

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
MAY 23, 2019
6:00 P.M.
AGENDA**

- I. Call To Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Approval of Consent Agenda**
 - A. Approval Minutes Regular Board Meeting March 28, 2019 Budget Committee Meeting April 2, 2019
 - B. Approval of Bills Payable
 - C. Approval of April Financials
- V. Open Public Hearing on the 2019-20 Budget**
- VI. Public Participation**
 - A. No request
 - B. Others not on Agenda
- VII. Action Items/Committee Reports/Board Comments**
 - A. Approval of Transfers for General Fund 05-01-19
 - B. Approval of Transfers for Capital Outlay Pool Fund -5-02-19
 - C. Reports and Comments from Board Members
- VIII. Old Business**
 - A. Updates on Projects
- IX. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Trails Meetings
 - 2. Campground Feasibility Study
 - 3. Audit 17-18
 - C. Staff Reports
- X. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- XI. Close Public Hearing on the 2019-20 Budget**
- XII. Adjournment**

Next meeting is June 27, 2019.

To: Board of Directors
From: Superintendent
Date: May 21, 2019
Re: Background information for May 23, 2019 Board Meeting
Number corresponds to Agenda Item

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

Please see page 4 for index for page numbers

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

IV. **APPROVAL OF CONSENT AGENDA**

- A. Approval of Board Meeting Minutes – Please see pages (5-9) for Regular Meeting Minutes of April 25, 2019

RECOMMENDATION: Approval of Regular Board Meeting Minutes for April 25, 2019

- B. Approval of Bill Payable - Bills Payable summary is on page (10-11) for review. I will have copies of all the bills payable for review at the meeting or you may call me for copy.

RECOMMENDATION: Approval of Bills Payable totaling \$464,405.36 General Fund, \$13,403.18 Capital Pool Construction and Loan Fund, \$46,030.19 SDC Fund, \$0.00 Foundation.

- C. Approval of April Financial – Copies of the Financials will be at the meeting to review. Please call me for a copy if needed. A summary is available on page (12) for review.

RECOMMENDATION: Approve April Financials.

V. **OPEN PUBLIC HEARING ON THE 2019-20 BUDGET**

VI. **PUBLIC PARTICIPATION**

- A. No Requested at this time

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

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

- A. Approval of General Fund Transfer Resolution – Please see page (13-16) for resolution

RECOMMENDATION: Approve resolution 05-01-19

- B. Approval of Capital Outlay Pool Fund Transfer Resolution – Please see page (17)

RECOMMENDATION: Approve resolution 05-02-19.

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

VIII. **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.

IX. 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. We refinanced the loans for the golf course, property and combined them with the loan for the fitness center.

DESCRIPTION	<u>GENERAL FUND SUMMARY</u>		
	AS OF 04/30/17-18	AS OF 04/30/18-19	DIFFERENCE
TOTAL EXPENDITURES	\$ 4,450,065.63	\$ 4,822,311.05	\$ 372,245.42
TOTAL OPERATION EX.	\$ 3,723,705.85	\$ 4,280,171.08	\$ 556,465.23
TOTAL CAP/AQ/DEV/TRS	\$ 726,359.78	\$ 542,139.97	<\$ 184,219.81>
TOTAL REVENUE	\$ 6,346,323.75	\$ 7,670,013.02	\$ 1,323,689.27
TOTAL TAXES	\$ 2,703,966.83	\$ 2,943,517.45	\$ 239,550.62
TOTAL FEES & CHARGES	\$ 2,280,824.63	\$ 2,563,133.99	\$ 282,309.36
TOTAL OTHER REVENUE	\$ 49,393.31	\$ 214,767.87	\$ 165,374.56
BEGINNING BALANCE	\$ 1,312,138.98	\$ 1,948,593.71	\$ 636,454.73
<u>BALANCE</u>	<u>\$ 1,896,258.12</u>	<u>\$ 2,847,701.97</u>	<u>\$ 951,443.85</u>

DESCRIPTION	<u>SDC FUND SUMMARY</u>		
	AS OF 04/30/17-18	AS OF 04/30/18-19	DIFFERENCE
BEGINNING BALANCE	\$ 347,665.46	\$1,049,490.24	\$ 701,824.78
INTEREST	\$ 1.39	\$ 8,324.40	\$ 8,323.01
CITY OF NEWBERG	\$ 294,022.51	\$ 773,855.71	\$ 479,833.20
CITY OF DUNDEE	\$ 21,364.00	\$ 18,209.38	<\$ 3,154.62>
COUNTY OF YAMHILL	\$ 98,678.24	\$ 63,451.89	<\$ 35,226.35>
TOTAL REVENUE	\$ 761,731.60	\$1,913,331.62	\$ 1,151,600.02
TOTAL EXPENDITURE	\$ 550,531.75	\$ 60,079.66	<\$ 490,452.09>
<u>BALANCE</u>	<u>\$ 211,199.85</u>	<u>\$1,853,251.96</u>	<u>\$ 1,642,052.11</u>

Please note the operational cost is up about \$556,465.23. The operational revenue is up about \$282,309.36. If trend continues our ending balance may decrease in General Fund.

B. Superintendent Report – Please see pages (18-47).

C. Staff Reports – Please see pages (48-54)

X. CORRESPONDENCE

A. Citizens Comments/Evaluations – Please see page (55-61).

B. Miscellaneous Information – Please see page (62-85)

XI. CLOSE PUBLIC HEARING ON THE 2019-20 BUDGET

XII. ADJOURNMENT.

JUNE 27, 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
April 25, 2019
MINUTES

I. Bart Rierson called the meeting to order 6:00 p.m.

II. Roll Call

Board members:

Peter Siderius

Bart Rierson

Don Loving

Mike Ragsdale

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor

Shy Montoya, Administrative Coordinator

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kellan Sasken, Special Services/Golf Director

John Bridges, Legal Counsel

Public, signed in:

Peter Renwick, Pickleball enthusiast

Bob Oleson

Public, not signed in:

Jill Bilka, Dundee Elementary School Auction Committee

Jen Yahn, Crater Elementary School PTO

Sarah Moore, Edwards Elementary School

Peter Renwick companion

III. Approval of agenda

Moved Mike Ragsdale

Second Don Loving

Passed unanimously

IV. Approval of consent agenda

a. Approval of minutes of regular Board meeting March 28, 2019 and
Budget Committee Meeting April 2, 2019

b. Approval of bills payable

- c. Approval of March financials
Moved Don Loving
Second Lisa Rogers
Passed unanimously

V. Public participation

- a. Peter Renwick proposed Newberg Pickleball Club volunteers paint stripes on four tennis courts at Jaquith Park for pickleball and add equipment in a padlocked steel box. (Two are already lined.) He proposed CPRD pay for the materials. The club would charge fees to play in order to cover equipment upkeep costs. Discussion: Superintendent requested the group also paint courts at Dundee Billick Park (CPRD will provide materials), and said the fees would be routed through the Foundation in order to be dedicated.

Motion to approve \$1,000 be put to this purpose.

- Moved Lisa Rogers**
- Second Don Loving**
- Passed unanimously**

- b. Bob Oleson requested bicycle paths be constructed near the golf course on Fernwood and Brutscher St. Discussion points: cart path, liability, property ownership, cost (Superintendent est. \$150,000) to make connection, involvement with ODOT and Providence. No action.
- c. Jen Yahn requested financial contribution of \$10,000 in order to improve playground at Crater Elementary School (total project cost \$60,000). Don Loving asked how much NSD was funding this; answer was nothing. Mike Ragsdale recommended Superintendent anticipate and budget for school playground support in next budget. Lisa Rogers urged CPRD meet with Newberg School District about their responsibility in funding such projects. Pete Siderius proposed CPRD have Joint Meeting with NSD Board, revisiting MOUs and list of cooperated projects. Ragsdale suggested signage identifying funded by CPRD; Superintendent said NSD had already agreed to do this but it had not happened yet.
- d. Jill Bilka requested financial contribution of \$12,000 for improvements of the gymnasium and hallway (total project cost \$31,000). Don Loving asked how much NSD was funding this; answer was nothing. Loving said he drew the line at paying for maintenance of water fountain and fixing the hole in wall.
- e. Sarah Moore gave Edwards Elementary School fundraising update (Goal \$150,000) toward playground improvements. John Bridges described OCF (Oregon Community Foundation) grant opportunities for inclusive playground equipment.

Motion directing Superintendent to find a place in 2019 – 2020 Budget for \$10,000 for Crater El. and \$12,000 Dundee El. School playground improvements.

Move Don Loving

Second Lisa Rogers

Passed unanimously

Discussion is to be continued at the next Board meeting.

VI. Action items/committee reports/Board comments

- a. George Fox University request for reduction of SDCs (System Development Charges) – Discussion tabled from March 28, 2019, when GFU Director of Plant Services Jeremiah Horton had challenged the bed count basis for SDC fee of \$592,508.00. Superintendent said he had discussed the matter with Horton since, recalculated and revised the figure, and thus requested authorization to approve the reduction to \$487,660.75. Pete Siderius reiterated his suggestion to Horton was for GFU to dedicate the \$100,000 savings to Edwards Elementary School playground should CPRD reduce the fee, as a community service.

Motion made to authorize Superintendent to reduce GFU SDC fee.

Moved Don Loving

Second Mike Ragsdale

Discussion: Lisa Rogers raised concern this was a private entity asking for an exception to a formula, which would be an exception not offered similarly to others. John Bridges clarified that he also represents GFU, and GFU has not spoken to him about this because he is representing CPRD in this matter. Bridges described GFU's public offerings, including trails. He talked about the SDC fee calculation formula and said there is no appeal opportunity against the formula. Ragsdale and Rierson said they would vote yes because of the rationale regarding bed count.

Motion passed 3 -2

Yes Bart Rierson, Don Loving, Mike Ragsdale

No Lisa Rogers and Pete Siderius

- b. City of Dundee issued a final assessment notice to CPRD for Locust Street Local Improvement District (LID) property at 700 SE Locust St. for \$62,545.22. Options for payment are pay sum in full by June 1, or on installment basis, with interest. Superintendent requested authorization to make this payment in full.

Moved Mike Ragsdale

Second Don Loving

Passed unanimously

- c. Chehalem Valley Sportsmen shooting range adjacent to Crabtree Park: discussion on 1993 lease agreement pertaining to Crabtree Park from landowner Yamhill County, and also on 1971 Memorandum Agreement for scheduling between CPRD and Chehalem Valley Sportsmen, and legal counsel perspective on risk of potential litigation from surrounding property owners seeking to enforce limitations of use of gun range. Bridges said this is not currently a litigation issue, but possibly could, so recommended executive session.
Executive session opened at 8:00 p.m.
Executive session closed at 8:30 p.m.
Another executive session immediately opened, regarding Item D.
Executive session closed at 8:54 p.m.
- d. Yamhill County landfill property - regarding the potential land title transition from Yamhill County to CPRD.
Motion to authorize Bridges to pursue Phase I Environment Site Assessment, and continue discussion with Yamhill County staff.
Moved Bart Rierson
Second Mike Ragsdale
Passed unanimously

Regarding Crabtree Park, Board consensus was to authorize Bridges to pursue new lease agreement.

- e. Reports and comments from Board members - Minimal due to late hour.

VII. Old business/project updates

- a. Julie Petersen reported on untimely death of Newberg Youth Football coach Ian Holmes.
- b. Kat Ricker reported on death of Bonnie Benedict.
- c. Casey Creighton reported that Troy Kronewitter resigned, and he will advertise position opening soon. Chehalem Cultural Center going well. He gave a brief update on the pool itself and on some parks.

VIII. From the superintendent's desk - No discussion due to hour.

IX. Correspondence - No discussion due to hour.

X. Adjournment – Don Loving moved to adjourn 9:05 p.m. Mike Ragsdale seconded.

Respectfully Submitted,

Kat Ricker, Public Information Director

Next meeting and Public Hearing on Budget will take place at 6 p.m. on Thursday, May 23 at the administration office.

Legal counsel gave perspective on the potential of responsibility for clean up which CPRD may or may not incur, under the exception for local government. Counsel advised CPRD take advantage of the exception to the general rule by performing the, and taking the title in particular ways; see pages 45 – 46.

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO MAY 16, 2019**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
118794	\$ 505.09	PAYROLL
118795-118828	\$ 41,907.33	ACCOUNTS PAYABLE
118829-118884	\$ 18,525.95	PAYROLL
DIRECT DEPOSIT	\$ 45,221.55	PAYROLL
118885-118887	\$ 131.25	ACCOUNTS PAYABLE
118888-118897	RESERVED FOR GOLF COURSE CHECKS	
118898-118944	\$ 73,370.55	ACCOUNTS PAYABLE
118945-119002	\$ 133,295.04	ACCOUNTS PAYABLE
119003-119060	\$ 19,211.61	PAYROLL
DIRECT DEPOSIT	\$ 39,757.45	PAYROLL
119061-119094	\$ 32,396.58	ACCOUNTS PAYABLE
118588-118595(GOLF CHECKS)	2,184.50	ACCOUNTS PAYABLE
1829-1836	\$ 57,898.46	WIRE TRANSFER
<u>116900 VOIDED</u>		
<u>116952 VOIDED</u>		
<u>118945 VOIDED</u>		
GRAND TOTAL	<u>\$ 464,405.36</u>	
<u>BREAKOUT</u>		
<u>ACCOUNTS PAYABLE</u>	\$ 283,285.25	
<u>PAYROLL</u>	\$ 123,221.65	
<u>WIRE TRANSFER</u>	\$ 57,898.46	

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
100	\$ 2,040.00	JOHN STEIDEL
101	\$ 224.29	SAFEGUARD
102	\$ 36,056.12	CULTURAL CENTER
103	\$ 3,060.00	JOHN STEIDEL
104 <u>VOIDED</u>		
105	\$ 510.00	JOHN STEIDEL
106	\$ 4,139.78	AQRIMIS PLANNING
GRAND TOTAL	<u>\$ 46,030.19</u>	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1206	\$ 13,300.00	TRIPLETT WELLMAN
1207	\$ 103.18	SEA
GRAND TOTAL	<u>\$ 13,403.18</u>	
BREAKOUT		
<u>CAPITAL POOL CONST.</u>	\$ 13,403.18	
<u>POOL BOND DEBT</u>	\$ 0.00	

ACCOUNTS PAYABLE FOR FOUNDATION

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

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 04/30/17-18	AS OF 04/30/18-19	DIFFERENCE
Total Operational Expense	\$ 3,723,705.85	\$4,280,171.08	\$ 556,465.23
Total Capital Outlay & Transfers	\$ 726,359.78	\$ 542,139.97	<\$ 184,219.81>
GRAND TOTAL EXPENSES	\$ 4,450,065.63	\$4,823,311.05	\$ 372,245.42
Total Tax Revenue	\$ 2,703,966.83	\$2,943,517.45	\$ 239,550.62
Total Fees & Charges Revenue	\$ 2,280,824.63	\$2,563,133.99	\$ 282,309.36
Total Other Revenue	\$ 49,393.31	\$ 214,767.87	\$ 165,374.56
Beginning Balance	\$ 1,312,138.98	\$1,948,593.71	\$ 636,454.73
GRAND TOTAL REVENUE	\$ 6,346,323.75	\$7,670,013.02	\$ 1,323,689.27

SDC FUND SUMMARY

DESCRIPTION	AS OF 04/30/17-18	AS OF 04/30/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 550,531.75	\$ 60,079.66	<\$ 490,452.09>
TOTAL REVENUE	\$ 414,066.14	\$ 863,841.38	\$ 449,775.24
BEGINNING BALANCE	\$ 347,665.46	\$1,049,490.24	\$ 701,824.78
GRAND TOTAL REVENUE	\$ 761,731.60	\$ 1,913,331.62	\$ 1,151,600.02

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 04/30/17-18	AS OF 04/30/18-19	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	\$ 759.76	\$ 329.88
BEGINNING BALANCE	\$ 31,269.21	\$ 31,991.74	\$ 722.53
GRAND TOTAL REVENUE	\$ 630,020.33	\$ 368,112.13	<\$ 261,908.20>

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 04/30/17-18	AS OF 04/30/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

CAPITAL PROJECT POOL FUND SUMMARY

DESCRIPTION	AS OF 04/30/17-18	AS OF 04/30/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$11,305,914.60	\$ 5,901,085.19	<\$ 5,404,829.41>
GRAND TOTAL REVENUE	\$11,894,135.35	\$ 6,329,797.35	<\$ 5,564,338.00>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 04/30/17-18	AS OF 04/30/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ - 8.29	\$ 350,869.12	\$ 350,860.83
GRAND TOTAL REVENUE	\$ 1,273,329.76	\$ 1,369,273.30	\$ 95,943.54

RESOLUTION 05-01-19

WHEREAS...THE FOLLOWING DOES NOT CHANGE THE TOTAL BUDGETED AMOUNT IN THE GENERAL FUND. IT ONLY TRANSFERS FROM ONE DEPARTMENT TO ANOTHER DEPARTMENT OR FROM CONTINGENCY

