

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
AUGUST 22, 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 June 27, 2019 and July 25, 2019
 - B. Approval of Bills Payable
 - C. Approval of July Financials
- V. Public Participation**
 - A. Susan Lindquist
 - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. SDC Yearly Increase
 - B. Support Road Vacation
 - C. Reports and Comments from Board Members
- VII. Old Business**
 - A. Updates on Projects
- VIII. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Trails Meetings
 - 2. Audit
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next meeting is September 26, 2019.

To: Board of Directors
From: Superintendent
Date: August 19, 2019
Re: Background information for August 22, 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 (5-20) for Regular Meeting Minutes of June 27 2019 as submitted, revised June 27 2019 and July 25, 2019

RECOMMENDATION: Approval of Regular Board Meeting Minutes for June 27, 2019 revised and July 25, 2019

- B. Approval of Bill Payable - Bills Payable summary is on page (21-22) 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 \$585,706.08 General Fund, \$0.00 Capital Pool Construction and Loan Fund, \$660.00 SDC Fund, \$31,633.00 Foundation, \$1,026.25

- C. Approval of July 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 (23) for review.

RECOMMENDATION: Approve July Financials.

V. **PUBLIC PARTICIPATION**

- A. Susan Lindquist – Concerning Staff at Pool. Should go through proper channels.

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

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

- A. SDC Increase – Please see pages (24-25) for information. We will approve this in October Meeting. This is being recommended to give input time. At that time recommendation will be to approve.

- B. Road Vacation – Please see information pages (26). Casey and I visited the site. Casey can explain.

RECOMMENDATION: Support vacation of RV-2-19, Road vacation. Superintendent to send letter to Bill Gille supporting the vacation.

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

VII. **OLD BUSINESS**

- A. Update on Projects – Will discuss at meeting. Staff will be present to answer questions.

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

VIII. FROM THE SUPERINTENDENTS DESK

A. Financial Report and Questions. The projected ending balance was higher for 2017-18 than 2016-17 in the general fund. We did not have to borrow for the 2017-18 or 2018-19 Budget. The debt will be for the golf course, property on the river, fitness center and pool bond. We are allowed about \$92,400,000.00 in debt. Currently we have about \$35,260,787.00. SDC Beginning balance is higher and revenue is up. Revenue is up in SDC because we raised the fee. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center. This was done to save money.

DESCRIPTION	<u>GENERAL FUND SUMMARY</u>		
	AS OF 07/31/18-19	AS OF 07/31/19-20	DIFFERENCE
TOTAL EXPENDITURES	\$ 686,215.90	\$ 514,108.54	\$ <172,107.36>
TOTAL OPERATION EX.	\$ 437,036.18	\$ 333,781.56	\$ <103,254.62>
TOTAL CAP/AQ/DEV/TRS	\$ 249,179.72	\$ 180,326.98	\$ < 68,852.74>
TOTAL REVENUE	\$ 2,359,453.99	\$ 2,662,051.69	\$ 302,597.70
TOTAL TAXES	\$ 29,058.88	\$ 31,525.20	\$ 2,466.32
TOTAL FEES & CHARGES	\$ 399,252.78	\$ 382,208.32	\$ <17,044.46>
TOTAL OTHER REVENUE	\$ 3,019.76	\$ 4,609.68	\$ 1,589.92
BEGINNING BALANCE	\$ 1,928,122.57	\$ 2,243,708.49	\$ 315,585.92
<u>BALANCE</u>	<u>\$ 1,673,238.09</u>	<u>\$ 2,147,943.15</u>	<u>\$ 474,705.06</u>

DESCRIPTION	<u>SDC FUND SUMMARY</u>		
	AS OF 07/31/18-19	AS OF 07/31/19-20	DIFFERENCE
BEGINNING BALANCE	\$ 1,346,770.77	\$ 2,149,779.94	\$ 803,009.17
INTEREST	\$ 1.62	\$ 43.60	\$ 41.98
CITY OF NEWBERG	\$ 323,034.15	\$ 40,372.08	\$ <282,662.07>
CITY OF DUNDEE	\$ 0.00	\$ 20,186.04	\$ 20,186.04
COUNTY OF YAMHILL	\$ 6,139.20	\$ 6,139.20	\$ 0.00
TOTAL REVENUE	\$1,675,945.74	\$2,216,520.86	\$ 540,575.12
TOTAL EXPENDITURE	\$ 0.00	\$ 157,655.02	\$ 157,655.02
<u>BALANCE</u>	<u>\$1,675,945.74</u>	<u>\$2,058,865.84</u>	<u>\$ 382,920.10</u>

Please note the operational cost is down \$103,254.62. The operational revenue is down about \$17,044.46. SDC Fund is down. Please remember the fitness center debt was to come out of SDC's.

- B. Superintendent Report – To be given at meeting
- C. Staff Reports – Please see pages (27-30)

IX. CORRESPONDENCE

- A. Citizens Comments/Evaluations – Please see page (31-35).
- B. Miscellaneous Information – Please see page (36)

X. ADJOURNMENT.

SEPTEMBER 26, 2019 IS OUR NEXT SCHEDULED BOARD MEETING.

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AS SUBMITTED

**CHEHALEM PARK AND RECREATION DISTRICT
CPRD BOARD OF DIRECTORS MEETING MINUTES
CPRD ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
JUNE 27, 2019
MINUTES**

I CALL TO ORDER

I Bart Rierson called the meeting to order at 6:02 p.m.

