:

1. Try to the best of their ability to abide by The Rotary Four Way Test which posits the following criteria when determining a reaction to a situation:
  1. Is it the truth?
  2. Is it fair to all concerned?
  3. Will it build goodwill and better friendships?
  4. Will it be beneficial to all concerned?
2. Subscribe to the precepts of the Universal Declaration of Human Rights as adopted by the United Nations in 1948.

\*(For purposes of printing media materials and clerical needs, a donation of \$5.00 US would be greatly appreciated)



**SDC RESOLUTION**

**11-01-18**

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 November 29, 2018.

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President of the Board

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Secretary of the Board

**From:** Doug Gabbard <DougG@fcsgroup.com>  
**Sent:** Wednesday, November 14, 2018 1:26 PM  
**To:** dclements cprdnewberg.org  
**Cc:** John Ghilarducci  
**Subject:** RE: Accessory Dwelling Units

Will do, Don. You will see something from me soon.

Doug

**From:** dclements cprdnewberg.org [mailto:dclements@cprdnewberg.org]  
**Sent:** Wednesday, November 14, 2018 12:58 PM  
**To:** Doug Gabbard <DougG@fcsgroup.com>  
**Subject:** Re: Accessory Dwelling Units

Doug please work up a budget and time line for the adu. The 1.45 Portland study sounds right. Please let me know what we need to do.

Sent from my iPhone

On Nov 13, 2018, at 2:15 PM, Doug Gabbard <DougG@fcsgroup.com> wrote:

Hey, Don! I hope things are going well for you and the District.

John tells me that you are looking for some options for whether/how to charge accessory dwelling units a parks SDC. Below is an excerpt from a report that we wrote for the City of Corvallis:

**Accessory Dwelling Unit**

Accessory dwelling units (ADUs) are small dwellings built on the same lot as a single-family home. The City currently does not have an SDC fee for ADU's. The City can choose to charge ADUs in a variety of different ways as charge bases vary across the state. Some cities charge ADUs as a multi-family unit (Clackamas County); others charge ADUs as a townhome or duplex (Eugene); and still others charge ADUs half the single-family unit charge (Willamalane Park and Recreation District).

A 2014 report from the Oregon Department of Environmental Quality surveyed ADU owners in Portland and found the mean household size was 1.45 people per unit. This has been used by Gladstone, Sandy, and the Tualatin Hills Park and Recreation District.

If you would like us to do a deep dive on this, I would be happy to whip up a scope and budget for you. Just let me know how we can help.

Doug

Doug Gabbard  
Project Manager

**From:** Sean Andries <director@chehalemculturalcenter.org>  
**Sent:** Friday, November 16, 2018 12:17 PM  
**To:** dclements.cprdnewberg.org  
**Subject:** Culinary Enrichment Center Figures

Hi Don-

Thanks for taking time to sit and talk with me today. I really appreciate it and can't thank you enough for taking our latest project to your board for support. Here are the figures you were asking about:

<b>Total Estimated Project Cost</b>	<b>\$ 864,000.00</b>
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CCC Building Fund	\$ 190,000.00
TLT Grant	\$ 250,000.00
Murdock Grant	\$ 200,000.00
Reallocated 2017 Surplus	\$ 55,000.00
Estimated 2018 Surplus	\$ 50,000.00
<b>Total Committed Funds</b>	<b>\$ 745,000.00</b>

<b>Remaining Funding Gap</b>	<b>\$ 119,000.00</b>
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Sean Andries  
Executive Director  
Chehalem Cultural Center  
(503) 487-6883 Ext 102  
[Director@ChehalemCulturalCenter.org](mailto:Director@ChehalemCulturalCenter.org)



The **Chehalem Cultural Center** celebrates the arts, community, education, and heritage. Our mission is to inspire and enrich lives by connecting community and culture.

**Coming soon to the CCC**

- The Barber of Seville - November 17
- Johannes Moser in Concert - January 8

CHEHALEM PARK AND RECREATION DISTRICT

2019-2020 BUDGET CALENDAR

NOVEMBER 29, 2018	APPOINT BUDGET OFFICER AND ADOPT BUDEGET CALENDAR. DISCUSS APPOINTMENT OF BUDGET COMMITTEE MEMBERS.
JANUARY 25, 2019	PUBLISH ADVERTISEMENT FOR BUDGET MEMBERS IF NEEDED.
FEBRUARY 22, 2010	DEADLINE FOR APPLICATIONS FOR BUDGET COMMITTEE IF NEEDED.
FEBRUARY 28, 2019	APPOINT BUDGET COMMITTEE MEMBERS.
MARCH 1, 2019	STAFF BUDGET TO SUPERINTENDENT
MARCH 8, 2019	NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING SENT TO NEWBERG GRAPHIC, MUST INCLUDE WEB SITE.
MARCH 13, 2019	PUBLISH NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING.
MARCH 13, 2019	POST NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING ON CHEHALEM PARK AND RECREATION DISTRICT WEB SITE CPRDNEWBERG.ORG.
MARCH 29, 2019	BUDGET DELIVERED TO BUDGET COMMITTEE AND BOARD MEMBERS. BUDGET AVAILABLE TO PUBLIC AT 125 S. ELLIOTT ROAD NEWBERG, OREGON.

