CHEHALEM PARK AND RECREATION DISTRICT BOARD OF DIRECTORS REGULAR MEETING CHEHALEM ADMINISTRATION OFFICE

125 S. ELLIOTT ROAD NEWBERG, OREGON FEBRUARY 28, 2019 6:00 P.M.

AGENDA

1.	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 January 24, 2019
	B. Approval of Bills Payable
	C. Approval of January Financials
V.	Public Participation
	A. Leah Griffith Presentation Newberg Cultural District
	B. Bob & Crystal Rilee Park Trails Proposals
	C. Others not on Agenda
VI.	Action Items/Committee Reports/Board Comments
	A. Approval of Contract for Trail Services
	B. Approval of Bid Cultural Center
	C. Discussion of Support for Locks Funding
	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

Adjournment

Next meeting is March 28, 2019.

X.

To: Board of Directors From: Superintendent Date: February 26, 2019

Re: Background information for February 28, 2019 Board Meeting

Number corresponds to Agenda Item

II. <u>ROLL CALL</u> – 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 January 24, 2019.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for January 24, 2019

B. Approval of Bills Payable-Bills Payable summary is on page (10) 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 \$326,673.53 General Fund,

\$162,317.59 Capital Pool Construction and Loan Fund, \$5,095.00 SDC Fund, \$0.00 Foundation.

C. Approval of January 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 (11) for review. **RECOMMENDATION**: Approve January Financials.

V. PUBLIC PARTICIPATION

- A. Leah Griffith Requested to be on agenda to give a report on the Cultural District.
- B. Bob & Crystal Rilee Trails Proposals Owen Rodabaugh will be at the meeting to discuss mountain bike trails. Cheri Redwine will be at the meeting to discuss a footrace on the existing trails.
- C. Others not on agenda We have no other request at this time.

VI. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS.

A. Approval of Contract for Professional Services – Please see page (12-23). I will be at the meeting to discuss.

RECOMMENDATION: Approve Superintendent to enter into a contract with Agrimis Planning + Design

B. Approval of Bid for Culture Center – Please see page (24) for bids.

RECOMMENDATION: Approve DGS General Construction Inc. bid for \$585,000 and alternate of 625. Approve Superintendent to sign a contract with DGS General Construction Inc

C. Discussion of Support for Locks Funding – Please see pages (25-28).

RECOMMENDATION: To approve supporting the effort to keep locks open and workable.

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: Status of paddle launch, Trail Development. Status of Pool and Landfill.

VIII. FROM THE SUPERINTENDENTS DESK

A. Financial Report and Questions. The projected ending balance was higher for 2017-18 than 2016-17 in the general fund. We did not have to borrow for the 2017-18 or 2018-19 Budget The 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 higher and revenue is up. Revenue is up in SDC because we raised the fee.

	GENI	ERAL FUND	SUM	MARY		
DESCRIPTION	AS C	OF 1/31/17-18	A	S OF 1/31/18-1	9]	DIFFERENCE
TOTAL EXPENDITURES	\$ 3	3,413,001.83	\$	3,455,867.30	\$	42,865.47
TOTAL OPERATION EX.	\$ 2	2,750,563.50	\$	3,027,367.05	\$	276,803.55
TOTAL CAP/AQ/DEV/TRS	\$	662,438.33	\$	428,500.25	<\$	233,938.08>
TOTAL REVENUE	\$ 5	5,706,514.83	\$	7,956,568.98	\$	2,250,054.15
TOTAL TAXES	-	2,662,716.38		2,836,365.61	\$	173,649.23
TOTAL FEES & CHARGES		,694,696.80	\$	1,853,851.70	\$	159,154.90
TOTAL OTHER REVENUE	\$	36,962.67	\$	328,400.51	\$	291,437.84
BEGINNING BALANCE	\$ 1	1,312,138.98	\$	2,937,951.16	\$	1,625,812.18
BALANCE	\$ 2	2,293,513.00	\$	4,500,701.68	\$	2,207,188.68
	SDC	FUND SUMN	ЛAŔŊ	7		
DESCRIPTION		F 1/31/17-18		S OF 1/31/18-19	9 I	DIFFERENCE
BEGINNING BALANCE	\$	347,665.46	\$	1,323,140.24	\$	975,474.78
INTEREST	\$	1.39	\$	993.77	\$	992.38
CITY OF NEWBERG	\$	186,363.63	\$	686,382.87	\$	500,019.24
CITY OF DUNDEE	\$	14,635.32	\$	0.00	<\$	14,635.32>
COUNTY OF YAMHILL	\$	86,399.84	\$	51,173.49	<\$	35,226.35>
TOTAL REVENUE	\$	635,065.64	\$	2,061,690.37	\$ 1	1,426,624.73
TOTAL EXPENDITURE	\$	550,531.75	\$	53,689.89	<\$	496,841.86>
BALANCE	\$	84,533.89		<u>2,008,000.48</u>	-	1,923,466.59

Please note the operational cost is up about \$276,803.55. The operational revenue is up about \$332,804.13. 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 (29-37)

IX. CORRESPONDENCE

- A. Citizens Comments/Evaluations Please see page (38-42).
- B. Miscellaneous Information Please see page (43-53)

X. ADJOURNMENT.

MARCH 28, 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 January 24, 2019 MINUTES

- I. Bart Rierson called the meeting to order 6:00 p.m.
- II. Roll Call

Board members:

Bart Rierson

Lisa Rogers

Peter Siderius

Excused:

Don Loving

Mike Ragsdale

CPRD Staff:

Don Clements, Superintendent
Jim McMaster, Park and Facilities Supervisor
Casey Creighton, Basic Services Supervisor
Julie Petersen, Special Services Supervisor
Tara Franks, Aquatics Coordinator
Robert Soppe, IT services

Public: Owen Rodabaugh, NW Trails Alliance

- III. Approval of or changes to agenda None
- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting November 23, 2018 and Special Meeting regarding Bob and Crystal Rilee Park Advisory Committee on January 8, 2019.
 - b. Approval of bills payable
 - c. Approval of December financials

Moved

Peter Siderius

Second

Lisa Rogers

Passed unanimously

d. Approval of contract with RLSM (Robert Lloyd Sheet Metal, Inc.) for preventative maintenance service on mechanical systems at Chehalem Aquatic Center – contract for \$3,980 for one year.

V. Public participation

a. Robert Soppe recommended that the Board members all change from forwarded email addresses to full email accounts for their positions, and offered to work with them to help get their email addresses set up on any personal devices that they would like; Board members, please contact Robert directly for this assistance. Discussion: Soppe recommended that the Board make it policy that all CPRD business communication via email be on CPRD email accounts and not personal email accounts. Motion made to follow Soppe's advice, in that all CPRD business communication via email be on CPRD email accounts and not personal email accounts.

Moved Peter Siderius Second Lisa Rogers Passed unanimously

b. Bruce Snyder, Adults 50+ Basketball - Not present

c. Others not on agenda – Owen Rodabaugh spoke on behalf of the NW Trails Alliance, volunteering to establish new trails for bicycling, and to maintain trails. Don Clements said in order to do this, keep CPRD parks staff Casey Creighton and Russ Sheehan informed, and they will attend any NW Trails Alliance meetings on this, and relay to staff if further staff involvement is needed; Owen agreed. Lisa Rogers asked whether this was appropriate at this time, since there is no masterplan in place yet. Bart Rierson asked what is the timeline on masterplan? Don Clements said there are two feasibility studies on agenda for tonight; at the next meeting, should the Board ask existing advisory committee if they would like stay or not, and then have them help select the group that will help create the masterplan. Siderius requested that Rodabaugh bring a proposal to the Board at the February meeting. Rogers cautioned, especially in the absence of Don Loving, that any proposal should be brought before the advisory committee, that to act without such communication would be rude. Siderius directed Kat Ricker to communicate to the committee that this proposal will be brought at the next meeting. Creighton told the Board that a person had brought a proposal to host series of footraces for up to 100 people, and to provide necessary trail maintenance. Siderius asked Creighton whether the person could bring the proposal to the February meeting, and he said that he would arrange this.

VI. Action items/committee reports/Board comments

a. Approval of contract for janitorial services with Cascade Building Services out of Tualatin, for the fitness area of Chehalem Aquatic and Fitness Center. Jim McMaster talked about the details. Discussion: This will be evaluated after one year, and the staff will decide whether to continue services with this company, go out to bid, or take duties on internally. Motion to approve contract for period of one year

Moved

Lisa Rogers

Second

Peter Siderius

Passed unanimously

- b. Chehalem Cultural Center update Jim McMaster reported that about eight contractors met today to possibly submit bids for the warming kitchen and related areas, including restrooms. Rierson said he would like better explanation of benefits of warming kitchen.
- c. Board of Directors election and Budget Committee for 2019-2020 budget Post to website to advertise two positions open for election Rogers requested of SDCs, how much will be paid off, and how much is left for park masterplans. Clements said we never know what the SDC income will be, but he will try.
- d. Discussion of fees at Chehalem Aquatic Center Tara Franks provided written materials (included) and explained user fees and compared with McMinnville pool and the YMCA in Sherwood. Franks related these facts to recent public discussion on social media (Newberg and Dundee Citizen Facebook Group) and provided information regarding staff, services, and amenities, in relation to comments posted. Discussion: Rogers and Rierson asked whether there would be separate fees for fitness areas and walking track only; Franks said staff had made decision for an all-inclusive access, because it would be too difficult to track patrons and their usage and enforce restrictions. McMaster said that separate usage structures had not worked well at the facility in the past. Roger emphasized that elderly people would want to use the walking track, and urged that be accommodated. Julie Petersen talked about a possible monthly charge for joining a club (for \$3.00) and using facilities on a punchcard basis which staff can track, and that while this was under consideration for Pickleball and Adults 50+ sports, it could also be considered for a walking club. Petersen said Bruce Snyder had wanted to address these issues tonight, and said that he did not want to pay any fee. Discussion explored various membership structures, fees, and tracking usage. Rierson said there were letters about the women's lockerroom not being large enough; Franks said the lockerrooms are smaller than they were in previous facility, but she did not think the size was inadequate. McMaster said they are smaller, partly to stay within the footprint for construction, and also to meet modern code, and he agreed they were sufficient. Discussion on social media: Siderius asked whether we had a policy on posting to comments online; Ricker said yes, the policy is that we do not leave the CPRD website and social media sites and post comments to represent CPRD, but we do respond to any comments made to CPRD website and social media sites such as Facebook, and Ricker reported how this had applied in this instance. Siderius asked whether the Board is happy with the fees which are set; Clements said the Board does not set

fees; staff sets fees, and explained why this is good. Clements advised the Board ask people with concerns about fees whether they had talked with staff. Rogers said she wants to make sure people in the community can have access to the facility, independent of financial means. Franks talked about youth scholarships, and that staff will work with any senior (siding scale) who says they cannot afford it and their healthcare provider says they need to be there for their health.

- e. Discussion of Bob and Crystal Rilee Park Advisory Committee recommendations for masterplan (see Special Meeting minutes Jan. 8, 2019). Siderius said we are land rich, cash poor, and we will rely on grants and volunteers to make sure properties are used. He cautioned that he is leery of masterplans. Rogers said everybody came up with ideas for plans, but nobody came up with ideas of how to pay for them. Creighton reiterated trails volunteer offers. Rogers said she would not vote for building a facility for a private business to operate out of. Clements talked about past projects made possible through volunteers. Rogers said she did not see their plan as engaging the larger community. Siderius said the new charge for the committee should include a path for how to make ideas feasible; for example, finding private donors for horse facility. Consensus of the Board was to charge committee with making sure that plans are sustainable, and if they are not, then they will not be included in masterplan. Clements said his highest priority, since that meeting, was to get video surveillance installed for safety.
- f. Discussion of Feasibility Study for Chehalem Glenn Golf Course expansion of nine additional holes and also potential campground on CPRD property off Hwy. 219. Clements recommended using RFP vs. using RFQ first; Rogers recommended combining RFQ into RFP. Clements said staff will do this, which would delay process about one week. Rierson said he thinks the Rogers Landing adjacent property would make better campground than Hwy. 219 property; Siderius argued against that idea. Clements said a consultant had recommended building practice sports fields there, and he would bring a proposal. Creighton said he would contact ODOT about committee planning for Hwy 217 area which could assist in providing better public access to CPRD property there.
- g. Discussion of Sander Estate and Joint Meeting scheduled with City of Dundee council for Feb. 7, 2019.
- Reports and comments from Board members
 Peter Siderius NHS: Chehalem Valley Watershed Project and Friends of
 Hess Creek updates, applying for a Ford Foundation Grant. Potential to
 share GIS with CPRD.
 Lisa Rogers Riverfront masterplan update City of Newberg met with
 Westrock (purchasers of old mill property), and they are willing to include
 trails on property.

