

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
JUNE 27, 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 May 23, 2019
 - B. Approval of Bills Payable
 - C. Approval of May Financials
- V. Public Participation**
 - A. No request
 - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Approval of 2019-20 Budget Resolutions 06-01-10, 06-02-19, 06-03-19 and 06-04-19
 - B. Approval of contract for Feasibility Study for Campground
 - C. Approve May 21, 2019 Election Canvass
 - D. Reports and Comments from Board Members
- VII. Old Business**
 - A. Updates on Projects
- VIII. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Trails Meetings
 - 2. Audit 17-18
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next meeting is July 25, 2019.

To: Board of Directors
From: Superintendent
Date: May 21, 2019
Re: Background information for June 27, 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 (5-8) for Regular Meeting Minutes of May 23, 2019

RECOMMENDATION: Approval of Regular Board Meeting Minutes for May 23, 2019

- B. Approval of Bill Payable - Bills Payable summary is on page (9-10) for review. I will have copies of all the bills payable for review at the meeting or you may call me for copy.

RECOMMENDATION: Approval of Bills Payable totaling \$461,949.14 General Fund, \$1,358,697.16 Capital Pool Construction and Loan Fund, \$118,199.38 SDC Fund, \$396.50 Foundation, 601,450.27 Loan Service Fund..

- C. Approval of May Financial – Copies of the Financials will be at the meeting to review. Please call me for a copy if needed. A summary is available on page (11) for review.

RECOMMENDATION: Approve May Financials.

V. **PUBLIC PARTICIPATION**

- A. No Requested at this time
B. Others not on agenda – We have no other request at this time.

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

- A. Approval of 2019-20 Budget Resolutions – Please see page (12-15) for resolution

RECOMMENDATION: Approve resolution 06-01-19, 06-02-19, 06-03-19, 06-04-19

- B. Approval of Campground Feasibility Study – Please see pages (16-35)

RECOMMENDATION: Approve contract not to exceed \$28,000.00

- C. Approval of Notice of Election Canvass – Please see pages (36-39).

RECOMMENDATION: Approve Notice of May 21, 2019 Election Canvass and authorize Superintendent to sign..

- 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 fitness center.

DESCRIPTION	<u>GENERAL FUND SUMMARY</u>		
	AS OF 05/31/17-18	AS OF 05/31/18-19	DIFFERENCE
TOTAL EXPENDITURES	\$ 5,033,840.99	\$ 5,226,139.14	\$ 192,298.15
TOTAL OPERATION EX.	\$ 4,118,984.21	\$ 4,680,684.17	\$ 561,699.96
TOTAL CAP/AQ/DEV/TRS	\$ 914,856.78	\$ 545,454.97	<\$ 369,401.81>
TOTAL REVENUE	\$ 6,662,637.42	\$ 8,022,391.47	\$ 1,359,754.05
TOTAL TAXES	\$ 2,703,966.83	\$ 2,966,601.47	\$ 262,634.64
TOTAL FEES & CHARGES	\$ 2,595,349.77	\$ 2,886,893.28	\$ 291,543.51
TOTAL OTHER REVENUE	\$ 51,181.84	\$ 219,664.73	\$ 168,482.89
BEGINNING BALANCE	\$ 1,312,138.98	\$ 1,949,231.99	\$ 637,093.01
<u>BALANCE</u>	<u>\$ 1,628,796.43</u>	<u>\$ 2,796,252.33</u>	<u>\$ 1,167,455.90</u>

DESCRIPTION	<u>SDC FUND SUMMARY</u>		
	AS OF 05/31/17-18	AS OF 05/31/18-19	DIFFERENCE
BEGINNING BALANCE	\$ 347,665.46	\$1,049,490.24	\$ 701,824.78
INTEREST	\$ 1.39	\$ 2,224.02	\$ 2,222.63
CITY OF NEWBERG	\$ 294,022.51	\$ 847,871.19	\$ 553,848.68
CITY OF DUNDEE	\$ 21,364.00	\$ 38,395.42	\$ 17,031.42
COUNTY OF YAMHILL	\$ 98,678.24	\$ 69,591.09	<\$ 29,087.15>
TOTAL REVENUE	\$ 761,731.60	\$2,007,571.96	\$ 1,245,840.36
TOTAL EXPENDITURE	\$ 550,531.75	\$ 168,655.07	<\$ 381,876.68>
<u>BALANCE</u>	<u>\$ 211,199.85</u>	<u>\$1,838,916.89</u>	<u>\$ 1,627,717.04</u>

Please note the operational cost is up about \$561,699.96. The operational revenue is up about \$554,178.15. If trend continues our ending balance may decrease slightly in the General Fund. SDC Fund has increased. 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 (40-49)

IX. **CORRESPONDENCE**

- A. Citizens Comments/Evaluations – Please see page (50-53).
- B. Miscellaneous Information – Please see page (54-59)

X. **ADJOURNMENT.**

JULY 25, 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
May 23, 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
 - Lisa Rogers

 - Excused: Mike Ragsdale

 - CPRD Staff:
 - Don Clements, Superintendent
 - Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
 - Julie Petersen, Special Services Supervisor/Recreation Supervisor

 - Public:
 - Rob Daykin, City of Dundee manager
 - Jeanette Adlong, City of Dundee councilor
 - Shiela Cooper
 - Linda Miller
 - Karen Eagon-McCabe

- III. Approval of agenda –
 - Moved Peter Siderius
 - Second Lisa Rogers
 - Passed unanimously

- IV. Approval of consent agenda
 - a. Approval of minutes of Budget Committee Meeting April 2, 2019 and regular Board meeting April 25, 2019
 - b. Approval of bills payable
 - c. Approval of April financials
 - Moved Don Loving
 - Second Peter Siderius
 - Passed unanimously

V. Open Public Hearing on 2019-2020 Budget

- a. Shirley Cooper said Milwaukie Senior Center "puts ours to shame" and they receive 9 percent of Clackamas County budget; she cited that the CPRD Budget allocates one percent, and most of that is for the senior center specialist. Also, she knows senior citizens who cannot afford to use aquatic center, even with insurance assistance. Discussion: Lisa Rogers and Bart Rierson encouraged her to tell them what types of programs that she would like; Don Clements said he would look at the Clackamas County budget, and recommended staff re-establish the lapsed senior advisory board, to create requests. Cooper asked whether some senior center activities could be moved to Chehalem Cultural Center. Julie Petersen offered to drive over to Milwaukie with Shirley Cooper. Clements requested staff prepare a report. Rob Daykin suggested there are different ways to look at data, such as the number of people served. Discussion included the ways that CPRD serves seniors besides the senior center.
- b. Lisa Rogers why there were so many changes in one month since it had been approved; Clements said some staffers wanted changes.

VI. Public participation

- a. Linda Miller and Karen Eagon-McCabe said they live near the aquatic center. Miller said it is noisy in evenings and during special activities including at 7 a.m. when busses were unloading, and she said she had called the police a couple of times. She said she has lived there 40 years, and since playground was located nearer her residence, it is louder. Discussion: Arborvitae has been planted as a buffer. Karen said she had called police at 11:30 p.m. because people were playing basketball, and continued until midnight; she said the screaming of the children is the most irritating. She asked for staff supervision after hours. Clements asked whether she had called the pool (staff), and told her to call him when she calls the police, and he will go there. *Karen* said park users can now look into her windows. Clements said he would go to the park with staffer Casey Creighton and see whether anything could be done about that. She requested a large sign urging respect for neighbors. Also, *Karen* raised safety issues about visibility at intersection at Haworth Ave. and (left turn onto) Villa, and CPRD's sign. Discussion: Board explained the City's jurisdiction relevant to the intersection. Rierson said he will have staff look into this and contact her.

- b. City of Dundee - Rob Daykin and Jeanette Adlong - presented materials and described the City's plans under discussion for development of three neighborhood parks in conjunction with development of dwelling units in the Riverside District, near the new bypass. Adlong said the plans would double the population of Dundee, and parks would be necessary. Staff is in the process of developing a finance plan, and working on potential zoning changes to be proposed, and Daykin and Adlong wanted to make the Board aware of these plans. What is under discussion is a proposed four-party agreement between

CPRD, City of Dundee, and the two landowners, Lindquist and Tom Edwards: owners to provide land, dedicate it to City, City turn it over to CPRD, and CPRD develop and maintain the parks. Board and staff agreed to be open to discussion.

VII. Action items/committee reports/Board comments

- a. Approval of transfers for General Fund 05-01-19. Discussion to clarify which budget year the transfers pertained to, and whether there would be major staff position changes.

Moved Don Loving
Second Peter Siderius
Passed unanimously

- b. Approval of Transfers for Capital Outlay Pool Fund 05-02-19

Moved Don Loving
Second Lisa Rogers
Passed unanimously

- c. Reports and comments from Board members

Peter Siderius - NHS Plant Sale is having record sale, and plans to do more projects with CPRD next year, probably plant oak trees on west side of Hwy. 219 property, but probably won't be doing as many projects as they have this year. He wants to get together with Clements and Creighton in June to discuss possibilities of GIS software.

Bart Rierson - Asked for update on hiring replacement for position formerly held by Troy Kronewitter; Creighton said candidates had been interviewed, and a decision would be made tomorrow.

Don Loving - Relevant legislative updates

Lisa Rogers - Nothing

VIII. Old business/project updates

- a. Landfill property transfer from Yamhill County - Phase I ESA is next action; Board agreed to its approval.

b. Clements said the aquatic center is almost finished; he said "There is no air in the system." Discussion: Triplett Wellman contract fulfillment of change orders on Phase II

c. Rierson asked whether there were arrangements for staff to use facilities at no charge; staff responded that is in place for staff and also to Board members.

d. Siderius on bypass Phase II plans, and how CPRD would be affected; he asked whether CPRD had representative attending meetings with ODOT; Clements said yes.

e. Campground feasibility study - Clements submitted it to Board and will schedule discussion after Board has time to read it.

f. Trails meetings - See packet for meeting notes of meeting with CPRD staffers Casey Creighton and Kat Ricker, along with consultant Paul Agrimis,

with ODOT staff to introduce CPRD's plans for trail along the bypass near the Willamette River.

g. Audit 2017-18 - Clements said he hired a third party to assist with preparations for the overdue audit. Discussion: Board questioned whether there would be potential damage to rating with Moody; Clements said the consultant told him this "was a piece of cake" and the summary would be done by June 25 (which would maintain the rating) and the final audit would begin in December.