- APRIL 2, 2019** BUDGET COMMITTEE MEETING 6 P.M. AT 125 S ELLIOTT ROAD IN THE ADMINISTRATIVE BUILDING. PUBLIC INPUT WILL BE WELCOMED AT THIS MEETING. BUDGET APPROVED.
- APRIL 3-5, 2019 ADDITIONAL BUDGET COMMITTEE MEETINGS IF NEEDED AT 6 P.M. AT 125 S ELLIOTT ROAD IN THE ADMINISTRATIVE BUILDING. PUBLIC INPUT WILL BE WELCOMED IF MEETINGS NECESSARY AND HELD. BUDGET APPROVED.
- APRIL 19, 2019 NOTICE OF BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING SENT TO NEWBERG GRAPHIC.
- APRIL 24, 2019 PUBLISH BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING. MUST INCLUDE WEB SITE.
- APRIL 24, 2019 POST BUDGETSUMMARY AND NOTICE OF PUBLIC BUDGET HEARING ON CHEHALEM PARK AND RECREATION DISTRICT WEB SITE.
- MAY 23, 2019** PUBLIC BUDGET HEARING 6 P.M. AT 125 S ELLIOTT ROADE IN ADMINISTRATIVE BUILDING.
- JUNE 27, 2019** ADOPT 2019-2020 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE4 TAXES BY RESOLUTIONS.
- JULY 5, 2019 SUBMIT BUDGET AND RESOLUTIONS TO COUNTY CLERK AND SUBMIT TO COUNTY ASSESSOR TAX CERTIFICATION DOCUMENTS.

**DATES IN BOLD ARE THE PUBLIC MEETING DATES.**

TO: BUDGET COMMITTEE  
 FROM: ZACK MODE, BUDGET OFFICER  
 DATE: MARCH 30, 2018  
 SUBJECT: BUDGET MEETING APRIL 3, 2017, 6 P.M. ADMINISTRATIVE  
 OFFICES AT 125 S. ELLIOT ROAD NEWBERG, OREGON

Attached is the budget for the 2018 – 2019 fiscal year. The budget format is similar to prior years.

Please call Don at 503 537 4165 if you have questions, concerns or desire to tour facilities. If requested a tour will be given of the park district facilities and property on request. The tour will start at the District Office 125 S Elliot Road. Lunch will be provided. If you can't meet until the afternoon, a tour will be given starting at 5 p.m. with dinner included. Please call me if you wish to take a tour.

I will see everyone on Tuesday April 3, 2018 at 6 p.m.. If you cannot make the meeting please give me a call. In case we do not finish April 3<sup>th</sup> additional days April 4<sup>th</sup> through 6<sup>th</sup> have been set aside in case.

Listed are the Budget Committee members:

APPOINTED MEMBERS	APPOINTED THROUGH
Elijah Dickson	2019-20
Andrew Yinger	2019-20
Mike McBride (Appointed)	2021-22
Elizabeth Comfort	2020-21
Bob Phillips	2020-21

**We will check to ensure each member wishes to continue to serve. Please note every one is back and reappointed.**

THE ABOVE MEMBERS ARE APPOINTED FOR THREE YEAR TERMS

BOARD MEMBERS	APPOINTED THROUGH
Don Loving	2018-19
Bart Rierson	2018-19
Lisa Rogers	2020-21
Pete Siderious	2020-21
Mike Ragsdale	2020-21

The public will be allowed to have input at the meeting on April 3rd, In the past we have completed the budget in one meeting and have not had to have additional budget meetings. Please see budget calendar for additional meeting dates if needed.



# DAN COHEN CREATIVE LABS WORK FOR HIRE AGREEMENT

AGREEMENT entered into as of the 13th day of November, 2018, between Chehalem Park and Recreation District, (hereinafter referred to as the "Client"), and Dan Cohen Creative Labs, LLC (hereinafter referred to as the "Artist"), with respect to the creation of certain artworks and/or performances or any combination thereof (hereinafter referred to as the "Artwork").

WHEREAS, Artist is a professional artist of good standing;

WHEREAS, Client wishes the Artist to create certain Artwork described more fully herein; and

WHEREAS, Artist wishes to create such Artwork.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants hereinafter set forth and other valuable considerations, the parties hereto agree as follows:

## 1. Scope of Work

The Artist agrees to create the Work in accordance with the following specifications:

Design and painting of murals on the East, South, and West elevations in the Chehalem Aquatic and Fitness Center located at 1802 Haworth Ave, Newberg, OR 97132

Mural shall be located along the new elevated walking track. Mural height varies, but is approximately 8' x 330'.

Mural content will be modeled on a loose approximation of Joseph Campbell's Hero's Journey Monomyth structure expressed through athletic analogies.

Some, but not all elements to be addressed:

- Dynamic scenes of athletic activities
- Figures will be of different ages, genders, and ethnicities.
- Figurative montages interlaced with colorful decorative designs.
- Backgrounds will include some outdoor images.

Design will be in Artist's style. Art Direction will be granted to the Artist. Client will have the opportunity to review final design before installation. Minor adjustments ("minor" determined by the Artist) may be allowed, but decisions on final design will be granted to the Artist. Artist reserves the right to reject any changes that he deems incompatible with the integrity of the work. Major changes ("major" determined by the Artist) agreed to may incur additional charges. Client agrees to submit any changes to design by deadline outlined in Addendum A. After final art is approved, any changes may incur an additional charge of \$100 /hr.

Designs will be presented as digitally rendered sketches. It is understood by the Client that the final art may be slightly different due to paint application, but composition, color and content will remain close to the sketches.

Wall background color/primer will already be in situ, scope only includes imagery to be painted on top of existing paint.

See Addendum (A) for work back/disbursement schedule.

Final coating will be high quality water based paint. Client will be notified if there are any changes to the choice of coatings.

Access to walls and right of way will be guaranteed by client, to insure completion of the project in a timely manner.

Building temperature necessary for proper paint application and curing will be insured by client.

