

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
SEPTEMBER 26, 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 August 22, 2019
 - B. Approval of Bills Payable
 - C. Approval of August Financials
- V. Public Participation**
 - A. City of Dundee
 - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. SDC Yearly Increase
 - B. Support Road Vacation City of Dundee
 - 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
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next meeting is October 24, 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 (5-10) for Regular Meeting Minutes of August 22 2019 as submitted.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for August 22, 2019

B. Approval of Bill Payable - Bills Payable summary is on page (11-12) 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 \$623,064.83 General Fund, \$65,000.00 Capital Pool Construction and Loan Fund, \$0.00 SDC Fund, \$64,323.90 Foundation, \$4,192.75

C. Approval of August 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 (13) for review.

RECOMMENDATION: Approve August Financials.

V. **PUBLIC PARTICIPATION**

A. City of Dundee – Concerning Sander Estate Park

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 (14-18) 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. We approved \$6866 for single family, \$6046 for multi family and \$4719 for mobil home. We increased that by 7.1 percent \$7353 single family, \$6475 multi family and \$5054 for mobil home. and now 4.79 percent \$7705 single family, 6785 multi family and \$5296 for mobil home. The new rate will take effect July 1 2020.

B. Road Vacation – Please see information pages (19-27). .

RECOMMENDATION: Support vacation and approve contract with SEA.

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 08/31/18-19	AS OF 08/31/19-20	DIFFERENCE
TOTAL EXPENDITURES	\$ 1,158,851.68	\$ 1,079,796.39	\$ < 79,055.29>
TOTAL OPERATION EX.	\$ 909,671.96	\$ 821,744.67	\$ < 87,927.29>
TOTAL CAP/AQ/DEV/TRS	\$ 249,179.72	\$ 258,051.72	\$ 8,872.00
TOTAL REVENUE	\$ 2,531,870.25	\$ 3,084,124.32	\$ 552,254.07
TOTAL TAXES	\$ 0.00	\$ 31,525.20	\$ 31,525.20
TOTAL FEES & CHARGES	\$ 794,904.85	\$ 813,183.67	\$ 18,278.82
TOTAL OTHER REVENUE	\$ 253,923.51	\$ 5,149.37	\$ <248,774.14>
BEGINNING BALANCE	\$ 1,483,041.89	\$ 2,234,266.08	\$ 751,224.19
<u>BALANCE</u>	<u>\$ 1,373,018.57</u>	<u>\$ 2,004,327.93</u>	<u>\$ 631,309.36</u>

DESCRIPTION	<u>SDC FUND SUMMARY</u>		
	AS OF 08/31/18-19	AS OF 08/31/19-20	DIFFERENCE
BEGINNING BALANCE	\$ 221,199.85	\$2,149,779.94	\$ 1,928,580.09
INTEREST	\$ 0.00	\$ 2,537.82	\$ 2,537.82
CITY OF NEWBERG	\$ 0.00	\$ 525,476.01	\$ 525,476.01
CITY OF DUNDEE	\$ 0.00	\$ 26,914.72	\$ 26,914.72
COUNTY OF YAMHILL	\$ 0.00	\$ 6,139.20	\$ 6,139.20
TOTAL REVENUE	\$ 221,199.85	\$2,710,847.69	\$ 2,489,647.84
TOTAL EXPENDITURE	\$ 0.00	\$ 174,575.82	\$ 174,575.82
<u>BALANCE</u>	<u>\$ 221,199.85</u>	<u>\$2,536,271.87</u>	<u>\$ 2,315,072.02</u>

Please note the operational cost is down \$87,927.29. The operational revenue is up slightly \$18,278.92. SDC Fund is up. 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 (28-36)

IX. CORRESPONDENCE

- A. Citizens Comments/Evaluations – Please see page (37).
- B. Miscellaneous Information – Please see page (38)

X. ADJOURNMENT.

OCTOBER 24, 2019 IS OUR NEXT SCHEDULED BOARD MEETING.

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
August 22, 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:

Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor

Shy Montoya, Administrative Coordinator

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kellan Saskaen, Special Services/Golf Director

Public (CPRD receptionist staff):

Susan Lindquist

Marguerite Amaya

Hailey Goldammer

Jocelyn Simpson

III. Approval of agenda

Moved Don Loving

Second Mike Ragsdale

Passed unanimously

IV. Approval of consent agenda

a. Approval of minutes of regular Board meeting June 27, 2019 and July 25, 2019 - Lisa raised point that a page that had been missing in the original minutes from June was present in the packet today as "as submitted." Kat Ricker said this was in fact an error and would be corrected.

b. Approval of bills payable

c. Approval of July financials

Moved Mike Ragsdale

Second Pete Siderius

Passed unanimously

V. Public participation

a. Susan Lindquist presented what she said was a statement from staff, seeking changes in hours and pay, and raising issues of understaffing, lack of Step increases in pay, discrepancies in duties as described in job descriptions compared to actual duties requested, plus equipment complaints in heating and cooling systems, lighting, computers, and cash registers. She said she had never had a review. Other issues specific to fitness area included inadequate camera surveillance, unmonitored exit door from building, and lack of a first aid kit. See written statement, which Lindquist read, which cited compensation - wage and benefit - comparisons to other similar facilities in the area. She noted that the issues of pay and understaffing also pertained to lifeguard staff, and also that front desk staff was underpaid compared to lifeguard staff and also assisted in the lifeguard staff tasks. She said that hourly staff only was involved in this presentation, and that salaried staff was not involved.

Marguerite Amaya spoke about an incident in which a patron had a seizure while on a fitness bike inside the fitness area, and staff could not see this because of the lack of surveillance cameras.

Hailey Goldammer spoke about inability to complete all tasks asked of her because of the relative overload of tasks. She said the staff is passionate about their jobs, but they are failing at meeting the needs of the patrons because they do not have what they need and are seeking support.

Jocelyn Simpson said she was there to support her coworkers in what they were saying. She said it is impossible to be good at the job because things are constantly changing and there is always something new to learn, and there is lack of incentive in wages.

Don Loving thanked them for coming in and said there will be no repercussions of any kind for them coming tonight and having their say; however, there are protocols to follow, and he asked whether they had spoken first to Tara and to Julie and to Don before coming here tonight. Lindquist said she had taken those steps over the years. She said there were issues about supervisory interaction which she would discuss in private with the Board but not in this public forum, but she was confident that she had taken those steps.

Simpson said there had been meetings with Tara Franks and Julie Petersen, and that Julie had been fantastic in listening and explaining the bigger picture of CPRD. She said they were not told to talk with Don, the superintendent, and they did not feel that was a welcome step for them to take.

Loving asked whether they had brought the safety issues to the Safety Committee, and Lindquist responded that the issues were at that level.

Lisa Rogers thanked them for having the bravery to come in, and asked what their recommendations would be. Lindquist said the District needs a

consultant to be brought in to assess at a supervisory level, for leadership. Rogers said the Board would not be addressing this directly, but that the Board has a fiscal responsibility here to do something tonight; she agreed that the wages are low, and said that she herself had brought this up in the past. She said it was an important discussion to have and wished the superintendent were here. She said we need to add more people if we are going to be adding so many properties and facilities, and that we have people risking their jobs to come in here tonight.

Rierson asked Creighton about the facility issues raised; Creighton said (the camera issue) was being addressed, but staff had left at a bad time and they were still working on many issues.

Mike Ragsdale asked about their claim that wage increases had been approved and appeared in the budget, but their awarding had been mixed. Lindquist said their supervisor had told them that the superintendent had said that there would be no raises. Ragsdale asked whether they had looked at the budget to see whether the raises had been applied, and Lindquist said no.

Pete Siderius said a larger discussion was needed about what the District is now that it has grown.

Lindquist invited Board members to talk with her outside the meeting, and also to join her at the registration desk during her shift.

Siderius asked whether the Board should put this on the agenda for the next meeting, or direct staff to deal with it.

Rogers said the wage compensation survey that the superintendent had used was for the entire country, and that if western regional wages were used for comparison instead, the figures may be very different. She said she had been saying for a while that staff is overworked and underpaid, and that this isn't the first time that someone had come in, and the Board needs to listen. Rogers said the lengthy budget was given (to the Budget Committee) for approval in only a few hours, and that it was done intentionally so that people don't ask many questions. People are complaining in a public way, she said, and it is incumbent upon us to do something about this.

Rierson said (compensation) should be discussed as a priority at budget time.

Siderius said it should be an agenda item for the next meeting, and that the Board should ask the superintendent for wage information which would be more appropriate, in time for that meeting. Don Loving said he did not think that a personnel issue should be an agenda item; he recommended the Board create a subcommittee of two Board members (not a quorum), to work with Petersen and other staff to investigate, and report back to the Board.

Ragsdale said we would be derelict not to take some action tonight; he said he agreed with Loving, and said that if only a third of what had been claimed were true, then there was a real problem, and recommended the

Board retain a consultant—perhaps SDAO could do it—to examine whether there is mismanagement of human resources.

Julie Petersen said we the supervisors are doing the HR (Human Resources) jobs, and there are things that she is being asked to do which she is not comfortable doing, and that she lacks the appropriate HR training, and that HR needs to be separate from what we (the supervisors) are doing.