IX. From the superintendent's desk

a. Financial report – Motion to approve financial report as presented

Moved

Second

Passed unanimously

b. Superintendent's report – See packet.

c. Staff reports – Petersen said memberships have increased at the pool. New yoga paddle board class is offered. Two track meets took place, with more than 700 participants. CPRD is going to operate Newberg Farmers' Market with Downtown Coalition. She commended Creighton for a job well done, and many hours he is putting in.

Creighton said tile is going into Chehalem Cultural Center culinary center now, and progress is going well. Permitting issue with Friends' Park.

d. Ricker talked about Trails and Parks and Facilities booklet about to be released. Also said she created survey and worked with Edwards Elementary School playground fundraising group; she had a table at carnival last Saturday to collect surveys and votes on playground equipment, and now survey will be taken to their talent show and beyond, to continue to gather information; Edwards will share results with CPRD.

e. Don said he will not run the summer Board meetings; he will have Creighton, Petersen, and Ricker run the meetings June through August.

X. Correspondence

A. Citizen comments/evaluations – None

XI. Close Public Hearing on 2019-2020 Budget

Clements said he has increased the next year's budget by \$71,452.

XII. Adjournment – Loving moved to adjourn 8:05 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

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

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
119095-119109	\$ 11,053.76	ACCOUNTS PAYABLE
119110-119172	\$ 19,384.33	PAYROLL
DIRECT DEPOSIT	\$ 39,686.76	PAYROLL
DIRECT DEPOSIT	\$ 569.72	PAYROLL
119173-119200	\$ 52,135.68	ACCOUNTS PAYABLE
119201-119210	RESERVED FOR GOLF COURSE CHECKS	
119211-119244	\$ 103,303.95	ACCOUNTS PAYABLE
119246-119314	\$ 21,797.58	PAYROLL
DIRECT DEPOSIT	\$ 42,584.37	PAYROLL
119315-119386	\$ 107,788.14	ACCOUNTS PAYABLE
118596(GOLF CHECK)	\$ 1,344.44	ACCOUNTS PAYABLE
118888-118896(GOLF CHECK\$	5,732.64	ACCOUNTS PAYABLE
1837-1844	\$ 56,567.77	WIRE TRANSFER
<u>117312</u> VOIDED	(REASON EXPIRATION)	
<u>117314</u> VOIDED	(REASON EXPIRATION)	
<u>117418</u> VOIDED	(REASON EXPIRATION)	
<u>117450</u> VOIDED	(REASON EXPIRATION)	
<u>118676</u> VOIDED	(REASON OVERPAYMENT)	
<u>119048</u> VOIDED	(REASON CASHED AS DIRECT DEPOSIT DUPLICATE)	
<u>119191</u> VOIDED	(REASON DUPLICATE PAID TWICE)	
<u>119195</u> VOIDED	(REASON DUPLICATE PAID TWICE)	
<u>119236</u> VOIDED	(REASON DUPLICATE PAID TWICE)	
<u>119242</u> VOIDED	(REASON CREDIT ON ACCOUNT)	
<u>119324</u> VOIDED	(REASON CREDIT OR DUPLICATE)	
<u>119379</u> VOIDED	(REASON CREDIT OR DUPLICATE)	
GRAND TOTAL	<u>\$ 461,949.14</u>	
<u>BREAKOUT</u>		
<u>ACCOUNTS PAYABLE</u>	\$ 281,358.61	
<u>PAYROLL</u>	\$ 124,022.76	
<u>WIRE TRANSFER</u>	\$ 56,567.77	

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
107	\$ 62,545.72	CITY OF DUNDEE
108	\$ 250.00	FIRST AMERICAN TITLE
109	\$ 12,000.00	DUNDEE PARENT GROUP
110	\$ 43,403.66	DGS CONST CULTURAL CNT
GRAND TOTAL	<u>\$ 118,199.38</u>	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
WIRED	\$ 601,450.27	ZION BANK BOND PAYMENT
GRAND TOTAL	<u>\$ 601,450.27</u>	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1208 VOIDED		
1209	\$ 432,809.65	TRIPLETT WELLMAN
WIRED	\$ 925,887.51	US BANK BOND PAYMENT
GRAND TOTAL	<u>\$1,358,697.16</u>	
BREAKOUT		
<u>CAPITAL POOL CONST.</u>	\$ 432,809.65	
<u>POOL BOND DEBT</u>	\$ 925,887.51	

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
106	VOIDED	
107	\$ 100.00	Matt Nipp
108	\$ 250.00	Vivian Zurkie
109	VOIDED	
110	VOIDED	
111	\$ 23.25	US BANK
112	\$ 23.25	US BANK
GRAND TOTAL	<u>\$ 396.50</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 05/31/17-18	AS OF 05/31/18-19	DIFFERENCE
Total Operational Expense	\$ 4,118,984.21	\$4,680,684.17	\$ 561,699.96
Total Capital Outlay & Transfers	\$ 914,856.78	\$ 545,454.97	<\$ 369,401.81>
GRAND TOTAL EXPENSES	\$ 5,033,840.99	\$5,226,139.14	\$ 192,298.15
Total Tax Revenue	\$ 2,703,966.83	\$2,966,601.47	\$ 262,634.64
Total Fees & Charges Revenue	\$ 2,595,349.77	\$2,886,893.28	\$ 291,543.51
Total Other Revenue	\$ 51,181.84	\$ 219,664.73	\$ 168,482.89
Beginning Balance	\$ 1,312,138.98	\$1,949,231.99	\$ 637,093.01
GRAND TOTAL REVENUE	\$ 6,662,637.42	\$8,022,391.47	\$ 1,359,754.05

SDC FUND SUMMARY

DESCRIPTION	AS OF 05/31/17-18	AS OF 05/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 550,531.75	\$ 168,655.07	<\$ 381,876.68>
TOTAL REVENUE	\$ 414,066.14	\$ 958,081.72	\$ 544,015.58
BEGINNING BALANCE	\$ 347,665.46	\$1,049,490.24	\$ 701,824.78
GRAND TOTAL REVENUE	\$ 761,731.60	\$ 2,007,571.96	\$ 1,245,840.36

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 05/31/17-18	AS OF 05/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 598,321.24	\$ 335,360.63	<\$ 262,960.61>
REVENUE TRANSFERS	\$ 598,321.24	\$ 335,360.63	<\$ 262,960.61>
INTREST	\$ 429.88	\$ 836.49	\$ 406.61
BEGINNING BALANCE	\$ 31,269.21	\$ 31,991.74	\$ 722.53
GRAND TOTAL REVENUE	\$ 630,020.33	\$ 368,188.86	<\$ 261,831.47>

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 05/31/17-18	AS OF 05/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

CAPITAL PROJECT POOL FUND SUMMARY

DESCRIPTION	AS OF 05/31/17-18	AS OF 05/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$11,305,814.60	\$ 5,901,085.24	<\$ 5,404,829.41>
GRAND TOTAL REVENUE	\$11,894,135.35	\$ 6,333,074.95	<\$ 5,564,338.00>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 05/31/17-18	AS OF 05/31/18-19	DIFFERENCE
GRAND TOTAL EXPENSES	\$ - 8.29	\$ 350,869.22	\$ 350,860.93
GRAND TOTAL REVENUE	\$ 1,273,329.76	\$ 1,386,180.81	\$ 112,851.05

CHEHALEM PARK AND RECREATION DISTRICT
 RESOLUTION MAKING APPROPRIATIONS
 FOR 2019-2020
 RESOLUTION 06-01-19

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated as follows:

	GENERAL FUND
Personnel Services	\$3,127,364.00
Material and Services	\$2,911,086.00
Operating Contingencies & Loans	\$ 100,000.00
Transfer to Loan Fund	\$1,078,887.00
Capital, Develop, Improv & Acquisition	\$ 475,660.00
FUND TOTAL	\$7,692,997.00
	EQUIPMENT & MAJOR MAINT.
Capital, Develop, Improv & Acquisition	\$ 0.00
FUND TOTAL	\$ 0.00
	SYSTEM DEVELOPMENT FUND
Capital, Develop, Improv & Acquisition	\$1,457,314.00
FUND TOTAL	\$1,457,314.00
	LOAN SERVICE FUND
To pay principal, interest for Loans	\$1,443,670.00
Capital Outlay	\$ 31,569.00
FUND TOTAL	\$1,475,239.00
	DEBT SERVICE FUND
To pay bond principal	\$ 620,000.00
To pay bond interest	\$ 679,775.00
Unappropriated ending balance	\$ 92,734.00
FUND TOTAL	\$1,391,509.00
	CAPITAL PROJECT FUND
Capital outlay pool	\$ 750,000.00
FUND TOTAL	\$ 750,000.00
GRAND TOTAL ALL FUNDS	\$12,767,059.00

BE IT FINALLY RESOLVED, that the Chair of the Board files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2019.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 27th day of June, 2019.

President Board of Directors

Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION ADOPTING THE BUDGET

FOR 2019 – 2020

RESOLUTION 06-02-19

BE IT RESOLVED, that the Board of Directors for Chehalem Park and Recreation District hereby adopts the budget for the fiscal year 2019-20 approved by the Board of Directors of the Chehalem Park and Recreation District in the sum of \$12,767,059.00 at the regular meeting of the Board on June 27, 2019 and the following Resolution affirms their action.

BE IT FINALLY RESOLVED, that the Chair of the Board files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2019.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 27th day of June, 2019.

President Board of Directors

Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION APPROVING LEVYING TAXES

RESOLUTION 06-03-19

BE IT FURTHER RESOLVED, that the Board of Directors for the Chehalem Park and Recreation District hereby imposes the taxes provided for in the adopted budget at the rate of \$.9076 per \$1,000 of assessed value for operations and \$1,391,509.00 for Debt Service; and that these taxes are hereby imposed and categorized for the tax year 2019-2020 upon the assessed value of all taxable property within the District.

	GENERAL GOVERNMENT	EXCLUDED FROM LIMITATION
General Fund	\$.9076/1000	
Debt Service		\$1,391,509.00

BE IT FINALLY RESOLVED, that the Chair of the Board files this resolution with Yamhill County Clerk and the County Assessor on or before July 15, 2019.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 27th day of June, 2019.