Bart Rierson – Went to Newberg party as new mayor and councilors sworn in, and new county commissioner Casey Culla wants to talk about putting a park in on landfill property, and now that Ken Friday is part of the staff involved, Rierson is ready to discuss possibility of locating paddle launch there. Rierson say "fairy shrines" in tree trunks along golf course trail; at first it was cool, but now it looks like a shrine to Walmart. Clements said one site was memorializing where a young man had taken his life, and the grandfather had started the tribute to where they had walked, and he said that he will talk with the grandfather about it had gotten out of hand.

- VII. Old business/project updates
 - a. None
- VIII. From the superintendent's desk
 - a. Superintendent's report Presented Ewing Young Park drawing from City of Newberg, indicating where city staff would like to zone it for parkland; Board consensus was there was no objection. Clements said he and Siderius were meeting with Lindquist soon about potential location for paddle launch in Dundee, near former location.
 - Staff reports Creighton reported getting started on Friends' Park process; playground committee met.
 McMaster said the fitness center should be open in two or three weeks.
 Ricker said there will be a small opening event, to be scheduled probably in the middle of March.
- IX. Correspondence
 - A. Citizen comments/evaluations Rogers thought it was sweet that NHS students who had presented had mailed a thank you card afterward for the opportunity to present.
- X. Adjourned at 8:30 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

The next Board of Directors meeting is scheduled for 6 p.m. Thursday, February 28, 2019.

GENERAL FUND ACCOUNTS PAYABLE AND PAYROLL UP TO FEBRUARY 21, 2019

(OFEDNUARI	21, 2019
CHECK NUMBERS	-	MOUNT	TYPE CHECKS
117954-117973	\$	15,239.17	ACCOUNTS PAYABLE
117974-118036	\$	18,681.10	PAYROLL
DIRECT DEPOSIT	\$	36,942.16	PAYROLL
118037-118040	\$	3,417.87	ACCOUNTS PAYABLE
118041-118050 GOLF			
118051-118147	\$	118,092.61	ACCOUNTS PAYABLE
118148-118212	\$	20,089.93	PAYROLL
DIRECT DEPOSIT	\$	39,102.67	PAYROLL
118213-118237	\$	17,862.61	ACCOUNTS PAYABLE
117331-117336 GOLF	\$	1,071.42	ACCOUNTS PAYABLE
1809-1814	\$	56,173.99	WIRE TRANSFER
GRAND TOTAL	\$	326,673.53	
BREAKOUT			
ACCOUNTS PAYABLE	\$	155,683.68	
PAYROLL	\$	114,815.86	
WIRE TRANSFER	\$	56,173.99	
ACCOUNTS PAYABLE FOR	SD	C FUND	
CHECK NUMBERS	\mathbf{A}	MOUNT	TO WHOM
1343	\$	1,020.00	JOHN STEIDEL
1344	\$	1.615.00	JOHN STEIDEL
1345	\$	3,060.00	JOHN STEIDEL
GRAND TOTAL	\$	5,695.00	
ACCOUNTS PAYABLE FOR	CA	PITAL POOL	CONSTRUCTION & POOL BOND
CHECK NUMBERS	\mathbf{A}	MOUNT	TO WHOM
1189	\$	143.00	CARLSON TESTING
1190	\$	2,000.00	PRISTINE LANDSCAPING
1191	\$	11,442.00	SEA
1192	\$	1,635.53	SEA
1193	\$	2,983.01	POWER SYSTEM
1194	\$	138,640.70	TRIPLETT WELLMAN
1195	\$	5,223.35	SEA
1196	\$	250.00	SEA
GRAND TOTAL	\$	162,317.59	
BREAKOUT			
CAPITAL POOL CONST.	\$	162,317.59	
POOL BOND DEBT	\$	0.00	
ACCOUNTS PAYABLE FOR	FO	UNDATION	
CHECK NUMBERS	AN	MOUNT	TO WHOM
GRAND TOTAL	\$	0.00	
	0		

FINANCIAL OVERVIEW GENERAL FUND SUMMARY

DESCRIPTION	AS OF 1/31/17-18	AS OF 1/31/18-19	DIFFERENCE
Total Operational Expense	\$ 2,750,563.50	\$3,027,367.05	\$ 276,803.55
Total Capital Outlay & Transfers	\$ 662,438.33	\$ 428,500.25	<\$ 233,938.08>
GRAND TOTAL EXPENSES	\$ 3,413,001.83	\$3,455,867.30	\$ 42,865.47
Total Tax Revenue	\$ 2,662,716.38	\$2,836,365.61	\$ 173,649.23
Total Fees & Charges Revenue	\$ 1,694,696.80	\$1,853,851.70	\$ 159,154.90
Total Other Revenue	\$ 36,962.67	\$ 328,400.51	\$ 291,437.84
Beginning Balance	\$ 1,312,138.98	\$2,937,951.16	\$ 1,625,812.18
GRAND TOTAL REVENUE	\$ 5,706,514.83	\$7,956,568.98	\$ 2,250,054.15
	SDC FUND SUN	, ,	, ,
DESCRIPTION	AS OF 1/31/17-18	AS OF 1/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 550,531.75	\$ 53,689.89	<\$ 496,841.86>
TOTAL REVENUE	\$ 287,400.18	\$ 738,550.13	\$ 451,149.95
BEGINNING BALANCE	\$ 347,665.46	\$1,323,140.24	\$ 975,474.78
GRAND TOTAL REVENUE	\$ 635,065.64	\$2,061,690.37	\$ 1,426,624.73
	LOAN SERVICE FU	ND SUMMARY	
DESCRIPTION	AS OF 1/31/17-18	AS OF 1/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 598,321.24	\$ 335,360.63	<\$ 262,960.61>
REVENUE TRANSFERS	\$ 598,321.24	\$ 335,360.63	<\$ 262,960.61>
INTREST	\$ 429.88	\$ 465.58	\$ 35.70
BEGINNING BALANCE	\$ 31,269.21	\$ 31,991.74	\$ 429.88
GRAND TOTAL REVENUE	\$ 630,020.33	\$ 367,817.95	<\$ 262,202.38>
EQUIPMENT A	AND MAJOR MAIN	TENANCE FUND SUMMA	ARY
DESCRIPTION	AS OF 1/31/17-18	AS OF 1/31/18-19	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
CAPI	TAL PROJECT POO	L FUND SUMMARY	
DESCRIPTION	AS OF 1/31/17-18	AS OF 1/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 7,729,055.47	\$ 0.00	<\$ 1,729,055.47>
GRAND TOTAL REVENUE	\$11,883,394.20	\$ 6,036,206.15	<\$ 5,847,199.05>
I	BOND LOAN SERVI	CE SUMMARY	
DESCRIPTION	AS OF 1/31/17-18	AS OF 1/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ - 8.29	\$ 350,869.09	\$ 350,860.80
GRAND TOTAL REVENUE	\$ 1,249,569.08	\$ 1,330,784.13	\$ 81,215.054

503-332-0600 pagrimis@agrimis-pd.com

February 2, 2019

Mr. Don Clements, Superintendent Chehalem Park & Recreation District 125 South Elliot Road Newberg, Oregon 97132

SUBJECT:

PROPOSAL FOR PROFESSIONAL SERVICES FOR PRELIMINARY TRAIL PLANNING AND DESIGN FOR CHEHALEM HERITAGE TRAIL ALONG ODOT NEWBERG-DUNDEE BYPASS RIGHT OF WAY, YAMHILL COUNTY, OREGON

Dear Don:

Agrimis Planning + Design (AP+D) is pleased to have this opportunity to provide a letter proposal to assist Chehalem Park & Recreation District (CPRD) prepare a preliminary design for a trail connection between Newberg and Dundee along the Oregon Department of Transportation (ODOT) Newberg-Dundee Bypass in Newberg, Dundee, and unincorporated Yamhill County, Oregon. This proposal will describe the project, anticipated services and fees, and qualifications (Appendices A and B) to deliver these services to you.

PROJECT UNDERSTANDING

CPRD seeks to re-initiate planning and preliminary design for a pedestrian trail connection between Newberg and Dundee by utilizing the ODOT Right of Way (ROW) for the Newberg-Dundee Bypass. CPRD reports that ODOT remains amenable to allowing use of this Right of Way for the purpose of the community-connecting trail that is anticipated to eventually extend from Industrial Parkway in Newberg to SE Eighth Street in Dundee. Prior coordination was conducted between CPRD and ODOT in 2012 and 2013 as facilitated by Vigil-Agrimis, Inc. The proposed pedestrian trail will be an approximately 12-foot hard surface to provide all-season and all abilities access (conforming with Americans with Disabilities Act (ADA)). ODOT has constructed some trail/wide sidewalk segments along the existing Bypass in Newberg.

The first phase of this pedestrian trail will generally follow the north side of the ODOT ROW with deviation needed to accomplish a crossing at Hess Creek. Connection from Ewing Young Park to the current County Landfill property is also envisioned as part of the planning and preliminary design effort for this phase; which will be made as an undercrossing where the Bypass is elevated. The first phase will cover approximately 6,500 feet including the Bypass Trail and the connector trail.

The eventual complete alignment will be approximately five-miles and include an additional notable stream crossing at Chehalem Creek. Making the stream crossings is likely to require departing from the ODOT ROW and would require easements or property purchases from adjacent land owners. These property matters may require future assistance from a firm specializing in Right of Way Services. Similarly, land use approval may also be needed for placing the trail on any property outside of the ODOT ROW, which may be something that CPRD could accomplish with existing staff resources, or additional consultant assistance.

There is uncertainty about the creek crossings with questions about securing the alignments outside of the ODOT ROW, and about how to minimize environmental impacts through crossing the Hess Creek and Chehalem Creek floodplains. Funding through ODOT or federal DOT grants would require compliance with the National Environmental Policy Act (NEPA). Accordingly, the work will be phased to focus on the connection from Industrial Parkway to Wynooski Street (approximately 4,500 feet) and a connection between Ewing Young Park to the County Landfill (approximately 2,000 feet) These approximately 6,500-foot segments will serve as the test for preliminary design, environmental compliance, obtaining ROW, and securing funding to complete design and construction.

A key point of contact at ODOT will be Jerry Rosenblad, with whom CPRD and its consultant team was engaged previously in 2012-2013. Senior staff from Region 2 would also likely need to be involved. ODOT as-built files will be requested as the basis of preliminary planning and design. Supplemental information from the files that Vigil-Agrimis/ESA shared with CPRD will be incorporated as well. Preliminary design will describe the project sufficiently to assist CPRD secure grants with assistance from Summit Strategies under a separate contract.

The timeline for this work is anticipated to run from Winter 2019 through Spring 2019.

Appendix A presents trail project qualifications for Agrimis Planning + Design, and firm descriptions for Agrimis Planning + Design and OTAK. Appendix B presents resumes for the Project Team.

SCOPE OF SERVICES

The scope will include four professional services tasks:

- 1. Task 1 Project Management
- 2. Task 2 Coordinating with ODOT (ROW) and DEQ (landfill)
- 3. Task 3 -Site Analysis
- 4. Task 4 Preliminary Design

Completing these tasks will support developing a preliminary design that indicates the type, size, and location of trail facilities and a cost estimate. The resulting design materials could then be applied to assist CPRD in successfully pursuing grant sources to help fund final design and construction.