Shy Montoya said we are in dire need of an HR person, because there is no one holding HR accountable.

Ragsdale supported Loving's recommendation and recommended an outside consultant who specializes in HR to assist staff, and said that the Board needs to make policy decisions about the scope.

Loving said he would be happy to speak to SDAO to see whether they have someone on staff who could assist, or could recommend a consultant.

Siderius said that the entire Board, supervisory staff and the superintendent should work this out together in executive session. Ragsdale objected to executive session; Loving suggested consulting legal counsel as to whether it would be appropriate use of executive session.

Discussion continued over the subcommittee idea; consensus was that Rogers and Loving be members from the Board.

Petersen said the District had changed a lot but hadn't done a good job of changing with it; she had just worked 160 hours in two weeks, and she is amazed that everyone who works for the District is willing to work so hard despite the pay, and that she would like to pay them what they are worth. Petersen and Creighton said they would be willing to help with the subcommittee.

Consensus was to appoint a committee.

Bart Rierson appointed a committee of Don Loving, Lisa Rogers, Julie Petersen, Casey Creighton: Rogers to serve as chairperson.

Rogers said that if in fact there was anyone on staff who had not been given an increase in five years, then that was an issue. Petersen said one staffer who had been on staff (for 20 years, Montoya confirmed) who is training a new employee who is making the same wage that she is.

b. Others not on the agenda - None

VI. Action items/committee reports/Board comments

- a. System Development Charges (SDC) yearly increase - Discussion only. See proposed Resolution 10-01-19 on page 25, for approval at the October Board meeting (increase of 4.79 percent, effective July 1, 2020). Kat Ricker said there appeared to be a discrepancy in the drafted resolution, that the multiple family figure was the same amount as the current charge. Rogers said she would like to see comparison with other areas. **Loving moved to table this until the next meeting.**

Moved Don Loving
Second Bart Rierson

Passed unanimously

- b. Support road vacation - Creighton described a strip of land—dropping into wetlands and dropping off over the river—that Yamhill County had proposed to give to CPRD. He said that CPRD staff had visited the site together with county representatives—including commissioner Casey Culla—and two landowners. Creighton said it was his and the group's recommendation to decline the offer as the land was not useable, and vacate it, for the two landowners to assume.

Motion to decline the offer to accept the property, and recommendation that it be vacated to the two adjacent property owners.

Moved Mike Ragsdale

Second Don Loving

Passed unanimously

- c. Reports and comments from Board members

Lisa Rogers asked about an Ewing Young Park graffiti incident; Creighton said that it had been addressed this morning. Discussion about Creighton working on installing WiFi for cameras at various parks. Siderius said he does not want to see cameras in all of our parks. Creighton said camera installation priority is for aquatic and fitness center. Rierson said he has seen improvements in the parks since Creighton has taken over, and to let the Board know if he needs more staff; Creighton affirmed this.

Don Loving shared information about his newborn grandson.

Mike Ragsdale announced that he had retired from Newberg Downtown Coalition and is now enjoying life.

VII. Old business/project updates

- a. Creighton - Update on HVAC system at aquatic center; it has gone seven days without setting off an alarm, so that's an improvement. Water is coming from rooftop; they are in the process of taking P traps out. Gymnasium floor survived the flooding. Chehalem Cultural Center Culinary Center has been completed. Friends' Park grading is about complete, and water line extension, irrigation and paving and more will follow. Neighborhood meeting scheduled for Sept. 4th. Russ Sheehan has been working on creating a trail on Lindquist property in Dundee. Rierson asked him to find the trailhead on a map and send it to the Board. Update on third nine. Sheehan is about to remove hazelnut trees from the Saunder property (grass to be planted after).

VIII. From the superintendent's desk: Don Clements is excused on vacation.

- a. Financial report - Tabled
- b. Superintendent's report - N/A

- c. Staff reports – Kellan Sasken said he has hired an assistant. Evening league had highest participation yet. He has had multiple comments about the greens, and that Andrew was doing a good job. Shy Montoya said we just finished the 2018 audit and gave timetable for next moves on that. We hired an accounting consultant to do accounting for Foundation tax return. Julie Petersen gave update on football, soccer, and track and field and the number of participants and income from all of the teams involved. said tackle football is starting up; said there were about 80 participants in CPRD Old Fashioned Festival 5K; she also gave report on summer camps and adult softball season, and soccer camp. Rierson asked her to describe concussion testing, which she did.

IX. Correspondence

- A. Citizen comments/evaluations – Discussion arose from comments in the packet from CPRD Events Marketing Coordinator Kayla McElligott, which she submitted about Newberg Old Fashioned Festival, and her recommendation to follow Julie's proposal to focus CPRD staffing resources on developing the 5K and discontinue the CPRD booth. Kat Ricker explained the staff discussion internally about this and cited reasons she supported the transition. Ragsdale, Rierson, Rogers, and Loving supported the idea of discontinuing the booth and focusing instead on the race event. Discussion on the need for an IT full-time staffer and resources: Siderius asked Ricker for an update on the progress of addressing IT needs and using part-timer Richard Cornwell to do this (under Ricker and CPRD's longtime IT resource Robert Soppe). Ricker recommended that a full-time IT supervisor be hired to lead a new IT department, and that while Cornwell could be valuable working under that position, she did not believe he was the appropriate person to be in CPRD's lead IT role. Petersen said she disagreed and that she did see him as appropriate. Siderius revisited his previous proposal to share his GIS system with CPRD, and asked that this be included in the minutes, for discussion at the next meeting.

X. Adjournment – Ragsdale moved to adjourn 7:58 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

Next meeting is scheduled for 6:00 p.m. on Thursday, September 26, 2019.

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO SEPTEMBER 19, 2019**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
119890-119945	\$ 111,655.45	ACCOUNTS PAYABLE
119946-119997	\$ 23,028.51	PAYROLL
DIRECT DEPOSIT	\$ 52,873.84	PAYROLL
119998-120069	\$ 169,443.34	ACCOUNTS PAYABLE
120070-120122	\$ 22,571.62	PAYROLL
DIRECT DEPOSIT	\$ 52,726.01	PAYROLL
120123-120168	\$ 115,504.91	ACCOUNTS PAYABLE
119492-119495(GOLF CHECK)	\$ 4,276.91	ACCOUNTS PAYABLE
119819-119822(GOLF CHECK)	\$ 3,539.44	ACCOUNTS PAYABLE
1859-1864	\$ 67,444.80	WIRE TRANSFER
GRAND TOTAL	\$ 623,064.83	
<u>BREAKOUT</u>		
<u>ACCOUNTS PAYABLE</u>	\$ 404,420.05	
<u>PAYROLL</u>	\$ 151,199.98	
<u>WIRE TRANSFER</u>	\$ 67,444.80	

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
123	\$ 1,197.80	DAVID EVANS AND ASSOCIATES
124	\$ 2,453.00	DAVID EVANS AND ASSOCIATES
125	\$ 2,867.98	UNITED RENTALS
126	\$ 8,210.62	THE SANDERS COMPANY
127	\$ 30,123.10	THE SANDERS COMPANY
128	\$ 19,471.40	EWING
GRAND TOTAL	\$ 64,323.90	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
WIRES	\$ 0.00	
GRAND TOTAL	\$ 0.00	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1210	\$ 65,000.00	TRIPLETT WELLMAN
GRAND TOTAL	\$ 65,000.00	
<u>BREAKOUT</u>		
<u>CAPITAL POOL CONST.</u>	\$ 65,000.00	
<u>POOL BOND DEBT</u>	\$ 0.00	

ACCOUNTS PAYABLE FOR FOUNDATION

CHECK NUMBERS

AMOUNT

TO WHOM

118	\$ 1,325.00	R. MICHAEL MARR
119	\$ 26.25	US BANK
120	\$ 999.99	CITI CARD LACROSSE
121	\$ 27.75	US BANK
122	\$ 1,215.82	DORMERS
123	\$ 61.97	US BANK
124	\$ 215.00	US BANK
125	\$ 28.37	US BANK
126	\$ 292.60	US BANK
GRAND TOTAL	<u>\$ 4,192.75</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 08/31/18-19	AS OF 08/31/19-20	DIFFERENCE
Total Operational Expense	\$ 909,671.96	\$ 821,744.67	\$ <87,927.29>
Total Capital Outlay & Transfers	\$ 249,179.72	\$ 258,051.72	\$ 8,872.00
GRAND TOTAL EXPENSES	\$ 1,158,851.68	\$1,079,796.39	\$ <79,055.29>
Total Tax Revenue	\$ 0.00	\$ 31,525.20	\$ 31,525.20
Total Fees & Charges Revenue	\$ 794,904.85	\$ 813,183.67	\$ 18,278.82
Total Other Revenue	\$ 253,923.51	\$ 5,149.37	\$ <248,774.14>
Beginning Balance	\$ 1,483,041.89	\$2,234,266.06	\$ 751,224.19
GRAND TOTAL REVENUE	\$ 2,531,870.25	\$3,084,124.32	\$ 552,254.07