Artist to supply all labor, materials, paint and scaffolding. Client to insure that the area around the walls is safe, and free of obstacles or debris. Client further insures that the wall's basecoat is applied and is ready to receive final mural paint.

Any additional labor to complete the mural may be obtained by the Artist, and Artist agrees to pay any laborers at going rates. The artist shall be solely responsible for any and all compensation of individuals providing services pursuant to this agreement, including but not limited to, federal and state withholding taxes, Workers' Compensation, Boli Requirements (prevailing wage) and other fringe benefits required by law or contract.

Artist is considered and independent contractor. Artist is furnishing his services hereunder as an independent contractor, and nothing herein creates any association, partnership or joint venture between the Parties hereto or any employer-employee relationship. This contract shall not be construed to establish an employee-employer relationship with the independent contractor or any persons employed by the independent contractor, including subcontractors or employees hereof.

**Warranties.** The Artist warrants as follows:

- (A) Artist is fully able to enter into and perform its obligations pursuant to this Agreement.
- (B) All services shall be performed in a professional and timely manner
- (C) Artist carries General Contractor Liability insurance up to \$1,000,000

2. **Installation Dates.** Installation will begin December, 10th 2018. Approximate completion date is January 10th, 2019

Client will insure site access at the date and time of Artist's request to insure timely completion. Factors beyond the Artist's control, such as, but not limited to: weather, 3rd party obstructions, etc, may delay completion, in which case, project will not be considered late or incomplete. Client will not unreasonably withhold approval at completion.

3. **Grant of Rights**

Upon receipt of full payment, the Artist grants to the Client rights to display artwork, use images in marketing materials and social media. Any use of imagery on sellable products is not granted. All marketing and social media materials will be published with artist's name and/or website. The Artist is responsible at his option, for registering any copyrightable materials in his name with the U.S. Register of Copyrights, at no additional cost to CPRD. The artist shall retain copyright, but shall make no exact duplications to full scale of the work at another location. The artist warrants that the work is and will be the original product of the Artist's own creative efforts and does not infringe on any third party's copyrights or other intellectual property rights.

4. **Reservation of Rights**

All rights not expressly granted hereunder are reserved to the Artist, including but not limited to all rights in sketches, comps, or other preliminary materials generated by the artist.

5. **Fee**

Client agrees to pay the production price of \$31,000. Client agrees to 1/3 / 1/3 / 1/3 disbursement schedule.

6. **Advances**

At the time of signing this Agreement, Client shall pay Artist \$10,334 as an advance against the total fee. See Addendum (A) for work back/disbursement schedule.

7. **Payment Balance**

Client agrees to pay 1/2 of the fee halfway through installation of the mural, and the final balance to the Artist within fifteen (15) days of the date of Artist's billing, which shall be dated as of the date of delivery of the finished art. In the event that work is postponed at the request of the Client, the Artist shall have the right to bill pro rata for work completed through the date of that request, while reserving all other rights under this Agreement. Overdue payments shall be subject to interest charges of 5 percent monthly.

8. **Revisions**

The Artist shall be given the first opportunity to make any revisions requested by the Client. An additional fee shall be charged for any revisions beyond those outlined in Scope of Work. For any revisions not due to any fault on the part of the Artist, an additional fee may be charged at a rate of \$100/hr.

9. **Cancellation**

In the event of cancellation by the Client, the following cancellation payment shall be paid by the Client: (A) cancellation after preliminary design has started, but before on site painting begins: 30 percent of fee, (B) cancellation after on-site work has begun but before completion, 60 percent of the fee, (C) cancellation for any other reason after completion: 100 percent of fee. In the event of cancellation, the Client shall also pay any expenses incurred by the Artist directly related to the project. The billing upon cancellation shall be payable within thirty (30) days of the Client's notification to stop work or the delivery of the finished art, whichever occurs sooner. If cancelled at any point, Artist retains all rights to imagery.

10. **Permissions and Releases**

The Client agrees to indemnify and hold harmless the Artist against any and all claims, costs, and expenses, including attorney's fees, due to materials included in the Work at the request of the Client for which no copyright permission or privacy release was requested or uses that exceed those allowed pursuant to a permission or release. The Client agrees to indemnify and hold harmless the Artist against any and all claims, costs, and expenses, including attorney's fees due to damage done to persons or locations where the Artist was not responsible for set up or installation of Artwork.

**11. Miscellany**

This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, and personal representatives. This Agreement constitutes the entire understanding between the parties. Its terms can be modified only by an instrument in writing signed by both parties, except that the Client may authorize expenses or revisions orally. A waiver of a breach of any of the provisions of this Agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This Agreement shall be governed by the laws of the State of Oregon.

**12. Termination Upon Breach**

Either party may terminate this Agreement upon seven (7) days' written notice to the other party of a material breach of any duty, obligation or service required pursuant this Agreement, if such material breach is not cured by the breaching party within ten (10) days after the written notice by the non-breaching party describing the breach.

If CPRD terminates this Agreement due to Artist's material breach and failure to cure (except where caused by death, incapacitation or force majeure) Artist shall return to CPRD all funds provided by CPRD in excess of expenses already incurred. At CPRD's discretion all of the artist's work product attached to CPRD Property will be retained by CPRD and will become the CPRD property. CPRD shall have the right to have the artwork completed, fabricated, executed, delivered and installed. However, artist shall retain the copyright in the artwork. Upon notice of breach and termination, artist shall cease all services affected.