	ADOPTED ORIGINAL BUDGET	AMMENDED ADOPTED BUDGET	DIFFERENCE
ADMINISTRATION DEPARTMENT			
PERSONNEL SERVICES			
ADMIN CORD	\$ 44,272.00	\$ 50,272.00	\$ 6,000.00
CLERK/TYPIST	\$ 8,915.00	\$ 18,750.00	\$ 9,835.00
FICA	\$ 18,919.00	\$ 20,125.00	\$ 1,206.00
UNEMPLOYMENT	\$ 2,485.00	\$ 2,535.00	\$ 50.00
HEALTH INSUR	\$ 55,567.00	\$ 71,781.00	\$ 16,214.00
PERSONNEL EXPENSE	\$345,560.00	\$378,864.00	\$ 33,304.00
<hr/>			
LEGAL SERVICE	\$ 50,000.00	\$ 30,000.00	\$ <20,000.00>
INTEREST	\$ 1,500.00	\$ 0.00	\$ < 1,500.00>
CONSULTANT SERV	\$ 36,000.00	\$ 10,000.00	\$ <26,000.00>
MATL, SERV, SUPPLIES	\$240,110.00	\$192,610.00	\$ <47,500.00>
PARKS DEPARTMENT			
PROJECT SUPV	\$ 36,476.00	\$ 53,323.63	\$ 16,848.00
PARK DIRECTOR	\$ 62,296.00	\$ 840.00	\$ <61,456.00>
PARK TECH	\$ 22,360.00	\$ 23,600.00	\$ 1,240.00
GROUNDS CORD	\$ 42,164.00	\$ 42,800.00	\$ 636.00
BUILDING DIR	\$ 48,810.00	\$ 51,410.00	\$ 2,600.00
BASIC SER SUPV	\$ 37,860.00	\$ 38,139.00	\$ 279.00
HEALTH INSUR	\$108,965.00	\$ 69,081.00	\$ <39,884.00>
PERSONNEL SERVICES	\$499,192.00	\$419,455.00	\$ <79,737.00>
AQUATIC DEPARTMENT			
AQUATIC SUPV	\$ 17,168.00	\$ 17,210.00	\$ 42.00
SECRETARY II	\$ 22,356.00	\$ 29,985.00	\$ 7,629.00
PERSONNEL SERVICES	\$711,314.00	\$718,985.00	\$ 7,671.00

	ADOPTED ORIGINAL BUDGET	AMMENDED ADOPTED BUDGET	DIFFERENCE
AQUATIC DEPARTMENT			
PROGRAM SUPPLIES	\$ 15,000.00	\$ 11,000.00	\$ < 4,000.00
ELECTRICITY	\$ 69,920.00	\$220,000.00	\$ 150,080.00
NATURAL GAS	\$ 77,055.00	\$ 47,055.00	\$ <30,000.00>
WATER	\$ 45,375.00	\$ 37,375.00	\$ < 8,000.00>
PROGRAM CONT	\$ 22,000.00	\$ 10,600.00	\$ <11,400.00>
FEE'S	\$ 37,910.00	\$ 48,130.00	\$ 10,220.00
INSURANCE	\$ 33,766.00	\$ 48,439.00	\$ 14,673.00
MATL, SERV SUPPLIES	\$358,901.00	\$480,474.00	\$ 121,573.00
ADULT SPORTS DEPARTMENT			
PROGRAM SUPPLIES	\$ 3,254.00	\$ 13,125.00	\$ 13,125.00
PROGRAM CONTRACTS	\$ 8,405.00	\$ 23,334.00	\$ 14,929.00
MATL. SERV. SUPPLIES	\$ 26,914.00	\$ 54,968.00	\$ 28,054.00
YOUTH SPORTS DEPARTMENT			
PROGRAM SUPPLIES	\$ 63,796.00	\$ 86,665.00	\$ 22,869.00
MATL, SERV, SUPPLIES	\$151,216.00	\$174,085.00	\$ 22,869.00
PLAYGROUNDS & CENTERS			
CARE SNACKS	\$ 0.00	\$ 7,828.00	\$ 7,826.00
FEE'S	\$ 12,750.00	\$ 18,450.00	\$ 5,700.00
PROGRAM CONTRACTS	\$ 1,800.00	\$ 4,000.00	\$ 2,200.00
REFUNDS	\$ 175.00	\$ 9,750.00	\$ 9,575.00
CONTRACT ADMISSION	\$ 9,200.00	\$ 14,100.00	\$ 4,900.00
EQUIPMENT RENTAL	\$ 9,000.00	\$ 1,000.00	\$ <8,000.00>
MATL, SERV, SUPPLIES	\$ 82,425.00	\$104,626.00	\$ 22,201.00
GOLF COURSE MAINTENANCE			
PERSONNEL SERVICES			
GOLF COURSE SUPV	\$ 37,860.00	\$ 40,052.00	\$ 2,192.00
GOLF COURSE TECH	\$ 28,538.00	\$ 36,650.00	\$ 8,112.00
GOLF MACHANIC	\$ 42,164.00	\$ 27,730.00	\$ <14,434.00>
GOLF LANDSCAPER	\$ 0.00	\$ 62,146.00	\$ 62,146.00
FICA	\$ 22,146.00	\$ 26,559.00	\$ 4,413.00
UNEMPLOYMENT	\$ 2,894.00	\$ 3,318.00	\$ 424.00
HEALTH INSURANCE	\$ 70,439.00	\$120,910.00	\$ 50,471.00
PERSONNEL EXPENSE	\$402,740.00	\$516,064.00	\$ 113,324.00

	ADOPTED ORIGINAL BUDGET	AMMENDED ADOPTED BUDGET	DIFFERENCE
GOLF COURSE CLUB HOUSE			
PERSONNEL SERVICES			
SPECIAL SERV SUPV	\$ 8,583.00	\$ 8,740.00	\$ 157.00
CLUB HOUSE ASST	\$ 34,688.00	\$ 19,000.00	\$ <15,688.00>
GOLF CLERKS	\$ 92,328.00	\$ 64,500.00	\$ <27,828.00>
MARSHALS/STARTER	\$ 1,847.00	\$ 6,847.00	\$ 5,000.00
GOLF	\$ 11,079.00	\$ 100.00	\$ <10,979.00>
SNACK BAR CLERK	\$ 16,619.00	\$ 2,000.00	\$ <14,619.00>
BEVERAGE CART CLERK	\$ 9,234.00	\$ 2,000.00	\$ < 7,234.00>
CATERING STAFF	\$ 3,693.00	\$ 8,000.00	\$ 4,307.00
LESSONS	\$ 14,772.00	\$ 6,773.00	\$ < 7,999.00>
HEALTH INSURANCE	\$ 47,212.00	\$ 37,999.00	\$ < 9,213.00>
PERSONNEL EXPENSE	\$376,537.00	\$292,441.00	\$ <84,096.00>
PRESCHOOL			
PERSONNEL SERVICES			
PRESCHOOL HEAD INST	\$ 13,416.00	\$ 22,375.00	\$ 8,959.00
FICA	\$ 1,094.00	\$ 1,715.00	\$ 621.00
UNEMPLOYMENT	\$ 143.00	\$ 220.00	\$ 77.00
RETIREMENT	\$ 1,087.00	\$ 1,172.00	\$ 85.00
HEALTH INSURANCE	\$ 5,496.00	\$ 5,735.00	\$ 239.00
SAIF	\$ 637.00	\$ 190.00	\$ <447.00>
PERSONNEL EXPENSE	\$ 22,765.00	\$ 32,299.00	\$ 9,534.00
CONCESSIONS			
SUPPLIES	\$ 16,924.00	\$ 6,727.00	\$ < 10,197.00>
MATL, SERV, SUPPLIES	\$ 23,090.00	\$12,893.00	\$ < 10,197.00>
CONTINGENCY	\$100,000.00	\$ 0.00	\$<100,000.00>
BABE RUTH LEAGUE	\$ 4,000.00	\$ 1,000.00	\$ < 3,000.00>
CHEHALEM TIGER VOLLEYB	\$ 10,000.00	\$ 1,000.00	\$ < 9,000.00>
QUILT CLUB	\$ 1,500.00	\$ 1,000.00	\$ < 1,000.00>
TUALATIN VALLEY FOOTBALL	\$ 22,000.00	\$10,000.00	\$ < 12,000.00>
LACROSSE	\$ 10,000.00	\$ 1,000.00	\$ < 9,000.00>
BASKETBALL	\$ 4,000.00	\$ 1,000.00	\$ < 3,000.00>

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

SIGNED THIS 23 DAY OF MAY 2019

PRESIDENT

SECRETARY/TREASURE

RESOLUTION 05-02-19

WHEREAS...THE FOLLOWING WAS BUDGETED AND IT IS EVIDENT THE AMOUNT WILL NEED TO BE INCREASED. THE BOARD HAS THE ABILITY TO INCREASE ANY ADOPTED AMOUNT BY TEN PERCENT.

	ORIGINAL	AMMENDED	
	ADOPTED	ADOPTED	
	BUDGET	BUDGET	DIFFERENCE
POOL FUND CAPITAL OUTLAY	\$6,000,000	\$6,600,000	\$ 600,000

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

SIGNED THIS 23 DAY OF MAY 2019

PRESIDENT

SECRETARY/TREASURE

Don Clements

From: Paul Agrimis <pagrimis@agrimis-pd.com>
Sent: Thursday, May 16, 2019 5:38 PM
To: Kat Ricker; BERMAN Jenna; HORNING Jessica; Don Clements; Casey Creighton
Cc: Doug Rux; Ryan Makie; Alice McKee; Scott Nettleton
Subject: May 16th ODOT Bicycle Pedestrian Program Meeting Notes
Attachments: Newberg-Dundee Trail ODOT Bike-Ped Mtg Notes_2019_05_16.pdf

Good Afternoon:

Thanks again for a productive meeting. Here are the meeting notes for your reading pleasure. We look forward to reconvening sooner than later.

Regards,

Paul

Paul Agrimis, RLA, PE

Agrimis Planning + Design

3954 NE 14th Ave., Portland, Oregon 97212
503-332-0600

www.agrimis-pdc.com

From: Kat Ricker <kricker@cprdnewberg.org>
Date: Thursday, May 16, 2019 at 3:04 PM
To: BERMAN Jenna <Jenna.BERMAN@odot.state.or.us>, Paul Agrimis <pagrimis@agrimis-pd.com>, HORNING Jessica <Jessica.HORNING@odot.state.or.us>
Cc: Don Clements <dclements@cprdnewberg.org>, Casey Creighton <ccreighton@cprdnewberg.org>, Doug Rux <doug.rux@newbergoregon.gov>
Subject: Re: Agenda for May 16th Meeting

Thanks everyone for your contributions to today's discussion. You can download the strategic plan for Chehalem Heritage Trails at the bottom of this webpage <https://www.cprdnewberg.org/general/page/chehalem-heritage-trails>

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

971.832.4222 [cprdnewberg](http://cprdnewberg.org) | [Instagram](#) | [Facebook](#)

From: BERMAN Jenna <Jenna.BERMAN@odot.state.or.us>
Date: Wednesday, May 15, 2019 at 11:39 AM
To: 'Paul Agrimis' <pagrimis@agrimis-pd.com>, HORNING Jessica <Jessica.HORNING@odot.state.or.us>
Cc: "dclements cprdnewberg.org" <dclements@cprdnewberg.org>, "Kricker@cprdnewberg.org" <kricker@cprdnewberg.org>, "ccreighton@cprdnewberg.org" <ccreighton@cprdnewberg.org>, Doug Rux

<doug.rux@newbergoregon.gov>

Subject: RE: Agenda for May 16th Meeting

Thanks for putting this together for us. Very helpful and appreciated. See you all tomorrow morning!

***New office schedule and location:** I am in Corvallis Tuesday-Friday and Salem on Mondays. Please call my cell phone (971-719-6024) to contact me and note my new primary office address below.

Jenna Berman

ODOT Region 2, Active Transportation Liaison

Corvallis & Salem Offices

3700 SW Philomath Blvd

Corvallis, OR 97333

C: 971.719.6024

jenna.berman@odot.state.or.us

From: Paul Agrimis [<mailto:pagrimis@agrimis-pd.com>]

Sent: Wednesday, May 15, 2019 9:28 AM

To: BERMAN Jenna; HORNING Jessica

Cc: Don Clements; Kat Ricker; Casey Creighton; Doug Rux

Subject: Agenda for May 16th Meeting

Good Morning Jenna and Jessica:

We are looking forward to meeting with you Thursday morning (Region 2 campus, 455 Airport Rd Southeast, Salem, Building B, Diamond Peak Room). Please find attached a draft agenda. See you at 9.

Regards,

Paul

Paul Agrimis, RLA, PE

Agrimis Planning + Design

3954 NE 14th Ave., Portland, Oregon 97212

503-332-0600

www.agrimis-pd.com

Memorandum

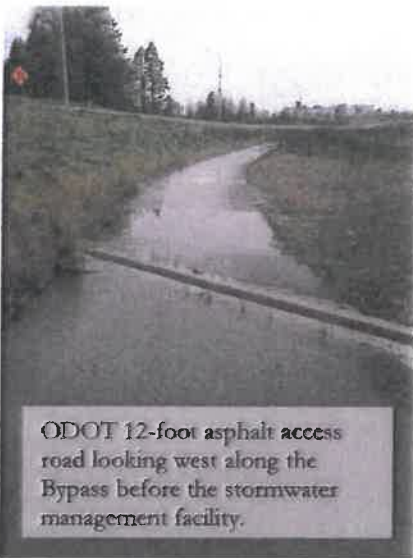
Date: May 16, 2019

To: CPRDX001 File

From: Paul Agrimis, RLA, PE

Subject: Meeting Notes for May 16th Newberg-Dundee Bypass Trail ODOT Bicycle and Pedestrian Program Meeting

The meeting was held at the ODOT Region 2 offices beginning at 9:00. Don Clements described the purpose and extents of the proposed project as starting to build the bicycle and pedestrian connection between Newberg and Dundee that the community identified as desired since 2009 as part of the Chehalem Heritage Trails (CHT). CHT is envisioned as a network of interconnected trails in eastern Yamhill County connecting to “Points of Interest” in Newberg, Dundee, and the surrounding area. CHT would eventually connect to Champoeg State Park, the Tonquin Ice Age Trail, Yamhelas Westsider Trail, and to the Salmonberry Trail as part of the regional trail network. Locally, it would connect Newberg and Dundee, parks, civic structures, historic sites, the Cultural Center, employment centers, wineries, vineyards, and provide pedestrian access to the Willamette River.



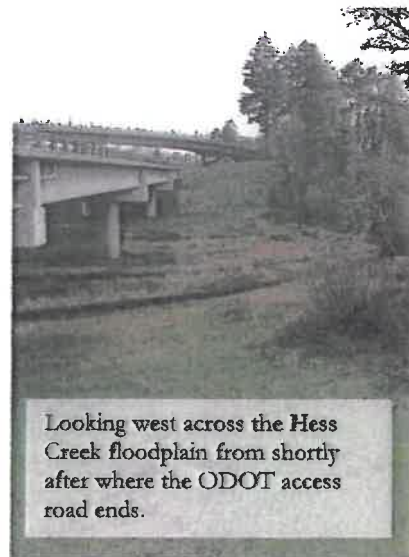
ODOT 12-foot asphalt access road looking west along the Bypass before the stormwater management facility.

The eastern extents of this Bypass Trail pilot project begin at the south end of Industrial Parkway in Newberg where it meets an ODOT access road on the north side of the Newberg-Dundee Bypass. This access road is currently gated, but with several removable bollards placed it would provide pedestrian and bicycle access while preventing unauthorized vehicle access. The understanding is that ODOT rarely needs to access the stormwater management facility. The profile of the access road appears to be five percent or less.

Shortly after the stormwater management facility the paved surface ends and a construction road continues west to the Hess Creek floodplain. There would be either a 400-foot pedestrian bridge crossing, or an approximately 1,800-foot trail that would gradually

descend to the floodplain, cross the creek on an approximately 60-foot bridge crossing, and gradually ascend out of the floodplain. The original approach was to wind the trail down and back up, but since the Bypass construction there is more conversation about a direct crossing with the 400-foot bridge.

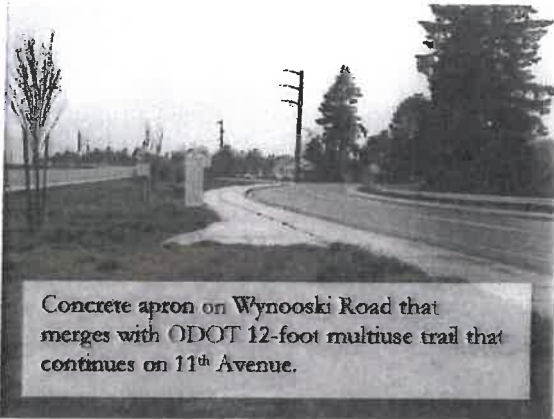
Winding up a slope on the west side of the floodplain the trail would merge with an existing 12-foot concrete apron south of Wynooski Road and follow the constructed concrete path to River Street where it currently terminates. It would continue as a new construction on the



Looking west across the Hess Creek floodplain from shortly after where the ODOT access road ends.

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Creating Resilient Places



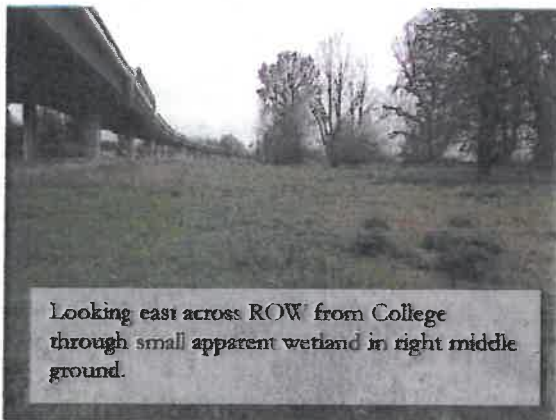
Concrete apron on Wynooski Road that merges with ODOT 12-foot multiuse trail that continues on 11th Avenue.

south side of the ODOT ROW to College Street where it would meet a connector trail running from Ewing Young Park (and by signed trail on to the center of Newberg) and on to the former Yamhill County Landfill site on Waterfront Avenue (and through that site to the Willamette River as the former landfill undergoes a proposed future brownfield conversion to a park). Total length for the pilot project would be approximately 6,000 to 8,000 feet.

One of the biggest questions to resolve for trail planning to move forward is what could the trail alignment look like between the current terminus on River Street and

the leg between River Street and College Street. Jerry Rosenblad and Alvin Shoblom both shared at the April 12th meeting that ODOT will need sufficient room on the south side of the existing Bypass for the potential future phase of the Bypass and for adequate construction access for a contractor to construct it. The notion that emerged from the previous meeting was that might be 50 or 60 feet. Jerry and Alvin previously made clear that ODOT could consider the trail to the extent it does not conflict with the proposed future Bypass and that any temporary impacts to a Bypass Trail would not be a parkland taking under Section 4(f) of the Transportation Act of 1966. CPRD, ODOT, and potentially Newberg would need to prepare an Intergovernmental Agreement (IGA) to define such an agreement.