II ROLL CALL

Board members:

Peter Siderius–Secretary/Treasurer

Bart Rierson–President

Don Loving–Vice President

Lisa Rogers

Mike Ragsdale–ABSENT

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor

Julie Petersen, Special Services Supervisor

Kellan Sasken, Special Services/Golf Director

Kayla McElligott, Events Marketing Coordinator

Public:

Troy Kronewitter

III APPROVAL OF OR ADDITIONS TO AGENDA

ADDITIONS:

IV. Approval of consent agenda

- a. Approval of minutes of regular Board meeting May 23, 2019
- b. Approval of bills payable
- c. Approval of May financials

Moved: Don Loving

Second: Peter Siderius

Passed: Unanimous

V. PUBLIC PARTICIPATION

- a. No Request; no one here
- b. Others not on Agenda

RE-OPENED BY BART RIERSON ONCE PUBLIC ARRIVED

Troy Kronewitter: Brought up that he's hearing around town that some citizens of Newberg are saying he didn't do a good job here, during his time he worked at CPRD. He would like the slander to stop, and he's asking for the Board to help with that. The Board says that they have only heard good things, so this has come as a shock. Don Clements asked for the names of the people who are saying these things, Kronewitter didn't want to give those names. Kronewitter then talked about his job and all of his projects he completed while he was with CPRD. He talked about how he actually didn't want to ever leave here, and that he wanted to retire at CPRD, but that certain people didn't treat him well, got in his face, cussed him out, and that's why he left. The Board was then unsure on how to proceed, but said that they wanted to help in any way they can. Kronewitter then mentioned that management was the one who had done all of that to him. Pete Siderius asked if he wanted an internal investigation done. Kronewitter then said that he just wanted the board to know what's going on behind the scenes here at CPRD. Kronewitter stated that management is unwilling to listen to what their employees have to say. Kronewitter then said Don Clements was the one who got in his face and cussed him out and called him a *[Explicit]* when he confronted him about a pay raise. Clements then stated that that's false, and would like it recorded down that he did not say that. Kronewitter says that was his experience, that he didn't leave to hurt the District. He says he left because Don Clements is hard to work for. Kronewitter then adds that Clements has been a good guy but doesn't understand why he did what he did that day. Kronewitter wants the board to know that sometimes behind the scenes Don Clements gets out of control. Don Loving and the rest of the Board thanked Kronewitter for coming in and that they will do whatever they can to help.

Moved to re-close this section: Lisa Rogers

Second: Don Loving

Passed: Unanimous

VI. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS

Approval of 2019–2020 Budget Resolutions 06-01-10, 06-02-19, 06-03-19, and 06-04-19

Moved (to pass resolution and adopt budget): Peter Siderius

Second: Lisa Rogers

Passed: Unanimous

Approval of contract for feasibility Study for Campground

Casey Creighton: The consultant is doing things right and properly for what is required as a park district. It all depends on access, water, and ODOT. We need to talk to ODOT to get water and other utilities down there.

Don Clements: Says the whole point of this is to figure out if it is feasible to move ahead.

Lisa Rogers: Asks if ODOT has to give CPRD access because of the road that's already there.

Don Clements: Said he made the city and ODOT aware of the road there. Don will follow up with them next week.

Pete Siderius: Mentions that having this study shows that if there is real value there, the city will know and be aware, and it'll hopefully allow ODOT to process things forward.

Don Clements: Says it won't exceed \$28,000.

Moved: Peter Siderius

Second: Don Loving

Passed: Unanimous

Approve May 21, 2019 Election Canvass

Moved: Don Loving

Second: Lisa Rogers

Passed: Unanimous

Reports and Comments from Board Members

Don Loving: Talked about the Salem protest. He was down there during that time and had to drive on a sidewalk and the wrong way down a driveway just to get out and come home. Says he doesn't know how many laws he broke, but he finally made it home. Loving then briefly discussed a situation happening with Happy Valley and Clackamas over a bill, and says that it will not affect us.

Lisa Rogers: Talked about playing disk golf at Ewing and how someone was asking about the other side of the creek completion. She asked the staff about the time frame. Creighton says it depends on the development and budgeting. Clements is going to check in on that.

Rogers Wants CPRD and the Board to try to schedule something regularly with school board and possibly the City of Newberg, to try out a better coordination effort. Maybe meeting quarterly or semi-annually—to do things more together. Clements says that there is already something like that in the works. Clements will let the Board know.

Peter Siderius: There is a group in Newberg called the Climate Action Group. They started working on plastic bag ban and recently had their first meeting and contacted him to join. It's composed of mostly retired professionals and that the wineries are interested too. He mentioned that the group is considering becoming a 501(c)(3), and that the next meeting is July 11, 7:00 p.m., at the Springbrook Fire Station.

Bart Rierison: N/A

VII. OLD BUSINESS/PROJECT UPDATES

Casey Creighton: Chehalem Aquatic & Fitness Center is almost done. There are some issues with heat pumps that are getting fixed to make sure everything is running efficiently. The warranty work is close to being completed. The Chehalem Cultural Center is going well—drywall is going in, concrete floor is done, ceiling is getting done, fire system, electric, and plumbing are all being installed and getting completed. HVAC is almost done as well. Everything is still on schedule. Friends Park is in technical review right now. The permit will be issued after that—about three weeks out. They are also working on improving playgrounds, and installing rain sensors on irrigation equipment for auto shut off. The golf course is still in progress.