SDC FUND SUMMARY

DESCRIPTION	AS OF 08/31/18-19	AS OF 08/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 174,575.82	\$ 174,575.82
TOTAL REVENUE	\$ 0.00	\$ 561,067.75	\$ 561,067.75
BEGINNING BALANCE	\$ 221,199.85	\$2,149,779.94	\$ 1,928,580.09
GRAND TOTAL REVENUE	\$ 221,199.85	\$2,710,847.69	\$ 2,489,647.84

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 08/31/18-19	AS OF 08/31/19-20	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	\$ 0.00	\$ 84.36	\$ 84.36
BEGINNING BALANCE	\$ 31,699.09	\$ 32,882.14	\$ 1,183.05
GRAND TOTAL REVENUE	\$ 208,508.81	\$ 213,293.48	\$ 4,784.67

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 08/31/18-19	AS OF 08/31/19-20	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 08/31/18-19	AS OF 08/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 588,320.75	\$ 243,050.70	<\$ 345,270.05>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 08/31/18-19	AS OF 08/31/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 162,844.92	\$ 162,844.92

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	\$ 6,785
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

November 14, 2019

City of Newberg

P.O. Box 970

414 E. First Street

Newberg, Oregon 97132

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2020. The increase will be as follows:

- Single Family -- \$7,705.00
- Multi Family -- \$6,785.00
- Mobile Home -- \$5,296.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,
Superintendent

November 14, 2019

County of Yamhill

535 N.E. 5th Street

McMinnville, Oregon 97128

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2020. The increase will be as follows:

- Single Family -- \$7,705.00
- Multi Family -- \$6,785.00
- Mobile Home -- \$5,296.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,
Superintendent

November 14, 2019

City of Dundee

P.O. Box 220

620 SW 5th Street

Dundee, Oregon 97115

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2020. The increase will be as follows:

- Single Family -- \$7,705.00
- Multi Family -- \$6,785.00
- Mobile Home -- \$5,296.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,
Superintendent

Subject: Fwd: Petition City of Dundee to Amend Transportation Plan
Date: Wednesday, September 18, 2019 at 1:36:43 PM Pacific Daylight Time
From: Casey Creighton
To: Kat Ricker
Attachments: image003.jpg, image004.jpg

Sent from my iPhone

Begin forwarded message:

From: Jill Bilka <jill@bilkaconsulting.com>
Date: September 18, 2019 at 10:35:55 AM PDT
To: 'Casey Creighton' <ccreighton@cprdnewberg.org>
Subject: RE: Petition City of Dundee to Amend Transportation Plan

Casey,

I wanted to follow-up and let you know that I did attend last night's Dundee City Council meeting and made comments asking that the City work to amend the Transportation Service Plan to remove the road that would connect Graystone to 5th St. Some members of City Council seemed resistant to add this as an agenda item for the next meeting to discuss the process to help this happen. I think it could be mutually beneficial for CPRD to help support this, so wanted to let you know that I've started the discussion with the City and welcome ideas on how to move this to the next step. Is discussion about the Sander Estate Property on the agenda for an upcoming CPRD meeting? I believe some from the City are planning to attend and if there is any benefit to me attending I can add it to my calendar.

If a petition would be helpful to show overall community support (in addition to the neighboring citizens who attended last night to support my request and comments) I'd be happy to get one started, but the City was not clear on whether there was any value in taking that step.

Thank you for any collaboration on helping with this change!

Jill Bilka
Bilka Consulting
*Helping Businesses Grow Through
Effective Communication & Efficient Operations*
P: (503) 997-9841
E: jill@bilkaconsulting.com
W: www.bilkaconsulting.com

Connect with me on 

From: Casey Creighton [<mailto:ccreighton@cprdnewberg.org>]
Sent: Thursday, September 5, 2019 10:57 AM
To: Jill Bilka
Subject: Re: Petition City of Dundee to Amend Transportation Plan

Jill,

Thank you for the information. I will share with Don & Kat Ricker and get back to you. We will make sure to attend the City Council meeting Sept. 17.

Best Regards,

Casey Creighton

From: Jill Bilka <jill@bilkaconsulting.com>
Sent: Wednesday, September 4, 2019 9:04 PM
To: Casey Creighton <c creighton@cprdnewberg.org>
Subject: Petition City of Dundee to Amend Transportation Plan

Casey,

I wanted to follow-up with you regarding some information that was shared at the last Dundee Parks Committee Meeting regarding the road development near the Sander Estate Property. I asked tonight what the next steps would be to remove the proposed road bordering the Sander Estate Property that would connect Graystone Dr./Pl from the Transportation Plan. It was stated the first step would be that I or someone could attend the next City Council meeting on September 17th with other residents or possibly a petition to present the issue.

It was mentioned the City Councilors might ask questions and I'd like to have as much information/back-up as I can before the meeting.

Below are my initial thoughts and reasons why this road is no longer a good choice and I would welcome your feedback/additions since it does directly impact CPRD and the development of the Sander Estate Park.

Petition to NOT Build a Road to Connect Graystone Dr./Pl through to 5th St.

Petition summary and background	With the bordering Sander Estate Property now owned by CPRD being planned for park development there are several reasons why a road in this location is no longer a helpful choice <ol style="list-style-type: none">1. It would take space away from the park development with little to no benefit to the community to add this additional road2. The cost to build the road would take funds away from the park development since CPRD would be the ones to pay for the road3. It would delay the development of the Sander Estate Park since the road would need to be build first.
Action petitioned for	We, the undersigned, are concerned citizens who urge our leaders to act now to amend the City of Dundee Transportation Plan to remove the proposed road which would connect Graystone Drive/Place through to 5th Street

Thank you for your time and consideration of this issue,

Jill Bilka

Bilka Consulting


Helping Businesses Grow Through

Effective Communication & Efficient Operations

P: (503) 997-9841

E: jill@bilkaconsulting.com

W: www.bilkaconsulting.com

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LEGEND

NEW BUILDINGS

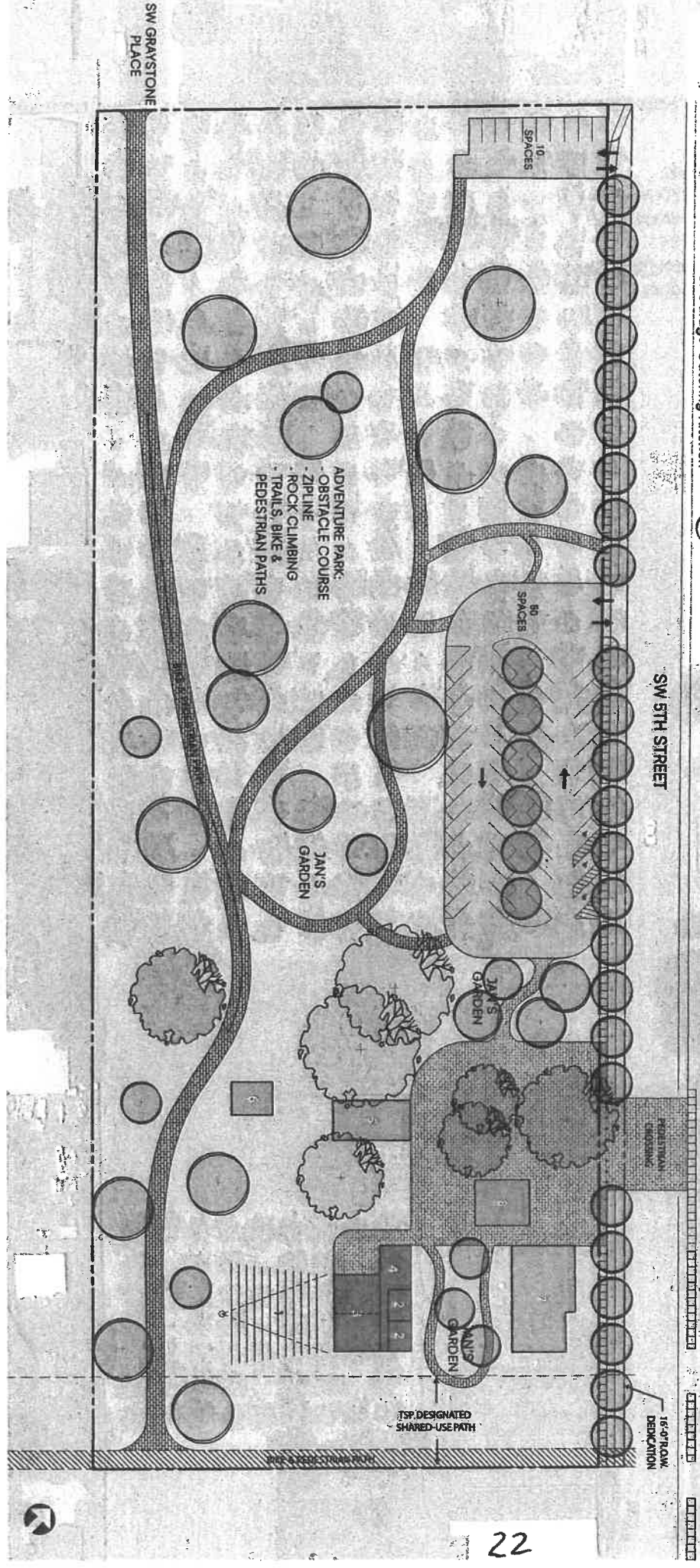
- 1. Outdoor Film
- 2. Restroom, (2) 300-sf
- 3. Meeting Room, 1500-sf
- 4. Lobby & Museum, 600-sf

EXISTING BUILDINGS

- 5. Barn-Community Building
- 6. Storage/Maintenance
- 7. Jan's House-Meeting Rooms
- 8. Garage-Catering Kitchen

AREA = 7.05 acres

-  Existing Tree
-  New Tree



**DUNDEE COMMUNITY CENTER
AT THE SANDER'S ESTATE**

**SITE PLAN - OPTION 1
SCALE: 1:60**

Dundee, OR | Date: 01.03.18



July 11, 2019

Don Clements
Superintendent
Chehalem Park and Recreation District
125 S. Elliott Road
Newberg, Oregon 97132

RE: Proposal for Professional Design Services – Sander's Estate Community Park

Dear Don:

We appreciate the opportunity to submit a proposal for professional design services to continue work on the Sander's Estate Community Park. Per our meeting and discussions, I have prepared the following proposal for schematic design services.