President Board of Directors

Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION CATEGORIZING TAXES

RESOLUTION 06-04-19

BE IT RESOLVED, that the Board of Directors for Chehalem Park and Recreation District hereby categorizes the taxes provided for in the 2019-2020 adopted budget as follows:

	SUBJECT TO THE GENERAL GOVERNMENT	EXCLUDED FROM THE LIMITATION
General Fund	\$.9076/1000	
Debt Service		\$1,391,509.00

BE IT FINALLY RESOLVED, that the Chair of the Board of Directors files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2019.

ADOPTED, by the Board of Directors of Chehalem Park and Recreation District the 27th day of June, 2019.

President Board of Directors

Attest: Secretary/Treasurer Board of Directors

May 14, 2019

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

**SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR CAMPGROUND
FEASIBILITY STUDY FOR THE 90-ACRES SITE, YAMHILL COUNTY,
OREGON**

Dear Don:

Agrimis Planning + Design (AP+D) is pleased to have this opportunity to provide a letter proposal to assist Chehalem Park & Recreation District (CPRD) prepare a campground feasibility study for portions of the 90-Acres site in unincorporated Yamhill County, Oregon. Two subconsultants will support this effort ECONorthwest and Aron Faegre & Associates. These well-regarded firms are ones that Agrimis Planning + Design has a successful history of teaming with, and this team is one that will not only deliver an excellent feasibility study, but one that can also assist CPRD very capably should you decide to move into design. This proposal will describe the project, anticipated services and fees, and qualifications (Appendices A and B) to deliver these services to you.

PROJECT UNDERSTANDING

CPRD wishes to consider the feasibility for developing and operating a year-round campground on the 90-Acres site. This proposed campground would be located as indicated in the Concept Plan prepared for CPRD in 2012 by Vigil-Agrimis, which includes two sites. The campground would include RV camping in the Upper site and tent camping in the Lower site.

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

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

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

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

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

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SCOPE OF SERVICES

The scope will include four professional services tasks:

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

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

Task 1 – Project Management

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

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

Task 2 Descriptions of Setting and Proposed Facilities

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

Task 3 Market Analysis

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

Competitor Analysis

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

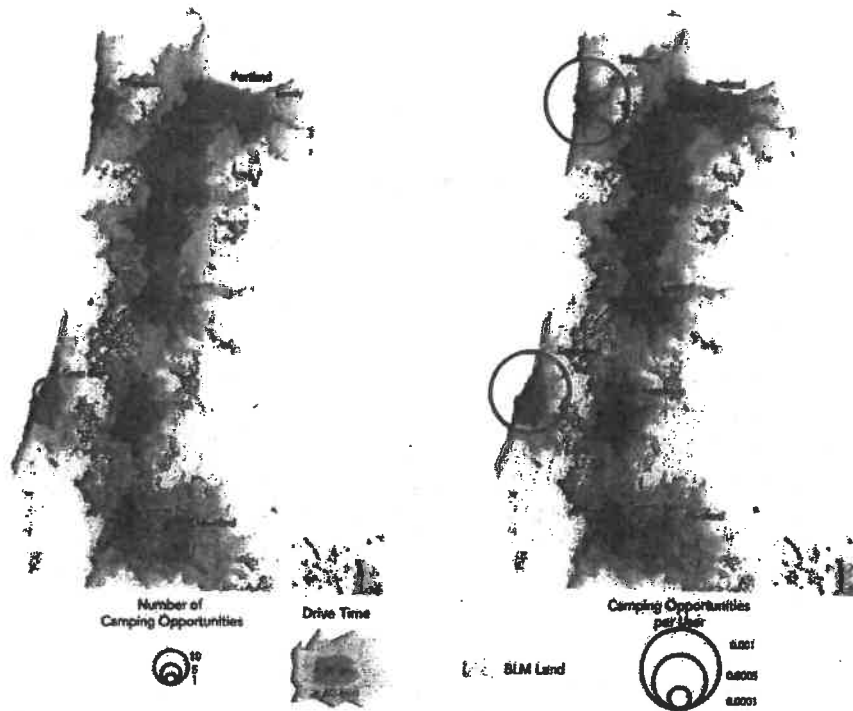
Overall Regional Demand

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

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

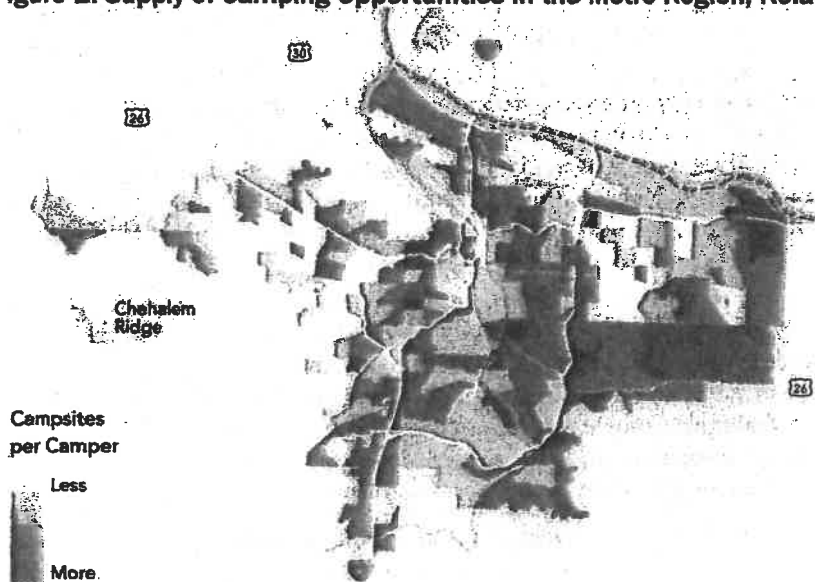
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Figure 1. Number of Camping Opportunities and Supply Per Capita Within 60-Minute Drive Time, Western Oregon, 2014



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

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



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

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

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

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

Task 4 Development Cost and O&M Cost Estimate

Preliminary Development and Operating Pro Forma

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

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

DELIVERABLE

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

SCHEDULE

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

LABOR RATES

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

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

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FEES

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

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

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

EXPENSES

Anticipated expenses for the scope are as follows:

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

Expenses will be billed at the direct cost without markup; they are estimated to be approximately \$500.

Agrimis Planning + Design will track fees with monthly invoicing and notify CPRD before exceeding the threshold. With your approval, and clarifications to the scope of services as needed, the Not to Exceed Amount would be \$28,000.

PAYMENT

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

EXCLUSIONS

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

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

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

Sincerely,

Agrimis Planning + Design



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

CLIENT APPROVAL

Title -----

Date -----

Agrimis Planning + Design

PARK & CAMPGROUND FEASIBILITY, DESIGN, & PERMITTING QUALIFICATIONS

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

Table1
Summary of Relevant Feasibility Study Experience

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

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

Agrimis Planning + Design - Resilient Site Planning

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

ECONorthwest

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

Aron Faegre & Associates

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

Agrimis Planning + Design



Paul D. Agrimis, RLA, PE

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

Professional Experience (selected)

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

December 2018 – present

- Project Manager for Newberg-Dundee Bypass Trail Pilot Project for Chehalis Park & Recreation District. Leading an urban multiuse trail project in close coordination with ODOT and City of Newberg to pilot the first phase of an eventual key bike/pedestrian connection between Newberg and Dundee.
- **Environmental Science Associates (ESA)**, Portland, Oregon
Vice President and Landscape Architecture Program Manager, Office Director (2017 to 2018); Deputy Office Director (2013-2017)
June 2013 – May 2018
 - Project Manager for Cully Park for Portland Parks & Recreation and Verde. Master Plan, and Phase 1 Development (\$13M construction). Managed planning and design process for private/public partnership that transformed the brownfield conversion of former solid waste landfill into 25-acre park in outer NE Portland. The park includes Native Gathering Garden, plaza and large playground, picnic facilities, youth soccer field; trails.
 - Principal in Charge for Riley Ranch Nature Reserve, Bend Park and Recreation District, Master Plan; Phase 1 Development (\$800K construction). Project Director for 185-acre nature park with 2.5 miles of Deschutes River frontage. Facilitated Citizen's Advisory and Technical Advisory committees leading to community-led decisions to protect wildlife habitats by excluding dogs and bicycles on 3-mile trail system.

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

February 1999 – May 2013

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

Community Service (selected)

Portland Parks & Recreation Board

2017 to Present

- Land Use and Infrastructure Subcommittee

River Restoration Northwest Board

2014 - 2018

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

Professional Recognition (selected)

American Society of Landscape Architects – Oregon Chapter

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

Registrations

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

Education

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



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

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

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

Representative Projects

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

Restoration and Allocation of Water Resources

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

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

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



Sarah Reich, Policy Analyst & Project Manager

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

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

Representative Projects

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

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



Emily Picha, Project Manager

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

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

Representative Projects

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

POLICY ANALYSIS

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

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

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

REDEVELOPMENT

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

Aron Faegre & Associates

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

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

Park Planning & Design

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

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

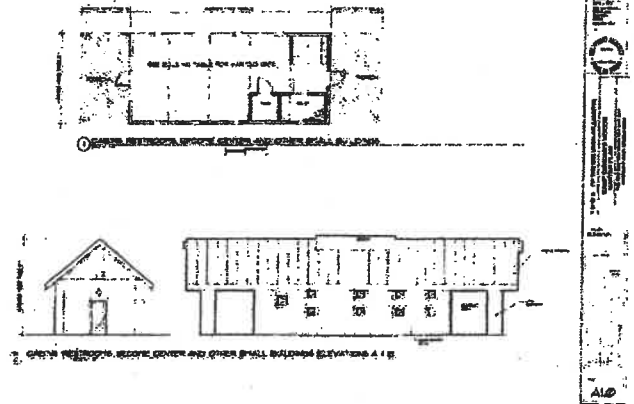
The firm has a strong background in providing consulting services for public service facilities analysis and design. The political climate of public facilities often requires a balanced and sensitive design approach that allows many interested parties to have input and ownership in a project. Aron Faegre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