VIII. FROM THE SUPERINTENDENT'S DESK

Financial Report and Questions
Superintendent's Report

TRAILS MEETINGS

Casey Creighton: Says that they have been meeting with ODOT in Salem to talk about the trails, the importance of them, and that partnership with connecting to Dundee. Also talked about tying it into the Riverfront Masterplan. He mentioned that crossing the railroad might be a problem, but that they decide to go around on River St., to 14th and cross the tracks there, since that is already a pedestrian path.

AUDIT 2017–2018

Don Clements: Said that they met the deadline and got the material to the proper people. The 2018–2019 budget is on time.

STAFF REPORTS

Kellan Sasken: Said that the old range picker at the golf course “blew up” and stopped working a month ago, so a new one is arriving soon. Last Wednesday was the Kiwanis golf tournament and everything went great. Mentioned that they had just finished up the first Jr. Golf Camp that day. One concern from public is public urination happening on the greens, so they might need to put up signs to discourage that on holes 6, 7, and 8. Another solution is to possibly put a bathroom out there. Sasken also mentions that if anyone sees anything, please call the clubhouse. Don Loving mentions that he doesn't like to micromanage, but it looks like putting course is not being watered enough. Sasken said that during the winter they let the grass grow too long, and then it got cut too short too quickly, so it'll look dry for a while, but it'll be back to normal soon. Loving also mentions that it doesn't seem like we are doing a lot of a marketing for the putting course and wants to see more marketing for that, to get more people out there. Sasken said that he is about to hire a new assistant, so they will be able to start doing more of that soon.

Julie Petersen: Said that they are finished with spring youth sports and had great numbers this year. Softball will continue until October, and mentioned that it brought a lot of people into the community. Adult Men's Softball League is going on currently, and that there are sixteen teams this year. Petersen mentions that summer camps are starting and that numbers are higher and better than before. Rugby camp in the future. Camp CARE has started. There was Preschool grad in May and they honored Bonnie Benedict this year. Also talked about being involved with the Farmers Market this year, and is learning that it is a work in progress, trying to find ways to make it grow. The Aquatic Center is pretty packed day and night, swim lessons are full—more than before. Paddle board class is a hit. A lot of birthday parties are happening. Brings up that Bruins Sports Day is on August 20th and that it'll be the fifth year. Monthly safety meetings are happening with safety reports for facilities twice a year. Don Loving asked if football numbers are dropping because of all of the attention about head injuries. Petersen said that we haven't yet, but might this year. Aside from the attention about concussions, there's also a lot of other sports for kids to choose now. Petersen said that they talked to parents and kids about concussions and that the kids get tested for it before playing, and talked about the special helmets to help prevent concussions.

Kayla McElligott: Talked about the new trail guides that are around the district to pick up. And new marketing strategies for the farmers market—currently in research process.

Casey Creighton: Mentioned that they hired two full-time maintenance people who have been working for a couple of weeks now, and are doing well. Additionally, a new care taker going up to the Rilee property.

IX. CORRESPONDENCE

Citizen comments/evaluations

Julie Petersen: Talked about the letter for Tara, praising her for her work.

Miscellaneous info

There was a teenage girl stuck in a baby swing seat of Babe Nicklous Pool Park. Apparently 911 was called, and they came and cut the swing chains, but couldn't get the seat off. According to witnesses, she waddled to the locker room of the Aquatic Center, where they used a saw to cut the seat off of her. The swing has been repaired.

ACTION ITEM E. ELECTION FOR BOARD.

Don Loving suggests that everyone stay in their current position, since the two-year term is not up yet.

Move (to continue the board as it currently is): Don Loving

Second: Bart Rierson

Passed: Unanimous

NEXT MEETING

July 25th, 6:00 p.m., District Office

Don Loving, Bart Rierson, Lisa Rogers will be in the Old Fashioned Festival parade. Peter Siderius will be out of town.

X. ADJOURNMENT

Move: Don Loving

Second: Lisa Rogers

Passed: Unanimous

Adjourn at 7:26 p.m.

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator

REVISED

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ACTION ITEM E. ELECTION FOR BOARD.

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Move (to continue the board as it currently is): Don Loving

Second: Bart Rierson

Passed: Unanimous

NEXT MEETING

July 25th, 6:00 p.m., District Office

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X. ADJOURNMENT

Move: Don Loving

Second: Lisa Rogers

Passed: Unanimous

Adjourned at 7:26 p.m.

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator

**CHEHALEM PARK & RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125. ELLIOTT RD.
NEWBERG, OR
JULY, 25, 2019
MINUTES**

I. CALL TO ORDER,

Don Loving called the meeting to order at 6:01 p.m.