I. Understanding of the Project

- A. The Sander's estate is an approximately 7-acre property acquired by CPRD which is located in Dundee, OR across from the Dundee Elementary School on SW 5th Street. The site currently includes a private residence, detached garage, barn and a hazelnut orchard which is in the process of being removed.
- B. SEA developed a couple of concept options at the end of 2017, Site Option 1 (attached) will be the starting point for work going forward.
- C. Over the course of 2018 and early 2019 CPRD and the City of Dundee have held a public hearing, conducted an online survey and held a Parks Advisory Committee meeting. Results and summaries are on CPRD's website and have been reviewed by the design team.
- D. A topographic survey of the property was completed in April of 2019 and has been provided to SEA.
- E. SEA with landscape architects Lango Hansen will work with CPRD, the City of Dundee and community members to further develop a vision for the estate property. The design will be advanced to a level suitable to complete the city's land use process (Type III Master Plan Approval).
- F. We estimate the schedule to complete designs and the land use submittal to take 3 months, with required revisions, public hearings and eventual approval continuing beyond that for up to 120 days.
- G. Services to be provided include architectural and landscape design and cost estimating. Civil engineering and documents are not anticipated although some scope has been provided for review of the land use site plan submittal for utilities and grading.

II. Scope of Services

- A. Conceptual Design
 - 1. Hold a site meeting / design kick-off at the property.
 - 2. Generate conceptual site design with variations
 - i. Utilize existing Site Option 1 with comments from CPRD, the community meetings and survey from the past year.
 - ii. Develop site program, circulation, parking, uses of existing buildings, new structures, site themes and imagery.
 - 3. Present site options to CPRD for review and comment.

4. Schedule and hold pre-application meeting with the City of Dundee to discuss additional requirements related to infrastructure, right-of-way improvements and planning requirements.
5. Based on comments received from CPRD and the results of the pre-application meeting, the team will prepare updated materials including preliminary cost estimates.
6. Prepare materials for a public meeting including site plans, precedent imagery and perspective views.
7. Hold public community meeting, gather comments and provide summary to CPRD. (This meeting also satisfies the meeting requirement for the Type III land use process.)

B. Land Use Review

1. Based on selected design variation proceed with the process of preparing the land use review submittal (Type III Master Plan) including:
 - i. Site Plan (includes site and building uses, access, parking and circulation areas, pedestrian circulation, trash and utilities, landscaping, lighting, signage, accessibility provisions, proposed grading, adjacent roadways and utilities)
 - ii. Grading, Utility and Drainage Plan (includes on and off-site drainage, storm lines and any retention or detention facilities)
 - iii. Site Analysis Diagram
 - iv. Architectural drawings for any structures
 - v. Landscape Plan
 - vi. Narrative showing compliance with the city's comprehensive plan, parks and open space plan, the development code and the current edition of Park, Recreation, and Leisure Facilities Site Planning and summary from the community meeting.
2. Once the application is deemed complete, there is a two-week public comment period followed by the staff report and hearing in front of the Planning Commission.
3. Potential contingency service: Stormwater Report if required for the Land Use submittal.

III. Exclusions for Conceptual Design and Land Use Phase

- A. Environmental studies, Land Survey or Geotechnical Study
- B. Design development, construction documents, bidding, permitting and construction administration
- C. Structural, Mechanical, Electrical, Plumbing, Alarm, Phone and Data system design
- D. Interior design, Fixtures, Furnishings and Equipment specification and design
- E. Sustainable certification (LEED, etc.)

IV. Fees

We propose to provide the services outlined in the Scope of Services Section II. A. per the following lump sum fees:

<u>Conceptual Design</u>		
Architectural	\$17,610	
Landscape	\$ 8,250	
Civil	\$ 4,000	
Cost Estimating	\$ 5,000	
<i>Sub-total</i>		\$34,860

<u>Land Use Review</u>		
Architectural	\$10,570	
Landscape	\$11,500	
Civil	\$ 6,750	
<i>Sub-total</i>		\$28,820
<hr/>		
Total		\$63,680

Potential Contingency Services:

Stormwater Report

Civil \$ 2,500

Reimbursable Expenses:

All printing costs, plotting, shipping, travel, long distance communication and jurisdictional application fees paid on your behalf are billed at 1.10 times our direct expense. I would estimate that the reimbursable expenses for this project will be \$1,500.

Standard Billing Schedule for Design Team:

Principal	\$175/hour
Project Manager	\$135/hour
Project Architect	\$120/hour
Designer/drafter	\$85/hour

V. TERMS OF SERVICE

A. See Exhibit A – Terms and Conditions, attached herewith.

Again, we appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please call if you have any questions or need more information. Please sign below and return one copy to my office.

Sincerely,
SCOTT / EDWARDS ARCHITECTURE, LLP



Sid L. Scott, AIA
Principal



Jennifer L. Marsicek, AIA
Senior Associate

Authorization to Proceed

Date

TERMS AND CONDITIONS

1. **Agreement:** These Terms and Conditions and the attached Scott|Edwards Architecture, L.L.P. (hereinafter S|E A) proposal letter or other document to which these Terms and Conditions are attached or incorporated constitute the sole and entire Agreement between S|E A and the Client relating to the Project. The Agreement supersedes all prior agreements between them, whether written or oral, respecting the subject matter hereof, and no other terms or conditions shall apply.
2. **Standard of Care:** The services provided by S|E A under this Agreement ("Services") will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. S|E A makes no warranty, express or implied, with respect to the Services.
3. **Indemnity:** The Client shall, to the fullest extent permitted by law, indemnify and hold harmless S|E A, its officers, directors, employees, agents and subconsultants from and against all damage, liability and costs, including reasonable attorney's fees and costs, at trial, arbitration and on appeal, arising out of or in any way connected with this Agreement or the Project, excepting only those damages, liabilities, or costs attributable to the negligence or willful misconduct of S|E A.
4. **Non-Responsibility:** S|E A shall not be responsible for damages and shall not be held in default by reason of events or circumstances beyond S|E A's reasonable control; or for delays caused by failure of Client or Client's agents to furnish information or to approve or disapprove S|E A's Service promptly, or due to late, slow, or faulty performance by Client, Client's consultants, contractors, or governmental agencies.
5. **Client Information:** Client shall provide all criteria and full information as to Client's requirements for the Project; designate a person to act with authority on Client's behalf in respect of all aspects of the Project; examine S|E A submissions; respond promptly to S|E A; and give prompt written notice to S|E A whenever Client observes or otherwise becomes aware of any defect in the Services. S|E A has a right to rely on information provided by Client.
6. **Payment:** Fees and reimbursable expenses will be billed monthly as Services are performed on either a percentage complete basis or on a time and materials basis. Hourly rates shall be adjusted in accordance with S|E A's and S|E A's consultants' normal annual review practices. Invoices shall be due upon receipt and shall be delinquent if not paid within 60 days of invoice. Delinquent invoices shall bear interest at the rate of 1½ percent per month (but not exceeding the maximum allowable by law) until paid. Payments received shall be first applied to interest and then to the unpaid principal balance.
7. **Reimbursable Expenses:** Client shall pay the cost of reimbursable expenses, such as printing, postage, presentation materials requested by the Client, checking and inspection fees, zoning and annexation application fees, assessment fees, aerial topography fees and all other fees, permits, bond premiums, title company charges, transportation, and other similar project-related expenses. Any such fees paid by S|E A on behalf of Client shall be reimbursed, along with other reimbursable expenses, as invoiced.
8. **Site Control:** S|E A and its personnel shall have no authority or responsibility to exercise any control over any construction contractor or other entity in connection with their work or any health or safety precautions associated with the project. Client warrants that its contractor shall be solely responsible for job site safety, means and methods and that this intent shall be made evident in Client's agreement with its contractor. Client also warrants that Client, S|E A, and S|E A's consultants, and their respective officers, directors and employees shall be indemnified from and against claims, damages, costs and expenses arising from the Contractor's execution of work on the Project, and shall be made additional insureds under the Contractor's General Liability Insurance Policy and Builder's Risk Policy.
9. **Document Ownership:** All reports, plans, specifications, field data and notes, and other documents including all documents on electronic media, prepared by S|E A as instruments of service shall remain the property of S|E A. Client may make and retain copies for information and reference in connection with the use and occupancy of the Project; however such documents are not intended or represented to be suitable for reuse by any person for extension of the Project or for any other project. Any reuse or modification of the documents, without the prior written authorization of S|E A shall be at Client's sole risk and without liability to S|E A, its independent professional associates or consultants. Client agrees, to the fullest extent permitted by law, to indemnify and hold S|E A harmless from any claim, cause of action, liability or cost (including reasonable attorney's fees and defense costs at trial, arbitration and on appeal) arising out of or allegedly arising out of any unauthorized reuse or modification of the documents by Client or any person or entity that acquires or obtains the documents from or through Client without S|E A's written authorization.
- 9.1 S|E A and its consultants shall use Autodesk AutoCAD (Computer-Aided Design) or Revit Building Information Modeling ("BIM") as a design tool, only. The CAD file or BIM model shall not be a Construction Document or deliverable under this Agreement. Construction Documents and other deliverables shall be delivered by S|E A and its Consultants as a traditional two-dimensional set of plans. S|E A shall share its CAD file or BIM model with Owner or Contractor for their convenience, and subject to S|E A's standard Electronic Document Release.
10. **Cost Estimates:** In providing opinions of probable construction costs, Client understands that S|E A has no control over cost or the price of labor, equipment, or materials or over any Contractor's method of pricing, and the opinions of probable construction costs provided by S|E A are to be made on the basis of S|E A's qualifications and experience. S|E A makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bids or actual costs of the work estimated.
11. **Hazardous Materials:** Client acknowledges that S|E A's scope of services does not include any services related to asbestos, hazardous or toxic materials. In the event S|E A, or any other party, encounters these materials at a job site or in adjacent areas which may affect S|E A performance of services, S|E A, may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the Client retains appropriate specialist(s), consultant(s), or contractor(s) to identify, abate and/or remove the asbestos, hazardous or toxic materials, and warrant that the job site is in full compliance with applicable laws and regulations. Client agrees to the fullest extent permitted by law to indemnify and hold harmless S|E A, its officers, directors, employees, agents, and subconsultants, from and against any and all claims, allegations, suits, liabilities, damages, and costs, including reasonable attorneys' fees and costs, at trial, arbitration or appeal, arising out of, or in any way connected with the detection, presence or handling, removing, abatement, or disposal of any asbestos, hazardous or toxic substances, products and materials, on, about or adjacent to, the job site.