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

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

Camp Duncan's Woods, Mt. Hood, Oregon

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



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



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

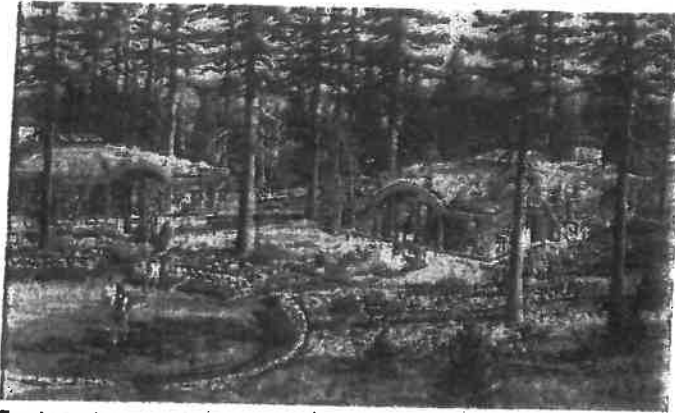
Welcome Center, Living Machine Sewer System, and campus wide Accessible Trail System. The fundraising process was integrated with the facility design, so that donors participated in brainstorming for the projects. Fundraising is now complete, with construction of most projects complete. Completion is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

South Slough Study Trails and Observatory, Charleston, Oregon

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



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



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

AFA Staff Profile

**ARON FAEGRE, AIA, PE, ASLA
PRINCIPAL**



**Educational
Background**

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

B.A. Physics, Reed College, 1971

**Professional
Registration**

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

Professional Engineer: Oregon, California

Landscape Architect: Oregon, Washington

Building Inspector: International Code Council

LEED Certified Professional: U.S. Green Building Council



Brian Van Bergen
Yamhill County Clerk

414 NE Evans St, McMinnville, OR 97128-4607 • Ph. 503.434.7518 • Fax 503.434.7520 • clerk@co.yamhill.or.us

Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Memorandum

To: Don Clements, Chehalem Park and Recreation District
From: Brian Van Bergen, Yamhill County Clerk
CC:
Date: June 6, 2019
RE: Certified Contest Results

Enclosed please find the certified results from the May 21st, 2019 Special District Election.

These items include:

- Yamhill County's certified Cumulative Results Report (summary report)
- Yamhill County's certified Canvass Results Report (report by precinct)
- Notice of Election Canvass
- This cover letter/memo

If you have any questions, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink that reads "Brian Van Bergen".

Brian Van Bergen
Yamhill County Clerk

**Brian Van Bergen
Yamhill County Clerk
414 NE EVANS ST
McMinnville, OR 97128-4607**

NOTICE OF ELECTION CANVASS

The Chehalem Park and Recreation District hereby notifies the Yamhill County Clerk, Election Officer for the District, that the District has canvassed the votes as reported in the Official Abstract from the **May 21, 2019 Special District Election**. The Chehalem Park and Recreation District has determined that the named individuals below are qualified to hold office, and hereby causes the Election Officer to issue a Certificate of Election to the following:

<u>Name</u>	<u>Office (Position #/Zone #)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dated this _____ day of _____, 2019.

Confirmed by:

_____ (please print)

_____ (signature)

Title: _____

Please complete and return form before June 21, 2019

by mail to: Yamhill County Clerk
414 NE Evans St
McMinnville, OR 97128-4607

or by e-mail to: elections@co.yamhill.or.us

or by fax to: 503-434-7520

CPRD District Canvass Report

May 21, 2019 District Election

Run Time

7:53 AM

Run Date

05/06/2019

Yamhill County, Oregon

5/21/2019

Page 1 of 1

Official results

Registered Voters

4120 of 60092 = 6.52 %

Chehallem Park and Recreation District Directors, 2 At-Large - 4-Year Term - Vote For Two

Precinct	Bruce Snyder, NON	Nicholas Marace, NON	Don Loving, NON	Bart Rierson, NON	Cast Votes	Under Votes	Over Votes	Misc Write-In Votes	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
001	180	166	219	230	795	479	0	8	641	641	2654	24.15 %
002	206	248	339	311	1104	597	0	9	855	855	5475	15.62 %
003	255	313	401	364	1333	760	0	5	1049	1049	5436	19.30 %
004	217	258	351	326	1152	566	2	6	864	864	4211	20.52 %
007	111	115	138	187	551	125	1	8	343	343	2267	15.13 %
009	185	172	290	272	919	524	0	5	724	724	3561	20.33 %
010	0	3	0	3	6	2	0	0	4	4	46	8.70 %
Totals	1154	1275	1738	1693	5860	3053	3	41	4480	4480	23650	18.94 %



I CERTIFY THAT THE VOTES RECORDED ON THIS ABSTRACT CORRECTLY SUMMARIZE THE TALLY OF VOTES CAST AT THE ELECTION INDICATED.

SIGNATURE OF COUNTY CLERK:

DATE OF ABSTRACT

CPRD District Cumulative Report
 May 21, 2019 District Election
 Run Time 7:54 AM
 Run Date 05/06/2019

Yamhill County, Oregon

Official results
 Registered Voters
 4480 of 68692 = 6.52%

5/21/2019
 Page 1 of 1

Chehalem Park and Recreation District Directors, 2 At-Large - 4 Year Term - Vote For Two

Choice	Party	Vote by Mail		Total	
Bruce Snyder	NON	1154	12.88%	1154	12.88%
Nicholas Morace	NON	1275	14.23%	1275	14.23%
Don Loving	NON	1738	19.40%	1738	19.40%
Bart Rierson	NON	1693	18.90%	1693	18.90%
Cast Votes:		5860	65.40%	5860	65.40%
Undervotes:		3053	34.07%	3053	34.07%
Overvotes:		3	0.07%	3	0.07%
Misc. write-in votes:		41	0.46%	41	0.46%

I CERTIFY THAT THE VOTES RECORDED ON THIS ABSTRACT CORRECTLY SUMMARIZE THE TALLY OF VOTES CAST AT THE ELECTION INDICATED.
 [Signature]
 SIGNATURE OF COUNTY CLERK:
 C.C. 19
 DATE OF ABSTRACT



Parks Activity Report, May/June 2019

Aquatic and Fitness Center

We have hired 2 Fulltime Building Maintenance Technicians, both with prior public Aquatic and building maintenance backgrounds. Please welcome Joshua Danner and Aaron Clark to the CPRD if you happen to meet up with them. Triplett Wellman has completed all Phases of the Chehalem Aquatic and Fitness Center. 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 scheduled for Friday June 29, 2019. Our team at the Aquatic Center continues to monitor and refine the systems in the building for maintenance and efficiency.

Cultural Center

We have been working with Scott Edwards Architecture and GDS General Construction on Phase III of the Culinary Enrichment Center at the Cultural Center. GDS has an estimated Completion date of July 22, 2019. Concrete floor grinding and finish complete, drywall complete, Tile in the washrooms complete, Plumbing fixtures being installed, electrical fixtures to be installed-some installed, HVAC units installed on rooftop and mechanical room, Fire suppression installed, Doors installed painting complete except for some touch-up. All mechanical systems of the existing structure are operating correctly.

Friends Park

I have been working on permits for the development of Friends Park with the Saunders Co. and David Evans & Associates. We submitted the application for the 1200C permit June 17, 2019 after having to do some engineering to propose the Sormwater erosion control Plan. The proposed Park improvement includes an impervious path system throughout the park. This impervious area requires water quality/quantity treatment which can be expensive. Similar paths within the Clean Water Services District which serve pedestrians provide treatment via use of an infiltration trench that collects the drain water and attempts to store and infiltrate the storm water from the impervious paths. We have kept the community updated through emails and will have a community meeting as more is known.

School Playground requests

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

Other District Buildings

We have a new caretaker that will be living at the Riley property. Corrie Larson is a Part time English teacher at Chemeketa community college and works for PCC on their Living Garden in Newberg.

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

Parks

We are continuing to install Rain Sensors on the irrigation systems in our Parks so that we may continue to control our irrigation costs. We will continue to work in the parks, spraying, stump grinding, pruning and removing hazardous trees. Splash pad operation has been periodic due to the weather fluctuation. 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 (Grading Plan complete).

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

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

Parks Summary *Month of: May-June 2019*

Park Name	Hours Worked
<i>Armory</i>	21.25
<i>Billick/Dundee</i>	15.50
<i>Buckley Park</i>	1.50
<i>Central</i>	24.00
<i>College</i>	3.25
<i>Community Center</i>	3.75
<i>Crabtree</i>	2.75
<i>Crater Ball Fields</i>	123.25
<i>Dundee Overlook</i>	0.50
<i>Elliott Road</i>	33.25
<i>Ewing Young</i>	9.00
<i>Falcon Crest Park</i>	1.50
<i>Fortune Park</i>	1.50
<i>Gail Park</i>	6.50
<i>Gladys</i>	2.25
<i>Golf Course</i>	4.50
<i>Herbert Hoover</i>	67.75
<i>Jaquith</i>	27.25
<i>Jaquith Ball Fields</i>	93.75
<i>Memorial/Scout House</i>	51.25
<i>Mt. View (Springbrook)</i>	2.00
<i>Non-District Properties</i>	6.00
<i>Oak Knoll Park</i>	5.50
<i>Oaks Park</i>	2.50
<i>Other District Land</i>	3.50
<i>Pool</i>	231.25
<i>Pre-School</i>	6.00
<i>Pride Gas</i>	1.25
<i>Renne Fields</i>	1.75
<i>Rotary Centennial Park</i>	10.75
<i>Schaad Park</i>	1.50
<i>Scott Leavitt</i>	5.00
<i>Senior Center</i>	69.00
<i>Spring Meadow</i>	4.25
<i>Transfer Station</i>	4.00
<i>vacation/holiday/sick/comp.</i>	22.00
<i>Willsonville Property</i>	2.00
<i>Youth building</i>	21.50
Total	894.00



Adult Sports

June 2019 Activity Report, Department 452

Department 452 Participation Tracking	May 2019	
Activity	Participants	Participant Hours
Adult Men's Softball	130	780
Participation Total	130	780
Department 452 Financial Tracking	May 2019	
Supervisory Staff Expense	500	
Administrative Staff Expense	750	
Part Time Staff Expense	00	
Material Expense	1370	
Total Expense	2620	
Program Revenue	8320	
Net	5700	
Cost Per Participant	43.85	
Cost Per Participant Hour	7.30	

Department 452 – Adult Sports

**Adult men's league softball is in full swing with a 20% increase in participation this season.
Registration has opened for CO ED softball.**



Youth Sports

June 2019 Activity Report, Department 453

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

Department 453 Financial Tracking	May 2019	
Supervisory Staff Expense	1735	
Administrative Staff Expense	5155	
Part Time Staff Expense	285	
Program/Materials Expense	194000	
Total Expense	26575	
Program Revenue	28650	
Net	2075	
Cost Per Participant	6.20	
Cost Per Participant Hour	1.30	

Department 453 – Youth Sports

May finds CPRD involved in 3 sports. Mid high track and field finished its season in late May. The lacrosse program ended its season with tournament games on June 1st. Girls' youth softball began the regular season in the middle of the month and will continue playing through June. The weekend softball tournaments started in March and will continue throughout the spring and summer.