II. ROLL CALL

Board members:

Bart Rierson (President)—Absent

Don Loving (Vice President)

Peter Siderius (Secretary/Treasurer)—Excused

Mike Ragsdale

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor

Kayla McElligott, Events Marketing Coordinator

Kellan Sasken, Special Services/Golf Director

III. APPROVAL OF OR ADDITIONS TO THE AGENDA

Moved: Mike Ragsdale

Second: Lisa Rogers

Passed: Unanimous

IV. APPROVAL OF CONSENT AGENDA

a. Approval Minuets Regular Board Meeting, June 27, 2019

Lisa Rogers brought up a few changes/typos to fix before the agenda gets approved:

- i. Feasibility study (board packet) under **approval of consent agenda**.*
- ii. Change **canvall** to **canvass***
- iii. Under superintendent's notes, change **budget** to **audit** is on time)*
- iv. Said the Troy Kronewitter public information wasn't in there, and to add it. Kayla McElligott said she didn't know why it wasn't in there because she had written and submitted the notes with all of that info in there. She apologized and said that she will try and figure out why it wasn't in there, and make sure that the next submission has it.*

- b. Approval of Bills Payable
- c. Approval of June Financials

Moved to wait to approve until next meeting: Mike Ragsdale

Second: Don Loving

Passed: Unanimous

V. Public Participation

- a. No request
- b. Others not on Agenda

VI. Action Items/Committee Reports/Board Comments

- a. Reports and Comments from Board Members

Lisa Rogers: Had nothing new to talk about

Don Loving: Had lunch with Judge Chapman

Mike Ragsdale: Had nothing new to talk about

VII. Old Business

a. Updates on Projects

Casey Creighton: Chehalem Cultural Center is almost done. Things are getting better. Same report he had last month. It's all ongoing. Working on permits for Friends Park. Just working, busy through the summer. Has had meetings with ODOT since last board meeting for the 219 campsite proposal. Crabtree conditions are being worked on—spraying blackberries and other work, and working to fix the damn and waterway. Don Clements said there was reunion at Crabtree and that they complained about the conditions, so CPRD gave them a refund. Lisa Rogers asked if the county would help out with the upkeep, and Clements and Creighton both said possibly. Mike Ragsdale suggested that we have a board meeting at Chehalem Cultural Center to see the new renovations. Clements said we will have the August meeting there. Don Loving suggested we have it in September instead, since there's a chance people could be still traveling for summer vacation in August. It was agreed to have the meeting in September.

Kellan Sasken: No new news. The golf course is in good shape. There is a wedding reception and a baby shower coming up. Lisa Rogers suggested making a more solid structure, instead of having the tent. Casey Creighton said there is a plan in place for a clubhouse in the future.

Kayla McElligott: Talked about the CPRD booth for the Old Fashioned Festival, and how she plans on making it a survey to get public feedback on the District.

Don Loving: Asked who wasn't going to be in the parade. Lisa Rogers said only Pete Siderius was going to be absent.

Don Clements: Said the attorney wanted us to sign the access agreement for the landfill. But apparently it is already signed, so Clements will follow up on it. Clements also said that we are looking at a spot for a paddle launch somewhere down there in that area soon. We need to get with marine board as ask if we can get a dock at 219 and also at the landfill spot for non-motorized boats. Don is not giving up on the deal in Dundee either. Lisa Rogers said the river does flow pretty well by the landfill, and likes having different access points along the river. Clements said that he is thinking that there will be a lot of groups going down the river at different points, in the future, in about 15-20 years.

VIII. From the Superintendent's Desk

a. Financial Report and Questions

b. Superintendent's Report

i. Trails meetings

- ii. *Audit:* Clements said that we will finish the 2017-2018 audit on Monday and then immediately turn around and do the current one. Usually it takes a couple of months to get the report, but he is going to ask that we get it back within 4 weeks.

Pool: Clements said that we commissioned the HVAC system and nothing else because we had enough internal expertise for everything else. He said we are glad we did that for the HVAC system. Rogers wants to know what the problem is with it. Clements said that we have three units on the roof that run the whole thing by itself. If we ever empty the pool, they wouldn't be able to heat the water up for months, but we can't wait that long. So we put a boiler in as a backup. But the trick is to figure out when which one comes on. Clements said that we took the boiler off for a bit, but we want to be able to leave it on all the time and have the two systems speak to each other. Rogers asked if the engineers knew all of that at the time? Clements said they did, so now we are trying to figure out the coordination between the two systems. Clements also said he met with the mayor from Lake Oswego. They are going to be building a facility similar to our aquatic center, and that they came and took a tour.

c. Staff Reports

None.

IX. Correspondence

a. Citizens' Comments/Evaluations

N/A

b. Misc. Info

Clements brought up the City of Lafayette Local Government Dinner and asked the board if anyone was going. Don loving and Mike Ragsdale are going, and Lisa Rogers might go, too.

X. ADJOURNMENT

Motion to adjourn meeting: Mike Ragsdale

Passed: Unanimous.

Adjourned at 6:35 p.m.

Next meeting is August 22, 2019

Respectfully submitted,
Kayla McElligott, Events Marketing Coordinator

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO AUGUST 14, 2019**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
119618-119687	\$ 134,584.14	ACCOUNTS PAYABLE
119688-119744	\$ 22,200.12	PAYROLL
DIRECT DEPOSIT	\$ 50,904.00	PAYROLL
119745-119818	\$ 214,106.14	ACCOUNTS PAYABLE
119819-119828	RESERVED FOR GOLF COURSE CHECKS	
119829-119886	\$ 25,585.60	PAYROLL
DIRECT DEPOSIT	\$ 55,786.05	PAYROLL
119887-119889	\$ 126.25	ACCOUNTS PAYABLE
119201	GOLF CHECK WAS VOIDED. WAS ALSO SHREDED.	
119202-119210(GOLF CHECK)	\$ 8,754.66	ACCOUNTS PAYABLE
119486-119491(GOLF CHECK)	\$ 5,330.33	ACCOUNTS PAYABLE
11853-18558	\$ 68,328.79	WIRE TRANSFER
GRAND TOTAL	<u>\$ 585,706.08</u>	
<u>BREAKOUT</u>		
<u>ACCOUNTS PAYABLE</u>	\$ 362,901.52	
<u>PAYROLL</u>	\$ 154,475.77	
<u>WIRE TRANSFER</u>	\$ 68,328.79	