There appears to be one attractive alignment for this leg following the south edge of the existing ROW that skirts an oak savannah remnant west of River Street before crossing the railroad and skirting an apparent wetland just east of College Street. The restoration opportunities with this alignment are consistent with the goals and objectives of the CHT, and may provide opportunity for other funding sources beyond transportation programs.



Looking east across ROW from College through small apparent wetland in right middle ground.



Looking west across ROW from current trail terminus on River through remnant oak savannah.

There has been good coordination between CPRD and the City of Newberg and its Riverfront Master Plan. The Riverfront Master Plan envisions a network of trails with strong orientations to the Willamette River. There are some differences in how the CHT and how the Newberg Riverfront currently show the trail on Waterfront Avenue which will be resolved through continued coordination. There has also been discussion of using the existing train tracks for a trolley that would run from downtown Newberg to the vicinity of the currently closed mill.

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

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Creating Resilient Places

The conversation moved into next steps to continue building the relationships within ODOT to bring trail to fruition. Paul Agrimis shared that the reason CPRD has asked for the environmental and as-built documentation is to complete a fatal flaw analysis. Jenna Berman offered to work with Jerry Rosenblad, Alvin Shoblom, and others as needed to assist in completing a fatal flaw analysis for the alignment. Jessica Horning pointed out that readiness is a key criterion for awarding grant monies and that not needing to acquire ROW or to perform environmental and cultural resources studies would be very helpful to the proposed trail project.

No explicit schedule was identified for when the various conversations would take place, but there was a clear sense that Jenna and Jessica would make inquiries soon and report back. It seems that it would be reasonable that there could reports back by the end of May.

The meeting wrapped up at 10:25.

A preliminary concept map follows:



Don Clements

From: Paul Agrimis <pagrimis@agrimis-pd.com>
Sent: Wednesday, May 15, 2019 10:37 AM
To: Don Clements
Subject: Proposal for 90-Acres Campground Feasibility Study
Attachments: 90-Acres Campground Feasibility Study_14May19.pdf

Good Morning Don:

Please find attached our proposal for the 90-Acres Campground Feasibility Study. I have teamed with ECONorthwest and Aron Faegre & Associates. Both are firms that I have a good working history with and very dependable performers. ECONorthwest is a very well respected economics firm with lots of relevant experience. Aron Faegre & Associates brings tremendous camp design experience and boat launch experience. Our team can assist CPRD from the Feasibility Study all the way through design, permitting, and construction which could be very helpful to the District should you decide to proceed with the project. Please feel free to call me with any questions. Am I understanding correctly that the Board will review these proposals at the next meeting? Let me know if you would like me or our team to attend to answer any questions that the Board might have.

Regards,

Paul

Paul Agrimis, RLA, PE

Agrimis Planning + Design

3954 NE 14th Ave., Portland, Oregon 97212

503-332-0600

www.agrimis-pd.com

May 14, 2019

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

**SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR CAMPGROUND
FEASIBILITY STUDY FOR THE 90-ACRES SITE, 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 campground feasibility study for portions of the 90-Acres site in unincorporated Yamhill County, Oregon. Two subconsultants will support this effort ECONorthwest and Aron Faegre & Associates. These well-regarded firms are ones that Agrimis Planning + Design has a successful history of teaming with, and this team is one that will not only deliver an excellent feasibility study, but one that can also assist CPRD very capably should you decide to move into design. 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 wishes to consider the feasibility for developing and operating a year-round campground on the 90-Acres site. This proposed campground would be located as indicated in the Concept Plan prepared for CPRD in 2012 by Vigil-Agrimis, which includes two sites. The campground would include RV camping in the Upper site and tent camping in the Lower site.

The feasibility study would consider the market with reference to local campgrounds (public and private), and in terms of analysis conducted for the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Water and sewer service from Newberg and by on-site well and on-site wastewater treatment would be considered as part of the feasibility study. Electricity provision via Portland General Electric and with on-site solar generation would also be considered. The feasibility study would also address branding considerations based on themes including Yamhill County History, Agritourism, and Ecotourism.

Campground development is anticipated in the Upper site. The Upper portion of the site offers excellent views of the Chehalem Mountains; it is an agricultural field of generally gentle grades. The western and northern portions of the site especially have distinct road noise from Highway 219, which could be mitigated with relatively minor earthwork to create sculptural mounds that will deflect sound. The eastern and southern portions of the site are generally quiet and very pleasant. Portions of the Lower site are devoted to the existing ODOT Wetland Mitigation Bank developed for the Newberg-Dundee Bypass. A non-motorized boat launch on the Lower site would be a consideration as well.

An additional part of the feasibility study would be to examine the potential for engaging partners in the development and operation of the campground. One notion is to look at partner contributions to developing a pavilion or picnic structure, and in return the partner(s) would have space to highlight their organization for activity(ies) of interest to the campers. Possible partners could include local vineyards and wineries, recreation providers (bicycle shops, hot air balloons, boat tours, etc.), and cultural and historical sites.

The timeline for this work is anticipated to run from June 2019 through September 2019.

Appendix A presents recreational facility planning and design, and feasibility study qualifications for Agrimis Planning + Design, ECONorthwest, and Aron Faegre & Associates. Appendix B presents resumes for the Project Team.

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SCOPE OF SERVICES

The scope will include four professional services tasks:

1. Task 1 – Project Management
2. Task 2 – Descriptions of Setting and Proposed Facilities
3. Task 3 – Market Analysis
4. Task 4 – Cost Estimate for Development and O&M

Completing these tasks will support developing a conceptual design that indicates the type, size, and location of campground facilities and a development cost estimate. A thorough market analysis will also be conducted.

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 Descriptions of Setting and Proposed Facilities

CPRD wishes to have a solid understanding of the site and a concept of the proposed facilities for sharing with stakeholders and as a basis for developing cost estimates. Agrimis Planning + Design and Aron Faegre & Associates will prepare a site analysis, and a design concept. The site analysis will cover access, utilities, views, measured road noise, and other site conditions. The concept will lay out campsites (RV, tent camping, yurts), locate bathroom and shower facilities, locate a picnic shelter or pavilion, a non-motorized boat launch, and internal circulation roads. The concept will include a precedent image sheet depicting examples of facilities proposed for the campground and boat launch.

Task 3 Market Analysis

CPRD is interested in a high-level feasibility assessment of a proposed campground at the 90-Acres site. CPRD will use this assessment to guide its decision-making regarding the scale and scope of investment that it will make into the proposed facility. To assess feasibility of the proposed campground, we will develop an understanding of visitor demand. We will compile and analyze existing and publicly available data and studies, including numerous sources that ECONorthwest has developed.

Competitor Analysis

We will compile information regarding occupancy rates and patterns among other regional campgrounds, particularly those within a 20-mile radius. This will require phone calls with campground operators and others who are familiar with the existing supply of campgrounds in the region. We will also assess other, more distant campgrounds in the Willamette Valley that have similar characteristics to the proposed campground, such as a riverfront location, proximity to wineries, or proximity to a tourism-oriented rural downtown. We will also assess demand for various site and unit types (e.g., yurts, cabins, group facilities, etc.).

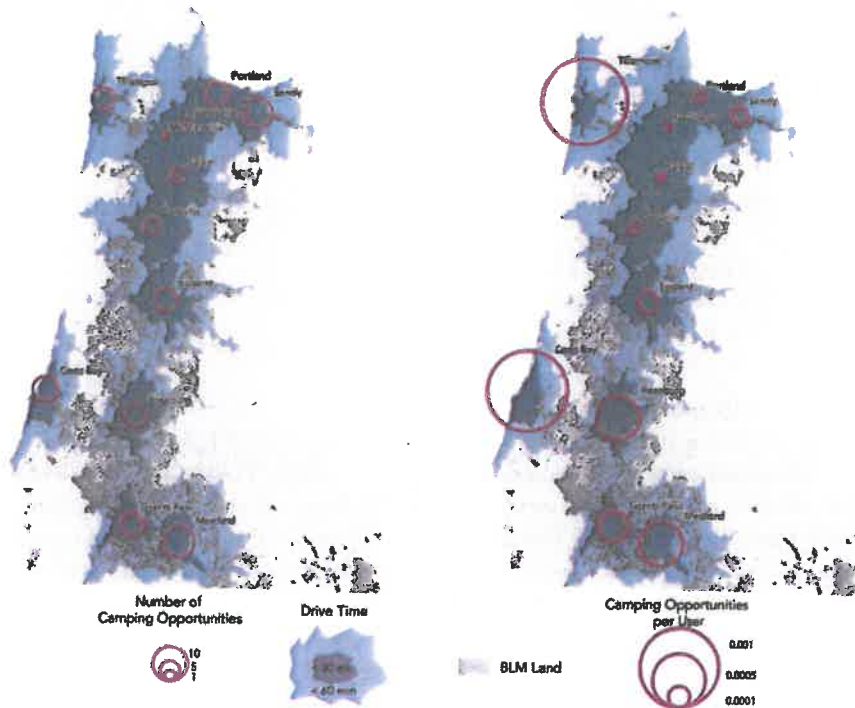
Overall Regional Demand

We will compile information regarding overall regional demand for developed camping areas in western Oregon and drivers for trends in that demand over time. This includes a supply and demand scarcity analysis of camping and other outdoor recreation activities in western Oregon that ECONorthwest conducted for BLM (Figure 1). We will use Oregon's Statewide Comprehensive Outdoor Recreation Plan (SCORP) data to estimate local visitation rates, number of participants, and frequency of trips to consider demand. We can update this information and apply the methodology to the proposed campground.

ECONorthwest conducted such a study for Portland Metro when it was developing a plan for the Chehalem Ridge Natural Area (Figure 2). We will combine this methodology with demographic information on total population and potential participant subpopulation based on SCORP county-level participation rates. Collectively, we will estimate visitation for a given camping supply scenario (number and type of sites or units), and gross revenue based on appropriate representative rates.

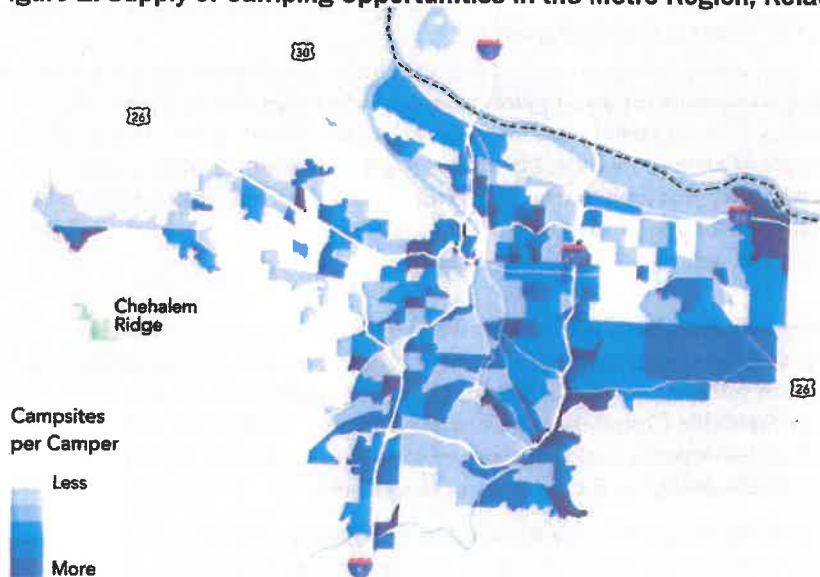
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Figure 1. Number of Camping Opportunities and Supply Per Capita Within 60-Minute Drive Time, Western Oregon, 2014



Source: OPRD SCORP 2013, 'USA Campgrounds Info' (www.uscampgrounds.info/)

Figure 2. Supply of Camping Opportunities in the Metro Region, Relative to Demand



ECONorthwest has conducted demand analyses for Oregon Department of Forestry in western Oregon to assess potential for additional non-timber revenue from increased recreation development, and for a

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feasibility study of a potential whitewater park at Willamette Falls (Error! Not a valid bookmark self-reference.).

Table 1: Low, Middle, and High Private and Net Economic Benefit Estimates for the Willamette Falls Whitewater Center, Scenario 2

Scenarios (Use Levels)	Activity	Users	Net Economic Benefit	Expenditures	
				Local	Overnight (25%)
Low	Private Users	16,585	\$2,097,375	\$771,579	\$746,924
	Commercial Rafters	90,194	\$11,406,341	\$4,196,147	\$4,062,066
	Spectators	179,721	\$8,297,558	\$2,277,355	\$3,123,303
	Totals	286,500	\$21,801,273	\$7,245,081	\$7,932,293
Medium	Private Users	22,113	\$2,796,500	\$1,028,772	\$995,899
	Commercial Rafters	120,259	\$15,208,454	\$5,594,863	\$5,416,088
	Spectators	239,628	\$11,063,410	\$3,036,473	\$4,164,404
	Totals	382,000	\$29,068,364	\$9,660,108	\$10,576,391
High	Private Users	33,170	\$4,194,749	\$1,543,158	\$1,493,849
	Commercial Rafters	180,389	\$22,812,681	\$8,392,295	\$8,124,132
	Spectators	359,442	\$16,595,115	\$4,554,710	\$6,246,605
	Totals	573,000	\$43,602,546	\$14,490,163	\$15,864,587

Task 4 Development Cost and O&M Cost Estimate

Preliminary Development and Operating Pro Forma

Once a preferred development concept is identified, we will develop a simple pro forma model that will show development and operating costs and how those compare with demand. Agrimis Planning + Design and Aron Faegre & Associates will prepare a cost estimate for the development of the campground and boat launch.

ECONorthwest develop a pro forma model using the results of the demand assessment and operating cost assumptions developed through conversations with campground operators.

DELIVERABLE

The deliverable for this will be a memorandum that summarizes our methods, assumptions, findings, and key implications for potential implementation of the campground.

SCHEDULE

Agrimis Planning + Design is prepared to begin work upon contract execution. The schedule is anticipated to run from June 2019 to September 2019.

LABOR RATES

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

Paul Agrimis, RLA, PE	Senior Landscape Architect	\$160/hour
Paul Agrimis, RLA, PE	Fieldwork and Administrative	\$100/hour
Mark Buckley	Economist	\$195/hour
Emily Picha	Policy Analyst	\$145/hour
Sarah Reich	Policy Analyst	\$145/hour
Aron Faegre, AIA, PE	Architect	\$100/hour
Jim Holohan	Staff Architect	\$80/hour

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FEES

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

- Task 1 Project Management – Estimated \$2,500
- Task 2 Descriptions of Setting and Proposed Facilities – Estimated \$7,000
- Task 3 Market Analysis – Estimated \$12,000
- Task 4 Development and O&M Cost Estimate – Estimated \$6,000.

Total labor fees are estimated to be \$27,500.

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 \$500.

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 \$28,000.

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 a feasibility study for a campground with associated facilities. The following tasks are specifically excluded from this scope of services:

- Rendering(s)/illustrative drawings of conceptual campground
- Geotechnical investigation (for foundation, roadbed, boat launch, and other site facilities design requirements)
- Topographic surveying (for grading design and earthwork quantities)
- Hydraulic analysis (floodplain impact assessment for boat launch grading)
- Stakeholder engagement (building consensus, as may be needed, with adjacent landowners and others in the community)
- Design development (taking plans and draft specifications to 60%)
- Land use and local permit compliance (permits as required by Newberg, Dundee, Yamhill County, DEQ 1200-C, DSL Removal-Fill)
- Final design (taking plans and specifications to 100%)
- Bidding and Construction services (providing assistance during bidding and providing oversight during construction).

Agrimis Planning + Design

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,

Agrimis Planning + Design



Paul D. Agrimis, R.L.A., P.E.
Principal

CLIENT APPROVAL

Title -----

Date -----

Agrimis Planning + Design

PARK & CAMPGROUND FEASIBILITY, DESIGN, & PERMITTING QUALIFICATIONS

Table 1 is a summary of relevant experience that the Agrimis Planning + Design team brings to you.

Table1
Summary of Relevant Feasibility Study Experience

Project	Reconnais- sance	Feasibility Assessment	Feasibility Study	Stakeholder Engagement	Conceptual Design	Preliminary Design	Final Design	Permitting
Newberg-Dundee Bypass Trail Pilot Project, Chehalem Park & Recreation District, Yamhill County, Oregon 2019 Agrimis Planning + Design	X			X		X		
90-Acres Concept Plan, Chehalem Park & Recreation District, Yamhill County, Oregon 2012 (As Vigil-Agrimis)	X	X			X			
Riley Ranch Nature Reserve, Bend Park & Recreation District, Deschutes County, Oregon 2013-2017 (As ESA Vigil-Agrimis)	X			X	X	X	X	X
Chehalem Ridge Park Supply/Demand Analysis, Metro, Washington County, Oregon 2014 ECONorthwest		X						
Giles French Park Campground Market and Feasibility Analysis, Sherman County, Oregon 2013 ECONorthwest			X					
Willamette Falls Whitewater Play Park Feasibility Study, Clackamas County, Oregon City, Oregon 2015 ECONorthwest			X					
YMCA Camp Duncan's Woods Youth, Clackamas County, Oregon 2017 - present Aron Faegre & Associates	X	X	X	X	X	X	X(site)	X(site)

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Project	Reconnaissance	Feasibility Assessment	Feasibility Study	Stakeholder Engagement	Conceptual Design	Preliminary Design	Final Design	Permitting
YMCA Camp Collins, Multnomah County, Oregon 2009 – present Aron Faegre & Associates	X	X	X	X	X	X	X	X
YMCA Camp Campbell, Santa Cruz County, California 2009 – present Aron Faegre & Associates	X	X	X	X	X	X	X	X

Agrimis Planning + Design – Resilient Site Planning

Agrimis Planning + Design is a practice that creates resilient places through green infrastructure planning and 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.