12. Termination - Suspension: Failure by Client to pay any invoice before it becomes delinquent shall constitute a material breach of this Agreement and shall entitle S|E A to either suspend performance of services until such delinquency is cured or so long as such delinquency persists, or terminate this Agreement upon five days' written notice without liability. This Agreement may otherwise be terminated by either party upon 30 days' written notice to the other in the event of a material breach by the other. In the event that the Client becomes bankrupt or insolvent, S|E A may terminate this Agreement without liability for direct, consequential or any other type of damages. This Agreement may otherwise be terminated for convenience by either party upon seven (7) day written notice. In the event of termination, Client shall promptly pay S|E A for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provision of this Agreement.

13. Third-Party Beneficiary: Nothing in this Agreement shall create a contractual relationship with, nor a cause of action in favor of a third party against, either Client or S|E A. S|E A services under this Agreement are performed solely for Client's benefit, and no other entity shall have any claim against S|E A because of this Agreement or the performance or non-performance of services hereunder.

14. Oregon Law: This Agreement is to be governed by and interpreted under the laws of the State of Oregon. Should any provision of this Agreement be found or deemed to be invalid, this Agreement shall be construed as not containing such provision and all other provisions which are otherwise lawful shall remain in full force and effect.

15. Assignment: Neither the Client nor S|E A shall assign its interest in this Agreement without prior written consent of the other.

16. Waiver: The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision.

17. No Personal Liability: S|E A's directors, officers, agents, shareholders and employees shall have no liability for claims arising under this Agreement or from the performance of Services by S|E A. Client shall look solely to the assets of S|E A, including available insurance, for the satisfaction of any judgment or award from any claim arising from this Agreement.

18. Limitation of Liability: To the fullest extent permitted by law, the total aggregate joint, several and individual liability of S|E A (including its officers, directors, partners, and employees if section 17 of this Agreement is not enforceable) and its consultants to Owner and anyone claiming by, through, or under Owner, as well as to any successor, assignee, beneficiary, or indemnitee of, or under, this Agreement, for any claims, losses, costs or damages ("Liabilities") whatsoever, arising out of, resulting from, or in any way related to the Project, this Agreement, or the services provided pursuant to this Agreement, from any cause or causes, including but not limited to negligence, professional negligence, malpractice, strict liability, vicarious liability, breach of contract, breach of warranty, indemnity, or contribution, shall be limited in the aggregate for any and all claims to the proceeds of any insurance policy or policies that funds any settlement, award or verdict, up to the coverage limit of such policy or policies. Client may negotiate a different limitation of liability for an additional fee.

19. Consequential Damages: Neither S|E A nor S|E A directors, agents, employees, representatives, or subconsultants, shall be liable to Client for any indirect, special, incidental, consequential, or exemplary damages arising out of, or in connection with, the performance of services under this Agreement, whether in an action based upon contract, delay, negligence, strict liability, negligent misrepresentation, or otherwise.

20. Dispute Resolution :

20.1 Mediation: Should any dispute arise between Client and S|E A under this Agreement, it is agreed that such dispute will be submitted to a

mediator, agreed to and compensated equally by the Parties, prior to commencement of arbitration or litigation. Mediation will be conducted in Portland, Oregon. Both Parties agree to exercise their best efforts and good faith to resolve all disputes in mediation.

20.2 Arbitration: Subject to the obligation to mediate in good faith, the Parties agree promptly to arbitrate any dispute between them utilizing the procedures set out under Oregon's Uniform Arbitration Act (36.000). Such arbitration shall be mandatory and binding. The Parties shall agree on a single arbitrator. In the event that the Parties are unable to agree to the mutual appointment of an arbitrator, the arbitrator may be appointed per ORS 36.645 (appointment by the court). The arbitrator's award shall be final and binding. Judgment may be entered upon it in accordance with the applicable law of any Court having jurisdiction over the Parties.

20.3 Consolidated Arbitration: The Parties agree to consolidate any arbitration between them with the arbitration of any related dispute between the Client and the general contractor for this project. Client shall include in its contract with the general contractor a provision requiring mandatory arbitration of disputes arising out of the project and consolidation with any related arbitration between Client and S|E A. S|E A shall attempt to obtain a substantially identical consolidated arbitration provision in its contracts, if any, with its subconsultants. Client shall require its general contractors to obtain a substantially identical consolidated arbitration provision in the contract with each of its subcontractors.

20.4 Venue: Any arbitration held pursuant to this provision shall be held in Portland, Oregon.

20.5 No Limitations of Rights or Remedies: This alternative dispute resolution clause shall not preclude either party from filing a statutory construction lien or from commencing an action to foreclose the lien, but the foreclosure case shall be stayed pending issuance of the arbitrator's award. The award shall be binding in the foreclosure case as to all matters determined in the arbitration, and the lien may then be foreclosed to the extent permitted by law.

It is understood that the terms "Client" and "Owner" are considered to be interchangeable in this and any proposal or other document to which these Terms and Conditions are incorporated or to which it is attached.

By initialing, Client hereby agrees to these Terms and Conditions.

Initial Here: _____

By: _____
Date: _____

Parks Activity Report, August/September 2019

Aquatic and Fitness Center

A 2 Hour power outage due to a vehicle accident on 99W caused a power outage from Rex Hill, most of Newberg all the way to St. Paul on Friday evening Sept. 20. The power outage caused all systems at the Aquatic & Fitness Center, except the emergency systems, to shut down. All building maintenance personnel were available for restart of the system.

We have been working with Triplett Wellman trying to resolve some ongoing issues such as HVAC alarms, dehumidification, Pool Mechanical and warranty, Basketball lift failures and front entry door mechanics. A final 1 Year warranty was done on June 7, 2019 and the contractor is still working to resolve those issues. Programming to the HVAC system has been completed. Final Commissioning of the HVAC system has not been scheduled at this time, but should be coming soon.

Cultural Center

Phase III of the Culinary Enrichment Center at the Cultural Center now officially open to the public. All mechanical systems of the Chehalem Cultural Center structure are operating correctly.

Friends Park

The Saunders Co. finished grading, extending the waterline and graveling the parking area completed. Irrigation Materials are on site pathways, basketball court, playground and finish work to follow, weather permitting. Since the Rain in September Friends Park seems to drain really well. We have kept the community updated through Social Media, emails and had a community meeting September 4.