CPRD may reject work and require that it be redone if, in CPRD's good faith judgement, the work is not in conformance with the project specifications agreed upon by artist and CPRD. CPRD will accept the finished work when, in CPRD's good faith judgement, the finished work conforms sufficiently to specifications. CPRD reserves the right to reject any portion of the work outright if, in CPRD's good faith judgement, the work cannot be brought into satisfactory conformance. CPRD's good faith determination that the work is not in conformance with the project specifications or cannot be brought into satisfactory conformance is not a material breach of this agreement

**13. Arbitration**

All disputes arising under this Agreement shall be submitted to binding arbitration before 12/1/2019 in Portland, OR and settled in accordance with the rules of the American Arbitration Association. Judgment upon the arbitration award may be entered in any court having jurisdiction thereof.


**Invoice**

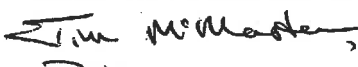
Artist: Dan Cohen Creative Labs, LLC  
Client:

Date 11/14/2018

Fee.....	\$31,000
1/3 Payable upon signing	\$10,334
1/3 Payable midway through install	\$10,333
1/3 Payable upon completion	\$10,333

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first set forth above.

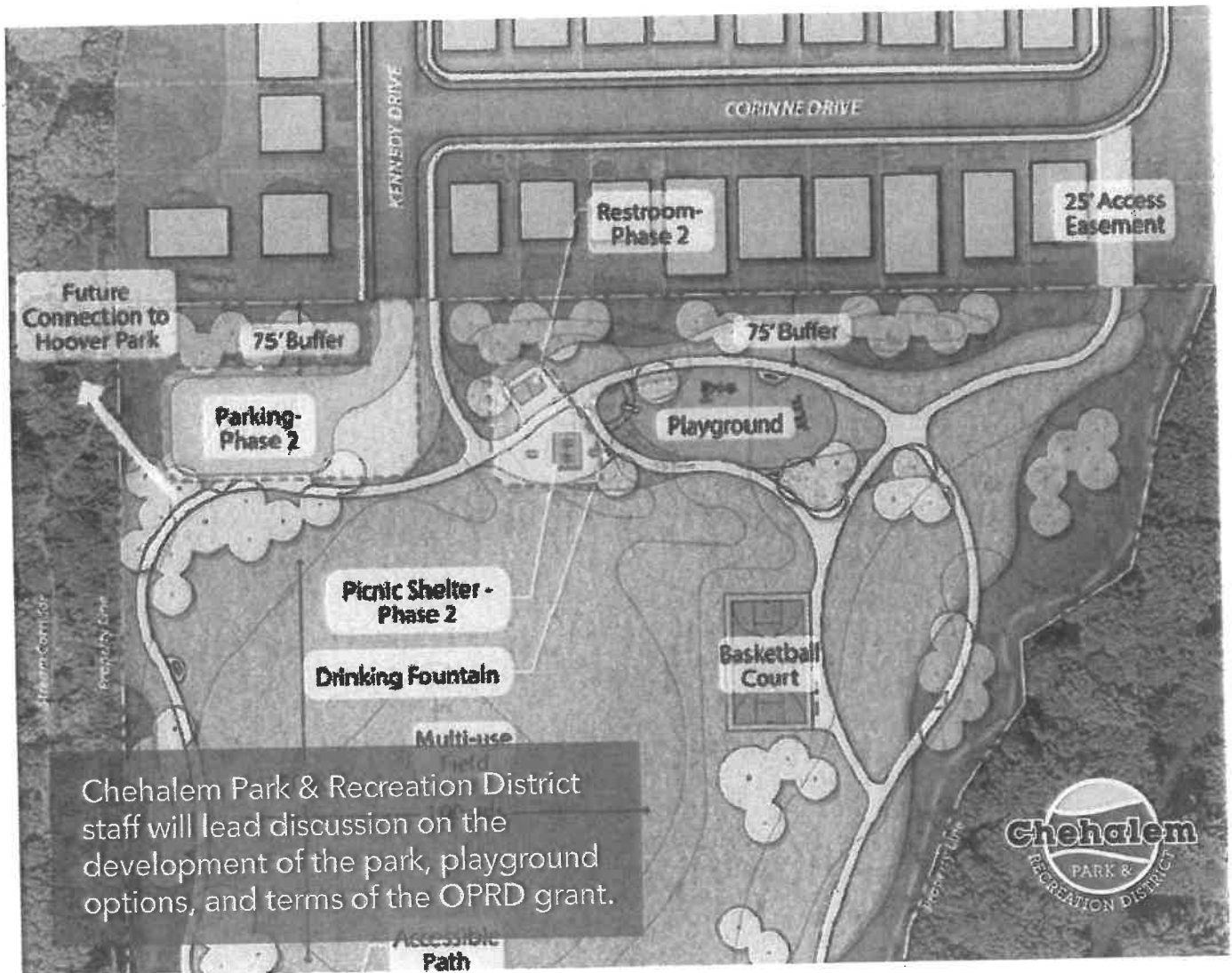
Artist:   
Authorized Signatory Dan Cohen Creative Labs

Client: CPRD  
Chehalem Park and Recreation District  
By   
Erik Supersisa  
Authorized Signatory, Title

Date	Amount	Disbursement Category	Milestone
11/12/2018			Site visit and preliminary work begun
11/13/2018			Deadline for contract signing
11/16/2018	\$10,334	1st Disbursement	
11/28/2018			Design submitted for approval
11/29/2018			Deadline for feedback from client
12/10/2018	\$10,333	2nd Disbursement	Installation Begins
12/24/2018			50% Completion
1/10/2019	\$10,333	3rd Disbursement	Date of Completion
<b>Total</b>	<b>\$31,000</b>		<b>Milestones are approximate</b>