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
115	\$ 4.335.00	JOHN STEIDEL
116	\$ 10,000.00	ANTONIA CRATER ELEMENTRY
117	\$ 813.70	DAVID EVANS AND ASSOCIATES
118	\$ 761.30	CITY OF NEWBERG
119	\$ 1,104.00	HAGAN HAMILTON INSURANCE
120	\$ 1.686.46	CITY OF NEWBERG
121	\$ 3,497.54	AGRIMIS PLANNING & DESIGN
122	\$ 9.435.00	JOHN STEIDEL
GRAND TOTAL	<u>\$ 31,633.00</u>	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
WIRES	\$ 660.00	US BANK
GRAND TOTAL	\$ <u>660.00</u>	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS ISSUED		
GRAND TOTAL	\$ <u>0.00</u>	
BREAKOUT		
<u>CAPITAL POOL CONST.</u>	\$ 0.00	
<u>POOL BOND DEBT</u>	\$ 0.00	

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
116 DOUBLE DONATION	\$ 1,000.00	CPRD
117	\$ 26.25	US BANK
GRAND TOTAL	\$ <u>1,026.25</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 07/31/18-19	AS OF 07/31/19-20	DIFFERENCE
Total Operational Expense	\$ 437,036.18	\$ 333,781.56	\$ <103,254.62>
Total Capital Outlay & Transfers	\$ 248,179.72	\$ 180,326.98	\$ <68,852.74
GRAND TOTAL EXPENSES	\$ 686,215.90	\$ 514,108.54	\$ <172,107.38
Total Tax Revenue	\$ 29,058.88	\$ 31,525.20	\$ 2,466.32
Total Fees & Charges Revenue	\$ 399,252.78	\$ 382,208.32	\$ <17,044.46>
Total Other Revenue	\$ 3,019.76	\$ 4,609.68	\$ 1,589.92
Beginning Balance	\$ 1,928,122.57	\$ 2,243,708.49	\$ 315,585.92
GRAND TOTAL REVENUE	\$ 2,359,453.99	\$ 2,662,051.69	\$ 302,597.70

SDC FUND SUMMARY

DESCRIPTION	AS OF 07/31/18-19	AS OF 07/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 157,655.02	\$ 157,655.02
TOTAL REVENUE	\$ 329,174.97	\$ 66,740.92	<\$ 262,434.05>
BEGINNING BALANCE	\$ 1,346,770.77	\$ 2,149,779.94	\$ 803,009.17
GRAND TOTAL REVENUE	\$ 1,675,945.74	\$ 2,216,520.86	\$ 540,575.12

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 07/31/18-19	AS OF 07/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 176,809.72	\$ 180,326.98	\$ 3,517.26
REVENUE TRANSFERS	\$ 176,809.72	\$ 180,326.98	\$ 3,517.26
INTREST	\$ 54.00	\$ 84.36	\$ 30.36
BEGINNING BALANCE	\$ 31,991.74	\$ 32,882.14	\$ 890.40
GRAND TOTAL REVENUE	\$ 208,855.46	\$ 213,293.48	\$ 4,438.02

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 07/31/18-19	AS OF 07/31/19-20	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 07/31/18-19	AS OF 07/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 941,657.21	\$ 0.00	<\$ 941,657.21>
GRAND TOTAL REVENUE	\$ 6,033,141.67	\$ 242,849.79	<\$ 5,790,291.88>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 07/31/18-19	AS OF 07/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 12,279.96	\$ 161,691.84	\$ 149,411.88

Don Clements

From: John Ghilarducci <JohnG@fcsgroup.com>
Sent: Thursday, August 08, 2019 5:26 PM
To: Don Clements
Cc: Doug Gabbard
Subject: Index

Hi Don: Thank you for your voice message. The District uses the ENR CCI – Seattle for its index. I think you want July 2018-June 2019. If that is the case, the adjustment is 4.79%. Let me know if you have any questions. I'll be out tomorrow but back in on Monday.

- John

John Ghilarducci

direct: (425) 336-1865
main: (425) 867-1802 ext. 225
fax: (425) 867-1937

Redmond Town Center
7525 166th Avenue NE
Suite D-215
Redmond, WA 98052



johnG@fcsgroup.com

SDC RESOLUTION 10-01-19

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

In consultation with FCS Group, the proposed 4.79% increase of SDCs is tied to the appropriate regional Engineering News Record (ENR) annual calculation

The Superintendent will notify each government on the proposed increase.

Be it resolved:

1. Effective July 1, 2020, CPRD shall approve the SDC rates as follows:

<u>Type of Dwelling Unit</u>	<u>SDC Per Dwelling Unit</u>
Single Family	\$ 7,705
Multi Family	\$ 6,475
Mobil Home	\$ 5,296

Adopted by the Chehalem Park and Recreation District Board of Directors on October 24, 2019.

President of the Board

Secretary of the Board

Don Clements

From: Bill Gille <gilleb@co.yamhill.or.us>
Sent: Thursday, August 01, 2019 4:50 PM
To: Casey Kulla; Justin Hogue; Russ Heath; Roy Panschow; Jarod Logsdon; Don Clements
Cc: Matt Vogt; Ken Friday
Subject: RE: RV-2-19, Road Vacation - site visit

Importance: High

SORRY!!! – If we are to meet at 9am we need to leave my office by 8:30am – let me know if you need a ride!!