Summer camp registration opened in late April and we have already doubled our participation levels from last summer. We have 6 weeks of registration left before camps begin.

Activity Financial Report - May 2019	Department - Aquatics 451						
EXPENDITURES	May '17/18	May '18/19	Yr to Date '18	Yr to Date '19	Year End 16/17	Year End 17/18	Est June 18/19
Aquatics - 451:							
Personnel Services							
Aquatic Supervisor	\$1,434.12	\$1,434.12	\$2,151.18	\$15,775.32	\$3,585.30	\$17,168.00	
Secretary I	\$1,470.91	\$1,193.26	\$12,602.47	\$17,441.26	\$14,093.85	\$29,985.00	
Secretary II	\$2,458.72	\$2,536.16	\$25,795.39	\$27,590.61	\$28,224.82	\$28,365.87	\$22,360.00
Aquatic Coordinator	\$3,329.92	\$3,513.63	\$37,117.38	\$38,584.76	\$39,282.25	\$40,500.98	\$42,164.00
Aquatic Specialist	\$1,320.00	\$2,887.87	\$1,320.00	\$31,622.56	\$3,920.10	\$3,920.10	\$34,688.00
Guards	\$7,462.57	\$12,940.38	\$64,618.34	\$163,884.52	\$54,942.82	\$80,079.31	\$244,395.00
Cashiers	\$3,643.92	\$6,025.42	\$35,882.63	\$50,939.19	\$45,258.79	\$39,227.41	\$73,133.00
Instructors	\$4,073.54	\$6,177.69	\$36,929.79	\$54,128.69	\$42,384.80	\$41,042.78	\$79,670.00
Coaches	\$1,175.81	\$225.76	\$4,991.80	\$920.00	\$5,423.88	\$5,641.23	\$1,700.00
Group Fitness Instructors				\$503.63			
Total Personnel Services	\$26,369.51	\$36,934.29	\$221,408.98	\$401,390.54	\$215,517.36	\$256,456.83	\$545,263.00
Materials & Services:							
Office Supplies	\$524.15	\$82.71	\$2,967.26	\$3,713.71	\$3,088.00	\$3,221.11	\$5,510.00
Postage Supplies	\$43.35	\$7.70	\$1,007.88	\$145.00	\$768.35	\$1,019.15	\$4,450.00
Program Supplies	\$1,119.04	\$160.63	\$5,208.97	\$8,379.26	\$11,029.94	\$7,282.11	\$15,000.00
Chemical & Agricultural Supplies	\$1,578.81	\$465.37	\$14,871.34	\$26,269.87	\$21,096.53	\$15,707.09	\$29,900.00
Store Supplies			\$1,769.71	\$5,216.08	\$5,590.64	\$1,769.71	\$7,500.00
Gas & Oil Supplies	\$747.69		\$769.54		\$769.54	\$769.54	
Classifieds			\$24.91			\$24.91	\$625.00
Brochure			\$733.43	\$367.00	\$757.39	\$733.43	\$1,450.00
Flyers		\$251.44	\$1,133.97	\$1,185.25	\$1,180.29	\$1,437.74	\$4,850.00
Professional Dues	\$294.00	\$134.95	\$1,772.00	\$4,050.08	\$2,269.25	\$1,772.00	\$3,810.00
Conference/Workshops			\$1,101.95	\$1,178.67	\$787.15	\$1,101.95	\$1,200.00
Staff Mileage			\$180.23	\$176.75	\$144.43	\$180.23	\$350.00
Staff Expenses	\$31.70		\$492.71	\$1,114.86	\$190.67	\$520.71	\$1,000.00
Utilities:							
Electricity	\$15,306.65	\$17,027.51	\$62,375.20	\$202,783.74	\$56,114.74	\$66,446.12	\$62,920.00
Natural Gas	\$6,389.68	\$3,908.29	\$63,059.44	\$33,649.02	\$67,474.71	\$67,856.07	\$77,055.00
Water/Sewer	\$3,391.90	\$3,124.77	\$32,089.18	\$32,957.45	\$32,082.29	\$35,804.59	\$45,375.00
Telephone	\$256.59	\$712.39	\$2,690.46	\$3,570.22	\$3,119.96	\$2,896.60	\$3,780.00
DOE Repayment							
Fees (activenev/bank/cc)	\$2,335.18	\$4,117.17	\$30,352.39	\$44,331.93	\$27,077.08	\$34,085.46	\$37,910.00
Ground/Structure Maint Repair			\$468.77	\$2,574.40		\$468.77	
Prof & Contract Services							
Program Contracts 451.380.003	\$6,209.19	\$2,655.00	\$18,483.07	\$5,383.51	\$20,226.29	\$20,020.94	\$22,000.00
Insurance Services			\$26,528.09	\$48,439.49	\$24,819.76	\$26,528.09	\$33,766.00
Equipment Maint Contract							
Refunds			\$7.00	\$131.00	\$273.50	\$108.60	\$450.00
Equipment Rental							
Buildings & Structures							
Total Materials & Services	\$38,227.93	\$32,647.93	\$268,073.50	\$425,617.29	\$278,090.97	\$289,754.92	\$358,901.00
TOTAL AQUATIC EXPENDITURES	\$64,597.44	\$69,582.22	\$489,482.48	\$827,007.83	\$493,608.33	\$546,211.75	\$904,164.00

May 2019 Activity Report

455 Care	May 2019	Fiscal Year To Date
Supervisory Staff	595.62	6551.82
Recreation Coordinator	915.04	10065.44
Care Director	0	14779.43
Care Technician	640.08	7192.75
Part Time Staff Expense	20521.94	212279.69
Fringe	3316.72	36674.15
program Expense	4412.09	82780.23
Utilities Expense	0	0
Total Expense	30401.49	370323.51
Program Revenue	54422.61	506921.77
Rental Revenue	0	0
Net	-24021.12	-136598.26

Care Registration.

Current Enrollment for the school year.

Pre-School, 30 students
 Pre K at the Community Center, 28 students
 Antonia Crater Care, 103 students
 Edwards, 95 students
 Ewing Young, 36 students
 Dundee, 72 students
 Mable Rush, 88 students
 Joan Austin, 56 students
 519 total students registered for our school year care program.

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

Our Annual CACFP training took place in May. CPRD receives subsidy payments from DHS/CACFP in order to provide prepared lunches at our Pre K Care program. During this training we learned all about what is and is not a "creditable food". We learned about the programs requirements regarding record keeping, anti-discrimination standards, and meal preparation patters.

Bonnie Benedict Pre School Graduation was on May 24th. If you have never seen a Pre School Graduation ceremony, you should treat yourself next May. 75 family members watched the nearly 24 graduates of this year's Pre School program.

Respectfully Submitted by
 Matthew Compton Recreation
 and Care Coordinator

46

474 Pre School	May 2019	Fiscal Year To Date
Supervisory Staff	0	0
Admin Staff Expense	0	0
Pre School Instructor	2622.5	20483.14
Fringe	895.26	8179.91
program Expense	108.05	4912.04
Utilities Expense	417.15	3405.65
Total Expense	4042.96	33992.55
Program Revenue	3468.5	33922.35
Rental Revenue	0	0
Net	574.46	-340.18

454 Recreation

May-19 Fiscal year

Supervisory Staff Expense	595.62	6551.82
Recreation Coordinator	1,858.60	17784.16
Part Time Staff Expense	1614.95	23351.27
Fringe	1914.12	18214.34
program Expense	872.05	28815.71
Utilities Expense	0	0
Total Expense	6855.34	94717.3
Program Revenue	10520.1	66040.26
Rental Revenue	0	0
Net	-3664.76	28677.38

456 Senior Center

May-19 Fiscal year

Recreation Coordinator	1,179.76	15611.33
Senior Center Specialist	2,378.22	26119.69
Part Time Staff Expense	0	719.84
Fringe	2049.05	23267.45
program Expense	263.31	12796.9
Utilities Expense	2408.69	59577.44
Total Expense	8,279.03	138092.65
Program Revenue		28362.36
Rental Revenue	3354.1	47842.06
Net	4924.93	59611.28

457 Community School

April-19 Fiscal year

Supervisory Staff Expense		
Admin Staff Expense	727.98	8007.78
Part Time Staff Expense	932	8179.57
Fringe	480.53	3644.65
program Expense	128.06	14901.84
Utilities Expense	0	0
Total Expense	2268.57	34733.84
Program Revenue	137	26450.25
Rental Revenue	0	0
Net	2131.57	8274.59

Notes:

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

CPRD was approached by the Newberg Downtown Coalition in Feb/March about partnering for this summer's Newberg Farmers Market. Both sides are still finalizing what each organizations responsibilities will be but generally the NDC will handle vendor registration and coordination and CPRD will manage the market onsite. The Newberg Farmers Market runs every Wed, May 29th to Oct 9th, 1pm to 6pm. Week one we had 12 vendors and about 210 in attendance. Week 4 we were up to 15 vendors and closer to 250 in attendance.

Preparation for the Newberg Old Fashioned Festival is well underway. In addition to sponsoring the festival CPRD also host an information booth, enters a float in the parade, and coordinates entertainment for the Festival's Children's stage. We are bringing back out stage magician as well as coordinating a children's talent show. The children's stage is scheduled for Friday July 25th. You should plan on attending.