Task 1 – Project Management

Accomplishing the work requires organizing and coordinating the team, communicating with CPRD, and tracking progress on schedule and budget.

- 1. Organize and conduct kickoff meeting at CPRD.
- 2. Organize and coordinate the consultant project team.
- 3. Communicate regularly with CPRD Project Manager.
- 4. Prepare monthly invoices.

Task 2 – Coordinating with ODOT, DEQ, and key stakeholders

The planning and design require coordination with ODOT along the ROW, DEQ; likely Yamhill County for access to the landfill, likely adjacent landowners for the Hess Creek stream crossing. It would also be wise to engage Newberg, Dundee, and Yamhill County as a courtesy.

As-built files for the Newberg-Dundee Bypass project and from the previous preliminary design would provide a base for trail design. These data would need to be supplemented with LiDAR files for trail alignment needed outside the ROW for the two stream crossings (likely available from Newberg or Yamhill County).

- 1. Organize and conduct an initial meeting with ODOT will be held in Salem to confirm their support and request as-built data.
- Organize and conduct an initial site meeting with ODOT, DEQ, Yamhill County; possibly Newberg and Dundee to review project objectives.
- Continue communication with ODOT (clarify what easement might be required within ODOT ROW), DEQ (clarify extent of trail penetration into the County landfill site and any DEQ design requirements over the landfill (minimum soil cover, bearing limits, tree planting limits, stormwater management, etc.), Yamhill County (clarify access and easements), and key stakeholders as needed

Task 3 -Site Analysis

The project team will assemble base mapping from ODOT files, Vigil-Agrimis files, and available LiDAR. The composite file will be used as the basis of design.

- 1. Prepare composite base map from source files.
- 2. Prepare base plan sheets (approximately 10 sheets).

Prepare site analysis indicating existing site features that contribute to an inviting trail experience and
features that detract from the experience and may require shielding, screening, or other mitigating
measures.

Task 4 - Preparing Preliminary Alignment and Cost Estimate

The project team will prepare a preliminary horizontal alignment of the trail from Industrial Parkway to Wynooski Street. This alignment will indicate the profile of the trail, earthwork, potential retaining walls, length and type of pedestrian bridges, and potential easements or property needed outside of the ROW.

- 1. Prepare draft Preliminary Alignment (approximately 10 sheets at approximately 20 percent design) and Cost Estimate.
- 2. Conduct Review Meeting with CPRD, ODOT, and other key stakeholders as needed.

SCHEDULE

Agrimis Planning + Design is prepared to begin work upon contract execution. The schedule is anticipated to run from early-February 2019 to July 2019.

LABOR RATES

Following is a listing of labor rates for team members anticipated to work on the project:

Senior Landscape Architect	\$160/hour
Fieldwork and Administrative	\$100/hour
Landscape Architect/Technical	\$100/hour
Senior Engineer	\$159/hour
Senior Bridge Engineer	\$216/hour
Bridge Engineer	\$133/hour
Engineering Staff	\$94/hour
	Fieldwork and Administrative Landscape Architect/Technical Senior Engineer Senior Bridge Engineer Bridge Engineer

FEES

Based on the scope, estimated effort, and labor fees, the work is estimated to cost as follows:

- Task 1 Project Management Estimated \$5,700
- Task 2 Agency Coordination—Estimated \$10,900
- Task 3 Site Analysis Estimated \$12,100
- Task 4 Preliminary Design and Cost Estimate Estimated \$14,300.

Total labor fees are estimated to be \$44,000.

EXPENSES

Anticipated expenses for the scope are as follows:

- Mileage (at current IRS rate of \$0.54/mile),
- USPS, UPS or FedEx,
- Couriers
- Reprographics, etc.
- GPS rental

Expenses will be billed at the direct cost without markup; they are estimated to be approximately \$1,000.

Agrimis Planning + Design will track fees with monthly invoicing and notify CPRD before exceeding the threshold. With your approval, and clarifications to the scope of services as needed, the Not to Exceed Amount would be \$44,000.

PAYMENT

Agrimis Planning + Design proposes to be compensated on a time and materials basis for professional services with a monthly invoice sent to the Client. Payment by Client will be made within 30 days of the invoice.

EXCLUSIONS

The above scope of services is for preliminary trail design. The following tasks are specifically excluded from this scope of services:

- Geotechnical Investigation (for pedestrian bridge footings, any retaining walls, misc. structures, landfill liner loading)
- Environmental Engineering Investigation (for landfill access per DEQ or Yamhill County)
- Topographic surveying (potential easements or fee simple purchase of property outside ODOT ROW)
- Boundary surveying (potential easements or fee simple purchase of property outside ODOT ROW)
- Hydraulic analysis (bridge design and floodplain impact assessment for grading in or adjacent to floodplain)
- Wetland delineation and permitting (potential easements or fee simple purchase of property outside ODOT ROW)
- Right of Way negotiation (potential easements or fee simple purchase of property outside ODOT ROW)
- Stakeholder engagement (building consensus, as may be needed, with adjacent landowners and others in the community)
- NEPA documentation (potential grant source requirement)
- Design development (taking plans and draft specifications to 60%)
- Land use and local permit compliance (permits as required by Newberg, Dundee, Yamhill County)
- Final design (taking plans and specifications to 100%)
- Bidding and Construction services (providing assistance during bidding and providing oversight during construction).

Thank you for the opportunity to assist you with this project and for the opportunity to provide our professional services. We look forward to finalizing the scope and budget and executing a contract for this project. You may accept by signing below. Please call me at 503-332-0600 if you have any questions.

Sincerely,

Principal

Agrimis Planning + Design

Paul D. Agrimis, R.L.A., P.I.

Paul Diglinis

CLIENT APPROVAL
Title

Date -----

TRAIL PLANNING & DESIGN QUALIFICATIONS

Table 1 is a summary of relevant experience that Agrimis Planning + Design brings to you (from Vigil-Agrimis/Environmental Science Associates).

Table1
Summary of Relevant Trail Planning and Design Experience

Summary of Releva	Summary of Relevant Trail Planning and Design Experience							
Project	Reconnais- sance	Feasibility Assessment	Conceptual Design	Stakeholder Engagement	Preliminary Design	Pedestrian Bridge Design	Final Design	Quality Control &
Chehalem Heritage Trails, Chehalem Park & Recreation District, Yamhill County, Oregon 2008 - 2017	х .	x	x	x	X			
Riley Ranch Nature Reserve Trails, Bend Park & Recreation District, Bend, Oregon 2013 -2017	х	x	х	x	x		x	х
Westside to Waterhouse Trail, Tualatin Hills Park & Recreation District, Beaverton, Oregon 2012-2017	x	х	х	X	х	x	x	х
Lowami Hart Woods Nature Park Trails, Tualatin Hills Park & Recreation District, Beaverton, Oregon 2011-2016	х	· X	х	x	x	x	x	x
Eola Ridge Park Trails, Salem Parks, Salem, Oregon 2012 - 2015	х	x	x	х	х	х	х	x
River Road Park Trails, Salem Parks 2007 -2011	х	x	х	x	x		x	х
Cooper Mountain Nature Park Trails, Metro, Washington County, Oregon 2004 -2008	х	х	x	x	x	х	х	x

Agrimis Planning + Design - Resilient Site Planning

Agrimis Planning + Design is a practice that creates resilient places through green infrastructure design. Principal Paul Agrimis, RLA, PE is an award-winning landscape architect bringing over 20 years of leadership in master planning, design, and construction of parks, trails, open space, and floodplain and wetland restoration projects with a deep understanding of natural resources and natural processes. He also offers strong experience assisting clients work with stakeholders to build understanding and consensus for proposed projects.



OTAK is a client-centric, integrated design practice, locally rooted with global reach; where visionary and passionate professionals collaborate to design the future:

- To be broadly embedded in our communities
- To be engaged in meaningful and memorable works
- To be recognized and rewarded for our accomplishments.

OTAK values the trust placed in us by our clients, communities, and employees, and seeks to be:

- Trusted by our clients to provide project leadership and design, and to successfully navigate the process for projects of all sizes
- Trusted by the community to provide solutions rich in social and environmental equity
- Trusted by our employees to encourage and support their professional development and growth.

Appendix B



Paul D. Agrimis, RLA, PE

Paul is an award-winning Landscape Architect, and Professional Engineer, offering over 20 years of experience as a leader on public infrastructure and natural resources restoration projects with extensive consensus-building, adaptive strategic planning, and creative design solutions. He has successfully led numerous parks, trails, open space, floodplains, and wetlands projects with challenging site conditions, access issues, or operational considerations. His strong skills in working with stakeholders helps him to develop plans that artfully address multiple and sometimes competing needs to work well together.

Professional Experience (selected)

Agrimis Planning + Design (AP+D), Portland, Oregon Principal

December 2018 - present

Environmental Science Associates (ESA), Portland, Oregon

June 2013 - May 2018 Vice President and Landscape Architecture Program Manager, Office Director (2017 to 2018); Deputy Office Director (2013-2017)

- Project Manager for Cully Park for Portland Parks & Recreation and Verde. Master Plan, and Phase 1 Development (\$13M construction). Managed planning and design process for private/public partnership that transformed the brownfield conversion of former solid waste landfill into 25-acre park in outer NE Portland. The park includes Native Gathering Garden, plaza and large playground, picnic facilities, youth soccer field; trails.
- Principal in Charge for Riley Ranch Nature Reserve, Bend Park and Recreation District, Master Plan; Phase 1 Development (\$800K construction). Project Director for 185-acre nature park with 2.5 miles of Deschutes River frontage. Facilitated Citizen's Advisory and Technical Advisory committees leading to community-led decisions to protect wildlife habitats by excluding dogs and bicycles on 3-mile trail system.

Vigil-Agrimis, Inc. (VAI), Portland, Oregon Co-founder and Principal

February 1999 - May 2013

- Project Manager for Minto-Brown Island Floodplain Restoration, NRCS and Salem Park Operations -Environmental Assessment and 165-acre development (2009 to 2012). Co-led extensive public involvement.
- Project Manager for Chehalem Heritage Trails, Chehalem Park & Recreation District, Master Plan and Phase 1 Signage. Managed schematic design for 80+ mile trail system, coordinated with ODOT and key partners, led series of open houses identifying community interests (2008 to 2017)

David Evans and Associates, Portland, Oregon

October 1989 - July 1998

U.S. Geological Survey - Water Resources Division, Anchorage, Alaska

June 1981 -June 1985

Community Service (selected)

Portland Parks & Recreation Board

2017 to Present

Land Use and Infrastructure Subcommittee

River Restoration Northwest Board

2014 - 2018

- Secretary, 2016-2017
- Co-led Strategic Plan update, 2016-2017

Professional Recognition (selected)

American Society of Landscape Architects - Oregon Chapter

- Merit Award (2018) for 25-acre Cully Park brownfield transformation
- Distinguished Practitioner (2016) inaugural award given to practitioners who have shaped landscape architecture in
- Merit Award (2013) for 165-acre floodplain restoration (Minto-Brown Island Park)

Registrations

Registered Landscape Architect: Oregon #319; Alaska #13234; Professional Landscape Architect: Washington #640 Professional Engineer: Oregon #14851; Washington #33054; Alaska #7093

Education

MLA, Landscape Architecture, University of Washington BSE, Civil Engineering, University of Connecticut

RYAN MAKIE, PE, CPSWQ

SENIOR CIVIL AND WATER RESOURCES ENGINEER

Ryan is a senior civil and water resources engineer with over 15 years of consulting experience. He has served as the lead engineer for many community park and trail projects. His experience includes green stormwater design, site utility layout and grading, hard and soft surface trail design, slope stabilization, hydraulic design of culverts and bridges, and habitat enhancement. He has been responsible for the completion of natural resource analysis reports, hydraulic and drainage reports, permitting documentation, construction plans, specifications, and cost estimates. Ryan's approach to engineering includes close attention to site aesthetics and the user experience, which leads to popular parks and trails.