Thanks

Bill

From: Bill Gille
Sent: Tuesday, July 30, 2019 3:01 PM
To: Casey Kulla <kullac@co.yamhill.or.us>; Justin Hogue <hoguei@co.yamhill.or.us>; Russ Heath <Heathr@co.yamhill.or.us>; Roy Panschow <panschowr@co.yamhill.or.us>; Jarod Logsdon <logsdonj@co.yamhill.or.us>; Don Clements (dclements@cprdnewberg.org) <dclements@cprdnewberg.org>
Cc: Matt Vogt <vogtm@co.yamhill.or.us>; Ken Friday <fridayk@co.yamhill.or.us>
Subject: RV-2-19, Road Vacation - site visit

To All:

The applicants have suggested a site visit to view the site. The site visit is scheduled for Friday, August 16th at 9³⁰ am. We will meet at the site at 35550 NE Wilsonville Rd, Newberg.

For those leaving from McMinnville, I will be leaving from my office at 9am – let me know if you need a ride!

Thanks

Bill Gille

Parks Activity Report, July / August 2019

Aquatic and Fitness Center

The gymnasium floor survived the water from the fire sprinkler relatively unscathed and was reopened for use July 29th. We have been working with Triplett Wellman trying to resolve some ongoing issues such as HVAC alarms, dehumidification, Basketball lift failures and front entry door mechanics. A few observations I have made about various things that have or are occurring at the Chehalem Aquatic & Fitness Center: There is water falling in the storage room between the two mechanical rooms in the pool and in the Lifeguard room. This occurred after some investigative procedures and continues since the work on the DHU units directly above there is more work to be done by contractor. Josh & Aaron have actually piped the water to the drains up on the roof temporarily. The basketball hoops - now #2 does not want to lower as well as # 4 not being able to rise. A final 1 Year warranty was done on June 7, 2019 and the contractor has been working to resolve those issues. Programming to the HVAC system has been completed. Final Commissioning of the HVAC system was scheduled for Friday June 29, 2019 but due to unresolved issues with the system it has been delayed until the system fully functions correctly for a period of time. The Aeromec Company has been working with their distributor and contractor to resolve the issues with the units. It has improved.

Cultural Center

We have been working with Scott Edwards Architecture and DGS General Construction on Phase III of the Culinary Enrichment Center at the Cultural Center. GDS had an estimated Completion date of July 29, 2019 but did not get a final inspection from the City until Monday August 12. It is now officially open to the public. A Final Punch list on July 17 left the contractor some items to resolve before all final inspections were completed. All mechanical systems of the existing structure are operating correctly. Richard has been updating the controls for the Splashpad at the Cultural Center. It is a work in progress.

Friends Park

I have been working on permits for the development of Friends Park. We received the grading and public improvement permit for grading and the waterline extension into the Park August 2. The Saunders Co. began grading the park August 12 and should be completed their work by August 21. Irrigation, pathways, basketball court, playground and finish work to follow. We have kept the community updated through Social Media, emails and will have a community meeting September 4.

School Playground requests

Don and I have ongoing meetings with a group at Edwards Elementary School that include Parents, Teachers, School District Admin. and Facilitators to put together a plan for the playground at the school. Next meeting set for Wednesday, August 21.

Trails

We have had preliminary meetings with Agrimus planning and design for both the Campground feasibility study as well as the proposed bypass corridor pathway. Russ has been working on trails at the Riley Property and Lindquist's property in Dundee. He has been clearing on the Wilsonville property for the architect (drainage issues) and clearing of the Friends Park Site for grading. We will be removing the filbert trees from the Sander property in September. We are continuing to work with the County on the acquisition of the landfill property. Don and I met with County and landowners regarding vacating a public easement at 35550 Wilsonville Rd. to assess the feasibility of public access to the river. The conclusion was that it had no potential (wetlands, 40' high bank river frontage with ongoing river erosion) for river access and that the landowners would work with the county to vacate the easement.

Parks

Jim Bernard has been preparing the fields for football/soccer season upcoming as well as keeping the Ballfields ready for play. 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. Splash Pad has been operating. We have ongoing maintenance mowing of trails and undeveloped Park properties. We will continue to clean, paint and pressure wash entrances, sidewalks, playgrounds and structures within the District.

Chehalem Glenn

We continue to work with John Stiedel on the 3rd Nine Design for the course (Greens, Tees, Bunker complexes, Grading Plan complete). He is now working on the Drainage plan.

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.

Parks Summary *Month of: July/August 2019*

<i>Park Name</i>	<i>Hours Worked</i>
<i>Armory</i>	43.00
<i>Billick/Dundee</i>	9.50
<i>Buckley Park</i>	3.00
<i>Central</i>	39.25
<i>Che. Valley</i>	14.00
<i>College</i>	1.75
<i>Community Center</i>	8.75
<i>Crabtree</i>	4.00
<i>Crater Ball Fields</i>	67.50
<i>Elliott Road</i>	57.25
<i>Ewing Young</i>	22.50
<i>Falcon Crest Park</i>	1.00
<i>Fortune Park</i>	1.00
<i>Gail Park</i>	9.50
<i>Gladys</i>	1.00
<i>Golf Course</i>	3.50
<i>Herbert Hoover</i>	107.25
<i>Jaquith</i>	36.50
<i>Jaquith Ball Fields</i>	53.50
<i>Memorial/Scout House</i>	58.75
<i>Non-District Properties</i>	4.50
<i>Oak Knoll Park</i>	1.25
<i>Oaks Park</i>	1.00
<i>Other District Land</i>	9.00
<i>Pool</i>	223.25
<i>Pre-School</i>	8.00
<i>Pride Gas</i>	1.25
<i>Renne Fields</i>	45.50
<i>Rotary Centennial Park</i>	8.25
<i>Sanders Park</i>	0.50
<i>Schaad Park</i>	1.00
<i>Scott Leavitt</i>	1.75
<i>Senior Center</i>	73.50
<i>Spring Meadow</i>	1.75
<i>Transfer Station</i>	3.75
<i>vacation/holiday/sick/comp.</i>	2.50
<i>Youth building</i>	33.50
<i>Total</i>	962.75