ECONorthwest

ECONorthwest is a consulting firm based in the Pacific Northwest that specializes in economics, finance, and planning. We understand that businesses and governments face difficult decisions about how to make the best use of limited resources. We help our clients make thoughtful, data-driven decisions using tools and methods that meet the highest standards of best practice. At the core of everything we do is applied microeconomics. This perspective allows us to fully understand—and effectively communicate—the benefits, costs, and tradeoffs associated with any decision. Our consultants have advanced degrees in a variety of fields, including economics, planning, and public policy; and work on projects ranging from strategy to implementation. On these projects, we provide a range of services, including business-economics and modeling, natural resource economics, fiscal and economic impact analysis, land-use planning, policy analysis, urban and regional planning.

Aron Faegre & Associates

Aron Faegre & Associates is a multi-disciplinary design firm with particular interest in camping facilities, waterfront facilities, parks, public works, and community projects. A key strength of Aron Faegre lies in its collaborative approach to design, and its interest in gaining community participation. The firm has specialized in taking on the most difficult and demanding of projects that require careful coordination between users, staff, consultants, and community members. Mr. Faegre's firm was begun in 1983 and has a staff size of three people.

Agrimis Planning + Design



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

- Project Manager for Newberg-Dundee Bypass Trail Pilot Project for Chehalem Park & Recreation District. Leading an urban multiuse trail project in close coordination with ODOT and City of Newberg to pilot the first phase of an eventual key bike/pedestrian connection between Newberg and Dundee.

• **Environmental Science Associates (ESA)**, Portland, Oregon
Vice President and Landscape Architecture Program Manager, Office Director (2017 to 2018); Deputy Office Director (2013-2017)

June 2013 – May 2018

- 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)

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 Oregon
- **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



Mark Buckley, Ph.D., Partner & Senior Economist

Ph.D. Environmental Studies (Economics Focus), University of California, Santa Cruz
B.A. Economics, Davidson College

Mark Buckley, PhD is an economist and partner at ECONorthwest, an economics consulting firm where he leads the natural resources practice area. He specializes in market and nonmarket valuation particularly involving water resources, with extensive experience on green infrastructure and wastewater treatment. He has designed and led studies for associated state and federal regulatory and resource agencies, local municipalities, non-governmental organizations, and the Department of Justice as a testifying expert. His research and peer reviewed publications also address individual decision-making in terms of behavior and response to intentional and unintentional incentives particularly in the context of landscape scale efforts to restore natural functions and adapt to climate uncertainty. He is currently serving as lead economist for the Bacteria TMDL Cost-Benefit Analysis for San Diego and Orange Counties, and USEPA just released a study of green stormwater infrastructure current and potential benefits in Seattle he directed.

Representative Projects

Dr. Mark Buckley has served as Project Director on the following projects, unless otherwise noted:

Restoration and Allocation of Water Resources

- **Chehalem Ridge Recreation Demand Analysis—Portland, OR (2016).** Assessed the demand for the various outdoor recreation and tourism services potentially offered by the Chehalem Ridge Natural Area near Gaston for Portland Metro.
- **Bend Parks Scoping—Bend, OR (2016).** Designed an analysis of Bend Parks and Recreation's economic contribution to the community.
- **Wenatchee Outdoor Recreation Economic Analysis—Wenatchee, WA (2016).** Conducted economic analyses and surveys to develop outdoor recreation economic development strategies for Chelan and Douglas counties in Washington State, including Wenatchee, Leavenworth, Lake Chelan, and surroundings.
- **Travel Oregon Recreation Analysis—Portland, OR (2016).** Designed and implemented a study of outdoor recreation economic activity for the Columbia River Gorge for Travel Oregon.
- **Yakima River Basin Integrated Water Resource Management Plan Economic Analyses—Yakima, WA (2009–Ongoing).** Designing and managing all economic analyses for the Yakima Basin Integrated Water Resource Management Plan for the Bureau of Reclamation and Washington Department of Ecology. Modeling benefit-cost analyses, economic impact analyses, and financial analyses concerning basin-wide water investments for agricultural and municipal water supply, habitat and salmonid population improvement, and climate change drought resiliency. Conducting analyses at the programmatic and individual project scale. Successfully underwent federal and Washington State legislature-mandated academic peer review. Served as a representative of the program for WA Ecology and Bureau of Reclamation

to WA state legislative committee hearings, including in structured debate format. Work was peer-reviewed by Reclamation economists and a team of economics professors commissioned by the State of Washington.

- **Seattle Waterfront Green Infrastructure—Seattle, WA (2017).** Identified and quantified the benefits of green stormwater infrastructure, park space, and the improved seawall habitat as part of the plan for the Central Waterfront with the Alaska Way Viaduct removal for the Nature Conservancy in collaboration with Friends of Waterfront Seattle and Seattle 2030 District. Benefits included visitation, salmon, public health and safety, property value, ecosystem services and others.



Sarah Reich, Poly Analyst & Project Manager

M.A. Urban and Environmental Policy and Planning, Tufts University
Certificate in Water: Systems, Science, and Society, Tufts University
H.B.S. Environmental Economics, Policy, and Management, Oregon State University
H.B.S. Geography, Oregon State University
Minor in Natural Resources and Environmental Law and Policy,
Oregon State University

Sarah joined ECONorthwest as a Policy Analyst in 2006. She specializes in environmental and natural-resource policy, planning, and economics. Her professional and academic experience focuses on water-policy issues, watershed management decisions, and socioeconomic dimensions of environmental planning. Sarah has recently assessed the economic benefits and costs of investments in water supply infrastructure, watershed restoration projects, green infrastructure approaches for managing stormwater, and sustainable site design. All of these projects involved detailed quantitative and qualitative assessment using an ecosystem-services framework grounded in science and economics. She has also managed large-scale socioeconomic analyses for federal and state environmental review. She has presented at regional and national conferences. In 2006, she was recognized with an AICP Outstanding Student Award.

Representative Projects

- **Economic Benefits of Reopening Willamette Falls Locks—Clackamas County, OR (2018).** For the Willamette Falls Locks Working Group, assessed the benefits of reopening the Willamette Falls Locks. The study compared different operating scenarios against the U.S. Army Corps of Engineers' alternative to permanently decommission the Locks, and quantified the benefits associated with commercial and recreational activity, economic development, and historic presentation and cultural value.
- **Socioeconomic Analyses of BLM Resource Management Plans for Western Oregon Districts—Western OR (2015).** Analyzed socioeconomic impacts of BLM's proposed RMPs for Western Oregon Lands through an ecosystem goods and services framework. The analysis quantified the RMP's economic impacts on traditional resource goods (i.e., timber, mining, and grazing) and ecosystem services (i.e., recreation, water supply, and carbon sequestration). The analysis also evaluated how the RMPs would impact revenue streams to local entities arising from timber harvest. The impact analysis was adapted for the Environmental Impact Statement of the RMPs.
- **Socioeconomic Analysis of Elements of the Yakima River Basin Water Enhancement Project—Central ID (2018).** Assessed the socioeconomic impacts of the Kachess Drought Relief Pumping Plant, Kachess-to-Keechelus Conveyance, and the Cle Elum Pool Raise Project for the U.S. Bureau of Reclamation and Washington Department of Ecology.
- **Assessment of a Proposed Timber Management Project—Western ID (2018).** For the U.S. Forest Service, Boise National Forest, quantified and described the socioeconomic impacts of a proposed wildland restoration and hazardous fuels reduction project in the Boise National Forest. The analysis was included in the agency's Environmental Assessment of the project under NEPA.

- **Socioeconomic Analysis of the Crystal Springs Hatchery Program—Central ID (2016).** For the Bonneville Power Administration, analyzed the socioeconomic, land use, recreation, transportation, and environmental justice impacts for an Environmental Impact Statement of the Shoshone-Bannock Tribes' proposed Crystal Springs Hatchery Program in Idaho.
- **Economic Value of Wildlife in Alaska—Statewide, AK (2014).** Analyzed the economic importance of wildlife-related activities to the Alaska economy for the Alaska Department of Fish and Game. The analysis collected data through statewide telephone and online surveys of participation and spending on wildlife-related activities and willingness to pay (through a contingent-valuation question design) for improvements in wildlife populations and opportunities to interact with them. The study quantified the regional economic impacts (incomes, jobs, and tax revenues) arising from wildlife-related spending using the IMPLAN economic model. The analysis also described the benefits and costs associated with human-wildlife interactions, including non-consumptive recreation, subsistence and recreational hunting, and passive uses for Alaska residents and visitors to Alaska.



Emily Picha, Project Manager

Masters of Urban and Regional Planning, Portland State University
B.A. Global Economics, University of California at Santa Cruz

Emily Picha is a Project Manager at ECONorthwest who specializes in policy analysis, implementation strategies, and redevelopment feasibility for planning and development projects. Since joining ECONorthwest in 2012, Emily has collaborated with her team to craft strategic solutions for infill development and create implementation plans that are designed to capitalize on market opportunities and maximize economic returns to communities. She has served as project manager on opportunity site strategies, redevelopment action plans, brownfields policy and redevelopment strategy projects, infrastructure funding strategies, and housing policy analyses.

Representative Projects

Emily Picha has served as Project Manager on the following projects, unless otherwise noted:

POLICY ANALYSIS

- **Southwest Corridor Equitable Housing Strategy—Portland, OR (Ongoing).** Identify funding, partnership, and implementation strategies to support the development of affordable housing along the corridor, in advance of a 12-mile light rail investment from downtown Portland, Oregon to Tigard, Oregon.
- **St. Helens Predevelopment On-Call Services — St. Helens, OR (2018-Ongoing).** Provide ongoing services to Tokola Properties and the St. Helens Urban Renewal Agency to support redevelopment on the waterfront.
- **Equitable Housing Strategy—Beaverton, OR (2018).** Assist with the creation of new city-wide programs to mitigate displacement in Beaverton. Working with an advisory group, ECONorthwest's work included extensive stakeholder engagement, an inventory of multi-family housing stock, research on national best practices for preserving and creating affordable housing, the creation and application of a program evaluation framework to assess the potential impacts of each tool, and assistance in framing the program requirements for implementation.
- **Richland Columbia Point South Development Concepts—Richland, OR (2018).** ECONorthwest evaluated existing development opportunities and barriers on a large, undeveloped waterfront parcel in the City of Richland. In addition, ECONorthwest completed a high-level feasibility analysis on several potential development concepts to inform the City's planning work and decision making for next steps.
- **DSA Ground Floor Retail Strategy—LOCATION, (2018).** Worked with DSA as they refine their retail strategy.
- **OEDA Urban Renewal Research—LOCATION (2018).** OEDA was interested in developing research and summary documentation (fact sheets) to address three issues: revenue generation to overlapping taxing districts, school funding issues, and return on investment to

communities. ECO worked with Elaine Howard Consulting to put together FAQs and briefs related to these subjects.

- **Oregon City Equitable Housing Strategy—Oregon City, OR (2017).** As a sub to Cogan Owens Greene, ECONorthwest developed a strategy to address development barriers and incentives to the creation of affordable housing in Oregon City.
- **Beaverton Downtown Design and Development Readiness—Beaverton, OR (2017).** ECONorthwest provided development feasibility analysis and implementation assistance to support a downtown-wide project to fix the Development Code; removed obstacles to development; made sure density comes with design; and integrated thinking and actions about buildings, streets, parks, plazas and other essential urban elements to ensure a vibrant and livable Downtown.
- **St. Helens Waterfront RFQ Development—St. Helens, OR (2017).** As follow-on work to the waterfront framework plan and urban renewal plan, ECONorthwest assisted the City of St. Helens to recruit a developer for the waterfront site by developing a request for qualifications document and working with the City staff to run a selection process.
- **Austin CodeNEXT Density Bonus Calibration—Austin, TX (2016).** Managed a large internal team to develop a citywide development feasibility tool to determine how the City of Austin can best calibrate its density bonuses to produce affordable housing units.
- **Urban Land Institute *Economics of Inclusionary Development Report*—Nationwide (2016).** Served as project manager to develop an educational briefing book on the economics of inclusionary zoning.
- **Airbnb Impacts to Affordability—Portland, OR (2016).** Managed a team to produce a concise document summarizing existing host behavior and describe impacts of Airbnb's platform on affordability in Portland.

REDEVELOPMENT

- **Coos Bay Front Street Action Plan—Coos Bay, OR (2016–2017).** Managed a multidisciplinary team to develop a vision and series of next steps to address infrastructure and market challenges on the historic waterfront of Coos Bay.
- **St. Helens Waterfront Framework Plan—St. Helens, OR (2015–2016).** Served as project manager for analysis to help inform potential use types, disposition approaches, and develop a series of implementation steps for the City to attract development to the site.
- **South Central Waterfront Initiative—Austin, TX (2015).** Provided analysis to inform a framework plan and implementation strategy for 90-acre South Central Waterfront that builds on previous visions and plans

Aron Faegre & Associates

Aron Faegre & Associates is a multi-disciplinary design firm with particular interest in camping facilities, waterfront facilities, parks, public works, and community projects. A key strength of Aron Faegre lies in its collaborative approach to design, and its interest in gaining community participation. The firm has specialized in taking on the most difficult and demanding of projects that require careful coordination between users, staff, consultants, and community members. Mr. Faegre's firm was begun in 1983 and has a staff size of three people.

Aron Faegre, principal of the firm, will personally be active on your project. He is a professional landscape architect, architect, and civil engineer. This diversity reflects his goal for maintaining a generalist's knowledge of building, useful for developing creative, unique solutions to difficult design problems.

Park Planning & Design

Aron Faegre & Associates has a strong interest in public facilities which foster a connection between people and nature. Past and ongoing park and recreation projects include:

- Cooper Mountain Nature House for METRO with Vigil Agrimis
- YMCA Camp Collins on the Sandy River
- YMCA Camp Orkila on Orcas Island
- YMCA Camp Colman on South Puget Sound
- YMCA Camp Campbell in the Santa Cruz Mountains
- Wilderness Rim Camp at Nimpo Lake, British Columbia
- Powell Butte Nature Park Site Planning, Parking, and Restroom Facilities
- Willamette Park Restroom and Trails
- South Slough National Estuarine Research Reserve Walkways, Wetland Trails, Canoe Launch, and Interpretive Center Expansion
- Jackson-Frazier Wetland 2/3 mile Educational Boardwalk
- Design and permitting of four different docks on the Willamette River
- Willamette River Roehr Park Restrooms and Performance Viewing Area

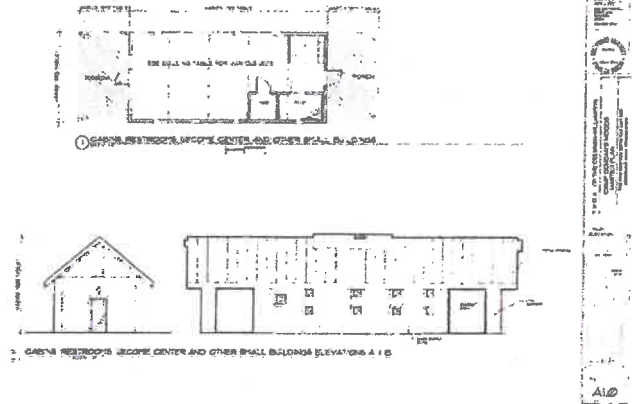
The firm has a strong background in providing consulting services for public service facilities analysis and design. The political climate of public facilities often requires a balanced and sensitive design approach that allows many interested parties to have input and ownership in a project. Aron Faegre & Associates enjoys working in this arena. Past and ongoing public facility projects include:

- Sylvia Beach Hotel, a Booklovers Retreat, Newport
- St. Helens Public Library / Public Meeting Room / Computer Center
- Abacus House, a county facility for mental health services
- Scappoose Public Library and Meeting Room
- Portland 9-1-1 Communications Center and Radio Shop
- Community Policing Precincts for City of Portland

A very partial list of special parks and community facility projects the firm has been involved with include:

Camp Duncan's Woods, Mt. Hood, Oregon

Aron Faegre & Associates is leading the master planning, facility design, and permitting for a \$20 million new youth camp located on 160 acres of private land in the Mt. Hood National Forest near Trillium Lake. The camp will include residential and tent camping for up to 214 campers and 57 staff. There will be 12 sleeping cabins, associated lodge and toilet facilities, three remote camping areas, a pond for fire protection water, and other associated facilities. The project has received its Clackamas County conditional use permit, DEQ site development permit, preliminary approval of its DEQ sanitary review, and is currently working on its Clackamas County site development permit.



Camp Campbell Trails and Facilities Master Plan, Santa Cruz Mountains, California



Aron Faegre & Associates is leading the master planning and facility design for a \$15 million upgrade to this 250-person youth summer camp and environmental education center. The project includes a 1000-foot long raised boardwalk trail that winds through the redwoods, at walking heights of up to 25 feet. This new trail is fully ADA accessible and with the new Redwood Village Treetop Cabins provides an environmental learning center focused on discovery of the life of the redwood forests. Other new projects at the 87-acre site include: new log Dining Hall, Adventure Water Pool, Maintenance Center,

Welcome Center, Living Machine Sewer System, and campus wide Accessible Trail System. The fundraising process was integrated with the facility design, so that donors participated in brainstorming for the projects. Fundraising is now complete, with construction of most projects complete. Completion is expected in 2020.

South Slough Study Trails and Observatory, Charleston, Oregon

Aron Faegre has led a ten-year process to create new science and educational facilities at South Slough in Coos Bay, for the South Slough National Estuarine Research Reserve program. The projects have included: trail master plan, wetland and tidal boardwalks, an 80-foot arched ADA accessible pedestrian bridge over a tidal area, interpretive building expansion, and a combined canoe access ramp and fish habitat structure built of log root balls. The trails are designed to mimic how nature works, so include "braided trails" where the "braided creek". This creates more trail space for the youth groups studying the braided stream, and helps them experience what "braided" means. Faegre has to date created approximately 4 miles of trails at South Slough, including boardwalks, dirt and gravel trails, paved trails, and bridges.



Camp Collins Trail and Building Master Plan and Improvements, Sandy River, Oregon



For twenty years Aron Faegre has worked on rebuilding of YMCA of Columbia-Willamette's Camp Collins on the Sandy River. This 180-person youth camp and environmental conference center is 30 minutes from downtown Portland, but exists in a federally protected scenic waterway. Work has included: new trails throughout camp, a treetop suspension bridge trail, a new treetop village with boardwalk trail around the buildings up in the Douglas fir forest, new entry and parking, wrangler facilities, climbing structure, a new village of "hobbit houses" partially sunk into the forest with earth roofs to re-establish the forest understory (received Platinum LEED certification), new campfire areas, new chapel area, new Welcome Center Building, new Health Center, and new horse camp facilities.