EDUCATION

Bachelor of Science, Environmental Engineering (Oregon State University)

REGISTRATIONS

Professional Engineer (Oregon, No. 72741PE)

Professional Engineer (Washington, No. 49814)

CERTIFICATIONS

Certified Professional in Stormwater Quality (No. 989)

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Environmental and Water Resources Institute

American Public Works Association Water Resources Committee

River Restoration Northwest

SELECTED PROJECT EXPERIENCE

Chehalem Heritage Trails Design, CPRD, Newberg and Dundee, OR.

Civil Engineer—The project team completed the preliminary design of a multimodal trail stretching from Newberg to Dundee generally along the new ODOT bypass. As project engineer, Ryan was responsible for working with key project stakeholders including Newberg, Dundee and ODOT to complete the preliminary design. Ryan developed a trail alignment that was capable of maintaining ADA accessibility and utilized existing right-of-way when possible. A rough grading plan was also produced to facilitate trail work that could be taken on by ODOT with the construction of the bypass. A key challenge of this project was crossing two major drainages (Hess Creek and Chehalem Creek) while minimizing the need for large structures and impacts to private property. (Experience prior to Otak)

Multi-Use Trail and Site Improvements, Lowami Hart Woods Park, THPRD, Beaverton, OR.

Civil Engineer—This project for Tualatin Hills Park and Recreation District (THPRD) was to design site improvements at Lowami Hart Woods Park. The 28-acre site contains important natural resources including a reach of Johnson Creek and various wetlands. Site improvements consisted of 3,000 feet of trail, a vehicle bridge, an 18-car parking lot, and waterless restroom facilities. Ryan performed drainage analysis and worked with the project team to produce a low-impact stormwater design that limited disturbance to existing natural resources and satisfied the requirements of the local jurisdiction. (Experience prior to Otak)

BPA Access Road/Trail Designs, throughout Oregon

Design Lead—Ryan is managing the designs and is engineer of record for numerous projects to repair culverts and bridges where Bonneville Power Administration (BPA) access trails cross streams. Many of the crossings were undersized and inadequately protected from scour and are now at risk. Some of the designs require redesign of the trail, a new culvert or bridge, and a stable channel below. Other designs require only scour countermeasures to repair the existing structure. These projects follow stream simulation design methods.

Hunter Point Bridge Design Project; Thurston County, OR

Water Resources Discipline Lead—Otak currently holds both a Structural and Fish Passage On-Call in Thurston County. The Hunter Point Road Culvert Replacement Project involves replacing a 48-inch-diameter culvert with a fish passable structure on a dead-end County road. Otak performed a detailed alternatives analysis that documented a decision to replace the deep cover culvert with an 80-foot-span bridge. This approach allowed the team to keep one lane of the road open at all times during construction. The design includes re-aligning a fork in the stream immediately above the crossing and creating a riffle-pool sequence that allows for a natural sized streambed gradation. Ryan and his team worked with WDFW to incorporate an unusually large amount of wood on this bridge replacement project. The project will serve as a key example of incorporating habitat features with bridge crossings.



Scott is a senior project manager with over 28 years of experience as an engineer and bridge designer. Scott has extensive experience as a structural engineer, having served as a lead engineer on over 50 bridge structures and numerous minor structures, rehabilitations, and temporary works. Scott has provided pedestrian bridge designs throughout Oregon in parks and trails as well as urban highway locations. He is particularly known for his skill in aesthetic design having authored numerous papers on the topic and his work has been published in ODOT sponsored guidance documents on the subject.

EDUCATION

Bachelor of Science, Civil Engineering (Oregon State University)

REGISTRATIONS

Professional Engineer (Oregon, Idaho, Washington, Utah, Texas)

PROFESSIONAL AFFILIATIONS

American Concrete Institute, Associate Member committee 341

"The Oregon Department of Transportation (ODOT) contracted Scott Nettleton to review and assist in the development of a specification that would govern accelerated bridge construction, specifically slide in bridge construction, for the Ochoco Creek Bridge, Scott provided excellent customer service and his experienced truly shaped the structure design. We appreciate Scott for his contribution, which allowed us to confidently implement this new technology, and would gladly welcome him on to another ODOT team in the future."

Paul J. Strauser, P.E.

ODOT Structural Design Engineer 63055 N Highway 97, Bend, OR 97701 Direct: (541) 388-6210

SELECTED PROJECT EXPERIENCE

Kronberg Park Pedestrian Bridges: City of Milwaukie, Oregon

Senior Bridge Engineer—Scott provided senior design services for this planned set of 2 trail bridges traversing the Kronberg Park just south of Kellogg lake. The project links the currently dead-end sidewalks along McLaughlin Blvd. with the extended pedestrian facilities installed some years ago with the Trimet's Orange line expansion.

5th Street / Tonguin Trail Boardwalk; City of Wilsonville

Engineer of Record (EOR)—Scott provided design and engineering as EOR for the installation of this section of pedestrian boardwalk needed to protect a heritage tree along the extended 5th street alignment. The overall project extends both 5th and Kinsman roadways to provide development access just SW of the Wilsonville Road interchange.

OR39: Alameda Viaduct Replacement; ODOT R3, Klamath Falls, Oregon

EOR—Scott provided design and engineering as engineer of record for the removal of the Alameda viaduct and its replacement along the "A" Canal in Klamath Falls. The structure features a unique configuration that has the roadway sidewalk overhang above the canal. This configuration required a cast-in-place semi gravity wall including installation of the "Texas" bridge railing respecting the local architectural character. (Experience prior to Otak)

Glenwood connector Pedestrian Viaduct; Springfield, Oregon

EOR—Scott provided design and engineering as the Engineer of Record for this lengthy structure providing the final critical link between the pedestrian facilities along Franklin Street from Springfield to the extensive bike/ped network in in Eugene. The structure uniquely re-used precast/prestressed box girder section from the temporary diversion structure that paralleled the I-5 Bridge prior to its replacement. At nearly 1300 ft in overall length this structure is a major feature of the highly successful Wilamut Crossing project. (Experience prior to Otak)

Kruse Way Pedestrian/Bike Bridge, ODOT, Beaverton, Oregon

EOR—Scott served as the designer and Engineer of Record for this bridge, located at the I-5/Hwy 217 Interchange. The bridge features a black and silver application to the protective fencing, which enhances the design architecturally. This was the first application of powder coating to a protective fencing application within Oregon. This structure has been photographed extensively for publication in an Agency produced guide on aesthetic design features. (*Experience prior to Otak*)

Overlake Village Pedestrian Bridge, Sound Transit / City of Redmond, Washington

Project Manager—Scott led the design and delivery for this pedestrian crossing of SR520 in Redmond Washington. The effort required design of a unique steel truss configuration with coordination of for art installation on the structure, grading of the attaching multiuse pathway, and overall integration into the complexities of the Overlake Village Station environment for the E360 extension of Sound Transit's Light rail system. (*Experience prior to Otak*)



Greg has 11 years of experience as a structural engineer working on both building and bridge applications. His experience in bridge design includes cable-stay, suspension, post-tension concrete slab and girder, and steel truss constructions. Greg has done extensive vibration analysis for pedestrian bridges for both pedestrian and equestrian footfall vibration. He has experience in all stages of design, ranging from preliminary design coordination to final design and construction drawings to construction administration. He also has experience inspecting both pedestrian and road bridges.

EDUCATION

Bachelor of Science, Civil Engineering (Washington University in St. Louis)

MEng, Structural Engineering, (Portland State University)

REGISTRATIONS

Professional Engineer (California, Washington)

CERTIFICATIONS

Envision Sustainability Professional

SELECTED PROJECT EXPERIENCE

Bend Whitewater Park; Bend, Oregon

Structural Engineer — A dam built on the Deschutes River at Colorado Avenue in 1911 was a significant safety hazard and required the 160,000+ annual river users to exit the river and portage around the impediment. The Bend Whitewater Park replaces the Colorado Avenue Dam to create three channels in the river to provide locals and tourists with new river recreation experiences right in the center of Bend. The project also replaced the bike/pedestrian bridge that connects McKay Park to Miller's Landing Park on either side of the river and provides a platform for public observation of the river recreation in the Whitewater Park. The bridge was designed for multi-modal use, including bikes and pedestrians, as well as for holding maintenance equipment to remove frazil ice from the channel. Greg performed a vibrational analysis of the bridge for pedestrian crowd loading.

Emerald Trail Bridges; Wilson River Highway, Oregon

Design Engineer—Greg was involved as a design engineer for the design of the Emerald Trail Bridges: two pre-manufactured, steel truss, pedestrian bridges near Roseburg, OR. He was responsible for foundation design and coordinating construction logistics with the Bureau of Land Management. Access to the bridge sites is limited, so the design emphasized constructability with the minimum amount of equipment, including ease of setting bridge sections and a rock-gabion foundation. The team paid special attention to constructability factors to minimize impacts of construction on the trees and other plants on the site.

Willapa Hills Trail Bridge Replacements; Lewis County, Washington

Design Engineer—Greg was the design engineer for two steel-truss replacement bridge structures for the Washington State Parks and Recreation Commission along the Willapa Hills Trail. He is responsible for completing the modeling and analysis of a 3D computer model and for completing the structural design and detailing of the structure. The trail is a former railroad grade and two of the trestles over the Chehalis River were destroyed in the December 2007 flood event. FEMA monies were appropriated for the replacement bridges. Work involved geotechnical investigation, hydraulic analysis, surveying, and assistance with the environmental permitting as well as the bridge design. Both sites required long span bridges approximately 250-feet; Otak combined steel truss design with post-tensioning to provide an efficient design solution.

Staircase Rapids Pedestrian/Trail Bridge; Olympic National Park, Washington

Design Engineer—Otak, together with Prime Cut Construction and Saybr Construction, was awarded the Staircase Rapids design-build pedestrian/trail bridge in the Olympic National Park. The new 210-foot suspension bridge was constructed over the pristine Skokomish River in the southern portion of the Park. Because of the remoteness of the site, materials and equipment to construct the bridge were transported in by helicopter. Greg was responsible for modeling the bridge and performing the structural and vibrational analysis. To mitigate vibrational issues, tuned mass dampers were included in the structure to reduce structural vibrations experienced by pedestrians on the bridge.



TERESA HUNTSINGER, EI

CIVIL AND WATER RESOURCES DESIGNER

Teresa is an environmental professional experienced in collaborative problem-solving to promote sustainable urban design and watershed restoration. Two years ago, she earned her master's degree in civil and environmental engineering to build upon her 13 years of experience in stormwater management, environmental protection, green infrastructure, and regional planning. She has engineering experience in all stages of design, ranging from preliminary design concepts and master planning, to final design and construction drawings, to construction administration.

EDUCATION

MS, Civil & Environmental Engineering – Water Resources Specialization (Portland State University)

Bachelor of Science, Biology and Environmental Studies, (University of Oregon)

LICENSES

Engineering Intern (EI) #92445EI (Oregon)

AFFILIATIONS

Depave, Board Member

Johnson Creek Watershed Council, Advisory Circle

SELECTED PROJECT EXPERIENCE

Mt. Hood Community College Salmon-Safe Clean Water Retrofit, Gresham, OR

Designer and Assistant Project Manager - The Sandy River Watershed Council brought together multiple partners to spearhead the retrofit of large, 1960s-era campus parking lots to treat stormwater runoff. The project will help the college retain its Salmon-Safe certification. Otak designed the stormwater retrofit facilities, which include planters, swales, and a central rain garden with a new sidewalk. Teresa provided stormwater design support, bid and permitting support, construction observation, project management support, cost estimates, and quantification of the project's benefits to watershed health.

5th to Kinsman Road Extension Stormwater Design, Wilsonville, OR

Designer - Teresa provided stormwater design support for this road extension project in Wilsonville, focusing on the portion of the project that connects to the existing Boones Ferry Road. She designed pre-cast BioMod stormwater planters using the Clackamas WES sizing tool to treat the roadway and contributing residential properties, meeting City of Wilsonville and Federal SLOPES V standards.