# Friends' Park Neighborhood Meeting

7 p.m. Wednesday, Nov. 28  
CPRD Administration Office  
125 S. Elliott Road in Newberg



## Activity Report Park 2018

### **Aquatic Center Playground**

After many months, the aquatic center playground is now completed. On Sat. November 17<sup>th</sup> we had one last community push to complete the playground. We had approx. 50 volunteers from Service Clubs as well as community members helping to place the finishing touches on the playground which was adding chips for the surfacing. Jim Bernard, Casey Creighton and Kylie Dunn with CPRD as well as community corrections worked constantly to finish the erection of the equipment. In the future, the district may need to consider hiring an outside contractor to construct the playground. Our staff did a great job, but because of the number of hours it took to build the playground, other park related maintenance duties were put on hold. I will now be finishing up the final paperwork to submit to the state so that we can receive the final grant money.

### **Cultural Center Expansion**

Just an update, the plans have been submitted to the city for review to renovate the old kitchen area and classroom into a warming kitchen, accessible from the outside public restrooms as well as other meeting and storage space. Hopefully in the next few weeks we will have that information.

### **Friends Park**

On November 28<sup>th</sup> the neighborhood that abuts our Friends Park property will be having a meeting to discuss the park and its future amenities. The meeting will cover what our plans are, the grant that we received as well as gain neighborhood input about the park. We will also be creating a sub-committee to help design the playground we will be putting in. I have heard many positive comments concerning the park as well as a few concerns. Casey will be sitting in on this meeting since I will not be on staff at the time to help administer and finish this project.

### **Aquatic Center Phase I**

We have almost completed the final punch list for this phase. We still have issues that are out there that may not be solved soon. One of these is trying to produce proper flow rates for our heating units and some pool issues that seem to be ongoing. For the most part the public has not experienced these problems. Although slow at times, the contractor is trying to get his subs to complete some of the repairs.

### **Aquatic Center Phase II**

According to the contractor, we are on track to complete phase II by January 1<sup>st</sup>. We were lucky that the rain held off so that we could finish the parking lot, exterior painting etc. We just received some of our roof top heating units that we were concerned about receiving in a timely manner. We have a few more coming and hopefully we see them this week.

### **Crystal Rilee Property**

One of my goals was to complete all the county requirements so that we can use the Rilee Property for events. All of the requirements have been met. The largest drawback that we now have is to be able to have amplified sound. This would take going back to the County Commissioners to request this and change our current approved conditional use.

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**Parks Summary**    *Month of: October 2018*

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<b>Park Name</b>	<b>Hours Worked</b>
<i>Armory</i>	63.00
<i>Billick/Dundee</i>	7.25
<i>Buckley Park</i>	0.75
<i>Central</i>	26.00
<i>Che. Valley</i>	4.00
<i>College</i>	0.75
<i>Community Center</i>	8.00
<i>Crabtree</i>	6.75
<i>Crater Ball Fields</i>	31.50
<i>Dundee Park</i>	3.00
<i>Dundee River Park</i>	1.50
<i>Elliott Road</i>	34.00
<i>Ewing Young</i>	15.75
<i>Falcon Crest Park</i>	1.25
<i>Fortune Park</i>	0.75
<i>Friends Park</i>	0.25
<i>Gail Park</i>	0.75
<i>Gladys</i>	0.75
<i>Golf Course</i>	3.00
<i>Herbert Hoover</i>	53.50
<i>Jaquith</i>	44.00
<i>Jaquith Ball Fields</i>	26.50
<i>Memorial/Scout House</i>	50.00
<i>Mt. View (Springbrook)</i>	1.00
<i>Non-District Properties</i>	18.50
<i>Oak Knoll Park</i>	1.25
<i>Oaks Park</i>	1.00
<i>Other District Land</i>	11.00
<i>Parrott Mt.</i>	2.50
<i>Pool</i>	408.00
<i>Pre-School</i>	21.50
<i>Pride Gas</i>	2.25
<i>Renne Fields</i>	9.50
<i>Rotary Centennial Park</i>	4.50
<i>Schaad Park</i>	1.00



<i><b>Park Name</b></i>	<i><b>Hours Worked</b></i>
<i>Scott Leavitt</i>	0.75
<i>Senior Center</i>	76.25
<i>Spring Meadow</i>	0.75
<i>Transfer Station</i>	3.50
<i>vacation/holiday/sick/comp.</i>	1.50
<i>Willsonville Poperty</i>	3.50
<i>Youth building</i>	31.00
<i><b>Total</b></i>	<i><b>982.25</b></i>