AFA Staff Profile

ARON FAEGRE, AIA, PE, ASLA
PRINCIPAL



**Educational
Background**

Master of Architecture, Massachusetts Institute of Technology
School of Architecture and Planning, 1976

B.A. Physics, Reed College, 1971

**Professional
Registration**

Architect: Oregon, Washington, California,
Nevada, British Columbia

Professional Engineer: Oregon, California

Landscape Architect: Oregon, Washington

Building Inspector: International Code Council

LEED Certified Professional: U.S. Green Building Council

Shy Montoya

From: Lee, Kirstyn <Kirstyn.Lee@moodys.com>
Sent: Wednesday, May 8, 2019 10:05 AM
To: Shy Montoya
Cc: Don Clements
Subject: RE: CPRD
Attachments: 2018 Sector In-Depth_ Insufficient Information Practice.pdf

Good morning Shy,

Thank you for your email, we appreciate you reaching out with this update! Although audited information is preferred, if the 2018 audit is not yet complete, we may accept reliable, high-quality unaudited financial information as "sufficient information" in the interim. This may include a draft audit, especially the income statement and balance sheet.

In order for us to maintain the district's ratings we must receive sufficient information by the close of business on Tuesday June 25th. Unfortunately, if Moody's is unable to receive sufficient information by this date, the ratings may be placed on review for potential withdrawal, generally for a period of 30 days. Receiving sufficient information by June 25th, will likely prevent the ratings from being placed on review until the audit is complete, as long as we receive the 2018 audit within 18 months of the fiscal year end. Said another way, even with unaudited information for now, we still must receive the audit by December 2019. (for more information, please see attached publication regarding Moody's sufficient information practice.)

I hope this helps explain our process. Do you have an estimate of when the audit or an unaudited draft will be available?

Kind regards,
Kirstyn

.....
Kirstyn Lee

Associate Lead Analyst
Western Regional Office
Public Finance Group
415.274.1715 tel
kirstyn.lee@moodys.com

Moody's Investors Service
One Front Street, Suite 1900
San Francisco, CA 94111
www.moodys.com

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From: Shy Montoya [mailto:smontoya@cprdnewberg.org]
Sent: Wednesday, May 08, 2019 8:20 AM
To: Lee, Kirstyn <Kirstyn.Lee@moodys.com>
Cc: Don Clements <dclements@cprdnewberg.org>
Subject: CPRD

CAUTION: This email originated from outside of Moody's. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Ms. Lee,

My name is Shy Montoya and I am with Chehalem Park and Recreation District. We recently received the attached notice regarding a lack of audit submission for 2018. We are delayed in getting the books to the auditors as there were some inaccurate and unrecorded transactions. We had a staff change in last year for bookkeeping. I called a consultant today to get help in getting this ready for submission. As we have not submitted to the auditors, it is unlikely we will have it returned by May 24. What can we do to keep you updated and work with you to communicate progress? I want to do what is needed to keep this moving forward and am open to input.

Respectfully,

Shy Montoya

Shy Montoya
Chehalem Park and Recreation District
125 S. Elliott Road
Newberg, OR 97132
503-554-0283
503-537-2909 Ext 2001
503-538-9669 fax
smontoya@cprdnewberg.org

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HAHN AND ASSOCIATES, INC.
CCB#71414

SERVICES AGREEMENT

Agreement No. 9461

April 26, 2019

BY AND HAHN AND ASSOCIATES, INC. ("HAI")
BETWEEN 434 NW 6th Avenue, Suite 203
Portland, Oregon 97209-3651

AND: CHEHALEM PARK & RECREATION DISTRICT
125 S Elliot Street
Newberg, Oregon 97132

HAI agrees to provide services and Client agrees to purchase services as follows:

A. SCOPE OF SERVICES AND PERFORMANCE SCHEDULE

1. HAI will conduct a review and inspection of the property located at the Approximately 40.15-Acre Property, NE Waterfront Street, Newberg, Oregon. The review and inspection activities will meet the requirements of the American Society for Testing and Materials (ASTM) standard E 1527-13 entitled *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process*, as detailed in the attached *Scope of Work for Phase I Environmental Site Assessments*. Further, unless otherwise directed and as appropriate, HAI may include recommendations in the report to address any identified *Recognized Environmental Conditions* (RECs).

Unless specifically noted herein, the review and inspection activities will not include items that are outside the scope of ASTM standard E1527-13 ("non-scope considerations"). Non-scope considerations include, but are not limited to, the interpretation of geological or hydrogeological information, issues related to lead-based paint, lead in drinking water, electromagnetic frequencies, cultural and/or historic resources, indoor air quality (e.g. vapor intrusion), fungi (e.g. mold), radon, wetlands, ecological resources, endangered species, and the National Environmental Policy Act (NEPA). Additional non-scope considerations also include surveys for asbestos or vapor encroachment conditions (ASTM E2600-10), imported fill materials, health and safety, industrial hygiene, geotechnical features, and regulatory compliance, or a determination of the suitability of a property or its structures for any purpose.

NOTE: the preceding list of non-scope considerations is not intended to be all-inclusive. Further, no implication is intended as to the relative importance of inquiry into such non-scope considerations.

HAHN AND ASSOCIATES, INC.

- 2. Upon completion of the Services or the earlier termination of this agreement, HAI shall prepare a written report documenting the Services performed, which will include copies of all laboratory analyses that are performed, if any.
- 3. Performance of the Services commenced on April 26, 2019 and shall be diligently continued until completed.

B. COMPENSATION

All Services shall be compensated in accordance with the terms and conditions of the attached General Terms and Conditions. The total cost to complete the indicated work, on a Flat Fee basis, will be \$3,750. This fee assumes the following:

- Title Report (current within the past six months) will be provided to HAI that will include the required search for recorded environmental liens and activity and use limitations (AULs).
- Report Revisions or Amendments after the report is submitted, and as a result of information not available to HAI during the project, will be charged on a time and materials (T&M) basis, in addition to the quoted flat fee

C. SPECIAL PROVISIONS

None

D. STANDARD TERMS AND CONDITIONS

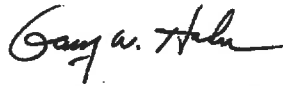
All the terms and conditions in the attached General Terms and Conditions and any attached exhibits and schedules are incorporated into this Agreement by this reference.

HAHN AND ASSOCIATES, INC.

CHEHALEM PARK & RECREATION DISTRICT

By

By



Gary W. Hahn, E.P.

Printed Name: Dan Clements

President

Title: Superintendent

Date: April 26, 2019

Date: 4-30-19

(HAI 0618)

HAHN AND ASSOCIATES, INC.

Parks Activity Report, April/May 2019

Aquatic and Fitness Center

We are looking for a Building Maintenance Technician, CPO for the Aquatic Center. In the meantime I have contracted out some services that should get us through until we find a replacement. Triplett Wellman has completed all Phases of the Chehalem Aquatic and Fitness Center. There is the issue of some programming to the HVAC system due to mechanical changes during the construction. Our team at the Aquatic Center continues to monitor and refine the systems in the building for maintenance and efficiency. A Memorial and Time Capsule will be placed to the South of the Peace pole in front of the Fitness Center.

Cultural Center

We have been working with Scott Edwards Architecture and GDS General Construction on Phase III of the Culinary Enrichment Center at the Cultural Center. An estimated Completion date of July 9, 2019 as the project seems to still be ahead of schedule. Plumbing is in, Framing complete, electrical, HVAC, Fire suppression, sheetrock and painting complete. We have been working on completing the maintenance of the HVAC system of the existing structure.

Friends Park

I have been working on permits for the development of Friends Park with the Saunders Co. and David Evans & Associates. The proposed Park improvement includes an impervious path system throughout the park. This impervious area requires water quality/quantity treatment which can be expensive. Similar paths within the Clean Water Services District which serve pedestrians provide treatment via use of an infiltration trench that collects the drain water and attempts to store and infiltrate the storm water from the impervious paths. We have kept the community updated through emails and will have a community meeting as more is known.

School Playground requests

Don and I met with a group at Edwards Elementary School that included Parents, Teachers, School District Admin., and Facilitators to put together a Plan for the Playground at the School. Jodi Hansen and Gary Stewart were the facilitators for Strategic Doing. It calls for an action plan and defines the Path that must be taken to ensure all stakeholders participate in a combined effort to complete the project from inception to completion.

Other District Buildings

Ongoing cleaning, painting, and repairs to various District buildings.

Parks

We are continuing to install Rain Sensors on the irrigation systems in our Parks so that we may continue to control our irrigation costs. We will continue to work in the parks, spraying, stump grinding, pruning and removing hazardous trees.

We will continue to pressure wash 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).

We are in the process of procuring new Equipment for the Golf Course and Parks.

Andrew Stice is continuing work on the drainage and sand in the bunkers with the help of his staff, County work crew and community service "volunteers."

Chehalem Cultural Center Phase III - CEC
 Updated Project Schedule
 April 1, 2019

* Inspections

Task	May-19														
	W 15	TH 16	F 17	M 20	T 21	W 22	TH 23	F 24	M 27	T 28	W 29	TH 30	F 31	M 3	T 4
Framing & Door Frames															
Structural Steel															
Concrete / Masonry saw cut															
Plumbing - Rough															
Sprinklers															
HVAC - Rough															
Electrical Rough															
Insulation															
Drywall - hang, tape and paint															
Finish Trim Carpentry															
Ceiling Tile															
Ceramic Tile															
Finish Natural Wood															
Polish Floors															
Finish Plumbing / Trim out															
HVAC - Trim & Controls															
Finish Electrical / Trim out															
Toilet Parts/bath accessories/signage															

Parks Summary

Month of: *April/May 2019*

<i>Park Name</i>	<i>Hours Worked</i>
<i>Armory</i>	22.00
<i>Billick/Dundee</i>	17.50
<i>Buckley Park</i>	1.50
<i>Central</i>	40.00
<i>Che. Valley</i>	6.50
<i>College</i>	3.75
<i>Community Center</i>	1.25
<i>Crabtree</i>	2.50
<i>Crater Ball Fields</i>	81.00
<i>Dundee Overlook</i>	0.25
<i>Elliott Road</i>	23.75
<i>Ewing Young</i>	9.00
<i>Falcon Crest Park</i>	2.50
<i>Fortune Park</i>	2.75
<i>Gail Park</i>	16.25
<i>Gladys</i>	6.50
<i>Golf Course</i>	3.50
<i>Herbert Hoover</i>	81.00
<i>Jaquith</i>	38.00
<i>Jaquith Ball Fields</i>	72.50
<i>Memorial/Scout House</i>	30.25
<i>Mt. View (Springbrook)</i>	3.50
<i>Non-District Properties</i>	0.75
<i>Oak Knoll Park</i>	4.25
<i>Oaks Park</i>	1.75
<i>Other District Land</i>	5.25
<i>Pool</i>	103.00
<i>Pre-School</i>	17.00
<i>Pride Gas</i>	0.50
<i>Renne Fields</i>	1.00
<i>Rotary Centennial Park</i>	10.25
<i>Schaad Park</i>	2.00
<i>Scott Leavitt</i>	2.00
<i>Senior Center</i>	61.00
<i>Spring Meadow</i>	2.00
<i>Steel Bldg</i>	0.25
<i>Transfer Station</i>	3.50
<i>vacation/holiday/sick/comp.</i>	32.50
<i>Youth building</i>	14.00
Total	726.75



Adult Sports

May 2019 Activity Report, Department 452

Department 452 Participation Tracking	April 2019	
Activity	Participants	Participant Hours
Camellia Run	600	300
Participation Total	600	300
Department 452 Financial Tracking	April 2019	
Supervisory Staff Expense	400	
Administrative Staff Expense	700	
Part Time Staff Expense	55	
Material Expense	8735	
Total Expense	9890	
Program Revenue	10585	
Net	695.00	
Cost Per Participant	1.15	
Cost Per Participant Hour	2.30	

Department 452 – Adult Sports

The month of April is host to our Camellia Run. This year we had over 600 participants, which is the largest registration total ever for this event. A new course was implemented this year and received rave reviews.

Registration is open for Adult Men’s league softball and the season will begin in May.



Youth Sports

May 2019 Activity Report, Department [453](#)

Department 453 Participation Tracking	April 2019	
Activity	Participants	Participant Hours
Track	150	600
Lacrosse	100	400
Youth Softball	85	600
Total	335	1600

Department 453 Financial Tracking	April 2019	
Supervisory Staff Expense	1735	
Administrative Staff Expense	5365	
Part Time Staff Expense	335	
Program/Materials Expense	9940	
Total Expense	17735	
Program Revenue	10500	
Net	(6875)	
Cost Per Participant	(20.5)	
Cost Per Participant Hour	(4.3)	

Department 453 – Youth Sports

April finds CPRD involved in 3 sports. Mid high track and field has started competition and CPRD hosted the first of two home meets on April 11th. This season the high school track helped run the meet, and we brought in a professional timing company for the competition. The lacrosse program is in mid-season playing games all over the Portland metro area. Our youth softball program began practice on April 15th, and will begin playing games on May 11th.

The weekend softball tournaments started in March and will continue throughout the spring and summer.

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

454 Recreation

April-19 Fiscal year

	April 19	Fiscal year
Supervisory Staff Expense	595.62	5956.2
Recreation Coordinator	1,858.60	15925.56
Part Time Staff Expense	2515.66	21736.32
Fringe	2037.24	16300.22
program Expense	1387.02	27943.66
Utilities Expense	0	0
Total Expense	8394.14	87861.96
Program Revenue	4902.39	55520.16
Rental Revenue	0	0
Net	3491.75	32342.14
456 Senior Center	April 19	Fiscal year
Recreation Coordinator	1,179.76	14431.57
Senior Center Specialist	2,378.22	23741.47
Part Time Staff Expense	0	719.84
Fringe	2049.04	21218.4
program Expense	816.23	12533.59
Utilities Expense	2055.67	57168.75
Total Expense	8,478.92	129813.62
Program Revenue	3000	28362.36
Rental Revenue	5548	44487.96
Net	-369.08	54686.35
457 Community School	April-19	Fiscal year
Supervisory Staff Expense		
Admin Staff Expense	727.98	7279.8
Part Time Staff Expense	635.75	7247.57
Fringe	447.71	3164.12
program Expense	2590.47	14773.78
Utilities Expense	0	0
Total Expense	4401.91	32465.27
Program Revenue	2321.25	26313.25
Rental Revenue	0	0
Net	2080.66	6143.02

Notes:

Community School Classes

7 Community classes started in April. Mostly at our Mable Rush location. Music seems to be the primary interest. But certainly our science class and lego engineering classes are consistently popular.

We had 42 students register in our various Gymnastics classes in April. Our new instructors (Elana and Esmerelda) are going a really nice job with our group of kids. We are getting a lot of really positive feedback about them.

We started a new series of outdoor recreation opportunities. Bill Wood (wilderness and nature science instructor) is running a series of hikes. We will offer 6 hiking guided hiking opportunities a month from now until the end of summer. One of the more unique hiking opportunities that he is leading, is our Family Night Hike Series. A guided tour/hike starting at 8:30pm utilizing the trail system connected to our local golf course. Our first night hike expedition had 6 participants register. This is a really neat opportunity and a pretty unique experience.

Newberg and Dundee both held their annual Easter Egg Hunts on Saturday April 20th. Our strongest community partners on each of these hunts continues to be the Dundee Community Committee and TVF&R. Both organizations did a great job of coordinating Easter activities on the grounds. We had roughly 400 in attendance at Dundee, and Newberg's attendance was literally too big for me to count.

Materials Expenses in these departments are a little higher than normal. We have purchased our bulk order of 1st aid supplies for the upcoming year.

Respectfully Submitted by
 Matthew Compton
 Recreation and Care Coordinator

April 2019 Activity Report

455 Care	April 2019	Fiscal Year To Date
Supervisory Staff	595.62	5956.2
Recreation Coordinator	915.04	9150.4
Care Director	0	14779.43
Care Technician	640.08	6552.67
Part Time Staff Expense	19601.04	191757.75
Fringe	3253.74	33357.43
program Expense	8319.01	78368.14
Utilities Expense	0	0
Total Expense	33324.53	339922.02
Program Revenue	38927.2	452499.16
Rental Revenue		0
Net	-5602.67	-112577.14

474 Pre School	April 2019	Fiscal Year To Date
Supervisory Staff	0	0
Admin Staff Expense	0	0
Pre School Instructor	1440	15603.64
Fringe	783.31	6424.28
program Expense	339.41	4461.04
Utilities Expense	361.63	2652.75
Total Expense	2924.35	26153.52
Program Revenue	2553	26302.85
Rental Revenue	0	0
Net	371.35	-559.71

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.

April 26th was our only scheduled all day care day in April. That day we took our care kids on a field trip to the aquatic center for a little swim and gym time. The Aquatic Center is a really nice location for this kind of activity. It is always really well received by our participants and participant families.

We have started the hiring process for our Camp Care summer program. Right now we have 25 staffers identified to work in our summer care program starting June 17th and running to August 29th. We will likely hire an additional 5 staffers to round out our roster. Our grade school program is anticipating 100 kids a day, 5 days a week, for the entire summer.

Respectfully Submitted by
 Matthew Compton Recreation
 and Care Coordinator

Don Clements

From: Woolf, Carmen <Carmen.Woolf@ssa.gov>
Sent: Monday, April 22, 2019 1:53 PM
To: Don Clements
Subject: FW: Hess Creek TAX Lot R3220D8 01500

Don,

My phone number is 971-269-9557. I look forward to hearing from you.