Hillsboro Stormwater Master Plan

Designer and Assistant Project Manager – Teresa managed a geodatabase of the City's stormwater assets and needs, produced visually appealing maps, identified potential capital improvement projects, developed conceptual designs of stormwater retrofit projects, rated and ranked potential projects based on the City's expressed needs, and assisted with project management.

Multnomah County Drainage District Fall Protection

Designer – Teresa assisted with the design of several vaults at drainage district culvert inlets that will improve the safety of workers when clearing debris. She produced design drawings, she assisted with permitting and cost estimating.

Water Program Director, Oregon Environmental Council

Prior to earning her master's degree in engineering, Teresa worked in environmental policy directing the Clean & Plentiful Water Program at the nonprofit Oregon Environmental Council. She provided technical assistance to help small local governments improve their stormwater programs, including leading development of the Western Oregon Low-Impact Development Guidance Manual. She is experienced in writing and managing grants from private foundations and government agencies. She has advised state agencies in developing and revising public financing programs, including the Clean Water State Revolving Fund and the Oregon Water Project Grants and Loans Program.



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Don Clements

From:

Rick Rogers < Rick.Rogers@newbergoregon.gov>

Sent:

Thursday, February 14, 2019 3:34 PM

To:

Don Clements; Bart Rierson

Cc:

Kat Ricker; 'Williams, John'

Subject:

Willamette Falls Locks

Attachments:

WFL_BriefingSheet FINAL 01 30 19.pdf; Willamette Falls Projects 2018.pdf

Don/Bart:

Attached please find a couple of documents on the Willamette Falls locks. As mentioned, this sounds like a well-supported project that will have benefits as far up-river as Newberg.

We plan to take our \$2,500 annual request (and the IGA provided by Clackamas County) to Council soonest. I have also reached out to the County to see which Commissioner they plan to nominate for appointment (they are a voting member).

Here is the shortcut link to the economic study http://orsolutions.org/wp-content/uploads/2019/02/WFL-Economic-Benefits-Final-Report-2018-0404.pdf which is one of many items on the project web page.

Deputy West Linn City Manager John Williams who provided this information, is copied here.

I'm pleased to hear you value the project and that you might be willing to financial support the effort.

Many thanks.

Rick

Rick Rogers

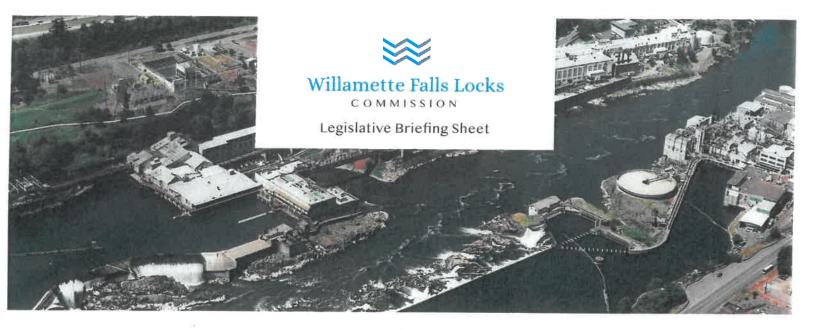
Mayor

(503) 537-1276 Fax (503) 537-1013

Rick.Rogers@newbergoregon.gov



414 E. First Street · P.O. Box 970 Newberg, Oregon 97132



Willamette Falls Locks: Funding Options for the Oregon Legislature

Oregon Governor Kate Brown has included \$7.5 million in Oregon State Lottery bonds in her proposed 2019 budget to help fund the repair and reopening of the Willamette Falls Locks. Reopening the Locks would create millions of dollars in transportation and recreation benefits for Oregonians, return navigational access to the upper—and lower—Willamette River, reduce freight traffic from Portland roadways, add significant historical and cultural value to Native American. tribes and Oregonians, and increase our region's resiliency to address future disasters such as the Cascadia earthquake.

Pending legislative approval, Lottery dollars combined with federal money from the U.S. Army Corps of Engineers would be used to support the necessary repairs to get the Locks reopened and minimally operational.

What this funding does and doesn't cover

A 2018 independent engineering analysis by KPFF found that the 146-year-old Locks are in remarkably good condition, but given their age, new costs could arise during the repair and upgrade of the Locks.

While the Governor has proposed \$7.5 million from Lottery bonds to get started on repairs, the Willamette Falls Locks Commission is requesting \$15.535 million from the State Legislature to fund repairs and upgrades, and provide some annual and periodic maintenance. Funding would cover: seepage and erosion repairs, seismic upgrades, gudgeon anchors, walkways, valves, fire protection, electrical systems, hydraulic power units, a minor additional environmental review, control systems and lighting. The Corps is expected to commit a portion of the structural and safety repairs necessary before transferring ownership to another entity.

Unknowns and contingencies to consider: seepage and erosion could increase; the scope/cost of seismic upgrades could change; and major flooding could occur. Contingencies are included at 30% for all of the cost estimates since they are based upon a high level of engineering, and a 20% overhead for engineering, permitting and project management.

What will HB 2304 do?

Authorizes issuance of Lottery bonds to finance the repair and reopening of the Willamette Falls navigation canal and locks.

What will HB 2305 do?

Authorizes Department of State-Lands in partnership with other agencies or entities to repair and reopen the Willamette Falls navigation canal and locks.

What will HB 5030 do?

The State Treasurer is authorized to issue lottery bonds in an amount that produces \$7.5 million in net proceeds for costs to repair and reopen the Willamette Falls navigation canal and locks.

What are the Willamette Falls Locks?

- The Willamette Falls Locks, which opened in 1873, are located on the west bank of the Willamette River in West Linn.
- The Locks were built to allow marine vessels to bypass the Falls and move timber and agricultural products to world markets.
- The U.S. Army Corps of Engineers currently owns the Locks.
- The Corps closed the Locks and gave them a "nonoperational status" in December 2011 due to failing gate anchors, needed repairs and a lack of potential national economic benefit to justify requests for federal funding to repair and reopen the Locks.

What are the economic benefits of reopening the Locks?*

\$12-\$49 million

\$12-\$50 million

80,000**-**220,000 11,000**-** 32,000

Transportation benefits

Recreation benefits

Truck trips removed from Portland area roads

Metric tons of CO2 reduced

*Figures represent benefits over the next 30 years.

According to a report by ECONorthwest, reopening the Locks could create nearly \$100 million in combined transportation and recreation benefits for Oregonians, return navigational access to the upper—and lower—Willamette River, reduce freight traffic from Portland roadways, and increase our region's resiliency to address future disasters such as a Cascadia earthquake. Creating a public access point for the Willamette Falls also holds tremendous historical and cultural value to Native Americans and Oregonians.



What are the options for the Willamette Falls Locks?

- The U.S. Army Corps of Engineers is in the final stages of issuing a Final Disposition Report and Director's Decision on the Locks. It is expected that the report will recommend doing some safety and seismic repairs to the Locks to prepare them for transfer to a new entity. This plan would not restore the Locks to operational status.
- If a new owner/transferee is not found, The Corps intends to decommission the Locks, installing a concrete bulkhead to seal up the Locks, and preventing future use by Oregonians.

Willamette Falls Locks Commission

- In 2017, the Oregon State Legislature passed SB 256, creating the Commission.
- In 2018, Governor Kate Brown appointed the 23-member Commission to oversee the potential recommissioning of the Willamette Falls Locks.
- Commission members include elected officials, county and city representatives, tribal leaders, community members, business owners, representatives from environmental groups, and tourism industry leaders, among others.

Contacts:

Lisa Naito, lisa@naitopa.com Kristine Phillips Evertz, kristinepe@summitstrategies.us More information about the commission's work is available at http://orsolutions.org/osproject/WFLC

Willamette Falls churns at the end of the Oregon Trail. Native Americans gathered here from time immemorial, and the Falls powered the first long distance electric lines in the world. Multiple efforts are underway today to ensure that the legacy of this place is recognized and honored into the future.

Willamette Falls Heritage Area Coalition

Goal: Become a National Heritage Area that draws visitors from all over the world to Willamette Falls and the surrounding area to experience the end of the Oregon Trail and the stories, activities and gorgeous landscape that surround it. The Willamette Falls Heritage Area was recently designated as Oregon's first state heritage area. Heritage areas promote both heritage conservation and economic development. The coalition completed a feasibility study for national heritage area designation and the National Park Service has concluded it meets their adopted criteria. Congressional designation is pending. Learn more at www.wfheritage.org

Willamette Falls Legacy Project

Goal: Provide public access to Willamette Falls via a public riverwalk for the first time in more than 100 years and to spur redevelopment of the 23-acre former Blue Heron Paper Company site. The project partners are Oregon City, Clackamas County, Metro, the State of Oregon and Falls Legacy LLC. Four core values guide the project: public access, economic redevelopment, healthy habitat and historic and cultural interpretation. The first step to achieving the goal was completed in fall 2014 with the land-use zoning change that will allow for multimodal, mixed-use development of the site. The vision for the public investment in the riverwalk was finalized in June 2017. The first federal and state permits were applied for in May 2018. Construction for phase one of the riverwalk is anticipated to begin 18 to 24 months after permit applications were submitted. Learn more at willamettefallslegacy.org and www.friendsofwflp.org

West Linn Waterfront Project

Goal: Create a vision and planning framework for future land uses and activities in West Linn's Waterfront, based upon community values, aspirations, markets and ideas.

The City of West Linn borders the Willamette River and Willamette Falls, phenomenal natural and cultural amenities. West Linn's Waterfront Project will provide the framework for redevelopment of over two miles of waterfront through new zoning, design standards, development patterns and infrastructure. The plan stretches from the Arch Bridge upriver to the former paper mill ponds. All components of the Plan will support the guiding principles of River Access, Historic Character, Reinvestment Opportunity and Transportation Improvement. The project will translate the Community's vision into a viable framework for needed public and private decisions, actions and investments. Central to this planning process is the reopening of the Locks and the future of West Linn Paper Company. *Learn more at westlinnoregon.gov/waterfront*

Willamette Falls Locks Commission

Goal: Reopen the 1873 Willamette Falls Locks to allow boats, barges and paddlers to bypass Willamette Falls.

The U.S. Army Corps of Engineers has managed the Locks since 1915. In 2011, the Corps moved the Locks to a "non-operational" status due to the lack of nationally significant economic benefit. As a result, the Corps has completed a Final Disposition Study calling for the transfer to a state or local entity or permanent decommissioning with the construction of a concrete bulkhead. The 2017 Oregon Legislature created the Willamette Falls Locks Commission to identify the appropriate transferee and funding strategy.

Reopening the locks ensures connected navigation up and down the river, fulfilling the river's designation as a National Water Trail and an American Heritage River for commerce, recreation and tourism. Each commercial barge eliminates the need for 60 semi-trucks. A study on the Locks' economic potential also revealed a pent-up demand by recreational users. Learn more at orsolutions.org/osproject/WFLC









Parks Activity Report, January/February 2019

Aquatic and Fitness Center

Triplett Wellman is nearing completion of Phase II of the Chehalem Aquatic and Fitness Center. All but the final punch list remains. We opened the Fitness Center on February 18, 2019. There is a memorial and Time Capsule that Jim Bernard and I have been working on to be placed to the South of the Peace pole in front of the Fitness Center. The scheduled Grand opening of the Fitness Center is March 21,2019.

They have completed removing and pouring concrete that had settled around the support pillars and in front of a doorway in the Aquatic section (warranty work). Troy Kronewitter and the teamat the Aquatic Center continue to monitor and refine the systems in the building for efficiency.

Cultural Center

Phase III Culinary Enrichment Center went out to Bid on January 24,2019. Total estimated cost of the Project was estimated at \$737,000. 3 Bids were received on February 21,2019. We would estimate a mid-March starting date on the project. Asbestos removal is complete. Don will have further updates for Board approval.

Friends Park

I have been working on a permit for the construction of Friends Park (Oregon State Parks Grant). Construction slated to start in June, weather permitting. Have held meetings with Community Playground Committee and received valuable input from them.