School Playground requests

CPRD continues 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. A request for a Playground Proposal was sent out to Vendors In early September and Proposals received September 16. Playground committee met and chose the Vendor for the Playground and will meet with him September 23, 2019 to finalize details for the Edwards Playground to present to the entire group.

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). We removed the filbert trees from the Sander property and will be having those trees ground up and incorporated into the property and seeded to prevent erosion this winter. We are continuing to work with the County on the acquisition of the landfill property. Hahn and Associates have been waiting for the County to complete mowing of the property so they may complete an Environmental Site Assessment Survey.

Parks

Jim Bernard has been keeping the fields for football/soccer prepared as well as keeping the Ballfields ready for play and will do so into October. We continue to work in the parks mowing, spraying, stump grinding, pruning and removing hazardous trees. 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

Andrew Stice resigned his position as the Chehalem Glenn Maintenance Director on September 6, 2019 and his last day will be October 6, 2019. The Position has been posted to the GCSAA, OGCSA and CPRD website. Don and I have been searching for a replacement for him. Andrew will stay to complete the Golf Course Fall Aerification of all Greens Tees and Fairways.

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 Landscape Plan.

Parks Summary

Month of: August/September 2019

<i>Park Name</i>	<i>Hours Worked</i>
<i>Armory</i>	52.25
<i>Billick/Dundee</i>	4.75
<i>Buckley Park</i>	2.50
<i>Central</i>	98.00
<i>Che. Valley</i>	15.00
<i>College</i>	2.00
<i>Community Center</i>	4.50
<i>Crabtree</i>	7.25
<i>Crater Ball Fields</i>	57.25
<i>Dundee Park</i>	4.00
<i>Elliott Road</i>	30.75
<i>Ewing Young</i>	2.75
<i>Falcon Crest Park</i>	2.25
<i>Fortune Park</i>	1.75
<i>Gail Park</i>	0.50
<i>Gladys</i>	1.75
<i>Golf Course</i>	5.50
<i>Herbert Hoover</i>	83.50
<i>Jaquith</i>	26.25
<i>Jaquith Ball Fields</i>	61.25
<i>Memorial/Scout House</i>	35.00
<i>Non-District Properties</i>	3.00
<i>Oak Knoll Park</i>	4.75
<i>Oaks Park</i>	0.75
<i>Other District Land</i>	50.00
<i>Parrott Mt.</i>	1.50
<i>Pool</i>	255.50
<i>Pre-School</i>	21.00
<i>Pride Gas</i>	1.75
<i>Renne Fields</i>	31.25
<i>Rotary Centennial Park</i>	14.50
<i>Schaad Park</i>	1.00
<i>Scott Leavitt</i>	0.75
<i>Senior Center</i>	83.50
<i>Spring Meadow</i>	1.00
<i>Transfer Station</i>	2.25
<i>vacation/holiday/sick/comp.</i>	25.00
<i>Willamette River Property</i>	6.50
<i>Youth building</i>	21.00
<i>Total</i>	<i>1023.75</i>



Adult Sports

September 2019 Activity Report, Department 452

Department 452 Participation Tracking		August 2019	
Activity	Participants	Participant Hours	
Co Ed Softball	100	400	
Participation Total	100	400	
Department 452 Financial Tracking		August 2019	
Supervisory Staff Expense	595		
Administrative Staff Expense	800		
Part Time Staff Expense	130		
Material Expense	2945		
Total Expense	4470		
Program Revenue	1205		
Net	(3265)		
Cost Per Participant	(32.65)		
Cost Per Participant Hour	(8.15)		

Department 452 – Adult Sports

Co Ed softball finished the season in late August. We had a record number of teams participate this year. Adult sports will pick back up in December.



Youth Sports

September 2019 Activity Report, Department 453

Department 453 Participation Tracking	August 2019	
Activity	Participants	Participant Hours
Sport Camps	120	500
Total	120	500

Department 453 Financial Tracking	August 2019	
Supervisory Staff Expense	4200	
Administrative Staff Expense	3000	
Part Time Staff Expense	133	
Program/Materials Expense	11505	
Total Expense	18840	
Program Revenue	54050	
Net	35210	
Cost Per Participant	293	
Cost Per Participant Hour	70.25	

Department 453 – Youth Sports

CPRD hosted 3 additional sport camps in August. We have increased our summer camps over two fold this summer. Registration opened for all 5 fall sports. Our numbers have surpassed last year's totals. The NAFA softball tournaments still occupy the sport complexes on the weekend.

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

454 Recreation	Aug-19	Fiscal year
Supervisory Staff Expense	624.06	1,233.91
Recreation Coordinator	1,858.60	4,174.72
Part Time Staff Expense	1,890.63	2,633.64
Fringe	1,998.57	4,203.12
program Expense	3,121.09	4,527.87
Utilities Expense	0.00	0.00
Total Expense	9,492.95	16,773.26
Program Revenue	3,404.96	4,962.96
Rental Revenue	6,087.99	6,087.99
Net	2,683.03	8,405.03
456 Senior Center	Aug-19	Fiscal year
Recreation Coordinator	1,192.40	1,920.96
Senior Center Specialist	2,405.66	5,241.40
Part Time Staff Expense	191.25	191.25
Fringe	2,086.16	4,132.12
program Expense	354.47	1,411.02
Utilities Expense	4,024.04	4,070.50
Total Expense	10,253.98	16,967.25
Program Revenue	3,130.00	6,563.00
Rental Revenue	3,667.20	6,820.30
Net	3,456.78	3,583.95
457 Community School	Aug-19	Fiscal year
Supervisory Staff Expense	762.74	1,508.11
Admin Staff Expense	0.00	0.00
Part Time Staff Expense	0.00	0.00
Fringe	389.46	858.70
program Expense	189.43	1,330.67
Utilities Expense	26.29	52.58
Total Expense	1,367.92	3,750.06
Program Revenue	0.00	0.00
Rental Revenue	0.00	0.00
Net	1,367.92	3,750.06

Notes:

CPRD was approached by the Newberg Downtown Coalition in Feb/March about partnering for this summer's Newberg Farmers Market. August Market Vendors= 62 August Attendance= 974 \$1025 was collected. Of that 400 was used to pay the musicians for the Market and the remaining \$625 was given to the Downtown Coalition.

Our annual Safety Town camp was a great success. We partner with the Newberg Police Department to offer this week long camp that teaches 6 and 7 year olds all about safety in a fun and exciting way! We had TVYFL come and bring their fire house and trucks, we had the police there with cars and officers, we had PGE come give an electricity safety presentation. We had the Chehalem Aquatic Center send over a volunteer to talk about pool safety. There was a station on calling 911 and pill and poison safety. We had many safety themed stops for the children this week with 40 volunteer counselors and lots of work, it was a very fun week!

We brought back our Outdoor survivalist company that we have been working with over the past several years, to offer an Advanced Outdoor Survival camp for the avid adventures in our community. We partnered with the Mcminville Park and Recreation District to fill these classes and make sure these kids got out for some fun!

Our Armory got a lot of use this month with 2 Quinceñeras and 2 nerf battle birthdays, with 500 people attending these things in addition to Safety town, gym camps, and rentals.

Respectfully Submitted by
 Matthew Compton
 Recreation and Care Coordinator

August 2019 Activity Report

455 Care	Aug 2019	Fiscal Year To Date
Supervisory Staff	624.06	1,233.71
Recreation Coordinator	915.04	1,372.56
Care Director	0.00	0.00
Care Technician	745.40	1,065.44
Part Time Staff Expense	29,481.02	53,761.59
Fringe	3,149.31	6,325.37
program Expense	5,338.42	8,866.49
Utilities Expense	0.00	0.00
Total Expense	40,253.25	72,625.16
Program Revenue	108,488.70	136,776.43
Rental Revenue	0.00	0.00
Net	-43,715.60	-39,631.42

474 Pre School	Aug 2019	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	2,080.08	3,680.10
Fringe	1,136.20	2,008.19
program Expense	276.55	1,280.95
Utilities Expense	290.18	316.47
Total Expense	3,783.01	7,285.71
Program Revenue	1,633.00	3,624.00
Rental Revenue	0.00	0.00
Net	2,150.01	3,661.71

Care Registration.

Current Enrollment for the school year.

Pre-School, 20 students

Pre K at the Community Center, 15 students

Antonia Crater Care, 103 students

Edwards, 38 students

Ewing Young, 36 students

Dundee, 72 students

Mable Rush, 88 students

Joan Austin, 56 students

Grade School Summer Camp Care.

Our grade school summer care program consistently served 80 kids per day (mon-Fri) and in the last two weeks in August, that number spiked to 100 a day. Our grade school group participated in 6 field trips for the month. Additionally we had a lot of fun end of the year activities planned for these kids. Including a Ladybug release day and our mini sports camp.

PreK summer Camp Care

This program also enjoyed a full roster. Attendance averaged 35 per day at the PreK site. August we held swim lessons for the group at our very own aquatic center. Additionally, this group participated in 4 field trip.

School Year hiring is well underway.

Starting Sept 2nd our care program will employ between 25 and 35 part time employees to mad our before and after school care programs. We have been actively hiring our school year staff in Aug so we have time to get them assigned to their respective sites and to conduct training.