Carmen

From: Woolf, Carmen
Sent: Monday, April 22, 2019 1:50 PM
To: 'dclements@cprdnewberg.org' <dclements@cprdnewberg.org>
Subject: Hess Creek TAX Lot R3220D8 01500

Don,

Good afternoon. We met a few years ago in the field that will be known as Friends Park. You gave me your card and I saved it. The reason for my email is to bring to your attention the Tax lot # R3220D8 01500 that was gifted to the Chehalem Park and Rec by the owner of the Sportsman's Airport. This lot consists of a stone bridge that crosses over Hess Creek (formally a pond) from Corinne Drive to the Airport's rear property. The issue is this, the spill way under this bridge that I was told is now owned by Chehalem Park and Rec had years of debris that was keeping the pond that was created years ago full.

Two weeks ago, the debris was either taken away or washed away. Here is the concern by myself and community members, This wildlife habitat has drained 7 feet. There is a ton of wildlife that calls this pond their home. When community members are walking the trails go over the wooden bridge and stone bridge to come to view the pond, that there remains nothing but mud. I live on Hess Creek and have watched migrating birds of all species (Blue Heron, various duck species) come and go as the seasons change. There are amphibians, fish and mammals such as river otters that thrived once in the pond. Now over half the pond is without water and is a wet bog right now. I have a painting in my house of the pond as viewed from the wooden bridge. You had mentioned when we first met that part of the future plans for the Friends Park would be walking trails near the pond for viewing. Your future plans are in jeopardy if something isn't done to stop the water from draining. My neighbors and I are very concerned and are willing to help. I am willing to help pay the cost to ensure the water is restored to its normal level. Please come to Hess Creek off of Corinne Drive to see for yourself.

You can join the Facebook Page of Hess Creek to see pictures and read community concerns. I reside at 546 Corinne Drive. You are welcome to come by and view from my back porch. I am asking that Chehalem Park and Rec please take action to restore the pond to its former glory by damming the spill way. As I said before if there is a cost issue, I am willing to help. I take classes at the Park and Rec and am concerned for the wildlife that is losing its habitat.

Note: I have been in contact with Kristen Svicarovich from the City of Newberg who runs the Trees for Streams program to maintain waterway habitats and am signed up to add native plants to my property along Hess Creek.

Please feel free to give me a call.

Sincerely,

Carmen

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Please feel free to give me a call.

Sincerely,

Carmen

Dear Don,

Wanted to thank you and the Board of Directors for the naming of the Aquatic Center Fitness Area. What a wonderful surprise and a beautiful addition to the facility. I'm humbled and honored.

It was good to see you @ the Cavalier Festival, it's exciting to see it grow every year.

Enjoy the Brittle!

Sunny

Made

Subject: Friend's Park

Date: Thursday, April 25, 2019 at 4:12:13 PM Pacific Daylight Time

From: Eric Moon

To: Kat Ricker

Hi,

I live at 866 Corinne Dr, backing up to Friend's Park. I attended the meeting last year and brought up a concern about the Phase 2 bathroom being planned right behind our house. I was basically told that Phase 2 was not funded in the near future and that there would be more neighborhood meetings to give input on things like that if it ever happened in the future, which it may not. I was satisfied hearing that.

Fast forward 6 months, I'm moving out of state and selling my house. We accepted an offer over the weekend and the next day the buyer retracted it because they saw the plans with the bathroom behind our house. They'd already retracted it and we didn't have the ability to explain these things to them, so we had to go with a second offer that was lower. The new buyers just asked for a status update on the park, and I'd love to send them to the dedicated CPRD page for the park, but it has the Phase 1+Phase 2 map on it. Are you able to give me some words about this that I can share with the buyers to basically say the bathroom won't go right there without buy in from the houses right around it?

Thanks,

Eric Moon

Survey done at Edwards event



Name _____

Contact Phone or Email (Optional) _____

Affiliation with Edwards Elementary

- Parent or guardian of student
- Student
- Staff
- Other

1. What grade levels do you see as already served by this playground?

- K - 2
- 3 - 5
- 6 - 8
- 8 - 12

2. What ages do you think could be better served with improvements?

- K - 2
- 3 - 5
- 6 - 8
- 8 - 12

3. Can you identify any safety or maintenance issues now which need to be addressed?

- Yes
- No

If yes, what are they?

4. Do you see accessibility issues which need to be addressed?

- Yes
- No

If yes, what are they?

5. What type of equipment do you think should be provided on the playground?

- Swings
- Slides
- Climbing structures

Spinners

6. Are there any elements that do you dislike on playgrounds?

Yes

No

If yes, what are they?

7. What other ideas do you have for possible playground improvements, and what would you and your child like to see?

Subject: Re: Link for Phase I ESA Report for Newberg retired landfill - proposal attached
Date: Friday, April 26, 2019 at 4:12:55 PM Pacific Daylight Time
From: Nora
To: John Bridges
CC: Don Clements, Kat Ricker
Attachments: CPRD former Newberg landfill _ESA 13 prop ltr.pdf

Hi John,

As requested, please find attached our cost proposal for a Phase I ESA of the former Newberg Landfill.

Bottom Line

Fee: \$3,750

Timeline: 15 - 20 business days: shorter if needed sooner

You will see that this fee is substantially higher than the fee we quoted for the property located near SE Corinne Drive. This is due to the volume of environmental records, documents, and reports associated with the former Newberg landfill that will need to be reviewed as part of the Phase I ESA, with the significant bottom line results summarized and incorporated into the report.

If you would feel more comfortable with the project work to be invoiced on a time and materials (T&M) basis, rather than a flat fee, we would be happy to do it that way.

Please let me know if you have any questions or concerns —

Nora

—

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based upon this message or any information herein. If you receive this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you.

Nora H. Eskes, E.P. * norae@hahnenv.com

Hahn and Associates, Inc.

Environmental Consultants

434 NW 6th Avenue, Suite 203

Portland, Oregon 97209-3651

<http://www.hahnenv.com>

Phone: 503.796.0717 * Facsimile: 503.227.2209

On Apr 26, 2019, at 12:01 PM, John Bridges <John@NewbergLaw.com> wrote:

Nora,

There wasn't a screen shot attached. Attached is a trio. You've got the right property, however FATCO shows it at 40.15 acres.

PHASE I ENVIRONMENTAL SITE ASSESSMENT USER QUESTIONNAIRE

(Required by ASTM E1527-13)

Property: Approximately 40.15-Acre Property, NE Waterfront Street, Newberg, Oregon

HAI Project No. 9461

The party who will be the *User* of the Phase I ESA should provide the following information, if available. Failure to do so could result in a determination that "All Appropriate Inquiry" is not complete, thereby putting your Landowner Liability Protections at risk. Accordingly, please fill in this form to the best of your ability. Explain any *Yes* answers to 6b, 7b, 8b, 9, 10a, b, c or d, and 11 on a separate sheet of paper. Then sign this form and return it to HAI along with copies of any of the available documents or information. This form will be made a part of the completed Phase I ESA Report to be prepared by Hahn and Associates, Inc.

Documents Provided to HAI?

Yes	No	Un-known		Documents Provided to HAI?	
				Yes	No
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. Existence / location of water wells, fill material, drywells, sumps, pits, or drainage systems	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. Building plans (architectural, mechanical, utility, plumbing)	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. Description of current site operations, including site plans or sketches	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. Tax Assessor records (previous owner and occupants)	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. Title Report or Preliminary Title Report (which may include a search for recorded liens and <i>Activity and Land Use Limitations</i> (AULs)), and/or Chain Of Title	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. a) Environmental Cleanup Liens: Has a search for environmental cleanup liens filed under federal, tribal, state, or local law been conducted by a <i>title company</i> or <i>professional</i> ?	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. b) Are you aware of any such liens encumbering the property*?	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. a) Activity and Land Use Limitations (AULs): Has a search for recorded AULs been conducted by a <i>title company</i> or <i>professional</i> ? AULs may include engineering controls, land use restrictions or institutional controls in place at the property and/or filed or recorded in a registry under federal, tribal, state or local law.	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. b) Are you aware of any AULs in connection with the property*?	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. a) Fair Market Value: Does the purchase price for this property reasonably reflect the fair market value of the property?	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. b) If not, does the lower purchase price reflect known or suspected contamination to be present at the property*?	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9. Specialized Knowledge: As the User of this ESA, do you have any specialized knowledge or experience related to the property or nearby property? For example, if you have been a tenant of the property or have been involved in the same line of business as the current or former occupant(s) you may have specialized knowledge of the chemicals and/or processes used at the property.*	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10. Common Knowledge: Are you aware of commonly known or reasonably ascertainable information about the property that would help to identify conditions indicative of releases or threatened releases? For example, do you know (a) The historical uses of the property? _____ * (b) Of specific chemicals that are present or once were present at the property? _____ * (c) Of spills or other chemical releases that have taken place at the property? _____ * (d) Of any environmental cleanups that have taken place at the property? _____ *	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11. Obvious Indicators: Based on your knowledge of the property, are there any obvious indicators, such as spills, stains, releases, cleanups, etc., that point to the presence or likely presence of contamination at or near the property? *	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12. Information concerning any pending, threatened, or past litigation or administrative proceedings relevant to hazardous substances or petroleum products.	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13. Notices from any governmental entity regarding possible violation of environmental laws or possible liability relating to hazardous substances or petroleum products	<input type="radio"/>	<input type="radio"/>

*Please explain any Yes answer on a separate sheet of paper

PHASE I ENVIRONMENTAL SITE ASSESSMENT USER QUESTIONNAIRE

(Required by ASTM E1527-13)

Property: Approximately 40.15-Acre Property, NE Waterfront Street, Newberg, Oregon

HAI Project No. 9461

14. Are you aware of any documents that may be pertinent to this ESA? Yes No
 Please check the Yes column for all that apply, then check Copy column for any known documents for which copies are available. Please provide available copies to HAI:

	Yes Copy			Yes Copy	
	Yes	Copy		Yes	Copy
Prior Environmental Site Assessments (ESAs)	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste Generator Notices or Reports	<input type="checkbox"/>	<input type="checkbox"/>
Regulatory Agency Documents/Correspondence	<input type="checkbox"/>	<input type="checkbox"/>	Material Safety Data Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Registrations/Permits for:	<input type="checkbox"/>	<input type="checkbox"/>	Community Right-To-Know Plans	<input type="checkbox"/>	<input type="checkbox"/>
Underground / Above-Ground Storage Tanks	<input type="checkbox"/>	<input type="checkbox"/>	Site Safety Plans	<input type="checkbox"/>	<input type="checkbox"/>
Solid Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>	Spill Prevention Plans	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>	Spill Control / Countermeasure Plans	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Reports	<input type="checkbox"/>	<input type="checkbox"/>
NPDES	<input type="checkbox"/>	<input type="checkbox"/>	Hydrogeologic Reports	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
Drywell/UIC	<input type="checkbox"/>	<input type="checkbox"/>			

15. What type of Property Transaction are you having this ESA performed for?
 A. Purchase of Property C. Exchange of Property E. Construction Loan
 B. Sale of property D. Refinance F. Other (Specify) _____
16. What is the Reason for performing this ESA? (Check all that apply)
 A. Due Diligence purposes in support of Landowner Liability Protections under CERCLA (i.e., Innocent Landowner, Bona Fide Prospective Purchaser, or Contiguous Owner Defenses)
 NOTE: to qualify for any one of the CERCLA defenses, a title company or title professional must be engaged to conduct the required search for environmental cleanup liens and AULs.
 B. Business Risk C. Other (Specify) _____
17. What is/are the complete and correct address(es) and/or Tax Identification Number(s) of this property, e.g., Map and Tax Lot(s)? If available, please provide a map showing the property boundaries.

18. Are there any additional required scopes of service that apply to this ESA, e.g., additional Lender requirements beyond ASTM Standard Practice E 1527-13, or additional services required by a Buyer, Seller, etc.?

19. Are there any Lenders who will rely on this ESA? If so, please provide Lender Name(s):

20. Please provide the name and contact information (telephone, email, fax, etc.) for the Site Contact:

21. Are there any special Terms and Conditions which must be agreed upon by the Environmental Professional (E.P.)?

I have reviewed the above list and where noted have or will provide copies of existing documents and information.

Signature _____

Date _____

Printed Name _____

Company Name/Firm (if applicable) _____

Agreement

ANDERVOLD

PRODUCING • CONSULTING • MARKETING

This Agreement for event planning services is hereby entered into by and between the following parties:

Andervold, LLC
2008 Hawthorne Loop
Newberg, OR 97132
Telephone No.: 360.798.2140
Contract Person: Kristin Anderson

Chehalem Parks and Recreation Department
(Hereinafter referred & referenced as "Client")
125 S Elliott Rd # A
Newberg, OR 97132
Telephone No.: 971.235.0278
Contact Person: Julie Peterson

RECITALS

1. Place of event : Chehalem Cultural Center
2. Address of event: 415 E Sheridan
Newberg, OR 97132
3. Type of event: CPRD Camellia Run & Walk 5k/10k
4. Contract Date: May 1st 2019 – April 19th 2020
5. Date of event: April 18th 2020
6. Scope of work: Andervold LLC will provide the following services:

1. Marketing
 - a. Facebook, Instagram
 - b. Website Registration Management
 - c. Newsletters/email blasts
 - d. Online run calendars
2. Fitness Jamboree
 - a. Exhibitor Recruitment
 - b. Layout
 - c. Day of management
3. Timing Company
 - a. Communication and Management
4. Registration
 - a. Pre-race and Day of Management
5. Merchandise
 - a. Bibs
 - b. Shirts
 - c. Medals/Ribbons
6. Attendance at event related meetings

7. The event planning fee agreed upon is \$2,004 (to be paid in monthly installments of \$167 from May 2019 through April 2020) and a year-long family membership to the CPRD Aquatic/Fitness center (to begin when current membership expires). Additionally, Andervold, LLC will receive \$2.50 per registration, paid by check no later than 2 weeks after the event. All checks shall be made payable to Andervold, LLC.
8. Andervold, LLC represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent and timely manner; that it has the power to enter into and perform this Agreement.
9. This agreement of Andervold, LLC to perform shall be excused by acts of God, or any other legitimate condition beyond Andervold, LLC control. If such circumstances arise, all reasonable efforts will be made by Andervold, LLC to find comparable replacement event planning at the agreed upon fees. Client agrees that in all such circumstances that Andervold LLC shall not be liable for indirect or consequential damages arising from any breach of this contract.
10. In the event of cancellation, Andervold, LLC will retain all funds paid for services performed.
11. TERMINATION CLAUSE: Either party may terminate this contract by giving 30 days' notice. If payments are not received from the Client per the terms of this Agreement Andervold, LLC may immediately discontinue work in the scope of work or requested by the Client.
12. In the event of non-payment, Andervold, LLC retains the right to attempt collection through all legal and permissible means. Client will be responsible for all court fees, legal fees, and collection costs incurred by Andervold, LLC.
13. It is hereby agreed and understood that the laws of Oregon State shall govern this agreement.
14. Client agrees to defend, indemnify, assume liability for and hold Andervold, LLC harmless from any and all claims, demands, damages, losses, suits, proceedings, penalties, expenses or other liabilities including attorney fees and court costs, arising out of or resulting from the performance of this contract, regardless of the basis (except for gross negligence on the part of Andervold, LLC)

Andervold, LLC
Signed by: Kristin Anderson
Signed : Kristin Anderson
Dated: 04/15/2019

CPRD
Signed by: Julie Peterson
Signed : Wilson Christensen
Dated: 4/20/19



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

APRIL 2019 HIGHLIGHTS

Prepare to vote for CPRD Board of Directors - two vacancies. Terms are expiring for directors Bart Rierson and Don Loving. Four candidates are running for these elected positions - Don Loving and Bart Rierson (incumbents), Nicholas Morace, and Bruce Snyder. Voters' pamphlets have begun arriving in the mail for the May election.

We're hiring. Several employment positions are open, including two full-time parks department positions, plus part-time positions in aquatics, childcare, and more. Visit the employment section of the CPRD website (See "About us" dropdown menu from main navigation bar.).

Budget approved and now moves toward adoption. The budget committee approved the proposed 2019-2020 budget on April 2nd. The **public hearing** on the proposed budget will take place as part of the Board of Directors meeting, at 6 p.m. on Thursday, May 23, at the administration office. The **budget is scheduled for adoption** at the Board of Directors meeting at 6 p.m. on Thursday, June 27.

Fund, Income and Expenditure Summaries, plus the Budget Summary (Form LB-1) of the 2019 - 2020 Budget are posted on the budget webpage at the CPRD website. A complete copy of the proposed budget is always available for public viewing at the administration office at 125 S. Elliott Road in Newberg between the hours of 8 a.m. and 5 p.m. weekdays.

CPRD loses two remarkable people. Newberg Youth Football coach Ian Holmes passed away unexpectedly March 21, due to complications from pneumonia.

Bonnie Benedict, the namesake of Bonnie Benedict Preschool, died on April 2. "She taught generations of students in the area and left behind a legacy of learning that former colleagues say will last well beyond her life." - Newberg Graphic, Issue 15

Services were held on April 27th for both persons. CPRD takes a moment to remember and appreciate their contributions.



503-537-2909
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125 South Elliott Road
Newberg, OR 97132
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Amity Food Bank Programs
Isaiah 58 Outreach
P.O. Box 51
Amity, OR 97101-0051

April 24, 2019

Dear Ann Waddell:

Thank you for giving CPRD the opportunity to become aware of your organization. We value the importance of foodbank organizations such as yours, which is why we provide facilities to the nonprofit organization FISH in Newberg within our office complex. Like you, FISH does the hard work of helping provide food to our community members who are in great need.

We choose to participate in this mission by supporting FISH in their efforts to serve our residents who live within our park district boundaries. We wish you all the best in your similar mission in Amity.

Sincerely,

A handwritten signature in black ink that reads "Don Clements". The signature is written in a cursive style.

Don Clements, Superintendent



Isaiah 58 Outreach

P.O. BOX 51 Amity, Oregon 97101-0051

Phone: (503) 835-3275 or (503) 544-7505

Food Bank Location: 118 Maddox Ave, Amity OR 97101

MISSION STATEMENT

Isaiah 58 is a Christian value-based food pantry.

"Give your food to the hungry and caring for the homeless."

We provide healthy food for those who find themselves in need.