Sander Estate Park

Working with Scott Edwards Architecture on a Master Plan for the Property and will be removing the Filbert Orchard in the Summer of 2019.

Other District Buildings

Replaced floor, bathroom in the Community Center

Replaced Hot water Heater in the Senior Center

Replaced heating System in the old School house on Parrot Mountain (Riley Property)

Ongoing cleaning, painting, and repairs to various District buildings

Parks

Backflow Devices have all been repaired and certified for the upcoming Irrigation Season.

Playground equipment has been inspected and repaired as required.

We have been able to keep the Parks mowed throughout the winter season with the Ventrac mowers. We will continue to work in the parks, stump grinding, pruning and removal of hazardous trees.

Continuing pressure washing entrances, sidewalks, playgrounds and buildings within the District.

Chehalem Glenn

We continue to work with John Stiedel on the 3rd Nine Design for the course (Grading Plan complete)

Ongoing maintenance of the Course and Equipment, continuing work on the drainage an sand in the bunkers.

Parks Summary Month of: January 2019

Park Name	Hours Worked	
Armory	79.00	
Billick/Dundee	9.25	
Buckley Park	1.50	
Central	49.75	
College	2.00	
Community Center	46.25	
Crabtree	3.25	
Crater Ball Fields	12.75	
Elliott Road	46.00	
Ewing Young	39.75	
Falcon Crest Park	1.50	
Fortune Park	1.50	
Gail Park	0.50	
Gladys	2.25	
Golf Course	6.50	
Herbert Hoover	75.75	
Jaquith	24.25	
Jaquith Ball Fields	12.75	
Memorial/Scout House	36.50	
Non-District Properties	4.00	
Oak Knoll Park	1.00	
Oaks Park	2.50	
Other District Land	3.00	
Pool	197.00	
Pre-School	19.00	
Pride Gas	1.00	
Rotary Centennial Park	64.00	
Schaad Park	2.25	
Cott Leavitt	1.00	
Genior Center	68.50	
pring Meadow	3.25	
ransfer Station	1.00	
acation/holiday/sick/comp.	64.75	
Villsonville Poperty	1.00	
outh building	38.00	

Park Name	Hours Worked	
Total	922.25	

January 2019 Activity Report Department 454 Recreation, 456 Senior Center, 457 Community School

454 Recreation

454 Recreation		
	Jan-19	Fiscal year
Supervisory Staff Expense	595.62	4169.34
Recreation Coordinator	1,858.60	10349.76
Part Time Staff Expense	1,062.85	14466.74
Fringe	1591.99	10376.71
program Expense	3,471.01	18712.1
Utilities Expense	0	0
Total Expense	8580.07	58074.65
Program Revenue	7373.79	35372.11
Rental Revenue	0	0
Net	1206.28	22702.88
456 Senior Center	Jan 19	Fiscal year
		•
Recreation Coordinator	1,153.29	10892.29
Senior Center Specialist	2,378.22	16606.81
Part Time Staff Expense	123.22	719.84
Fringe	1859.53	15133.39
program Expense	887.26	10578.24
Utilities Expense	3301.84	16205.75
Total Expense	9,703.36	70136.32
Program Revenue	2677	20008.36
Rental Revenue	1881.31	31556.2
Net	5145.05	16594.81
457 Community School	In.: 40	er t
	Jan-19	Fiscal year
Supervisory Staff Expense	0	0
Admin Staff Expense	727.98	5095.86
Part Time Staff Expense	476	4825.94
Fringe	253.52	1920.85
program Expense	3,423.57	10013.1
Utilities Expense	0	0
Total Expense	4881.07	
Program Revenue	10431	19249
Rental Revenue Net	0 -5549.93	0 2597.75
INCL	-3343.33	2337.73

Notes:

We hired 2 new Gymnastics Coaches in Esmerelda Huerta is a Jr at GFU and Elana Donaghue recently graduated from college will be completing her teaching certificate shortly. Each seem to be good fits for the program and have a lot of energy to share with our kids.

Community School Jan and Feb Programing.

135 participants are currently enrolled and participating in community school after school enrichment programs. With 34 students participating in our grade school computer coding program. 54 students in performing arts, and 17 taking Taekwondo.

The Recreation Department held its 17th annual Father Daughter Dance.

Our Father Daughter Dance was originally scheduled for Sat Feb 9th but unfortunately winter snow prevented us from holding the event on its scheduled day. The dance was postponed to Fed 23rd. Our Chehalem Armory hosted 248 dads and daughters for a fairytale evening of twinkling lights, music, dancing, pictures, and dinner.

AARP Tax Clinic at the Senior Center

IN January the senior center started to take appointments for our annual tax preparation clinic. Once a week for 12 weeks, AARP volunteer tax preparers offer free state and federal tax preparation and will submit returns online. Bye the end of this seasons tax clinic, the senior center and AARP will have worked together to submit roughly 144 free tax returns for older adults in our community.

Respectfully Submitted by Matthew Compton-Recreation and Care Coordinator

January 2019 Activity Report

455 Care	Jan 2019	Fiscal Year To Date
Supervisory Staff	595.62	4169.34
Recreation		
Coordinator	915.04	6405.28
Care Director	0	14,779.43
Care Technician	286.7	4,569.77
Part Time Staff		
Expense	17,967.86	135,534.73
Fringe	2,782.17	23,824.76
program Expense	7,422.53	45,938.83
Utilities Expense	0	0
Total Expense	29,969.92	235,222.14
Program Revenue	39,818.75	342,982.12
Rental Revenue	0	0
Net	-9,848.83	-107,759.98

474	Jan 2019	Fiscal Year To Date
Pre School		10 0414
Supervisory Staff	0	0
Admin Staff		
Expense	0	0
Pre School		
Instructor	1,763.00	12,894.64
Fringe	750.44	4,922.88
program Expense	177.46	2,417.77
Utilities Expense	578.67	2,182.45
Total Expense	3,269.57	19,429.55
Program Revenue	4,177.4	22,239.85
Rental Revenue	0	0
Net	-907.83	-3,220.68

Care Registration.
Current Enrollment for the school year.
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.

CPRD Care is nearing completion if its DHS Care Provider Renewals for all sites.

2 of our care sites are currently eligible for DHS subsidy payments for families who are financially eligible. We have taken steps to expand that eligibility to all 6 of our care sites. Each care staffer has completed 3hrs of online training, CPR certifications, and have submitted information for DHS level background checks. We are uncertain when all sites will be approved for DHS subsidy but we believe it will be within the next few weeks.

In January we had 3 all day care days. We averaged 70 children per day at our grade school site and another 22 kids at our Pre K site. One of those days we took our Pre K group to Chuck E Cheese for pizza and games. Our grade school group got to enjoy a morning at Super Play Bowling Center in Beaverton.

Respectfully Submitted by Matthew Compton Recreation and Care Coordinator



Adult Sports

February 2019 Activity Report, Department 452

Department 452 Participation Tracking		January 2019
Activity	Participants	Participant Hours
Adult City League	100	600
Participation Total	100	600
Department 452 Financial Tracking		January 2019
Supervisory Staff Expense	505.00	
Administrative Staff Expense	2280.00	
Part Time Staff Expense	180.00	
Material Expense	3145.00	
Total Expense	6110.00	
Program Revenue	1820.00	
Net	(4290.00)	
Cost Per Participant	(42.90)	
Cost Per Participant Hour	(7.15)	

Department 452 – Adult Sports

The month of January kicks off our Adult City League basketball. 11 teams will play a 10 game schedule prior to the playoffs. We continue to play our games at Edwards elementary and provide two officials, a scorekeeper and gym supervisor. We held another Camellia Run staff meeting and finalized the two new courses we will use this year.

We look forward to another exciting year in adult sports for 2019.

Youth Sports

February 2019 Activity Report, Department 453

Department 453 Participation Tracking		January 2019
Activity	Participants	Participant Hours
Tiger Paw	185	500
Junior Tiger	300	2000
Elite Basketball	120	1500
Total	605	4000

Department 453 Financial Tracking	January 2019
Supervisory Staff Expense	1825.00
Administrative Staff Expense	3170.00
Part Time Staff Expense	1985.00
Program/Materials Expense	9655.00
Total Expense	16635.00
Program Revenue	5440.00
Net	(11195.00)
Cost Per Participant	(18.50)
Cost Per Participant Hour	(2.80)

Department 453 - Youth Sports

The month of January is the heart of our 3 youth basketball programs. The elite programs have been traveling to tournaments all month. The Jr Tiger program plays 17 games each Saturday. The Tiger Paw program (K-2) finished its clinic sessions and has moved into actual games. We are looking forward to a great conclusion to our winter season and the upcoming spring content.

The sports department thanks all those who have contributed their time and effort to our programs.

January

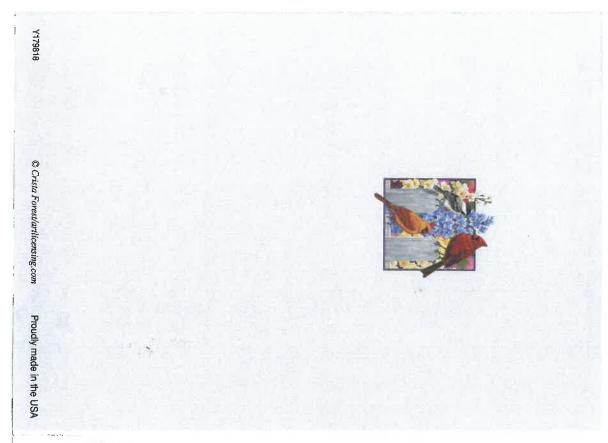
				د	January							
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	19 v 18	% Diff
Dry Days	10	15	11	6	17	18	4	8	18	9		
Starts by Category												
Resident	581	367	272	251	407	372	306	191	309	459	150	48.5%
Non Resident	801	969	479	344	592	674	314	204		344	53	18.2%
Group	0	0	0	0		0	0	0		0	0	0.0%
League	15	56	26	12	N	24	18	10	0	0	٥	0.0%
Complimentry	103	97	70		_	123	118	58	119	109	-10	-8 4%
Misc/Promotional	139	486	230	2		526	173	105	256	463	207	80.9%
Total Starts	1639	1702	1077	930	1386	1719	929	568	975	1375	400	41.0%
Revenue												
Green Fees	\$ 30,932	\$ 25,965	\$ 15,704	\$ 15,593	\$ 18,813	\$ 25,081	\$ 11,241	\$ 8,054	\$ 28,391	\$ 32.683	\$ 4.292	15.1%
Driving Range	\$ 2,700	\$ 2,796	\$ 1,912	\$ 1,400	\$ 1,963		1,654		\$ 1,934	2,724	\$ 790	40.8%
Rentals	\$ 6,762	\$ 3,484	\$ 4,081	\$ 2,637	\$ 4,188	\$ 5,364	2,540		- 1	4,226		10.6%
Golf Shop		\$ 2,937	\$ 2,205	\$ 1,277	\$ 2,073	\$ 2,862	\$ 1,600		\$ 1,900	2,020	- 1	6.3%
Snack Bar	\$ 6,505	\$ 6,017	\$ 3,793	\$ 2,369	\$ 3,454	\$ 6,290	\$ 2,270	\$ 1,880	- 1	3,868	- 1	27.0%
Instruction	\$ 507	\$	\$ 276	\$	\$ 130	\$ 180	150		- 1	20	20	
Miscellaneous	\$ 589.00	\$ 3,277.00	\$ 1,131.00	\$ 1,953.00	\$ 925.00	\$ 7,553	\$ (10)	\$ 6,347.59	\$ 690.00	\$ 529.00	\$ (161)	-23.3% N
Total Revenue	\$ 53,252	\$ 44,476	\$ 29,102	\$ 25,229	\$ 31,546	\$ 49,891	\$ 19,445	\$ 21,067	\$ 39,782	\$ 46,070	\$ 6,288	15.8%
\$ per Start												
Green Fees \$ per Start	\$ 18.87	\$ 15.26	\$ 14.58	\$ 16.77	\$ 13.57	\$ 14.59	\$ 12.10	\$ 14.18	\$ 29.12	\$ 23.77	\$ 2.08	7.1%
Driving Range \$ per Start	\$ 1.65	\$ 1.64	\$ 1.78	\$ 1.51	\$ 1.42	\$ 1.49	\$ 1.78	\$ 2.95		1.98	- 1	58.8%
Rentals \$ per Start	\$ 4.13	\$ 2.05	\$ 3.79	\$ 2.84	\$ 3.02	\$ 3.12	\$ 2.73	\$ 4.00	\$ 3.92	\$ 3.07	\$ 1.26	32.2%
Golf Revenue \$ per Start	\$ 24.65	\$ 18.95	\$ 20.15	\$ 21.11	\$ 18.01	\$ 19.20	\$ 16.61	\$ 21.12	\$ 35.02	\$ 28.82	\$ 4.51	12.9%
0.50	1								П			
Gon Shop & per Start	1						1.72	\$ 1.48	\$ 1.95	1.47	(0.24)	-12.4%
Snack Bar \$ per Start	\$ 3.97	\$ 3.54	\$ 3.52	\$ 2.55	\$ 2.49	\$ 3.66	\$ 2.44	\$ 3.31	\$ 3.12	\$ 2.81	\$ 0.87	27.7%
Concession Revenue	\$ 7.18	\$ 5.26	\$ 5.57	\$ 3.92	\$ 3.99	\$ 5.32	\$ 4.17	\$ 4.79	\$ 5.07	\$ 4.28	\$ 0.62	12.3%
Total Revenue \$ per Start	\$ 32.49	\$ 26.13	\$ 27.02	\$ 27.13	\$ 22.76	\$ 29.02	\$ 20.93	\$ 37.09	\$ 40.80	\$ 33.51	\$ (7.30)	-17.9%
GolfNow Barter Rounds	40	47	0	12	58	104	47	30	99	106	7	7.1%
Less rainy days in 2019, but there were more days with frost in 2019	re were mo	re days with	frost in 2019.									
Less rainy days in 2019, but the	ere were mo	re days with	rost in 2019.			104	1,1	ن ا	88	lanı		1