October

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	18 v 17	% Diff
Dry Days	16	14	13	24	13	19	4	21	19			
<b>Starts by Category</b>												
Resident	455	322	338	522	294	474	412	617	570	570	-47	-7.6%
Non Resident	1605	875	989	1145	647	1063	485	1044	598	598	-445	-42.7%
Group	295	368	216	83	270	50	394	0	244	244	244	100.0%
League	81	61	44	37	51	41	43	67	0	0	-67	-100.0%
Complimentary	229	170	114	199	127	149	89	121	135	135	14	11.6%
Misc/Promotional	683	655	764	247	843	865	387	649	1227	1227	578	89.1%
<b>Total Starts</b>	<b>3348</b>	<b>2471</b>	<b>2456</b>	<b>2243</b>	<b>2232</b>	<b>2642</b>	<b>1820</b>	<b>2488</b>	<b>2774</b>	<b>2774</b>	<b>276</b>	<b>11.0%</b>
<b>Revenue</b>												
Green Fees	\$ 65,118.00	\$ 40,577.00	\$ 42,670.00	\$ 38,973.00	\$ 43,429.00	\$ 43,029.73	\$ 32,483.00	\$ 38,474.00	\$ 56,538.00	\$ 56,538.00	\$ 18,064.00	47.0%
Driving Range	\$ 5,892.00	\$ 3,835.00	\$ 3,431.00	\$ 4,458.00	\$ 2,540.00	\$ 4,505.75	\$ 2,396.00	\$ 3,375.00	\$ 5,142.00	\$ 5,142.00	\$ 1,767.00	52.4%
Rentals	\$ 22,152.00	\$ 16,579.00	\$ 13,985.00	\$ 10,740.00	\$ 12,339.00	\$ 19,002.44	\$ 11,265.00	\$ 15,087.00	\$ 16,007.00	\$ 16,007.00	\$ 920.00	6.1%
Golf Shop	\$ 6,829.00	\$ 6,854.00	\$ 5,693.00	\$ 4,237.00	\$ 4,380.00	\$ 3,784.47	\$ 2,146.00	\$ 4,549.00	\$ 6,888.00	\$ 6,888.00	\$ 2,349.00	51.9%
Snack Bar	\$ 14,066.00	\$ 10,914.00	\$ 9,740.00	\$ 7,221.00	\$ 8,191.00	\$ 9,878.35	\$ 4,183.00	\$ 10,201.00	\$ 15,478.00	\$ 15,478.00	\$ 5,275.00	51.7%
Instruction	\$ 718.00	\$ (68.00)	\$ -	\$ -	\$ 340.00	\$ 150.00	\$ -	\$ -	\$ 340.00	\$ 340.00	\$ 340.00	100.0%
Miscellaneous	\$ 14,968.00	\$ (3,591.00)	\$ 16,950.00	\$ (1,046.00)	\$ 4,967.00	\$ (1,358.88)	\$ (17,384.00)	\$ 845.00	\$ 675.00	\$ 675.00	\$ (170.00)	-20.1%
<b>Total Revenue</b>	<b>\$ 129,914.00</b>	<b>\$ 75,182.00</b>	<b>\$ 92,669.00</b>	<b>\$ 66,683.00</b>	<b>\$ 76,186.00</b>	<b>\$ 78,873.86</b>	<b>\$ 36,049.00</b>	<b>\$ 74,831.00</b>	<b>\$ 101,078.00</b>	<b>\$ 101,078.00</b>	<b>\$ 28,546.00</b>	<b>39.4%</b>
<b>\$ Per Start</b>												
Green Fees \$ per Start	\$ 19.45	\$ 16.46	\$ 17.37	\$ 17.82	\$ 19.46	\$ 16.29	\$ 17.84	\$ 15.40	\$ 20.38	\$ 20.38	\$ 4.98	32.3%
Driving Range \$ per Start	\$ 1.79	\$ 1.55	\$ 1.40	\$ 1.99	\$ 1.14	\$ 1.71	\$ 1.30	\$ 1.35	\$ 1.85	\$ 1.85	\$ 0.50	37.2%
Rentals \$ per Start	\$ 6.62	\$ 6.71	\$ 5.69	\$ 4.79	\$ 5.53	\$ 7.19	\$ 6.18	\$ 6.04	\$ 5.77	\$ 5.77	\$ (0.27)	-4.5%
Golf Revenue \$ per Start	\$ 27.86	\$ 24.72	\$ 24.46	\$ 24.60	\$ 26.12	\$ 26.18	\$ 25.33	\$ 22.79	\$ 28.01	\$ 28.01	\$ 3.21	22.9%
Golf Shop	\$ 2.08	\$ 2.77	\$ 2.40	\$ 1.89	\$ 1.96	\$ 1.42	\$ 1.18	\$ 1.82	\$ 2.49	\$ 2.49	\$ 0.87	38.9%
Snack Bar	\$ 4.20	\$ 4.42	\$ 3.67	\$ 3.22	\$ 3.67	\$ 3.74	\$ 2.30	\$ 4.08	\$ 5.58	\$ 5.58	\$ 1.50	36.6%
Concession Revenue	\$ 6.26	\$ 7.18	\$ 6.37	\$ 5.11	\$ 6.53	\$ 5.16	\$ 3.48	\$ 5.90	\$ 8.07	\$ 8.07	\$ 2.16	36.6%
<b>GolfNow Barter Rounds</b>	<b>20</b>	<b>20</b>	<b>59</b>	<b>102</b>	<b>75</b>	<b>164</b>	<b>108</b>	<b>88</b>	<b>162</b>	<b>162</b>	<b>76</b>	<b>38.4%</b>

Very good month, rainfall was close to last year's total, but most of that total fell during a few nights.