Respectfully Submitted by
 Matthew Compton
 Recreation and Care Coordinator

Golf Activity May

	2010	2011	2012	2013	2014	2015	2016	2017	2018
<i>Dry Days</i>	12	7	19	13	18	19	22	18	
Starts by Category									
Resident	768	643	656	698	711	748	889	960	1149
Non Resident	2083	1700	1543	1932	1657	1778	1488	1430	1595
Group	148	191	47	141	0	99	173	8	10
League	89	83	76	56	46	132	61	43	0
Complimentry	311	279	304	270	305	263	254	149	218
Misc/Promotional	734	699	590	325	935	1356	884	1091	1355
Total Starts	4133	3595	3216	3422	3654	4376	3749	3681	4327
Revenue									
Green Fees	\$ 94,354	\$ 77,458	\$ 73,157	\$ 71,248	\$ 72,443	\$ 85,044	\$ 71,872	\$ 68,125	\$ 81,974
Driving Range	\$ 8,826	\$ 8,961	\$ 8,490	\$ 8,318	\$ 7,311	\$ 9,507	\$ 8,106	\$ 9,001	\$ 10,350
Rentals	\$ 28,302	\$ 22,847	\$ 21,029	\$ 20,894	\$ 20,329	\$ 23,159	\$ 25,840	\$ 27,757	\$ 28,017
Golf Shop	\$ 12,600	\$ 10,648	\$ 9,083	\$ 11,956	\$ 6,728	\$ 9,102	\$ 7,293	\$ 9,322	\$ 8,670
Snack Bar	\$ 20,556	\$ 16,470	\$ 14,238	\$ 13,919	\$ 13,352	\$ 23,426	\$ 15,439	\$ 17,099	\$ 19,130
Instruction	\$ 1,350	\$ 653	\$ 1,375	\$ 505	\$ 1,760	\$ 4,598	\$ 5,137	\$ 1,610	\$ 225
Miscellaneous	\$ 2,189	\$ 1,791	\$ 3,750	\$ 3,733	\$ 7,053	\$ 3,124	\$ 1,779	\$ 6,813	\$ 2,932
Total Revenue	\$ 168,177	\$ 138,828	\$ 131,122	\$ 130,573	\$ 128,976	\$ 157,960	\$ 135,466	\$ 139,727	\$ 151,298
\$ per Start									
Green Fees \$ per Start	\$ 22.83	\$ 21.55	\$ 22.75	\$ 20.82	\$ 19.83	\$ 19.43	\$ 19.17	\$ 18.51	\$ 18.94
Driving Range \$ per Start	\$ 2.14	\$ 2.49	\$ 2.64	\$ 2.43	\$ 2.00	\$ 2.17	\$ 2.16	\$ 2.45	\$ 2.39
Rentals \$ per Start	\$ 6.85	\$ 6.36	\$ 6.54	\$ 6.11	\$ 5.56	\$ 5.29	\$ 6.89	\$ 7.54	\$ 6.47
Golf Revenue \$ per Start	\$ 31.81	\$ 30.39	\$ 31.93	\$ 29.36	\$ 27.39	\$ 26.90	\$ 28.23	\$ 28.49	\$ 27.81
Golf Shop \$ per Start	\$ 3.05	\$ 2.96	\$ 2.82	\$ 3.49	\$ 1.84	\$ 2.08	\$ 1.95	\$ 2.53	\$ 2.00
Snack Bar \$ per Start	\$ 4.97	\$ 4.58	\$ 4.43	\$ 4.07	\$ 3.65	\$ 5.35	\$ 4.12	\$ 4.65	\$ 4.42
Concession Revenue	\$ 8.02	\$ 7.54	\$ 7.25	\$ 7.56	\$ 5.50	\$ 7.43	\$ 6.06	\$ 7.18	\$ 6.42
Total Revenue \$ per Start	\$ 40.69	\$ 38.62	\$ 40.77	\$ 38.16	\$ 35.30	\$ 36.10	\$ 36.13	\$ 37.96	\$ 34.97
GolfNow Barter Rounds	63	34	33	82	178	181	213	187	199

Weather was not good the 2nd half of May. We had 4 rain outs and 1 long frost delay this May. Last May there was almost zero. Considering the r

YTD through May

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY19 v FY18
Dry Days	80	92	98	112	124	98				-26
Starts by Category										
Resident	5547	4648	5088	5732	5039	6321	5964	7149	7480	331
Non Resident	17549	13115	16384	13727	12706	13045	10572	11537	7310	-4227
Group	2843	3164	2487	1708	2192	1964	1756	1221	1642	421
League	742	538	590	541	634	531	372	327	127	-200
Complimentary	2454	2708	2878	2891	2416	2765	1889	1965	1971	6
Misc/Promotional	5832	7451	4492	4655	9491	8440	6130	6556	11584	5028
Total Starts	34967	31624	31919	29254	32478	33066	26663	29774	30618	1044
Revenue										
Green Fees	\$ 752,059.00	\$ 702,171.00	\$ 708,355.00	\$ 601,739.00	\$ 679,591.00	\$ 654,380.73	\$ 585,015.00	\$ 609,873.00	\$ 630,023.00	\$ 20,150.00
Driving Range	\$ 79,011.00	\$ 67,395.00	\$ 73,335.00	\$ 62,502.00	\$ 64,218.00	\$ 67,524.00	\$ 56,597.00	\$ 62,644.00	\$ 69,730.00	\$ 7,086.00
Rentals	\$ 232,868.00	\$ 199,299.00	\$ 201,957.00	\$ 170,260.00	\$ 179,543.00	\$ 222,503.03	\$ 186,139.41	\$ 197,191.00	\$ 172,329.00	\$ (24,862.00)
Golf Shop	\$ 79,692.00	\$ 71,414.00	\$ 79,356.00	\$ 69,708.00	\$ 72,994.00	\$ 57,232.82	\$ 50,795.00	\$ 58,049.00	\$ 67,270.00	\$ 9,221.00
Snack Bar	\$ 169,619.00	\$ 167,615.00	\$ 137,954.00	\$ 112,908.00	\$ 198,770.00	\$ 148,946.60	\$ 117,125.00	\$ 130,462.00	\$ 136,827.00	\$ 6,365.00
Instruction	\$ 14,397.00	\$ 13,689.00	\$ 14,874.00	\$ 14,683.00	\$ 9,907.00	\$ 7,521.00	\$ 3,013.00	\$ 4,294.00	\$ 6,783.00	\$ 2,489.00
Miscellaneous	\$ 49,274.00	\$ 47,809.00	\$ 42,229.00	\$ 14,539.00	\$ 19,738.00	\$ (4,747.94)	\$ 20,927.59	\$ 22,541.00	\$ 24,452.00	\$ 1,911.00
Total Revenue	\$ 1,376,920.00	\$ 1,269,392.00	\$ 1,256,860.00	\$ 1,040,339.00	\$ 1,164,761.00	\$ 1,153,360.24	\$ 1,019,509.00	\$ 1,085,054.00	\$ 1,107,414.00	\$ 22,360.00
\$ per Start										
Green Fees \$ per Start	\$ 21.51	\$ 22.20	\$ 22.19	\$ 20.57	\$ 20.92	\$ 19.79	\$ 21.92	\$ 20.48	\$ 20.44	\$ (0.04)
Driving Range \$ per Start	\$ 2.26	\$ 2.13	\$ 2.30	\$ 2.14	\$ 1.98	\$ 2.04	\$ 2.12	\$ 2.10	\$ 2.26	\$ 0.16
Rentals \$ per Start	\$ 6.66	\$ 6.30	\$ 6.31	\$ 5.82	\$ 5.53	\$ 6.73	\$ 6.98	\$ 6.62	\$ 5.59	\$ (1.08)
Golf Revenue \$ per Start	\$ 30.43	\$ 30.64	\$ 30.80	\$ 28.53	\$ 28.43	\$ 28.56	\$ 31.02	\$ 29.21	\$ 28.30	\$ (0.91)
Golf Shop	\$ 2.28	\$ 2.26	\$ 2.49	\$ 2.18	\$ 2.25	\$ 1.73	\$ 1.90	\$ 1.95	\$ 2.18	\$ 0.23
Snack Bar	\$ 4.85	\$ 5.30	\$ 4.30	\$ 3.86	\$ 4.27	\$ 4.50	\$ 4.39	\$ 4.38	\$ 4.44	\$ 0.06
Concession Revenue	\$ 7.13	\$ 7.56	\$ 6.79	\$ 6.04	\$ 6.52	\$ 6.24	\$ 6.29	\$ 6.33	\$ 6.62	\$ 0.29
Total Revenue \$ per Start	\$ 39.38	\$ 40.14	\$ 39.38	\$ 35.56	\$ 35.86	\$ 34.88	\$ 38.21	\$ 36.44	\$ 35.93	\$ (0.51)
GolfNow Barter Rounds	261	201	514	988	1263	1483	1331	1388	1410	22

Rounds and revenue are up. \$/round down. There were no rate increases in the last year + as well as in introduction of dynamic pricing May of 2018. That increased participation at the course, but at lower rates in

Don Clements

From: Chris Hege <christopher.hege@gmail.com>
Sent: Wednesday, June 19, 2019 11:22 AM
To: Don Clements
Subject: Newberg and Dundee need better splash pads
Attachments: fir_grove_splashpad.jpg