Date: April 17, 2019

Chehalem Park & Rec District

125 S Elliot Rd

Newberg, OR 97132

RE: Charitable Donation Request Year 2019

Dear Partners:

My name is Ann Waddell. I have been assigned the position as director of Isaiah 58 Outreach, with its various programs. I would appreciate your consideration of donations to provide food for the needy in 2019. From April 5, 2018 to December 31, 2018 our Amity Food Bank Programs have served approximately 2940 walkins for food, serving nearly 12,205 with much needed food, there were other special accasions of service (1) Thanksgiving we served full course dinners to 60 people (2) Christmas we were able to give out 62 boxes for families with each box weighing 60 pounds.

Respectfully,

Thank you for your consideration for the needy.

Alice Waddell

"This institution is an equal opportunity provider."

Ann Waddell director of Isaiah 58 Outreach - Amity Food Bank Programs

**City of Dundee
&
Chehalem Park & Recreation District Board of Directors
Joint Meeting
February 7, 2019**

Call to Order

David Russ, Mayor, and Bart Rierson, CPRD Board Chair, called the meeting to order at 6:01 P.M.

Staff Attendance

Present: Mayor David Russ; City Council President Tim Weaver; Councilors Jeanette Adlong; Kristen Svicarovich; Patrick Kelly; and Storr Nelson. Absent: Ted Crawford. Staff Members: Rob Daykin, City Administrator; and Melissa Lemen, Administrative Assistant.

Chehalem Park & Recreation District (CPRD) Board Members Present: Bart Rierson, President; Don Loving, Vice President; Peter Siderius, Secretary/Treasurer; Lisa Rogers, Board Member; Mike Ragsdale, Board Member (6:33pm arrival); Don Clements, Superintendent; and Casey Creighton, Parks & Facilities Supervisor.

Public Attendance

Jan Sander and John Kester.

Introductions

Introductions were made between the Dundee City Council and the CPRD Board of Directors.

Business

Sander Estate Property

C. Adlong prepared a Powerpoint presentation. She stressed the importance of CPRD to the Dundee community and reviewed local facilities. C. Adlong expressed appreciation to CPRD Staff for their maintenance of facilities and contributions to enhance them as well. She discussed the Dundee Park & Open Space Plan which CPRD was involved in the development of and funded fifty percent of the costs. The Plan was adopted as an element of the Dundee Comprehensive Plan and is the primary document for planning park facilities in Dundee. Council and Board members were each provided with a copy of the Plan for reference.

C. Adlong discussed the history of the Sander Estate Park property. The public engagement process timeline was reviewed. The guidelines for the Sander Park recommendation were reviewed in detail. C. Adlong discussed the likely site development process. A map of the Sander Estate property was provided in the presentation and reviewed. C. Adlong discussed that her understanding is that the orchard trees will likely be removed soon due to blight. The property features were reviewed in detail. The house was noted to be in good condition though might need some remodeling and/or ADA improvements. C. Adlong pointed out that the garden, yard and trees have all been very well maintained. The barn was noted to include two floor levels with approximately 1200 square feet on each. C. Adlong explained that the upstairs level would need to be improved in order to hold any

kind of activities in that location. The shed behind the barn area was noted to be a great storage facility for any number of things. The orchard trees were noted to border the existing houses on the uphill side of the property.

C. Adlong discussed the community survey results in detail. She pointed out that the top two strongly supported items which the community felt should be prioritized for development in Dundee included a bike/pedestrian trail to Newberg and a Willamette River park & kayak launch. Survey results for desired active recreational features were discussed and the most popular ideas were an all abilities playground, a splash pad/water feature and a climbing rock wall. The most desired passive recreational features were discussed as well. Survey results for desired cultural/educational features were discussed. C. Adlong pointed out that the "reading room" option was included in the survey as this had been suggested in addition to a library; the reading room option was provided as a tool to gauge interest in a library as well. She discussed that some of those in favor of a library have been very vocal about wanting to move forward with that idea, though she noted this would likely be difficult to accomplish at this time due to the laws of the State of Oregon which does not authorize park districts to operate them. The favored revenue generating features on the survey were noted to be adult education or fitness classes. C. Adlong explained that all of the survey information was taken into account to aid in the formulation of the provided two pages of recommendations. Indoor and outdoor facility recommendations were discussed in detail.

C. Adlong discussed the recommendations for improvements provided for Billick Park. She pointed out that the community highly desires a water feature for which Billick Park may provide a more appropriate location; the details of the recommendation were discussed as presented on the Powerpoint. C. Adlong discussed the recommendation of upgrading or replacing the playground area at Billick Park. She explained that the existing small children playground area doesn't seem that safe and is inadequate. She discussed the grass overflow parking area across from the Sander Estate property and informed of the Committee recommendation to pave and improve this area to create an actual parking lot.

C.A. Daykin discussed that Parks Advisory Committee has been uncertain as to what extent that CPRD would be involved in terms of funding for development of facilities; the parameters as to what level of facility would be possible were unknown to the Committee as these recommendations were being formulated.

Don Clements discussed that the Board is still receiving input though they feel they are close to having received it all. Once all of the information is received he discussed that their first step will be to develop a Master Plan for the entire park. Clements explained that once the Master Plan is developed it will be provided to the public for the second time for any additional input. In the interim he discussed that he is fairly certain that the old nut trees will be removed. Clements discussed that the school district has indicated that there may be some type of application going to the Planning Commission about developing some type of parking area on the Sander Estate property. Clements explained that there would need to be parking provided on the Sander property anyway and CPRD is considering moving forward and developing the parking area with the pavers and potentially the area around the barn as well. There is no formal plan in place at this time to complete that work though he explained that these are the only two projects which they would like to complete for the time being. C. Adlong inquired as to what the project timeframe might be for CPRD to begin the work. Clements discussed that the idea would be to develop the paver parking area this summer

as well as remove the trees and plant grass. Thereafter he indicated they could complete the Master Plan followed by landscaping. Clements explained that the parking area on the Sander property has been utilized for quite some time for school functions and it is Jan Sander's desire this still be allowed with something developed over the short-term for that endeavor. M. Russ pointed out that if the parking is placed prior to the completion of the Master Plan, it will dictate a portion of the Plan. Additional discussion ensued and Clements pointed out that the parking area wouldn't be large or expensive; if something came up down the road and the area had to be redone the pavers would allow for this.

M. Russ inquired as to what additional public outreach will be done. Clements discussed that once the Board selects someone to work on the Master Plan, the Dundee Parks Advisory Committee may wish to be involved with that process. Once that is accomplished the Plan will be provided to the public. A Board decision will need to be made as to whether any additional public outreach will be done prior to the development of the Master Plan.

Bart Rierson voiced appreciation of the information presented tonight. He noted that it is helpful to know what the appropriate uses are and provide good direction for the Master Plan. He suggested the idea of beginning work on a perimeter trail around the property that would not necessarily be a permanent trail but would provide the public an amenity to begin using. Clements discussed that decisions will need to be made with regard to the continuation of Graystone Drive to 5th Street as provided on the Transportation Master Plan prior to the development of a perimeter trail.

M. Russ discussed that CPRD is not allowed to operate a library and he inquired as to whether or not they are also precluded from operating a completely voluntary lending library. Clements explained that he discussed the library issue with the school superintendent to see if this would be something the elementary school would or could manage. Though no commitments were made, Clements explained that the Superintendent indicated that they would be better able to manage that sort of facility while also providing a connection to the community. Clements voiced his opinion that the house on the property could potentially be utilized. Discussion ensued with regard to possible uses for the house, including potentially different types of classes. C.A. Daykin inquired as to whether the goal would be to try to use the existing house and facilities, or whether the thought process with CPRD was that at some point a different type of structure would be placed on the property for the long-term. Clements discussed that the Board hasn't yet made those type of decisions, information which would also be provided in the Master Plan. C.A. Daykin explained that one goal of the Committee was not to compete or duplicate with the Dundee Women's Club or their goal to enhance the historic Dundee Community Center. Discussion ensued and Clements indicated that CPRD has met with the Dundee Women's Club, and explained that the goal of CPRD is not to duplicate, though they do at times compete. Rierson discussed CPRD's limited budget and long list of projects they would like to accomplish. He voiced that he is hopeful to be able to work together; utilizing urban renewal dollars and grants funds could be helpful. He explained that setting a budget through the Master Plan process is the first step. Prioritizing projects and completing the project in stages was noted to be a potential option as well.

With regard to a potential water pad feature, Clements explained that for every 1000 square feet 30-35 children can be served, and this type of feature he noted would cost approximately \$150,000 to \$250,000. Rierson explained that CPRD is land rich though cash poor. He discussed that they have acquired a lot of land and have eight major projects that they have been trying to fund over the past

ten years. Rierson discussed the importance of community groups who are willing to put in time and effort to help with a project. He explained that these types of efforts really speak to them as a Board and that CPRD has a tendency to get behind those types of projects and offer their support as they are able to. He encouraged Council to spread the word and encourage this type of community involvement. It was noted that the paddle launch, the Cultural Center and the Newberg Pool project were all community driven.

The Paddle Launch area in Dundee previously operated by CPRD was discussed. Rierson explained that the paddle launch opened as a result of the Edwards family allowing CPRD to use their property at no cost for approximately six years. He discussed that unfortunately some members of the community were taking advantage of this privilege and the property owner became frustrated with vandalism. Though access is no longer provided to the property, Rierson indicated that the Board understands the importance of this to the community and, though they have no concrete plans, they are working on some different options to hopefully bring it back at some point.

Riverside District Parks

C. Adlong discussed that at this time the Riverside Master Plan is being refined. The projected housing units and population were noted. The Riverside Master Plan map was reviewed and discussed in detail. It was noted that this area of Dundee will be approximately twice as dense as other areas in Dundee and thus neighborhood park development in this area will be even more important. C. Adlong pointed out the Regional Riverfront Park identified in the Plan; the presence of Ash Island was noted to make this area uniquely different from the Newberg river access. C. Adlong explained that the configuration creates slack water which makes this area perfect for kayaking. She encouraged the Board to continue efforts to somehow reestablish some kind of a kayak launch in Dundee; this access has been missed by the community.

The neighborhood park standards regarding size, location and amenities were discussed. C. Adlong noted that these standards were established when the Dundee Parks Plan was completed ten years earlier. She explained that the desire was to have the parks located in the center of the neighborhoods as opposed to next to the bypass highway. C. Adlong pointed out that the Riverside District Master Plan still calls for three neighborhood parks in that area, each of which was discussed. C. Adlong pointed out that one challenge for the park slated to be located in Subarea A & C is that one area is owned by the Edwards family and the other by the Lindquist family. It was noted that there is to be only one park between the two areas. The locations of the other two parks were briefly discussed. It was noted that the landowners will be required to dedicate the land for the parks. C. Adlong pointed out that Subarea F will contain over 500 dwelling units and thus the park in that area will need to be on a larger scale. About 8 acres of neighborhood park space are needed to serve the projected population growth; the Regional Riverfront Park would be in addition to the neighborhood parks. C. Adlong pointed out that the Regional Riverfront Park is located outside of the urban growth boundary on the 100 year flood plain and will not be developed residentially.

Trail access to the Riverside District from underneath the bypass bridge over the ravine was discussed; it is shown on the Riverside Master Plan and would need to be discussed with ODOT. Conversation ensued. C. Adlong pointed out that Section E contains the Wastewater Treatment Plant (WWTP) and is owned by the City; any additional land in this area which is not used as a part of the WWTP is reflected in the Parks Plan to someday be a nature park. C.A. Daykin explained that

most of the lagoon space has been filled; material from the bypass was used to fill some areas while some were left for future ponding, though new ponds would need to be reshaped. Additional detailed discussion ensued. C.A. Daykin discussed the importance of neighborhood parks and the purposes they would serve; the nature park and riverside area would provide different environments. A variety of thoughts and ideas were shared with regard to the parks in the Riverside District.

Rierson discussed the benefits that a trail from the south end (Section F) along the river front from Dundee to Newberg could offer. Ash Island was discussed and Clements explained that the Board met with the State Parks Board approximately eight years ago. He discussed that the idea was that Ash Island would become part of a State Park which he noted is still on the table; at that time the Smith Family was not willing to sell though it may be a good time to revisit the idea. Clements explained that they will be working with State Parks on a pedestrian crossing on the bridge across the river as well. He discussed that CPRD is also hopeful they will be able to connect from Eighth Street all of the way to Newberg along the bypass right-of-way; he discussed how this could potentially connect by a loop to a river trail at some point. Clements explained that ODOT is open to this idea and would also provide the funding due to the construction requirements and regulations involved.

C. Adlong discussed the importance of the three neighborhood parks in the Riverside District. She explained that developers will be required to dedicate the land. Clements discussed that if the parks property is turned over to CPRD they will develop it. Clements explained that if CPRD owns the property they are able to obtain matching funds much more easily. It was noted that SDC funds could also be used for park development and lengthy detailed discussion ensued. C.A. Daykin suggested that an Agreement with CPRD regarding the process for development of neighborhood parks may be helpful as the City is moving into writing Code for the development of this area. He suggested that if the City acquires land for development of a neighborhood park, the property could be turned over to CPRD for ownership, development and maintenance of the park space. Additional detailed discussion ensued with regard to the complexities of the issue. It was noted that an additional option would be for CPRD to sell their existing 5 acre parcel located in the Riverside area and use the proceeds for the development of the neighborhood parks. Clements discussed that he and Pete Siderius met with Lindquist to discuss options with their riverfront property and will continue to meet; he will keep the City informed as they are able to.

Slide photos of the riverside area were provided and C. Adlong pointed out that at this time there is no river access. Clements shared that his belief is that upon CPRD's purchase of the 5-acre parcel they were also provided access to the river via the present road though he would need to confirm this with their attorney. C.A. Daykin pointed out that the City has at this time an easement along the private road which goes in a straight easterly line towards the river; it's 60 foot wide on property owned by Mr. Edwards and it is where the City has a water line coming up from a pump station just off of that easement. He explained that easement provides the City with access rights; the language in that easement is a little unclear whether it's access just for City Public Works crews to go back and forth or the general public. Additional discussion ensued. Clements pointed out that in Oregon a certain number of feet from the waterways (to the typical high water line) is public land for which access must be provided. He also explained that property owners have in some cases provided more rights for tax breaks, though this option has not yet been explored. C. Adlong reviewed additional photos and described the areas in detail. She pointed out that the area on the river between Ash Island and the shoreline is perfect for kayaking, especially given the pilings located in the area which

don't allow for motorized watercraft in that area. C. Adlong suggested that trading the 5-acre parcel for property by the river would be a beneficial idea to which the CPRD Board indicated they have inquired about several times and though they haven't given up, but no clear answer has been received. Rierson suggested that the City of Dundee may be able to help promote these ideas as well. Additional detailed discussion ensued. Siderius emphasized that maintaining flexibility moving forward could be beneficial while ultimately reaching a goal which is good for everyone.

Billick Park Improvements

C. Adlong discussed that the lease with the school district has expired and that presently there is no legal contract though she is aware that there is a verbal agreement. She pointed out that an official agreement would provide more protection. C.A. Daykin discussed that Billick Park is the only community park in Dundee (as opposed to a neighborhood park) though is also undersized. The Billick Park amenities were discussed. C.A. Daykin explained the importance of the City planning for additional park space on the other side of the river if Billick Park will not continue to provide this for the community long-term. Rierson noted that he was unaware that the contract had expired. Clements explained that there was an original lease which had expired; when CPRD went to the District they proposed operating with the current lease year to year as they indicated they were unsure of what their plans were for the property. He discussed that originally the District had said they were going to sell that land and build a new school elsewhere. That didn't happen and Clements explained that the District has now said that they are going to build the new school on that ground. Additional detailed discussion ensued and Clements noted that at this time the District has elected to lease the property on a year to year basis until they decide how they will proceed moving forward. Additional discussion ensued. C.A. Daykin explained that he has been attending the District's strategic facility planning process for a bond levy and that replacing (not remodeling) Dundee Elementary School is at the top of their list. Additionally, he discussed that school officials have indicated their desire that the new school not be located near Highway 99W. Though the school district's intentions are unclear, Clements pointed out that CPRD does own the upper portion of Billick Park. He also discussed the complexities associated with taking park land and trying to pass a bond issue. C.A. Daykin explained that when the District builds a new school it will be sized appropriately to accommodate the new population in the Riverside area. C.A. Daykin noted that though there is not enough land elsewhere in Dundee to build a new school, there is land next to Dundee (outside the UGB) where this could potentially be accomplished. C.A. Daykin pointed out that without a long-term lease in place, the District would be unable to seek new grant funding from the State for new improvements on the school district portion of the Billick Park property. Clements discussed his belief that the School District is required keep the Billick Park property in park use in perpetuity, and also believes that they agreed that should they vacate that space, that they would have to replace it. C.A. Daykin suggested that contacting the State Parks Department regarding the process involved in any kind of land conversion away from park use.

C. Adlong discussed that some of the facilities at Billick Park are aging and photos were reviewed. She felt that the bathrooms were of utmost concern with peeling paint and deteriorating conditions; it was noted that there is often no toilet paper present. C. Adlong discussed additional concerns including erosion and cracking issues along the pathway areas. The play equipment was noted to be dilapidated with rotting wood present. The water fountain near the picnic pavilion was also noted to be comprised of rotting wood and should be replaced. Though a difficult problem to manage, it was

also pointed out that there is graffiti located on the picnic table near the skate area. A photo of the concession building near the ball fields was shown and it was noted that there are bags of garbage between the buildings as well as pallets and tables present which are unsightly. C. Adlong suggested that making a maintenance plan for the park would be a good idea. The gravel parking lot area was noted to be inefficient and oversized; there is opportunity to place a potential water feature nearby if this area were downsized. C.A. Daykin suggested that a consultant could provide an evaluation of what could be accomplished in the space and what improvements are needed. Clements indicated that CPRD would combine Billick Park and Sander Estate Park when the Master Plan is completed; they will separate the two and have a consultant complete the task for both park areas. It was noted that Billick Park is not part of the Urban Renewal District. Peter Siderius pointed out the importance of a safe crossing between the two park areas. It was noted that included with improvements to Sander Estate Park will also be the addition of sidewalks. C. Svicarovich suggested that the addition of a transportation consultant to review parking locations and safe pedestrian crossings. C.A. Daykin discussed that included in the goals of the urban renewal district are the promotion of general parking facilities for general use as well as community plaza centers for gathering spaces, which he suggesting sharing with the consultant who evaluates the area. Clements indicated that whatever consultant they hire to complete the evaluation will also be directed to communicate and include the City of Dundee in that process.