October FYTD

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY18 v FY17	% Diff
<b>Starts by Category</b>											
Resident	2738	1944	2145	2773	1958	2914	3954	3461	-503		-12.7%
Non Resident	11620	7704	9853	8519	6699	8005	6727	3501	-3228		-48.0%
Group	2637	3027	2331	1956	1801	1560	1030	1374	344		33.4%
League	395	295	318	263	288	299	161	41	-120		-74.5%
Complimentary	1100	1132	1096	1225	983	1090	741	750	9		1.2%
Misc/Promotional	2055	5050	2395	1648	4690	4191	3507	8822	3315		94.5%
<b>Total Starts</b>	<b>20545</b>	<b>19152</b>	<b>17998</b>	<b>16982</b>	<b>16448</b>	<b>16078</b>	<b>16120</b>	<b>16939</b>	<b>-181</b>		<b>-1.1%</b>
<b>Revenue</b>											
Green Fees	\$ 456,170.00	\$ 447,021.00	\$ 415,193.00	\$ 349,804.00	\$ 337,968.00	\$ 351,755.73	\$ 308,439.00	\$ 334,720.00	\$ 26,281.00		8.5%
Driving Range	\$ 42,395.00	\$ 35,139.00	\$ 35,153.00	\$ 31,028.00	\$ 27,378.00	\$ 31,611.75	\$ 27,601.00	\$ 34,072.00	\$ 6,471.00		23.4%
Rentals	\$ 182,124.00	\$ 134,189.00	\$ 130,286.00	\$ 107,685.00	\$ 105,768.00	\$ 128,779.44	\$ 121,281.00	\$ 100,464.00	\$ (20,817.00)		-17.2%
Golf Shop	\$ 42,530.00	\$ 40,709.00	\$ 40,935.00	\$ 36,342.00	\$ 41,906.00	\$ 27,736.47	\$ 30,839.00	\$ 37,517.00	\$ 6,678.00		21.7%
Snack Bar	\$ 113,724.00	\$ 120,915.00	\$ 89,770.00	\$ 71,140.00	\$ 70,358.00	\$ 95,277.35	\$ 84,210.00	\$ 86,394.00	\$ 2,184.00		2.6%
Instruction	\$ 11,126.00	\$ 9,878.00	\$ 9,946.00	\$ 11,716.00	\$ 2,833.00	\$ 1,549.00	\$ 3,600.00	\$ 6,013.00	\$ 2,413.00		67.0%
Miscellaneous	\$ 19,642.00	\$ 22,845.00	\$ 28,006.00	\$ (15,322.00)	\$ (1,585.00)	\$ (24,505.68)	\$ 7,017.00	\$ 6,947.00	\$ (70.00)		-1.0%
<b>Total Revenue</b>	<b>\$ 847,913.00</b>	<b>\$ 810,706.00</b>	<b>\$ 769,289.00</b>	<b>\$ 692,375.00</b>	<b>\$ 674,616.00</b>	<b>\$ 612,204.06</b>	<b>\$ 684,987.00</b>	<b>\$ 806,127.00</b>	<b>\$ 23,140.00</b>		<b>4.0%</b>
<b>\$ per Start</b>											
Green Fees \$ per Start	\$ 22.20	\$ 23.34	\$ 23.20	\$ 21.75	\$ 20.55	\$ 19.48	\$ 19.13	\$ 21.00	\$ 1.87		9.9%
Driving Range \$ per Start	\$ 2.06	\$ 1.83	\$ 1.99	\$ 1.93	\$ 1.66	\$ 1.75	\$ 1.71	\$ 2.14	\$ 0.43		24.8%
Rentals \$ per Start	\$ 7.89	\$ 7.01	\$ 7.28	\$ 6.69	\$ 6.43	\$ 7.12	\$ 7.52	\$ 6.30	\$ (1.22)		-16.2%
Golf Revenue \$ per Start	\$ 32.16	\$ 32.18	\$ 32.44	\$ 30.38	\$ 29.64	\$ 28.33	\$ 28.37	\$ 29.44	\$ 1.07		3.8%
Golf Shop	\$ 2.07	\$ 2.13	\$ 2.29	\$ 2.26	\$ 2.55	\$ 1.53	\$ 1.91	\$ 2.35	\$ 0.44		23.0%
Snack Bar	\$ 5.54	\$ 6.31	\$ 5.02	\$ 4.42	\$ 4.28	\$ 5.27	\$ 5.22	\$ 5.42	\$ 0.20		3.8%
Concession Revenue	\$ 7.81	\$ 8.44	\$ 7.30	\$ 6.68	\$ 5.82	\$ 6.80	\$ 7.14	\$ 7.77	\$ 0.64		8.9%
<b>Total Revenue \$ per Start</b>	<b>\$ 41.27</b>	<b>\$ 42.33</b>	<b>\$ 41.95</b>	<b>\$ 36.83</b>	<b>\$ 34.93</b>	<b>\$ 33.96</b>	<b>\$ 36.17</b>	<b>\$ 38.03</b>	<b>\$ 1.86</b>		<b>5.1%</b>
<b>GolfNow Barter Rounds</b>	98	168	244	416	486	735	700	811	51		6.7%

A good faith has produced positive revenue compared to last season. Rental #s are skewed due to a new way of signing up on-line green fees which includes the rental fee in the price of the round.

3 out out attached letter -  
telling how we  
would work on  
problem.  
Tina  
10/12/18

Newberg-Dundee Police Department  
401 E. Third St.  
Newberg, OR 97132

Chehalem Parks and Recreation District  
125 S. Elliot Rd.  
Newberg, OR 97132

October 10, 2018

To Whom It May Concern:

On Saturday, October 6, the persistent, wall and window-vibrating thump of the bass beat from the event music at the Armory began in the afternoon and lasted until a bit after 11 p.m. One of us placed a call to the nonemergency number of Newberg's police department around 10:20 p.m., for we had been looking forward to the cessation of the vibration for some hours, and even earplugs do not block it—the thumps can even be felt in one's bones. The person who answered said the party had a permit until 11 p.m., which surprised us. The Dance Permit/Sound Permit application cites the City of Newberg Code 5.25.010, which says "amplified sound must end at 10:00 p.m." When Chehalem Parks and Recreation District purchased the Armory, representatives assured neighbors that amplified sound would end at 10 p.m. We are happy to share sound-space with event-goers at the Armory during reasonable hours—we're glad to know people are celebrating and having a good time—but we don't like the increasing loudness and intrusiveness of the bass frequencies, and we really need the sound to stop at 10 p.m., as promised, and per City of Newberg Code. We ask that you please respect the needs of our neighborhood, and do not allow exceptions to the permit rule requiring amplified sound to stop at 10 p.m. Additionally, if there is a way (electronic, acoustic, or legal) to reduce the impact of the ever-louder bass frequencies on our homes and lives during all hours, we would be grateful.