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				- 1000	112010	112017	L17010	L12018	141A 61418	% DIII
Starts by Category										
Resident	2724	24 2960	3744	2927	3781	4003	4829	4984	155	3.2%
Non Resident	9104	10836	9973		8903			4796	-2892	-37.6%
Group	3027				1580			1517	487	47.3%
League	373	73 354			350			92	-176	-65.7%
Complimentry	1355	1330	1570		1333			1027	32	3 2%
Misc/Promotional	5834	63			4812	ω	5067	8846	3779	74.6%
Total Starts	22417	20991	19394	20157	20759	18580	19877	21262	1385	7.0%
Revenue										
Green Fees	\$ 490,159.00	0 \$ 468,244.00	\$396,302.00	\$ 442,410.00	\$ 446,105.73	\$ 421,322.00	\$417,212.00	\$ 453,892.00	\$ 36.680.00	8.8%
Driving Range	\$ 40,055.00	0 \$ 39,889.00	\$ 36,271.00	\$ 32,589.00	\$ 35,473.00	\$ 31,605.00	\$ 32,717.00	41,165.00	- 1	25.8%
	\$ 146,685.00	0 \$141,056.00	\$118,203.00	\$117,699.00	\$137,616.03	\$ 132,998.41	134,909.00	\$114,570.00	(S)	-15.1%
		0 \$ 49,427.00	\$ 45,480.00	\$ 49,809.00	\$ 34,935.82	\$ 33,084.00		\$ 46,560.00	- 1	22.9%
	\$ 131,964.00	0 \$ 99,283.00	\$ 79,552.00	\$ 82,143.00	\$102,213.10	\$ 86,228.00	_		- 1	6.0%
	\$ 11,017.00	0 \$ 11,489.00	\$ 11,908.00	\$ 3,723.00	\$ 1,774.00	\$ 1,175.00	\$ 3,865.00		- 1	65.1%
Miscellaneous	\$ 33,072.00	0 \$ 33,976.00	\$ (294.00)	\$ 9,612.00	\$ (14,620.00)	\$ (8,236.41)	\$ 8,484.76	\$ 6,616.52		-22.0%
		,								
- Clai nevellue	\$ 903,446.00	\$ 843,364.00	\$687,422.00	\$737,985.00	\$743,497.68	\$ 698,176.00	\$ 731,052.00	\$ 772,229.00	\$ 41,177.00	5.6%
S per Start										
Green Fees \$ per Start	\$ 21.87	7 \$ 22.31	\$ 20.43	\$ 21.95	\$ 21.49	\$ 22.68	\$ 20.99	\$ 21.35	\$ 0.36	1.7%
r Start	\$ 1.79	9 \$ 1.90	\$ 1.87	\$ 1.62	\$ 1.71	\$ 1.70		1.94		17.6%
	\$ 6.54	4 \$ 6.72	\$ 6.09	\$ 5.84	\$ 6.63	\$ 7.16	\$ 6.79	5.39		-20.6%
Golf Revenue \$ per Start	\$ 30.20	0 \$ 30.93	\$ 28.40	\$ 29.40	\$ 29.83	\$ 31.54	\$ 29.42	\$ 28.67	\$ (0.75)	-2.6%
	\$ 2.25	5 \$ 2.35	\$ 2.35	\$ 2.47	\$ 1.68	\$ 1.78	\$ 1.91	\$ 2.19	\$ 0.28	14.9%
Ħ	\$ 5.89	9 \$ 4.73	\$ 4.10	\$ 4.08	\$ 4.92	\$ 4.64	\$ 4.66	\$ 4.62	\$ (0.04)	-0.9%
Concession Revenue	\$ 8.14	4 \$ 7.08	\$ 6.45	\$ 6.55	\$ 6.61	\$ 6.42	\$ 6.57	П		3.7%
Total Revenue \$ per Start	\$ 40.30	0 \$ 40.18	\$ 35.45	\$ 36.61	\$ 35.82	\$ 37.58	\$ 36.78	\$ 36.32	\$ (0.46)	-1.2%
Colfinate Double										
The way Barter rounds are rung in changed in the fall making the number incorport. Determined to the state of		020	588	/36	894	962	933	420	-513	-57.4%

The way Barter rounds are rung in changed in the fall, making the number incorrect. Barter rounds are up about the same percentage as total rounds for the season, so up roughly 7%. The reason for the drop in \$/start can be attributed to the dynamic pricing that was set up. Dynamic pricing is where the price of tee times is slightly discounted to attract people looking who are trying to decide where to play and see a discounted rate at our course. I see this as a positive to get more golfers out, then the follow up is to provide a great experience so they will return. Newberg. This pricing discount is decided upon by Chehalem Glenn Golf Course. Those discounts will be tweaked some in 2019 to maximize revenue while also still trying to draw more golfers out to





On dements Jem Mchaster Leventl & drove past To the coped Board four I great new pailed mast hersewarning to overfamily, of course, is the new segn designating the park area do "the Thank you It is a very fine sign and to us represents. a promise will kept? bake nicklour pains" Una Hatt Statistald nickous



George Fox University Newberg, OR 97132 414 N. Meridian St.

09/20/2018 URSTROOMS \$000, 35º

FIRST-CLASS MAIL

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Thanks For giving our stroburt

Staff this ty to oppose turn the to

chekalem Park + Rec Dist. Jim McMaster 125 Elljott Rd Newbeng, Oil

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Dear CPRD Board,

Thank you so much for allowing us to present to the Board in September. We truly appreciate your support as we begin our student-led watershed restoration projects this winduding you in our work this coming year. May all of you enjoy a warm holiday season with family and friends!

Quentin Comes and all of us at court

41



Rotary



Dear Don

THE RUSSELL-HAMPTON, CO. ITEM #R89302M

Thank you so much for your sponsorship of the 2018 Newberg. Oktoberfest. We really appreciate your ongoing support and lope we'll have it again in 2019.

for Nawberg Early Birds Retary Oktoberpert Committee





Doug Rux

City of Newberg Community Development Director

Planning Department

414 E First Street

P.O. Box 970

Newberg, OR 97132

February 19, 2019

To Whom It May Concern:

The following project - 800 E. Second Street Apartments 20 Units- has the Chehalem Park and Recreation District authorization to delay the Park SDCs. All SDCs will be due prior to occupancy.

Sincerely,

W. Don Clements, Superintendent

Cc: Board of Directors

Rilee Park Development

ryan@storfa.com Sat 2/16/2019 3:18 PM

To: Kat Ricker < kricker@cprdnewberg.org>

Kat - I was hoping to have the note below included in the record for the Rilee Park property. Is there anything I need to do to make it "official"? Also, I've been up there a few times walking the trails and some of the blackberries are a bit out of control in spots. I'd be happy to work on those with the shears but I'm not sure who would grant permission for something like that? Thanks!

Ryan

I am writing with regard to the long term master plan for the Bob and Crystal Rilee Park property. I recently learned of the potential for mountain bike trails at the site and I believe this would be a terrific use of the land. As a 15 year Sherwood resident and former professional mountain biker, I have been looking for nearby trails for years. My two sons have also taken to bikes and race at the local BMX track in Newberg. We are extremely lucky to have such an excellent BMX track near us but when we go mountain biking, our options are an hour away:

Stub Stewart: 50 minutes

Gales Creek/Storey Burn: 1 hr

Silver Falls: 1 hr

Sandy Ridge: 1.25 hrsBlack Rock trails: 1.5 hrs

Hood River: 1.5 hrs

Portland and the surrounding metro area has one of the highest bike commuting rates in the country and Oregon has more licensed cyclists per capita than any other state (more than double Colorado in second place). The state also has an incredibly involved racing community with an entirely self-funded non-profit licensing organization. Still, the Portland metro area is starved for singletrack within an hour of town.

In addition to the local demand for more trails, there are many benefits to involving the cycling community with park development. Notably:

- Stewardship: The cycling community make excellent stewards of the trails and the property. The trails themselves would likely be constructed almost entirely by volunteer hours as weekend work parties are common. For example, the Northwest Trail alliance contributed over 7000 hours of trail building/maintenance labor in 2018.
- Economic Draw: Given the previously mentioned lack of singletrack in the area, a properly constructed trail network could consistently draw riders from the Portland and Salem/McMinnville areas into Newberg to patronize local businesses.
- Synergies: The Newberg BMX track has recently announced plans to construct a roof over their facility. This will make them only the second covered BMX track in the northwest with the other being in Seattle. This will draw a significant number of racers during the winter months and other nearby cycling options could provide a multiplier effect.

Thank you for your consideration and I look forward to partnering with you in this endeavor.

Sincerely,

Ryan Storfa

Board of Directors Application

Name: Bruce Snyder

Address: 2759 Holiday Lane, Newberg, Oregon, 97132

Phone: 503-537-2182 (land line)

Email: bruce snyder 1@yahoo.com

Resident of CPRD District: Yes

Reason for desiring placement on the Board of Directors:

I have been involved with recreation department activities since little league baseball (8 y.o.)until now (71 years old). I have run an over 30 basketball night for thirty-eight years and helped to organize and run an over 50 program for eight years in Maryland. I've coached eight different sports at the middle school, high school, and adult level. I organized and ran a high school wrestling tournament and got certified as an elite women's gymnastic meet director and ran elite gymnastics meets. I served on the Board of Directors for Hill's Gymnastic Team which included budgeting for National Team competitions. I worked as head of the science department for a high school for 35 years including working on the budget for the whole school. This gave me experience working with students, parents, and teachers. I planned and budgeted for two, 150 student, three day raft trips down the Grand Canyon of Pennsylvania. While doing so I also ran a teen club with multiple trips to theme parks and ski venues.

Since my athletic participation is becoming less, I would like to continue to work the area of recreation in the capacity of Board of Director and Budget Committee member.