Adult Sports

August 2019 Activity Report, Department 452

Department 452 Participation Tracking	July 2019	
Activity	Participants	Participant Hours
Adult Men's Softball	130	780
Co Ed Softball	100	400
Participation Total	230	1180
Department 452 Financial Tracking	July 2019	
Supervisory Staff Expense	600	
Administrative Staff Expense	800	
Part Time Staff Expense	80	
Material Expense	1180	
Total Expense	2660	
Program Revenue	2750.00	
Net	90.00	
Cost Per Participant	.40	
Cost Per Participant Hour	.07	

Department 452 – Adult Sports

Adult men's league softball came to a close in July. Co Ed softball began play on July 23 hosting an 11 team league. Our 2 adult softball leagues showed a combined increase of 6 teams from the previous year.



Youth Sports

August 2019 Activity Report, Department 453

Department 453 Participation Tracking	July 2019	
Activity	Participants	Participant Hours
Lacrosse	100	50
Youth Softball	85	600
Total	185	650

Department 453 Financial Tracking	July 2019	
Supervisory Staff Expense	1825	
Administrative Staff Expense	5260	
Part Time Staff Expense	470	
Program/Materials Expense	6630	
Total Expense	14185	
Program Revenue	32740	
Net	18555	
Cost Per Participant	100.30	
Cost Per Participant Hour	28.55	

Department 453 – Youth Sports

The CPRD girls' softball program ended the season with 4 teams making the playoffs in McMinnville. We conducted 4 summer camps in July, and have 3 more scheduled for August. Our camp participation almost tripled in numbers compared to 2018.

The NAFa softball national finals invaded Newberg for 3 straight weeks. Both Darnell Wright and Jaquith park fields were used from morning to night during the tournament. These tournaments bring in an additional 3000 visitors to the local area each weekend. The local economy receives an additional \$40,000 in consumer spending each week (very conservative estimate).

Don Clements

From: Kayla McElligott
Sent: Wednesday, August 07, 2019 1:50 PM
To: Kat Ricker; Julie Petersen; Matt Compton; Tara Franks; Wendy Roberts; Casey Creighton; Don Clements; Kellan Sasken; Jon Tromblay; Shy Montoya
Subject: 2019 NOFF Booth info
Attachments: Kayla's_NOFF_info_thoughts.pdf

Hey Team,

I thought I would jot down the info we got back from the NOFF booth from the public, as well as my thoughts about the booth this year, and possibly what we could do in the future for our presence in the festival (inspired and based off of Julie's idea). So here you go.

Feel free to share your thoughts as well. I'd be interested to see how the rest of Thursday, Saturday, and Sunday compared to my time being there.

All my best,

Kayla

Kayla McElligott
Events Marketing Coordinator
Chehalem Park & Recreation District
cpdnewberg.org · [facebook](#) · [instagram](#)

KAYLA'S

NOFF BOOTH INFO & THOUGHTS

To enter into the drawing to win the hiking backpack & water bottle, or the Quarter Family Membership to the Aquatic & Fitness center, the public had the choice to either write down a comment or suggestion on how CPRD can improve, what they would like to see, or write down what community means to them.

SUGGESTIONS/FEEDBACK FOR CPRD

Here are some thoughts and suggestions on how some of the public thinks CPRD can improve. But also, some comments on what they think we are doing right.

- Kiddos would like more floaties at the pool.
- The pool facility is awesome!
- I would love to see a child care option for members to use while attending classes.
- More summer swim class time options please. i.e. currently in every day for 2 weeks class, would prefer 2 or 3 times per week for 3 or 4 weeks.
- Family Sauna time.
- Little child proofing fence around pool park for kid's safety. Hours & operation of public swim to increase.
- Likes: pricing for CARE & preschool are affordable. Improvements: more classes for older elementary students and language classes for all.
- Coach Z says: Great pool, great facility, not so good website (usability & design needs to improve)
- Newberg needs a campground! And paddle launch!
- I think it would be cool to encourage younger ages to do more athletics so there are less health issues. Maybe mental health classes.
- More volunteers for the senior center.
- Free dogs.
- More cats.
- They should add a fun center like Bullwinkle's.
- They should add a fun place for laser tag.
- Like the Jam choose a class—Passport.
- Love the new workout center & classes!!
- Love the new pool! Would love another day of homeschool swim time.
- Love the barre classes! Another bar would be so great.
- We love how clean the new aquatic center is!
- We need a resistance pool.
- Lego stores.
- What about trails for horseback riding?

WHAT COMMUNITY MEANS

Comments on what community means to the public.