Respectfully Submitted by
Matthew Compton Recreation
and Care Coordinator

	August												
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	19 v 18	% Diff	
Dry Days	29	31	31	25	29	28	29		29	25			
Starts by Category													
Resident	860	586	576	833	551	822	911	1388	1193	1350	157	13.2%	
Non Resident	3606	2396	2748	2609	2089	2734	2157	1876	1249	1087	-162	-13.0%	
Group	720	940	884	884	690	866	585	719	569	224	-345	-60.6%	
League	150	102	79	67	78	95	86	43	9	0	-9	-100.0%	
Complimentary	302	315	318	383	289	343	199	210	233	269	36	15.5%	
Misc/Promotional	624	1474	511	514	1661	1130	960	1022	2105	1873	-232	-11.0%	
Total Starts	6262	5813	5116	5290	5358	5990	4898	5008	5425	4875	-550	-10.1%	
Revenue													
Green Fees	\$138,167.00	\$134,330.00	\$126,034.00	\$121,272.00	\$113,330.00	\$122,498.00	\$99,395.00	\$97,994.00	\$108,625.00	\$98,784.00	(\$9,841.00)	-9.1%	
Driving Range	\$13,002.00	\$12,250.00	\$10,596.00	\$10,338.00	\$8,880.00	\$10,702.00	\$8,061.00	\$8,545.00	\$10,958.00	\$10,280.00	(\$678.00)	-6.2%	
Rentals	\$51,425.00	\$42,081.00	\$39,325.00	\$36,136.00	\$37,780.00	\$43,775.00	\$38,914.00	\$42,133.00	\$31,188.00	\$25,764.00	(\$5,424.00)	-17.4%	
Golf Shop	\$13,268.00	\$11,552.00	\$12,138.00	\$12,175.00	\$13,580.00	\$8,302.00	\$8,351.00	\$10,256.00	\$11,042.00	\$12,367.00	\$1,325.00	12.0%	
Snack Bar	\$35,561.00	\$38,872.00	\$25,462.00	\$25,573.00	\$23,337.00	\$30,949.00	\$26,528.00	\$24,950.00	\$27,310.00	\$25,206.00	(\$2,104.00)	-7.7%	
Instruction	\$4,811.00	\$9,944.00	\$5,448.00	\$5,390.00	\$655.00	\$255.00	\$270.00	\$2,525.00	\$770.00	\$1,470.00	\$700.00	90.9%	
Miscellaneous	\$669.00	\$3,987.00	\$2,261.00	\$(11,384.00)	\$138.00	\$(16,673.00)	\$(11,256.00)	\$2,412.00	\$2,038.00	\$737.00	\$(1,301.00)	-63.8%	
Total Revenue	\$256,903.00	\$253,016.00	\$221,264.00	\$199,500.00	\$197,700.00	\$199,808.00	\$170,263.00	\$188,815.00	\$191,931.00	\$174,608.00	\$(17,323.00)	-9.0%	
\$ per Start													
Green Fees \$ per Start	\$22.06	\$23.11	\$24.64	\$22.92	\$21.15	\$20.45	\$20.29	\$19.57	\$20.02	\$20.26	\$0.24	1.2%	
Driving Range \$ per Start	\$2.08	\$2.11	\$2.07	\$1.95	\$1.66	\$1.79	\$1.65	\$1.71	\$2.02	\$2.11	\$0.09	4.4%	
Rentals \$ per Start	\$8.21	\$7.24	\$7.69	\$6.83	\$7.05	\$7.31	\$7.94	\$8.41	\$5.75	\$5.28	\$(0.46)	-8.1%	
Golf Revenue \$ per Start	\$32.35	\$32.46	\$34.39	\$31.71	\$29.86	\$29.55	\$29.88	\$29.69	\$27.79	\$27.66	\$(0.13)	-0.5%	
Golf Shop	\$2.12	\$1.99	\$2.37	\$2.30	\$2.53	\$1.39	\$1.70	\$2.05	\$2.04	\$2.54	\$0.50	24.6%	
Snack Bar	\$5.68	\$6.69	\$4.98	\$4.83	\$4.36	\$5.17	\$5.42	\$4.98	\$5.03	\$5.17	\$0.14	2.7%	
Concession Revenue	\$7.80	\$8.67	\$7.35	\$7.14	\$6.89	\$6.55	\$7.12	\$7.03	\$7.07	\$7.71	\$0.64	9.0%	
GolfNow Barter Rounds	29	64	63	106	215	195	216	185	190	178	-12	-6.3%	

6 days of measurable rain in August. We received almost twice the average rainfall this August.

FY19 YTD - August

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	19 v 18	% Diff
Starts by Category												
Resident	1735	1220	1229	1672	1209	1809	1997	2636	2315	2839	524	22.6%
Non Resident	7668	5150	5728	5722	4357	5164	4853	4179	2378	2465	87	3.7%
Group	1517	1794	1579	1229	1223	1118	965	778	1005	747	-258	-25.7%
League	261	158	211	195	159	228	147	78	9	1	-8	-88.9%
Complimenty	564	635	618	659	540	611	492	450	402	553	151	37.6%
Misc/Promotional	1110	312	1142	1133	2997	2503	1968	2221	4220	3785	-435	-10.3%
Total Starts	12755	9269	10507	10610	10485	11433	10422	10342	10329	10390	61	0.6%
Revenue												
Green Fees	\$ 287,269.00	\$ 280,594.00	\$ 258,916.00	\$ 242,145.00	\$ 220,960.00	\$ 224,181.00	\$ 219,213.00	\$ 200,931.00	\$ 213,343.00	\$ 215,658.00	\$ 2,315.00	1.1%
Driving Range	\$ 27,455.00	\$ 24,030.00	\$ 21,804.00	\$ 21,228.00	\$ 19,013.00	\$ 20,329.00	\$ 18,752.00	\$ 18,466.00	\$ 21,729.00	\$ 21,012.00	\$ (717.00)	-3.3%
Rentals	\$ 102,456.00	\$ 86,823.00	\$ 78,536.00	\$ 74,275.00	\$ 70,017.00	\$ 80,753.00	\$ 83,765.00	\$ 81,075.00	\$ 63,680.00	\$ 60,008.00	\$ (3,652.00)	-5.7%
Golf Shop	\$ 27,664.00	\$ 24,478.00	\$ 25,368.00	\$ 23,885.00	\$ 24,051.00	\$ 16,869.00	\$ 17,359.00	\$ 20,347.00	\$ 21,974.00	\$ 24,306.00	\$ 2,332.00	10.6%
Snack Bar	\$ -75,423.00	\$ 82,417.00	\$ 55,768.00	\$ 50,657.00	\$ 46,615.00	\$ 61,967.00	\$ 53,894.00	\$ 53,296.00	\$ 54,407.00	\$ 52,294.00	\$ (2,113.00)	-3.9%
Instruction	\$ 9,240.00	\$ 9,944.00	\$ 9,781.00	\$ 11,043.00	\$ 2,243.00	\$ 1,259.00	\$ 935.00	\$ 3,680.00	\$ 5,423.00	\$ 2,175.00	\$ (3,248.00)	-59.9%
Miscellaneous	\$ 4,248.00	\$ 19,336.00	\$ 9,890.00	\$ (7,673.00)	\$ (630.00)	\$ (17,767.00)	\$ (16,970.00)	\$ 4,653.00	\$ 4,558.00	\$ 3,243.00	\$ (1,315.00)	-28.9%
Total Revenue	\$ 539,755.00	\$ 527,422.00	\$ 460,063.00	\$ 415,560.00	\$ 382,269.00	\$ 387,591.00	\$ 376,948.00	\$ 382,448.00	\$ 385,094.00	\$ 378,696.00	\$ (6,398.00)	-1.7%
\$ per Start												
Green Fees \$ per Start	\$ 22.52	\$ 30.27	\$ 24.64	\$ 22.82	\$ 21.07	\$ 19.61	\$ 21.03	\$ 19.43	\$ 20.65	\$ 20.76	\$ 0.10	0.5%
Driving Range \$ per Start	\$ 2.15	\$ 2.59	\$ 2.08	\$ 2.00	\$ 1.81	\$ 1.78	\$ 1.80	\$ 1.79	\$ 2.10	\$ 2.02	\$ (0.08)	-4.6%
Rentals \$ per Start	\$ 8.03	\$ 9.35	\$ 7.47	\$ 7.00	\$ 6.68	\$ 7.06	\$ 8.04	\$ 7.84	\$ 6.16	\$ 5.78	\$ (0.39)	-5.5%
Golf Revenue \$ per Start	\$ 32.71	\$ 42.21	\$ 34.19	\$ 31.82	\$ 29.57	\$ 28.45	\$ 30.87	\$ 29.05	\$ 28.92	\$ 28.55	\$ (0.37)	-1.3%
Golf Shop	\$ 2.17	\$ 2.64	\$ 2.41	\$ 2.25	\$ 2.29	\$ 1.48	\$ 1.67	\$ 1.97	\$ 2.13	\$ 2.34	\$ 0.21	14.4%
Snack Bar	\$ 5.91	\$ 8.89	\$ 5.31	\$ 4.77	\$ 4.45	\$ 5.42	\$ 5.17	\$ 5.15	\$ 5.27	\$ 5.03	\$ (0.23)	-4.3%
Concession Revenue	\$ 8.08	\$ 11.53	\$ 7.72	\$ 7.03	\$ 6.74	\$ 6.90	\$ 6.84	\$ 7.12	\$ 7.39	\$ 7.37	\$ (0.02)	-0.3%
GolfNow Barter Rounds	0	0	0	0	0	0	0	416	430	419	-11	-2.6%

One August tournament fee was collected in September, which accounts for the \$6400 in revenue we are down from 2018 to 2019. We are tracking very close, including a fairly poor August weather wise.