Other community involvement: I facilitate a 50+ basketball program for CPRD and I have attempted a 50+ softball program. I participate in the CPRD 50+ volleyball program. I directed a free, 50+ Rockin New Year's Party at the the Senior Center (62 seniors attended) for which I budgeted and raised the funds. I volunteered at the Camilia Run and Newberg Days. I was a charter member of the 50+ sports advisory committee. I served on the Board of Directors for planning, funding, and budgeting for an outdoor community swimming pool when I lived in Maryland and I served as swim/dive team parent which included budgeting for and hiring the coaches. I designed and built (hammer and nails) a solar and geothermal home which I lived in for thirty-eight before moving to Oregon. I taught for Johns Hopkins Graduate School of Education for 14 years. While doing all these things I owned and operated a business for 45 years.

Signed: Brue Anyda

Date: 1/20/2019



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

Sid Scott, Principal Scott / Edwards Architecture LLP 2525 East Burnside Street Portland, OR 97214

Dear Sid,

Phase I and II of the Chehalem Park and Recreation District Aquatic and Fitness Center is near completion. The facilities are a beautiful functional addition to the community. . We appreciate you and your team's steadfast dedication and professionalism over the years in helping to make this project a reality.

We would like to discuss with you two change orders that the district feels were a mistakes in design of which the tax payers of the district should not be liable to pay for twice.

COR121 was the replacement of existing motors that were not providing enough flow to the system and COR 134 was a change that needed to be made to existing hydronic piping in order to keep the boiler from heating unnecessarily.

The work is completed for COR121 at a cost of \$41,162.56 and soon to be completed COR134 at a cost of \$6,270.24.

Please contact Don Clements, Superintendent when you would like to sit down with you and discuss these items.

Sincerely,

Jim McMaster, Park Supervisor

Change Order Request COR121

Owner: CHEHALEM PARK AND RECREATION DISTRIC

125 S. ELLIOTT RD NEWBERG, OR 97132

10/15/2018

Project:

769- / Chehalem Aquatic & Fitness Center

1802 Haworth Ave. Newberg, OR 97132



item: 1 L	lpsize hydronic pumps		
	ricing includes Neudorfer flow testin	g .	
Vendor		Decription	Estimated Cost
JRT MECHANICAL, INC PRAIRIE ELECTRIC, INC. ROBERT LLOYD SHEETME	TAL, INC	Plumbing/Hydronics/Radon Mitigation Electrical/PV/Temp Power Hvac	35,719.64 3,649.27 0.00
		Subtotal Item 1	39,368.91
		ed and Profit (2.45%)	974.62
		Insurance (1.0%)	407.55
	Bond (1.	0%)	411.48
	Request	ed Total For Item 1	41,162.56
	Total Fo	or Change Order	41,162.56

proved By:	Submitted By:	Architect:
EHALEM PARK AND RECREATION DISTRICT	Triplett Wellman, Inc.	
	267	
gned:	Signed:	Signed:
te:	Date:(0/(5/(8	Date:

Change Order Request COR134

Owner: CHEHALEM PARK AND RECREATION DISTRIC

125 S. ELLIOTT RD NEWBERG, OR 97132

1/30/2019

Project:

769- / Chehalem Aquatic & Fitness Center

Description: Boller Bypass Hydronic Plumbing

1802 Haworth Ave. Newberg, OR 97132



6,270.24

6,270,24

ta a 2 Provide poller, bypass idulalne normal wort hours to keep the shot water loop from Shot collegiting difficustribe too Item: 1 **Boiler Bypass Hydronic Plumbing** Vendor Decription **Estimated Cost** JRT MECHANICAL, INC Piumbing/Hydronics/Radon Mitigation 5,997.02 Subtotal Item 5,997.02 Overhead and Profit (2.45%) 148.47 Liability Insurance (1.0%) 62.08 **Bond (1.0%)** 62.67

Requested Total For Item

Total For Change Order

problem frest they

pproved By:	Submitted By:	Architect:
HEHALEM PARK AND RECREATION DISTRICT	Triplett Wellman, Inc.	
	26/1	
igned:	Signed:	Signed:
ate:	Date:1/30/19	Date:

000	Insulation, Ja	acketing & Labeling	g			
006		Insulation	Material	\$150.00	1.00	- \$150.00
Line No	Code	Description	Type	Cost / Rate		Workers Ext

Breakout

Labor:

\$4,114.80

Overhead Percent @ 15%:

\$617.22

Material:

\$1,150.00

Overhead Percent @ 10%:

\$115.00

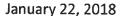
Total:

\$5,997.02

Reservation of Rights

This COR does not include any amount for impacts such as interference, disruptions, rescheduling, changes in the sequence of work, delays and/or associated acceleration. We expressly reserve the right to submit our request for any of these items.

Dated: 1/29/2019





Notice of Assessment

Owner:

Chehalem Park & Recreation District

Mail Address:

125 S. Elliott Road Newberg, OR 97115

Construction costs for the Locust Street Local Improvement District (LID 2016-1) project have been calculated¹ and the assessment² prepared for your property described as follows:

LID Parcel No.

1

Tax Map/Lot:

R3325CC 00401

Assessment:

\$63,080.57

On **February 19, 2019, 7:00 pm**, the Dundee City Council will consider written objections to the proposed assessment at a public meeting held at the Dundee Fire Station Community Meeting Room, 801 N. Highway 99W, Dundee, Oregon. An objection shall state the grounds for the objection and shall be filed with the City Recorder at Dundee City Hall, 620 SW 5th Street, Dundee, Oregon 97115 no later than **February 14, 2019, 2:00 pm**. The City Council may adopt, correct, modify or revise the proposed assessment at the public meeting.

Next steps: Following resolution of written objections at the February 19 meeting, the City Council shall adopt an ordinance levying the final assessments. It is anticipated this ordinance will be considered at the March 5, 2019 regular council meeting. Within 10 days of the passage of the assessment ordinance, the City Record shall mail notice of the final assessment to the owner of property assessed. Within 30 days of the passage of the assessment ordinance, owners shall either pay the assessment in full or file application with City Recorder to pay the assessment in installments over a ten year period. Information regarding the installment payment process and application forms will be mailed to the owner assessment.

Please contact the City Administrator at (503) 538-3922 or <u>rob.daykin@dundeecity.org</u> if you have questions regarding this notice.

¹ Appendix C - attached

² Appendix D - attached

Appendix C

(Updated with Current Costs as of 11/29/2018)

Locust Street LID Assessment Calculations

LID Improvements Construction Costs:

	N-4	Saloni Saloni de la constanta	see below for distribution of Site Work costs	Privawave for I ID Bornel 2 0. Done	Carveways for LLD raicels 2-6; raicel 2 has 3 Driveways	Dolantian of Dad With a control	aviocation of Fark Water Meter & Ittigation Boxes		Water meters & Irrigation Boxes relocated at LID Parcels 3-8 (Irr. Boxes reconnected by	developer)		0.00 Placed in re-graded area of nark behind wells and around around around	Second and a party octimed waith and another surfer iffees			
	Shared Item		139,770,00		16,420.00					4,368.00		0.00 P	8,465.21	\$0.00	\$169,023,21	
	Cost	\$28.178.65	\$139,770,00	\$15,946.00	\$16,420.00	\$1,000,00	\$0.00	\$0.00	\$9,060.98	\$4,368.00	\$0.00	\$0.00	\$8,465.21	\$0.00	\$223,208.84 \$169,023,21	\$195,030.19
ALL THE OF CHICAGO COUNT ACLION COSES:	Section Description	1 Site Work	2a Shared Street Improvements	2b Driveways	3 Storm Drainage	4 Water System	5 Sanitary Services	6 Street Lighting	CO#1-7th to 8th Wtr. Mtr. Reloc.s	CO#2-Geotextile Fabric	CO#3-Street Trees	Top Soil	Engineering & Management	City Contribution	Total	Total without Site Work

Site Work Distribution Percentages:

Dono-1-42				Cost per Parcel, Linear Foot	
Describation	Cost	Percentage	Cost including Site Work	or Driveway	
Shared Items (to I II) Damada 1 0)	ı		1	Same and and	Cost Basis
crimical richard (10 Lite 1 alveis 1-0)	2109,023.21	.%68.06	\$194,634,15	C204 90	Timon Doot (CO True
Water System (for Doub Boxes to I II)	41,000,000			05:1730	Lilical Foot (boy 10tal)
WELL STORM (101 I ALK DONES IN LILD PRICE! 1)	\$1,000.00	0.54%	\$1,151,52	61 151 50	1 (4)
Drivensky (4. T ID Dancel - 0.044)	1			41,131.32	Farcel (1)
Dilyeways (10 LID Farcels 2-8**)	\$15,946,00	8.57%	\$18 362 10	90 040 04	
# * E			V1050C1014	97,040.74	Driveway (9)
Lotal	\$185,969,21	100 00%	20 14 147 06		
WALL D. L. C. LTD. D. C. C.		0/0000	00.141,4120		
w It init Keloc,s (at L.I.D Parcels 3-8)*	\$9,060,98		80 090 68	01 510 10	,
T4-1			0000000	\$1,010.16	Parcel (6)
1,0431	\$195,030.19		\$223,208.84		

^{*}Water meter relocations at LID Parcels 3-8 were not anticipated and not included in original bid or site work costs.

**Parcel 2 has 3 driveways and parcels 3-6 have one each.

Appendix D (Updated with Construction Costs as of 11/29/2018)

Locust Street LID Property Descriptions and Assessments using Construction Costs

		Difference			53,758.14 \$ 9,322.43	38,398.67 \$ 11.957.09	\$ 1,699.06	•	\$ 1.688.96	l a	9	\$ 1,688.96	6	\$ 1,088.96	\$ 1.688.96	\$ 31
	Preliminary		Assessment		D3,/28.14	\$ 38,398.67	\$ 16,606.46	or cooler	\$ 16,606.46	\$ 16,606.46	Ot.OOOfor	\$ 16,606,46	16 202 42	4 10,000.40	\$ 16,606,46	\$ 191,795.56
	Lotal		Assessment	72 000 EA	/Cononico	\$ 50,355.76	\$ 18,295,42		\$ 18,295.42	\$ 18,295,42		\$ 18,295.42	18.205.42	Trace Control	\$ 18,295.42	\$ 223,208.84
- Constitution	Diveways	Account	ASSESSIIIEIII	·		\$ 6,120.73	\$ 2,040,24	.0000	\$ 2,040.24	\$ 2,040.24		\$ 2,040.24	\$ 2,040.24	6	\$ 2,040.24	\$ 18,362.19
-	4	No	TAO.	0	,	2	-	-	-		٢	-		-	-	
Wir. Mfr. Reloce	200000	Assessment	THOUSAND W	1	6	9	\$ 1,510.16	\$ 151016	01.010.10	\$ 1,510.16	\$ 1 510 1C	01.01C,1 ¢	\$ 1,510.16	1 51012	01.010,1	\$ 9,060.98
Wfr		Ż		0	-	> -	-	_		-	-	١,		-		
Water System		Assessment	1 151 50	4 1,131.32	·	• 6		·	6	•	-		,	·		\$ 1,151.52
Wate		No.	-	1	0			0	-	>	0			0		
Shared Street	Account	Assessment	\$ 61 929 05	01,727,00	\$ 44.235.03	\$ 14 745 01	147470101	4,/43.01	\$ 14 745 01	10.01.61	\$ 14.745.01	14 745.01	14,740.01	\$ 14,745.01	Ø 104 C24.15	0 194,034,13
Sha	Foot	1.00.1	210		150	50	2 4	2	50		2	50	S	20	660	200
	Tax Acct. No. Tax Man/Lot	וחת ואומה אווי	R3325CC 00401		K33Z5CC 01000	R3325CC 01104	P332500 01106	100250C 01100	R3325CC 01105	D2225CC 01100	N3222CC 01100	R3325CC 01107	D2200000000000000000000000000000000000	K3325CC 01103		
1 aumilii Co.	Tax Acct. No.		555694	I	/8703	561853	710048	2007	710046	78767		710050	T			
חוז ,	Parcel		-	,	7	n	4		5	9		7	0	0	Totals:	