- Relationships.
- Meeting new people.
- Helping others in need.
- Accepting each other for who we are & helping each other thrive.
- Community means neighbors and friends coming together.
- Community means togetherness.
- Friendship.
- Everyone works together.
- Be nice.
- Community means working together to have fun.
- Togetherness helping each other out.
- Community is a feeling of belonging and responsibility.
- What every town needs to feel safe & happy where they live.
- Community is a group of folks who share life with each other and help each other when life gets tough.
- I wouldn't change a thing.
- Fun times, events, bringing people together.
- Everything.
- Community means everyone working together to make their community a safe and loving environment everyone wants to be a part of.
- Helping others in time of need.
- Helping people with things.
- It means family, friends, & more.
- Helping others and making our community cleaner. A safe place to raise a family.
- Community is friends and family coming together.
- Community means a safe place to live where people can pursue what they love.
- Community means family, togetherness, and supports healthy living together. Meeting. Other for a fun time at CPRD.
- Community means happy and friendly.
- Community is a village that pulls together for the greater of the people.
- People to do life with.
- Community is family.
- Community is family.
- Community is coming together to help one another.
- Working together to help one another.
- To me, community means living & helping one another.
- Community is having a place or people that will always support you.
- Looking out for each other.

- Community is friend.
- Love, fun, happiness.
- Taking all perspectives and background into account to push forward to closer living and stress-free lifestyles.
- Community is working together to help others.
- Community is people coming together when one falls short.
- Community is helping our neighbors.
- Spending time together and helping each other out.
- Helping others.
- Community means working together to create a better society for our future children.
- Community means we work as a group to help better our community as a whole.
- Community is coming together as people.
- A place and group of people who enjoy learning and spending time growing in their relationships.

OTHER

From no category specified.

- Trump 2020

MY THOUGHTS ON THE BOOTH

These are my notes and observations from my time at the booth for part of Thursday and all of Friday. First thing to note is that it didn't seem like there were a lot of people who actually showed up to wander around. The ages varied a lot, but I didn't see or interact with many elderly individuals. The crowd wasn't very interested in the information we were handing out (the trails booklet was the only thing that people were excited over). They either already had the info, didn't want it, or weren't from the area, so they didn't care or need it. There weren't a lot of familiar faces, like previous years. They also wanted to be able to register for classes right there (just three people altogether), which was not available this year (which means, last year's registration was something people enjoyed, so that should be noted). Additionally, the game was a hit, as well as the prizes, and the public seemed very interested and excited in the drawing for the giveaway, and were willing to interact with our paper survey. There were a few people that felt put on the spot or drew a blank on what to say, so they didn't participate, but the majority of the people wrote down some pretty thoughtful responses. And from a vast range in ages as well, which was nice to see. However, even though I thought participation was decent considering how many people were at the festival, the overall booth presence just seemed to feel rather pointless and a waste. Everyone loves free things—prizes, stickers, entering into a drawing for a backpack and water bottle or a membership—so we will most likely never have any problems with that aspect. That's a large part of what people look for

when they go to festivals—free items are all the rage (at least, I can only speak for my generation and younger). Which leads me to think that maybe we just have to find a different presence for the festival, rather than a booth that hands out free things to people that don't always necessarily care about the info we want to give. Which leads to my next point.

Julie has brought up the idea to expand on the run, and I 100% agree. I think that we should put our energy into the 5k, since it is already established and has nowhere to go but up. My thought is, if we ditch the booth (even for just one year to try it out), we could use that time, effort, and money we've put towards the booth (time planning, a spot reservation in the park, prizes, water, displays, booth workers, etc.) and put it towards expanding on an event that we already know is successful and has room to grow. We could be putting more effort into marketing to promote it, we could produce swag for the run, giveaways, we could hold a breakfast after the run, or give out a bag of post-run snacks (a gift bag of some sort, perhaps), raffle off some running gear—essentially have a larger event that caters more towards our clientele. And we have learned so much from the Camellia Run & Festival, that it wouldn't be too much of a learning curve—we just take what we already know and expand on it to fit the situation.

Additionally, we could still hand out all of the info we give out at the booth, and I think it would be even more effective, because we would be interacting with a lot of people who actively already want to interact with us. We could even put all our info (activity guides, trails booklet, flyers) into a give-away bag and just hand it to them, so no one has to mess around with grabbing anything—kind of like what happens at ORPA. They don't really give you the option of taking the info, they just give it to you—they take away the potential hesitation of the customer saying no. And then later on, we could focus on using other means of direct marketing to reach the audience who may not already interact with us, but might want to.



Oregon

Kate Brown, Governor

Department of Consumer and Business Services

Oregon Occupational Safety & Health Division (OR-OSHA)

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July 22, 2019

Chehalem Park & Recreation Dist
125 S Elliott Rd
Newberg, OR 97132

Subject: Notification of Complaint, June 12, 2019
Your Letter of Response, July 19, 2019

Thank you for your response to our notification of a complaint concerning alleged unsafe working conditions. You indicated that the complaint has been investigated and necessary action has been taken to correct any hazards identified. I appreciate the efforts that you have taken to assure safe and healthful working conditions for your employees.

At this time, no further action is planned; however, if we receive another complaint of this nature or information from the complainant that the hazards have not been satisfactorily addressed, an inspection may be conducted or additional information may be requested.

The Oregon Occupational Safety and Health Division has consultative services available to assist you in solving particular problems relating to employee safety and health. You may request those services by contacting our office.

If we can be of further assistance, please contact us.

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