C.A. Daykin reviewed that it is his understanding that if the City receives land dedication from property owners in the Riverside District to the City for the purpose of a neighborhood park development, the City could agree to then provide the land to CPRD for development and maintenance of a park. It was also noted that the property owner could also provide the land dedication to CPRD directly as well. M. Russ voiced support of the City receiving the land dedication and then providing it to CPRD; if the property for whatever reason was not used for a park it would then be given back to the City. Clements voiced support of either option of the land being provided to them.

Rierson voiced appreciation of the meeting tonight and felt that the Board now has a good understanding of what the community members would like to see for the City of Dundee. M. Russ suggested that additional meetings in the future would be beneficial, perhaps once a year or every other year. Clements informed that administrators for the Newberg, Dundee, CPRD, Yamhill County and School District meet once a month, and he voiced support for tonight's meeting as well.

The meeting was adjourned at 8:07 P.M.

David Russ, Mayor

Attest:

Rob Daykin
City Administrator/Recorder

To: Board of Directors
From: Superintendent
Date: May 13, 2019
Subj: Email Lisa Rogers

The audit for 2017-18 has not been completed. I have been trying for months to have the audit completed. We are closer to having it completed. It is our hope to submit the audit this fiscal year. Pauly and Rogers has been contacted and are working with us to complete the audit. We have contacted the state and explained our problems. The auditors cannot help us complete the audit due to conflict of interest. They have recommended people and we have contacted them for help.

On another note we have advertised the position for Building Maintenance. We have received applications and will have someone hopefully on board prior to July 1. Troy did leave because of wages. We would not give him the increase he wanted.

Please see the attached information for salary information.

Full Time Personnel Schedule Worksheet -

2019-20

DATE HIRED	PRESENT CLASS TITLE	7/1/2019 PAY GRADE & STEP	PRESENT ANNUAL SALARY	BUDGETED SALARY @ 6/30/2019	DATE PLACED IN STEP	DATE OF NEXT REVIEW	SALARY @ NEXT REVIEW	COST OF MERIT INCREASE	2019-20 MERIT COST	2019-20 BUDGETED SALARY
	SUPERINTENDENT	N/A	\$ 109,375	\$ 109,375	07/18	07-19	\$ 114,844	\$ 2,191	\$ 3,278	\$ 112,653
	BASIC SERVICE SUPERVISOR	24 - D	\$ 75,719	\$ 75,719	07/18	07-19	\$ 83,481	\$ 3,976	\$ 3,786	\$ 79,505
	SPECIAL SERVICE SUPERVISOR	24 - B	\$ 68,680	\$ 68,680	07-18	07-19	\$ 75,719	\$ 3,605	\$ 3,434	\$ 72,114
	GOLF OPERATION DIRECTOR	18 - L1	\$ 62,295	\$ 62,295	07-18	07-21	\$ 68,680	\$ 3,271	\$ 3,114	\$ 65,409
	PARK DIRECTOR	18 - F	\$ 62,295	\$ 62,295	07/18	07-21	\$ 68,680	\$ 3,271	\$ 3,114	\$ 65,409
	PUBLIC INFORMATION DIRECTOR	18 - F	\$ 51,250	\$ 51,250	07/18	07-19	\$ 56,603	\$ 2,791	\$ 2,562	\$ 53,812
	GOLF MAINTENANCE DIRECTOR	18 - A	\$ 46,485	\$ 46,485	07/18	07-19	\$ 51,250	\$ 2,440	\$ 2,325	\$ 48,810
	BUILDING DIRECTOR	18 - A	\$ 48,810	\$ 48,810	07/18	07-19	\$ 53,812	\$ 2,562	\$ 2,440	\$ 51,250
	AQUATIC COORD.	14 - B	\$ 42,164	\$ 42,164	07/18	07-19	\$ 46,485	\$ 2,213	\$ 2,108	\$ 44,272
	PARKS COORDINATOR	14 - B	\$ 42,164	\$ 42,164	07/18	07-19	\$ 46,485	\$ 2,213	\$ 2,108	\$ 44,272
	ADMINISTRATIVE COORDINATOR	14 - C	\$ 44,272	\$ 44,272	07/18	07-19	\$ 48,810	\$ 2,325	\$ 2,213	\$ 46,485
	SPORTS COORDINATOR	14 - A	\$ 40,156	\$ 40,156	07/18	07-19	\$ 44,272	\$ 2,108	\$ 2,008	\$ 42,164
	RECREATION COORDINATOR	14 - B	\$ 44,272	\$ 44,272	07/18	07-19	\$ 48,810	\$ 2,325	\$ 2,213	\$ 46,485
	GOLF MECHANIC SPECIALIST	10 - E	\$ 41,602	\$ 41,602	07/18	07-20	\$ 44,272	\$ 2,108	\$ 562	\$ 42,164
	EVENT/MARKETING SPECIALIST	10 - B	\$ 34,688	\$ 34,688	07/18	07-19	\$ 38,244	\$ 1,821	\$ 1,735	\$ 36,423
	GOLF OPERATION SPECIALIST	10 - B	\$ 37,440	\$ 37,440	07/18	07-19	\$ 38,244	\$ 1,821	\$ (1,017)	\$ 36,423
	AQUATIC SPECIALIST	10 - B	\$ 34,688	\$ 34,688	07/18	07-19	\$ 38,244	\$ 1,821	\$ 1,735	\$ 36,423
	PLG/CENTER TECHNICIAN	N/A	\$ 31,465	\$ 31,465	07/18	07-22	\$ -	\$ -	\$ (31,465)	\$ -
	SECRETARY TECH II	3 - G	\$ 29,985	\$ 29,985	07/18	07-21	\$ 33,036	\$ 1,573	\$ 1,478	\$ 31,463
	SENIOR CENTER TECHNICIAN ii	3 - F	\$ 28,538	\$ 28,538	07/18	07-20	\$ 31,463	\$ 1,498	\$ 1,427	\$ 29,965
	GOLF TECHNICIAN ii	3 - F	\$ 28,538	\$ 28,538	07/18	07-20	\$ 31,463	\$ 1,498	\$ 1,427	\$ 29,965
	SPECIAL SERVICE TECHNICIAN	1 - A	\$ 22,360	\$ 22,360	07/18	07-19	\$ 24,652	\$ 1,252	\$ 1,040	\$ 23,400
	SECRETARY	1 - A	\$ 22,360	\$ 22,360	07/18	07-19	\$ 24,652	\$ 1,252	\$ 1,040	\$ 23,400
	PARK TECHNICIAN	1 - A	\$ 24,651	\$ 24,651	07/18	07-19	\$ 27,179	\$ 1,294	\$ 1,234	\$ 25,885
	PROJECT SUPERVISOR	N/A	\$ 54,714	\$ 54,714	07/18	07-19	\$ -	\$ -	\$ (54,714)	\$ -
	GRAND TOTALS		\$ 1,128,966	\$ 1,128,966			\$ 1,139,380	\$ 51,229	\$ (40,815)	\$ 1,088,151

The above are the full-time personnel. There are twenty three full time people. The average yearly salary is \$47,310.91

COMPARISON

	NRPA	CPRD
SUPERINTENDENT	100,000.00	112,653.00
SUPERVISORS	77,495 - 73,520	79,505 - 72,114
DIRECTORS	69,585 - 54,618	65,400 - 51,250
COORDINATORS	53,091 - 49,500	46,485 - 42,164

Kat gave you the link for the NRPA survey. Above is a comparison.



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

May 17, 2019

To the Oregon State Marine Board:

Chehalem Park and Recreation District Board of Directors reiterates its opposition to 2019 amendments to 250-010-0010 to add definitions for wake surfing, wakeboarding, and plowing speed on the Willamette River in the Newberg Pool.

Please refer to petition which was signed.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Clements".

Don Clements, Superintendent



Oregon State Marine Board
435 Commercial St NE
Salem, OR 97301

Phone: 503-378-8587
Fax: 503-378-4597

Website:
www.boatorregon.com

Would you like to be included in the agency's rulemaking process?

To receive Oregon State Marine Board Rule Notifications by postal mail, send us your name and mailing address in writing to:

Oregon State Marine Board
Attn: June LeTarte
435 Commercial Street NE,
Suite #400
Salem, OR 97301

OR

To receive notification by email, send your name and email address to:
june.letarte@oregon.com

Thank you for your interest and involvement in the rulemaking process.

Issued: March 29, 2019
By: James Cogle

Public Notice

The Oregon State Marine Board is soliciting comments on:

Petition to repeal OAR 250-020-0032 and OAR 250-020-0385 rules as adopted January 22, 2019 with regard to activities of wakeboarding and wake surfing on the Willamette River in the Newberg Pool

Petition Summary:

On March 25, 2019, the Marine Board received a petition requesting that the Marine Board **"repeal the recent Amendments made to OAR 250-020-0032 Boat Operations on the Willamette River in Clackamas County and OAR 250-020-0385 Boat Operations in Yamhill and Marion Counties."** The petition also requests **"that the rules should revert (be restored) to the rules and wording that was in place prior to the amendments passed on Jan 22, 2019 and filed on Jan 29, 2019"**.

The rules were filed with the Oregon Secretary of State and became effective on February 1, 2019.

How do I participate?

Submit written comments during the public comment period by mail, fax, or email.

Send written comments by mail, fax, or email to:

June LeTarte
Rules Coordinator
435 Commercial St NE
Salem, OR 97301

Fax: 503-378-4597

Email:
osmb.rulemaking@oregon.gov

Written comments due:

5 p.m., Friday, **May 17, 2019**

What happens after the public comment period?

At the conclusion of the public comment period, agency staff will consider all the comments, evaluate the merits of the petition, and will subsequently bring a recommendation whether or not to open rulemaking before the 5-member Marine Board at the June 18, 2019 Board Meeting in Salem, Oregon. Public comment on this petition will not be accepted at the Board Meeting.

The Marine Board will hear the petition and staff's recommendation. The Marine Board may:

- Direct staff to initiate the rulemaking process to consider the petition proposal; or
- Deny the petition and take no further action.

If the Board directs the staff to initiate rulemaking, additional comment will be sought before final rule adoption.

Where can I get more information?

You can view an electronic copy of the entire petition online at:

[https://www.oregon.gov/osmb/info/Documents/OSMB Petition 2019 03 25.pdf](https://www.oregon.gov/osmb/info/Documents/OSMB%20Petition%202019%2003%2025.pdf)

You can also view the petition and related documents in person at the State Marine Board office in Salem, OR.

George Fox University Statement on SDC fees

George Fox appreciates the willingness of the Chehalem Park and Recreation District to work with the university on an appropriate structure for SDC fees for its new dormitory. The university was facing an increase in SDC fees of nearly half a million dollars from 2015 when it last constructed a new dorm.

In 2015, George Fox opened a 149-bed dormitory and paid CPRD \$102,577 this was based on the then current multi-family rate per double occupancy student room and included a credit of about \$8,000 for converting four campus houses that were demolished to make room for the new dorm.

Four years later, George Fox is opening a 190-bed dormitory and the current multi-dwelling housing formula for SDC fees totaled \$592,508. The negotiated fee structure results in a charge of \$485,856.

The formula for SDC fees was created with traditional multi-dwelling units such as apartments or duplexes in mind. The CPRD SDC plan has no separate category for dormitories, which are unique in usage from other multi-dwelling units. As a group, students place a lower demand on CPRD resources than traditional year-round district residents. Nearly all students in a university residence hall live in the CPRD district for just over seven months a year and also have access to many on-campus recreational facilities.

The university enjoys a productive working relationship with CPRD and is happy to make a fair contribution for resources used. The university is currently also completing its \$500,000 pledge to support the construction of the new Chehalem Aquatic and Fitness Center.

Board approved → 487,660.75



RESOLUTION No. 2019-3543

A Resolution to authorize the City Manager to enter into an Intergovernmental Agreement with the Chehalem Park and Recreation District for the management of the Newberg Cultural District

RECITALS:

1. The City and Chehalem Park and Recreation District (CPRD) had previously approved an Intergovernmental Agreement (IGA) forming the Newberg Cultural District (NCD) in September, 2013.
2. Over the years, the NCD Board refined processes and the Newberg Cultural District saw changes.
3. The primary changes in the IGA include removing a number of public groups that had not been active since the district was first established and revising the permit process for users of the district.
4. The Newberg Cultural District Board spent a number of meetings in 2018 reviewing the IGA.
5. The proposed IGA was reviewed and revisions brought to the NCD board from City Attorney Truman Stone and CPRD Counsel John Bridges.
6. The NCD Board voted to recommend approval of the 2019 IGA by the City Council and the CPRD Board at its March 5, 2019 meeting. It will come before the City Council on April 1, 2019 and the CPRD Board on March 28, 2019.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The Newberg City Council authorizes the City Manager to execute an Intergovernmental Agreement (IGA) with Chehalem Park and Recreation District for the management of the Newberg Cultural District. The IGA is attached as Exhibit "A", which is hereby adopted and by this reference incorporated.

///

**INTERGOVERNMENTAL AGREEMENT
NEWBERG CULTURAL DISTRICT
(CITY OF NEWBERG and CHEHALEM PARK AND RECREATION DISTRICT)**

This Agreement is entered into this 4th day of April, 2019 between the Chehalem Park and Recreation District, hereinafter referred to as "CPRD", and the City of Newberg, a municipal corporation, hereinafter referred to as "City."

RECITALS

1. Intent-The intent of the parties is to form a partnership arrangement in order to manage the area known as the Newberg Cultural District, hereinafter referred to as "Cultural District" for the use and enjoyment of the community.
2. Vision - To identify and strengthen the cultural district as a gathering place where people can discover the literary, artistic, and historical culture of the area; attend a class or program; check out books; view an exhibit; participate in a community event; or simply sit on a bench while visiting with a friend.
3. Funding - Both the CPRD and the City will furnish funding for the Cultural District operations as agreed upon in this document and other agreements.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. AREA INCLUDED IN THE CULTURAL DISTRICT

- A. Boundaries - The area defined as the Cultural District is bordered by Hancock, Blaine, School and Sherman streets and encompasses the Newberg Public Library, the Carnegie Court, the public parking lot at Blaine and Hancock, the Chehalem Cultural Center and the land surrounding, and the private properties within the boundaries. See diagram as Attachment A.
- B. Public Streets - This agreement specifically covers property owned by CPRD and the City as well as the public streets and rights-of-way within the borders.
- C. Implications to Private Property - This designation is in name only and does not carry with it any land use changes, restrictions, conditions or obligations for the private properties within the district. The City and CPRD will work cooperatively with private property owners in the development of the District.

District, including the current landscaping surrounding the Library and Cultural Center. Until that occurs the City and CPRD landscape efforts should work in conjunction with each other. The Cultural District will work with the private property owners regarding their parking strips within the district with approval of the property owner.

3. Cultural District Web Site - The Board shall develop a single web site for the Cultural District that will allow for reservation requests and a calendar of events for the Cultural District with links to the City, CPRD, Library and Cultural Center. It will include Cultural District documents and parking information. All outdoor events will also be listed on the calendar with private events simply listed, for example, "private event in the Cultural District". Other property owners in the Cultural District will be encouraged to view the calendar in planning their events and arrange to have their large events noted on the calendar for planning purposes.

- B. No Requirement to Remove Existing Signage-The above in no way requires the removal of existing signage

IV. RESERVATIONS FOR SPACE

- A. Within the Cultural Center - The Cultural Center will manage all uses of the space within the Center.
- B. Within the Library - The Library will manage all uses of the space within the Library.
- C. Outdoor Space Reservations
 1. Reservations for use of the Cultural District are made by the organization as designated by the Cultural District Board.
 2. Authority to Approve Outdoor Events - The authority to approve outdoor events is delegated to staff of the agency designated to manage reservations. If there is a request to deny an event, the request will come to the Cultural District Board for final determination. Consideration for denial may include: frequency of events, impact on the livability of the neighborhood and fitting within the context of cultural events.
 3. Rental Income - Revenue from rental income for the Cultural Center Plaza returns to the Chehalem Cultural Center. Other revenue is retained by the organization designated to manage reservations and a report provided in January. The Cultural District Board will determine if any fees shall be returned to the City or CPRD beyond the costs associated with managing the reservations.
- D. Outdoor Space Operations
 1. Single Application - A single application will be required for reservations for the outdoor spaces. It includes the City of Newberg Festival Street Permit Application for any events requiring street closures or the use of alcohol on Carnegie Court or the street. This application consolidates the street closure, alcohol use, parking

5. Parking Management Plan - The Parking Management Plan will continue to be in effect until it is replaced by a new, agreed upon document, regardless of the termination of this agreement.

VIII. BUDGET LAWS OF THE STATE OF OREGON

The City of Newberg and the Chehalem Park and Recreation District are municipal corporations and are obligated under the budget laws of the State of Oregon known as the Local Budget Law. Any provision of the Agreement which is not in conformance with the Local Budget Law is null and void. Further, the City or CPRD cannot expend monies beyond the revenues received.

IN EVIDENCE THE UNDERSIGNED HAVE EXECUTED THIS AGREEMENT

CITY OF NEWBERG
414 E. First Street
Newberg, OR 97132
By Authority of
Resolution No. 2019-3543
(passed)

CHEHALEM PARK & RECREATION DISTRICT
125 S. Elliot Rd
Newberg, OR 97132
By Authority of
Motion
(passed)

BY:



Joe Hannan, City Manager 4/5/19
Date

BY:




Don Clements, Superintendent 4-30-19
Date

Approved by Resolution No. 2019-3543

Approved by Motion No.

APPROVED AS TO FORM AND CONTENT:



Truman Stone, City Attorney 4/9/2019
Date



John Bridges, CPRD Legal Counsel 5/1/19
Date