Sincerely,

*Shirley Garrigues* 10/10/18

Shirley Garrigues, 511 N. Morton St.

*Steven & Penny Smith*  
*Penny Smith*

Steven and Penny Smith, 512 N. Morton St.

*Paul and Lynn Otto*

Paul and Lynn Otto, 513 N. Morton St.

*Dave and Becky Raz*  
*Gail Watson*

Dave and Becky Raz, 515 N. Morton St.

Gail Watson, 621 N. Morton St.



503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
[cprdnewberg.org](http://cprdnewberg.org)

November 13, 2018

To Concerned Neighbors on Morton Street,

Thank you for your letter dated and signed on October 11, 2018 regarding the noise levels at the Armory. The district apologizes for the vibration from the amplified music and will work with those that use the Armory to turn down the base.

We will also enforce the 10pm sound ordinance. We hire a private security team to supervise the rentals. We will make sure that they understand that the music is to be turned off at 10pm. Some rentals try to take advantage of the rule, but we will continue to emphasize to the security company that turning off the music at 10pm is to take place.

Again, we apologize for the inconvenience that some of these events have caused and appreciate you contacting the district.

Respectfully,

A handwritten signature in black ink that reads "Jim McMaster".

Jim McMaster,  
Park Supervisor  
Chehalem Park and Recreation District

10/17/18



# 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
- Chehalem Community Cen
- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center
- Website
- Other

*Next Board Packet*

What is your comment?

I love the colors of the Aquatic Center but - the all brown Fitness center looks like a dark 21+ bar that doesn't promote fitness but escape and reclusiveness.

What is your recommendation?

Paint the outside walls the same color as the Aquatic Center but keep the brown for trim accent color.

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](http://cprdnewberg.org), through Facebook, Twitter, and our blog.



# Give us your feedback

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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?

Some Boxing equipment  
like a boxing bag and dry storage  
patent for Boxing.

What is your recommendation?

---



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---

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 \_\_\_\_\_

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**General**

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

ALL

What is your comment?

No longer seeing printed CRPD program (classes, schedule, etc) at public library or anywhere else. I was told you don't print them anymore. "

What is your recommendation?

Please return to printing. It is highly valuable for people who are low income and use public services such as the library.

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 Ava Adams  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

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August 21, 2018

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

Subject: Incentive Check

Project Name: Chehalem Aquatic and Fitness Center  
Project ID: 2014517

Dear Jim:

Congratulations on completing your New Buildings project. The New Buildings program team applauds your energy efficiency efforts. As we were finalizing the incentives for the current payment, we realized that we overpaid your project in December 2017. We calculated the Major Renovation rate for the project when it should have been New Construction. We apologize for the error but are pleased that we are still able to send you the remaining amount owed in the enclosed check for \$1,397.74.

Here's a breakdown of the payments that show the overpayment and adjustment:

Measure	Quantity	Incentive	Application
Modeled Savings (Paid at Major Renovation Rate 12/31/17)	1	\$ 162,283.60	520MS
Total		\$ 162,283.60	

Measure	Quantity	Incentive	Application
Modeled Savings (Corrected amount at New Construction Rate)	1	\$ 155,799.20	520MS
Lighting interior	1	\$ 6,127.45	520LC
Lighting exterior	1	\$ 1,404.69	520LC
Showerhead - lodging	26	\$ 260.00	520S
Aerator - Bath	18	\$ 90.00	520S
Total		\$ 163,681.34	

Total Project Payment	Quantity	Incentive
Current Payment with corrected Modeled Savings rate	1	\$ 163,681.34
Previous Payment	1	\$ 162,283.60
Total Incentive Remaining		\$ 1,397.74



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

421 SW Oak St., Suite 300  
Portland, OR 97204

1.866.368.7878  
energytrust.org

Please let me know if you have any concerns about this payment situation. I am available at 503.314.9021 or [elin.shepard@clearResult.com](mailto:elin.shepard@clearResult.com). I look forward to continuing to work with you through the functional testing process.

Sincerely,

A handwritten signature in black ink that reads "Elin Shepard".

Elin Shepard  
Outreach Manager  
New Buildings Program  
CLEAResult

Enclosure: Energy Trust of Oregon, Inc. Check# 737644

**From:** Mary Starrett starrettm@co.yamhill.or.us  
**Subject:** RE: Information request  
**Date:** October 29, 2018 at 10:45 AM  
**To:** kricker cprdnewberg.org kricker@cprdnewberg.org  
**Cc:** Christian Boenisch boenischc@co.yamhill.or.us



Hi Kat,

I received your email and as with all requests for emails I have asked County Counsel Christian Boenisch to contact you.

Thank you,

Mary

**Mary Starrett**

Chair, Yamhill County Board of Commissioners

Phone: 503.434.7501

**From:** kricker cprdnewberg.org [mailto:kricker@cprdnewberg.org]  
**Sent:** Friday, October 26, 2018 9:41 AM  
**To:** Mary Starrett <starrettm@co.yamhill.or.us>  
**Cc:** dclements cprdnewberg.org <dclements@cprdnewberg.org>  
**Subject:** Information request

Hello Mary,

Thank you for your contributions at last night's Board meeting. You mentioned that you have received emails regarding CPRD. Could we please have copies of those? Thank you in advance.

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