July

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	19 v 18	% Diff
Starts by Category												
Dry Days	29	25	25	31	29	30	29	31				2
Resident	875	634	653	839	658	987	1086	1573	1122	1489	367	32.7%
Non Resident	3962	2754	2980	3113	2268	2430	2696	2228	1129	1378	249	22.1%
Group	797	854	695	345	533	252	380	59	523	436	-87	-16.6%
League	111	56	132	128	81	133	61	35	0	1	1	100.0%
Complimentary	262	320	300	276	251	268	293	240	169	284	115	68.0%
Misc/Promotional	486	1648	631	619	1396	1373	1008	1199	1912	2115	203	10.6%
Total Starts	6493	6266	5391	5320	5127	5443	5524	5334	4855	5703	848	17.5%
Revenue												
Green Fees	\$ 149,102.00	\$ 146,264.00	\$ 132,882.00	\$ 120,673.00	\$ 107,630.00	\$ 101,683.00	\$ 119,818.00	\$ 102,996.00	\$ 104,717.00	\$ 116,875.00	\$ 12,158.00	11.6%
Driving Range	\$ 14,453.00	\$ 11,760.00	\$ 11,208.00	\$ 10,890.00	\$ 10,133.00	\$ 9,627.00	\$ 10,691.00	\$ 9,921.00	\$ 10,770.00	\$ 10,732.00	\$ (38.00)	-0.4%
Rentals	\$ 51,031.00	\$ 44,542.00	\$ 39,211.00	\$ 38,139.00	\$ 32,237.00	\$ 36,978.00	\$ 44,851.00	\$ 38,942.00	\$ 32,472.00	\$ 34,243.00	\$ 1,771.00	5.5%
Golf Shop	\$ 14,396.00	\$ 12,926.00	\$ 13,230.00	\$ 11,710.00	\$ 10,471.00	\$ 8,567.00	\$ 9,008.00	\$ 10,090.00	\$ 10,932.00	\$ 11,938.00	\$ 1,006.00	9.2%
Snack Bar	\$ 39,862.00	\$ 43,545.00	\$ 30,306.00	\$ 25,084.00	\$ 23,276.00	\$ 31,018.00	\$ 27,366.00	\$ 28,346.00	\$ 27,097.00	\$ 27,088.00	\$ (9.00)	0.0%
Instruction	\$ 4,429.00	\$ -	\$ 4,333.00	\$ 5,653.00	\$ 1,588.00	\$ 1,004.00	\$ 665.00	\$ 1,155.00	\$ 4,653.00	\$ 560.00	\$ (4,093.00)	-88.0%
Miscellaneous	\$ 3,579.00	\$ 15,349.00	\$ 7,629.00	\$ 3,711.00	\$ (768.00)	\$ (1,094.00)	\$ (5,714.00)	\$ (307.00)	\$ 2,522.00	\$ 2,651.00	\$ 129.00	5.1%
Total Revenue	\$ 276,852.00	\$ 274,406.00	\$ 238,799.00	\$ 216,050.00	\$ 184,569.00	\$ 187,783.00	\$ 206,685.00	\$ 191,083.00	\$ 193,163.00	\$ 204,087.00	\$ 10,924.00	5.7%
\$ per Start												
Green Fees \$ per Start	\$ 22.96	\$ 23.34	\$ 24.65	\$ 22.72	\$ 20.99	\$ 18.68	\$ 21.69	\$ 19.30	\$ 21.57	\$ 20.49	\$ (2.39)	-10.5%
Driving Range \$ per Start	\$ 2.23	\$ 1.88	\$ 2.08	\$ 2.05	\$ 1.98	\$ 1.77	\$ 1.94	\$ 1.86	\$ 2.22	\$ 1.88	\$ (0.08)	-3.7%
Rentals \$ per Start	\$ 7.86	\$ 7.11	\$ 7.27	\$ 7.17	\$ 6.29	\$ 6.79	\$ 8.12	\$ 7.30	\$ 6.69	\$ 6.00	\$ (0.82)	-11.4%
Golf Revenue \$ per Start	\$ 33.05	\$ 32.33	\$ 34.00	\$ 31.94	\$ 29.26	\$ 27.24	\$ 31.75	\$ 28.46	\$ 30.48	\$ 28.38	\$ (3.29)	-10.3%
Golf Shop	\$ 2.22	\$ 2.06	\$ 2.45	\$ 2.20	\$ 2.04	\$ 1.57	\$ 1.63	\$ 1.89	\$ 2.25	\$ 2.09	\$ 0.26	11.9%
Snack Bar	\$ 6.14	\$ 6.95	\$ 5.62	\$ 4.72	\$ 4.54	\$ 5.70	\$ 4.95	\$ 5.31	\$ 5.58	\$ 4.75	\$ 0.36	7.6%
Concession Revenue	\$ 8.36	\$ 9.01	\$ 8.08	\$ 6.92	\$ 6.58	\$ 7.27	\$ 6.58	\$ 7.21	\$ 7.83	\$ 6.84	\$ 0.62	9.0%
GolfNow Barter Rounds	20	20	59	102	75	222	238	231	188	202	14	7.4%

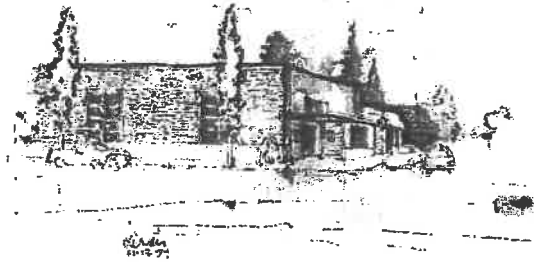
July was a good month overall. Two August Tournaments paid course fee in July (a total of \$9850), which is why we're up in July and will be down some in August.

BROWN, TARLOW, BRIDGES & PALMER, PC
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ALLYN E. BROWN
DONALD O. TARLOW
Retired



September 10, 2019

Rob Daykin
City of Dundee
PO Box 220
Dundee, OR 97115

Re: CPRD Property

Dear Mr. Daykin:

Your request for public records from the Chehalem Park & Recreation District (CPRD) have been forwarded to me. I am enclosing the following documents for you:

1. Warranty Deed recorded in Yamhill County Deed Records as document 201701766
2. Warranty Deed recorded in Yamhill County Deed Records as document 201701767
3. Trust Deed recorded in Yamhill County Deed Records as document 201701768
4. A Sale Agreement dated December 29, 2016 between Janis E. Sanders, Trustee of the Janis E. Sanders Living Trust, dated September 9, 1993, as Seller, and Chehalem Park & Recreation District, as Purchaser.
5. A Promissory Note dated December 29, 2016 signed by Don Clemens as Superintendent of the Park District

I would note that the district paid off the debt on January 4, 2018. We are in the process of getting the Deed of Trust reconveyed, however by law, anything associated with the Deed of Trust is effectively merged with the property upon final payment . We anticipate this being recorded within two weeks.

If you have any questions about this matter, please do not hesitate to contact me.

Yours Truly,

BROWN, TARLOW, BRIDGES & PALMER, PC

s/ John T. Bridges

John T. Bridges

JTB:klh

Enclosure

cc: Don Clements - via email
Kat Ricker - via email

Andrew Stice
30265 NE Wilsonville Rd.
Newberg, OR 97132

September 6, 2019

Andrew Stice
Golf Course Director
Chehalem Parks and Recreation District
125 S. Elliot Rd.
Newberg, OR 97132

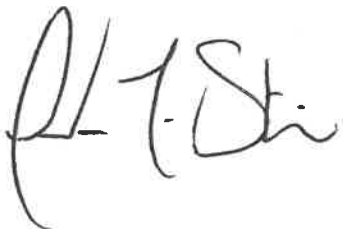
To Whom It May Concern:

I would like to inform you that I am resigning from my position as Golf Course Director for Chehalem Parks and Recreation effective September 6, 2019. To fulfill the month requested in the policies and procedures my last day will be October 6, 2019. I am resigning to pursue another job.

Thank you for the opportunities over the last five years. I have enjoyed my tenure at Chehalem Glenn golf course. I have obtained a vast wealth of information while developing my career and I thank you tremendously for that.

If I can be of assistance in the next month to pass on responsibilities to my successor, please let me know. I would be glad to help however I can. I am trying to create a smooth transition into winter by completing aerification.

Sincerely,



Andrew Stice