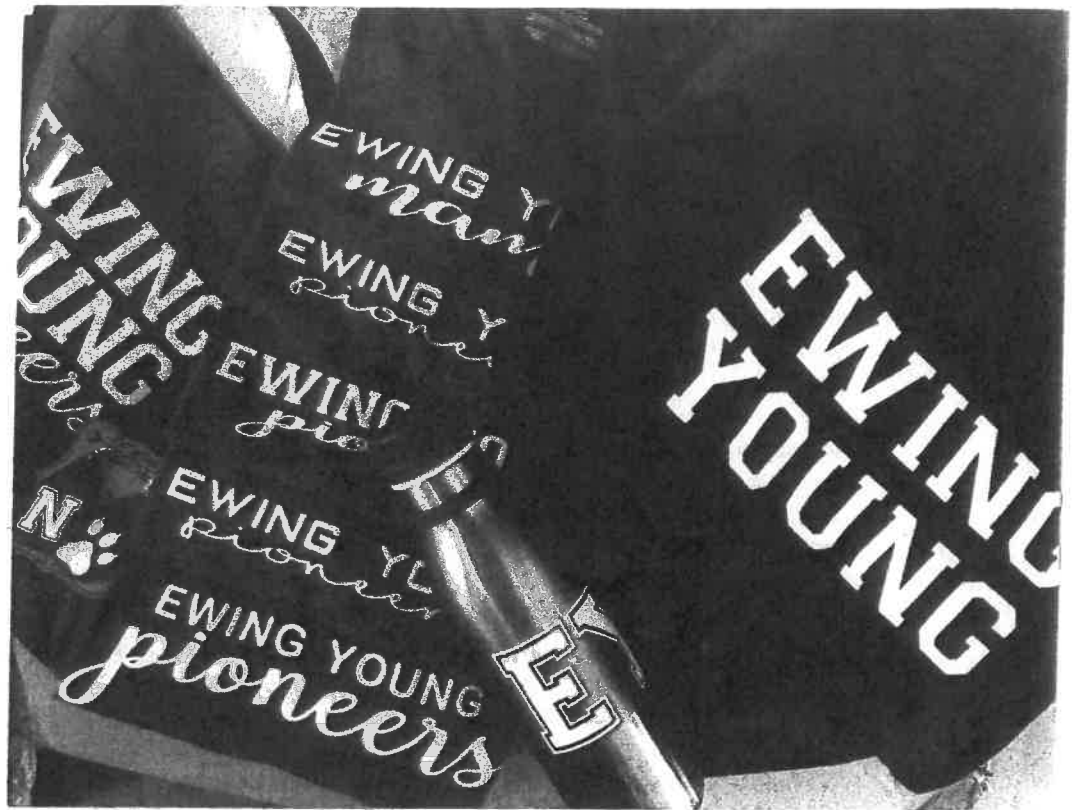
Hello,

I was recently visiting Roseburg with my family and they have an awesome Splash pad. I know we have the one outside the cultural center but Newberg (and Dundee) could use something like the one that Roseburg has - it's really great.

Would appreciate your feedback. If Dundee has one installed at the Sander estate it should be something like Roseburg.

<https://www.facebook.com/cityofroseburg/posts/the-fir-grove-splashpad-and-playground-is-now-open-and-ready-for-fun-in-the-sun-/661122327562597/>

Sincerely,
Chris Hege
Dundee Resident
971-347-9595



Thank You!

For your generous support of Ewing Young! With your support our auction raised funds for classroom supplies, field trips, musical instruments and new playground equipment. Thank you for being an important part of the EY community.

-Ewing Young Support Team

June 1, 2019

To All It May Concern:

The purpose of this letter is to bring to your attention the phenomenal director you have employed at the Aquatic Center, Tara Franks. As a life-long community member, patron, Newberg Swim Team and Newberg Water Polo parent, and even CPRD employee, I have had the privilege of observing Tara for decades.

As a community member, patron, and swim parent I have always been pleased and impressed by Tara's phenomenal work ethic, approachable demeanor, presence at all hours, consistency, excellence, attentive listening skills, understanding of patron's individual requests, and her cheerful, positive, can-do approach to meeting those needs and expectations.

When I worked as a receptionist at the Aquatic Center, many years ago, Tara was my supervisor. As a CPRD employee I gained new perspective, insight and an even deeper respect and admiration for Tara; her team-like approach to customer service, and the depth and diversity of the responsibilities and duties she accomplished with finesse on a daily basis. I observed first-hand her excellent example of superior management skills as she enthusiastically maneuvered through the daily stresses and challenges of balancing administrative duties, patron demands, safety, young employees, scheduling, and training, to name a few, as well as her reliability, diplomacy and team-spirit in serving and managing both patrons and employees alike.

In my experience and observations, Tara regularly demonstrates understanding and fairness. She balances a friendly and approachable demeanor with the utmost example of professionalism and excellence. She maintains the respect and authority due to a supervisor yet creates and maintains a nurturing team environment to every employee and patron. As an employee, I was inspired by her example, tremendous dedication and consistent demonstration of tact, finesse, integrity, cheerful demeanor, team leadership and faithfulness to everybody—patrons and staff alike.

As a patron, I recently gained a renewed respect and admiration for Tara, the proficient way she handles her job responsibilities and duties and balances and maintains sensitivity and dedication to employees and patrons, alike. In April I enrolled my grandson in swim lessons. The WSI assigned to teach the class appeared unprepared, distracted, inattentive to the students, and was not instructing at the skill level appropriate to the class. After several lessons, without WSI improvement, I approached Tara with my observations and concerns. She was clearly busy but dropped what she was doing to give me her full, undivided attention. She intently and respectfully listened and acknowledged my insight and concerns. She assured me that she would talk to the instructor. My expectation was that Tara would review the WSI's lesson plan, refresh the instructor on the skill set of that level, share some ideas and direction, and that the next lesson would be better. However, Tara exceeded my expectations!

At the next swim lesson Tara was pool side, perched on a small stool near the water. She observed the swim lesson and graciously coached the WSI. This professionalism, courtesy and team consideration was incredibly impressive! Above and beyond the call of duty, in our minds. The result was that the students got an excellent lesson and progressed, and the instructor gained an opportunity to glean from Tara's expertise to improve teaching skills. We left that day inspired by Tara's example. What she did was excellent and clearly in the best interest of everyone; students, patrons and employee alike."

However, Tara didn't stop there. At the next lesson she was once again poolside, perched on the step stool. This time she didn't coach, but simply observed. Again, we had a positive lesson experience. The WSI maintained this improved level of instruction for two more lessons.

Unfortunately, the instructor slipped back into being inattentive, sloppy and lackadaisical. Then, while working with another student, she turned her back to the student remaining on the dock, traveled a significant distance from the tot dock, and did not notice when that student slipped off the dock. His dad, a former member of the swim team, water polo player, CPRD Life Guard and WSI did not overreact or panic, but instead allowed his son to thrash in the water to give the instructor or a life guard an opportunity to respond and to reinforce to his son a healthy respect for the water and its dangers. It became clear that staff was oblivious to the plight of this four-year-old. The WSI did not notice and the life guard was not at their station, so his dad jumped in the pool, fully clothed and retrieved his son. As former employees, who know first-hand the rules and procedures that were violated that day, we were appalled! As patrons, paying for a professional service, we were disgusted!

The following day I approached Tara to report this incident. Again, she was extraordinarily busy and clearly being tugged in several directions. However, she stopped what she was doing and attentively listened to me relay the incident. And only because I had worked for Tara, and can read her subtle facial expressions, could I see how horrified she was by the perfect storm of events that occurred in those few minutes when my student fell into the pool, and the liability issues at hand. However, she maintained the utmost of professional composure and superior customer service. Once again, she demonstrated her ability to balance her allegiance and dedication to the staff with her devotion and commitment to the patrons. She took full responsibility for this incident, she was positive and assured me that she would speak to the staff, refresh them on procedures to improve processes, and asked how she could resolve this to my satisfaction. I offered a couple of suggestions, and again Tara actions exceeded my ideas or expectations. She gave me full credit for the class already half-finished, applied it to the next session and even offered to allow my student to continue the current session at no cost.

I know that my experience is only a small window of insight into the circumstances Tara beautifully manages and diffuses on a daily basis. And I am well-aware of all the negative "press", complaints and grumbling that occurs in the community about CPRD and the Aquatic Center in particular. It is my desire to bring to your attention and extend accolades to someone who consistently does superior work and deserves to be recognized for her excellence, loyalty, and dedication to the job, her team members and the community.

With warm regards,
Amber Brown
1940 Villa Rd.
Newberg, OR 97132
(503) 538-6238

PS. May I humbly suggest . . . Give Tara a generous raise and approve hiring a full-time Assistant or Co-Director. ☺



June 3, 2019

Phone: 503.214.4424
Fax: 503.992.6761
info@gamedaymediaonline.com
www.gogamedaymedia.com
P.O. Box 2269
Lake Oswego, OR 97035

Chehalem Park & Recreation District
Attn: Kat Ricker, Public Information Director
125 South Elliott Road
Newberg, OR 97132

Dear Kat:

Attached you will find a check made payable to your organization in the amount of \$500 for the 2019 Trail Guides. We value our partnership and are honored to present you with this check. We hope that it will help provide you with the resources you need.

We trust that you, the Chehalem Park and Recreation District and the community will be pleased with the trail guide.

We enjoyed working with you and look forward to a continued partnership.

Best regards,

Debb Gillan

GAME DAY MEDIA INC
PO BOX 6343
PORTLAND, OR 97228

24-22/1230

3803

DATE

4-4-19

PAY TO THE ORDER OF

Chehalem Park and Recreation District

\$ 500.⁰⁰

Five hundred & no/100

DOLLARS

Security Features Included. Details on back.

usbank

FOR Trail Guides

[Signature]
AUTHORIZED SIGNATURE

SAFE SOUND SECURE
SAFE SOUND SECURE

⑈003803⑈ ⑆123000220⑆ 153695840964⑈

54

THE FACE OF THIS DOCUMENT CONTAINS HEAT-SENSITIVE INK. TOUCH OR RUB BED IMAGE AT WILL DISAPPEAR WITH HEAT.

**BRIAN VAN BERGEN
YAMHILL
COUNTY CLERK
414 NE EVANS ST
MCMINNVILLE, OR 97128-4607**

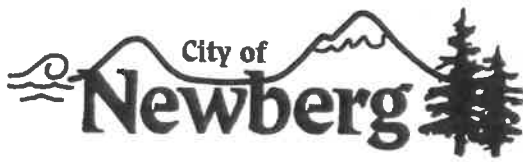
Invoice for Account # 23

Batch List: 999-7544 Batch Dates: 03/31/1999 to 06/19/2019

To: CHEHALEM PARK & RECREATION DISTRICT
ATTN: ACCOUNTS PAYABLE
125 S ELLIOTT RD
NEWBERG, OR 97132-2117

Receipt #:	208874	Receipt Date:	06/19/2019	Amount Due:	\$12,000.29	Comments:
MISCELLANEOUS	201902126	6/19/2019 4:26:44 PM				ELEC-REIM: ELECTION COST REIMBURSEMENT
MISCELLANEOUS	201902127	6/19/2019 4:27:01 PM				ELEC-REIM: ELECTION COST REIMBURSEMENT
Total Amount Due:				\$12,000.29		

If you have any questions, please call the Yamhill County Clerk at: (503) 434-7518.



Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132
503-537-1240 • Fax 503-537-1272 • www.newbergoregon.gov

May 16, 2019

Chehalem Valley Park and Recreation District
Attn: Don Clements, Superintendent
125 S Elliott Rd
Newberg, OR 97132

Dear Mr. Clements,

The City Council of Newberg adopted the Newberg Downtown Improvement Plan (NDIP) in January 2016. The NDIP recommended utilizing the Vertical Housing Development Zone (VHDZ) program as a way to provide financial incentive to developers to build mixed use projects within the Downtown. The City of Newberg is considering developing a VHDZ program. The purpose of a VHDZ is to encourage development of mixed-use multi-story buildings with housing above commercial spaces in urban cores. A VHDZ provides a temporary *partial* tax exemption on increased property value for specific qualified projects. Special Districts have the opportunity to opt out of participation in the VHDZ. If a special district does opt out, it means the exemption possible for a developer will be smaller than it would be if the district did not opt out. This is an informational letter only, we will follow this letter up with another letter formally asking if your district wishes to opt out of the VHDZ program.

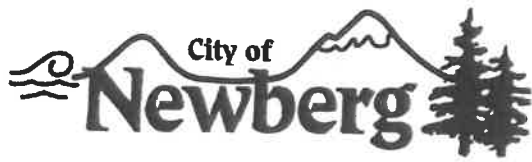
PROCESS

The City is in the early stages of considering the development of a VHDZ program. The following steps outlines the steps in the process:

1. City Council approved the Request for Council Action, Resolution 2019-3529, on February 4, 2019 to consider implementation of a VHDZ program.
2. Affordable Housing Commission workshop held on April 23 to gather input on the draft code and VHDZ map.
3. Planning Commission Workshop held on May 9, 2019 to gather input on the draft code language, the extent of the Vertical Housing Zone and fees.
4. Informational letter sent to taxing districts (this letter)
5. Draft code and VHDZ map brought back to the Affordable Housing Commission
6. Draft Code and VHDZ map brought back to the Planning Commission for review and recommendation to City Council.
7. Opt in or opt out letter sent to taxing districts and discussion with taxing districts
8. Draft code, VHDZ map and fee recommendations from the Affordable Housing Commission and Planning Commission presented to City Council for consideration.

BACKGROUND INFORMATION

The Vertical Housing Program was adopted into state law in 2001 and administered by the Oregon Housing and Community Services Department (OHCS). In 2017 the Oregon State Legislature passed legislation moving the administration of Vertical Housing Program from OHCS to the local City and



Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132
503-537-1240 • Fax 503-537-1272 • www.newbergoregon.gov

County governments beginning October 6th, 2017. A VHDZ is an area that must be entirely within a core area of an urban center, a defined central city, regional center, town center or main street.

Developing a larger base of mixed-use property is vital to the continued revitalization of Downtown Newberg. Additional residential development provides support to commercial development, enhances public safety, and ultimately increases taxable value. The VHDZ designation encourages such development by offering partial property tax exemption to qualified projects. This is not a low-income housing program since it applies equally to all levels of housing. It does not sacrifice commercial space in favor of residential use.

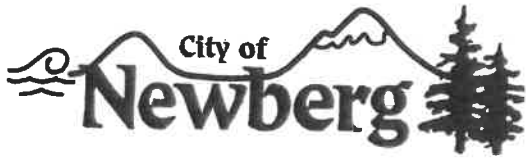
Although this program offers tax exemptions to qualified projects, it is designed to ensure that taxing districts will not be negatively impacted. ORS 307.864 (Partial property tax exemption) fully explains the partial tax exemption. The partial property tax exemption applies to new construction on the first four floors of residential development built above a non-residential ground floor. Each floor of new residential development is eligible for a 20% tax exemption with the maximum tax exemption on the new construction of 80% per year over the first ten years of the project. Projects classified as affordable housing do receive a larger exemption. For market rate housing projects, tax districts receive taxes on 100% of the "pre-project" value of the property and taxes on the increased property value of the first story non-residential development. Districts receive partial taxes on the additional value created by the first four floors of residential development of a qualified project when those floors are built above a non-residential first floor. Multi-story development that adds more floors of residential above the first four floors of residential are fully taxed on those additional floors (for example floors six and seven of a multi-story building would be taxed fully). After 10 years, the exemption to the project expires and taxing districts receive taxes on the full value of the property.

The City of Newberg can, at any time, terminate the VHDZ by a Resolution of the City Council. Vertical Housing Developments will be monitored annually for compliance with the program. If, for example, the first floor of a building was changed to residential use from commercial then the development would no longer qualify for partial tax exemption.

We are hopeful that if a VHDZ is established in Newberg it will:

- Encourage new mixed-use development (housing and commercial uses) in Newberg's core.
- Stimulate more commercial growth in the area, increasing the value of surrounding properties.
- Support the existing commercial development by increasing the number of residents/consumers.
- Create long-term community wealth through larger, mixed use buildings that will be fully taxed after the partial abatement drops off.

We have included a map of the proposed VHDZ for your review. We can make time to meet with you or discuss over the phone the importance of this program to the continued revitalization of our Downtown. If you have any questions about this informational letter then please contact Keith Leonard, Associate



Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132
503-537-1240 • Fax 503-537-1272 • www.newbergoregon.gov

Planner, at 503-537-1215.

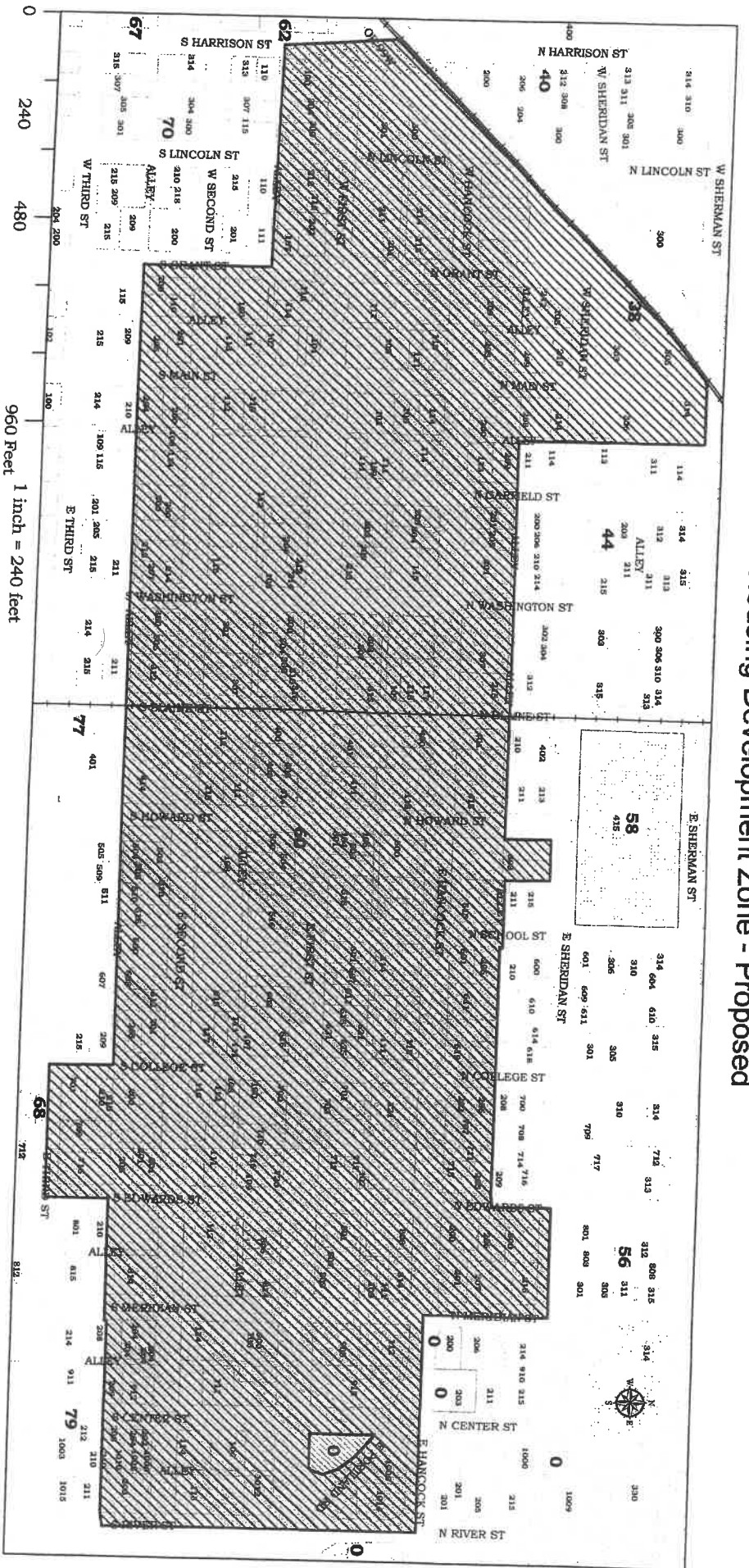
Sincerely,

A handwritten signature in black ink, appearing to read "Keith Leonard".

Keith Leonard, AICP
Associate Planner
City of Newberg
503-537-1215

Attachment: Possible VHDZ area map

Vertical Housing Development Zone - Proposed



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Vertical Housing Development Zone - Proposed
 Tax Lots
 Railroad Tracks



C-2 Community Commercial
 C-3 Central Business District
 C-3/LU Central Business District - Limited Use

I Institutional
 M-2 Light Industrial District
 R-1 Low Density Residential
 R-2 Medium Density Residential
 R-3 High Density Residential
 R-P Residential Professional



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 This information is not guaranteed to be accurate and may contain errors and omissions.
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 IMPORTANT NOTICE TO ALL USERS:
 This map is created from various data sources and is subject to change without notice. This map is intended for general planning purposes only.

City of Newberg
 Planning Department
 1000 1st Street, NW
 Newberg, Oregon 97132
 Phone: 503.538.2200
 Fax: 503.538.2201
 Email: info@newberg.org
 Website: www.newberg.org

