

**CHEHALEM PARK AND RECREATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD  
NEWBERG, OREGON  
FEBRUARY 27, 2020  
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 January 30 2020
  - B. Approval of Bills Payable
  - C. Approval of January Financials
- V. Public Participation**
  - A. Edwards Playground Report
  - B. Cultural Center Recognition
  - C. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
  - A. Approval of Budget Committee for 2020-21 Budget
  - B. Approval of Resolution 02-01-20
  - C. Discussion of Employee Handbook
  - C. Reports and Comments from Board Members
- VII. Old Business**
  - A. Updates on Projects
- VIII. From the Superintendent's Desk**
  - A. Financial Report and Questions
  - B. Superintendent's Report
    - 1. Audit Update 2. Loan Update
  - C. Staff Reports
- IX. Correspondence**
  - A. Citizens' Comments/Evaluations
  - B. Miscellaneous Info
- X. Adjournment**

**Next meeting is March 26, 2020.**



**To:** Board of Directors  
**From:** Superintendent  
**Date:** February 24, 2020  
**Re:** Background information for February 27, 2020 Board Meeting  
Number corresponds to Agenda Item

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

**Please see page 4 for index for page numbers**

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

**IV. APPROVAL OF CONSENT AGENDA**

- A. Approval of Board Meeting Minutes – Please see pages (5-9) for Regular Meeting Minutes of January 30, 2020 as submitted.

**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for January 30, 2020

- B. Approval of Bills 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 \$549,024.46 General Fund, \$0.00 Capital Pool Construction and Loan Fund, \$22,167.79 SDC Fund, \$50.00 Foundation

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

**RECOMMENDATION:** Approve January Financials.

**V. PUBLIC PARTICIPATION**

- A. Edwards Elementary – Sarah Moore will give update on playground.  
B. Chehalem Cultural Center – Sean Andries will give recognition to a Board Member  
C. Others not on agenda – We have no other request at this time.

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

- A. Budget Committee Members for 2020-2021 Budget – We currently have the following Budget Committee Members 1. Elijah Dickson, 2 Andrew Yinger, 3. Mike McBride (2021-22), 4 Elizabeth Comfort (2020-21), 5. Bob Phillips (2020-21), Elijah and Andrew are up for reappointment. All have agreed to serve. Elijah and Andrew would be appointed through 2022-2023. We have received one application for the budget committee. Please see page (12-13) for application. We may receive more and will have them available at the next board meeting on Thursday.

**RECOMMENDATION:** Approve Budget Committee.

- B. Approval of Resolution 02-01-20 – Please see page (14) for copy of resolution. This is necessary for the audit.

**RECOMMENDATION:** Approve resolution 02-01-20

- C. Discussion of Employee Handbook – Kat will send out prior to meeting. No need to approve.

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

VII. **OLD BUSINESS**

- A. Update on Projects – Will discuss at meeting. Staff will be present to answer questions.  
Projects to discuss: Status of paddle launch, Trail Development. Status of Projects.

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, 2018-19, and 2019-20 Budget. The debt will be for the golf course, property on the river, fitness center and pool bond. We are allowed about \$92,400,000.00 in debt. Currently we have about \$35,260,787.00. SDC Beginning balance is higher and revenue is up. Revenue is up in SDC because we raised the fee. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center. This was done to save money. Currently we have two loans and one bond. Please see page (15) for loan payments and bond debt.

<b><u>GENERAL FUND SUMMARY</u></b>			
DESCRIPTION	AS OF 1/31/18-19	AS OF 12/31/19-20	DIFFERENCE
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,451,516.39</b>	<b>\$ 3,303,751.01</b>	<b>\$ &lt;147,765.38&gt;</b>
TOTAL OPERATION EX.	\$ 3,023,016.14	\$ 2,998,669.14	\$ < 24,347.00>
TOTAL CAP/AQ/DEV/TRS	\$ 428,500.25	\$ 305,081.87	\$ <123,418.38>
 <b>TOTAL REVENUE</b>	 <b>\$ 6,800,704.46</b>	 <b>\$ 7,230,267.12</b>	 <b>\$ 429,562.66</b>
TOTAL TAXES	\$ 2,836,365.61	\$ 2,929,482.37	\$ 93,116.76
TOTAL FEES & CHARGES	\$ 1,881,113.95	\$ 1,964,971.01	\$ 83,857.06
TOTAL OTHER REVENUE	\$ 176,509.63	\$ 122,955.87	\$ < 53,553.76>
BEGINNING BALANCE	\$ 1,906,715.27	\$ 2,212,857.87	\$ 306,142.60
<b><u>BALANCE</u></b>	<b><u>\$ 3,349,188.07</u></b>	<b><u>\$ 3,926,516.11</u></b>	<b><u>\$ 577,328.04</u></b>

<b><u>SDC FUND SUMMARY</u></b>			
DESCRIPTION	AS OF 1/31/18-19	AS OF 1/31/19-20	DIFFERENCE
BEGINNING BALANCE	\$ 1,346,770.77	\$ 2,149,779.94	\$ 803,009.17
INTEREST	\$ 1,308.97	\$ 25,479.37	\$ 24,170.40
CITY OF NEWBERG	\$ 659,468.15	\$ 935,979.39	\$ 276,511.24
CITY OF DUNDEE	\$ 0.00	\$ 55,738.48	\$ 55,738.48
COUNTY OF YAMHILL	\$ 51,173.49	\$ 118,370.65	\$ 67,197.16
<b>TOTAL REVENUE</b>	<b>\$2,058,721.38</b>	<b>\$3,285,347.83</b>	<b>\$ 1,226,626.45</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 53,689.89</b>	<b>\$ 669,867.79</b>	<b>\$ 616,177.90</b>
<b><u>BALANCE</u></b>	<b><u>\$ 2,005,031.49</u></b>	<b><u>\$ 2,615,480.04</u></b>	<b><u>\$ 610,448.55</u></b>

Please note the operational cost is down. The operational revenue is up slightly. SDC Fund is up.  
Please remember the fitness center debt was to come out of SDC's.

- B. Superintendent Report – To be given at meeting. Please see pages (15).  
C. Staff Reports – Please see pages (16-25).

IX. **CORRESPONDENCE**

- A. Citizens Comments/Evaluations -  
B. Miscellaneous Information – Please see page (26-28).

X. **ADJOURNMENT.**

**MARCH 26, 2020 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  
Jan. 30, 2020  
**MINUTES**

- I. Don Loving called the meeting to order 6:00 p.m.
- II. Roll Call
  - Board members:
    - Peter Siderius
    - Don Loving
    - Mike Ragsdale
  - CPRD Staff:
    - Don Clements, Superintendent
    - Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
    - Julie Petersen, Special Services Supervisor/Recreation Supervisor
    - Kellan Sasken, Special Services/Golf Director
  - Public:
    - Bryan Bowman, bike trails
    - Scott Essin, public transit
- III. Approval of agenda as is –
  - Moved -Mike Ragsdale
  - Second-Pete Siderius
  - Passed unanimously
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting Dec. 5, 2019 and work session Jan. 9, 2020.
  - b. Approval of bills payable
  - c. Approval of December financials
    - Motion to approve these three items - A, B, and C.
    - Moved -Pete Siderius
    - Second-Mike Ragsdale
    - Passed unanimously
- V. Public participation –
  - Bryan Bowman said that he is working with KC and has flagged .8 of a mile for mountain bike path.

Scott Essin said that he was our representative to Transit Advisory committee. He expressed concern that fixed routes were likely going to be discontinued due to lack of funding. Dial a ride should still be available. There are no signs currently to show where stops are on the route and he has not gotten approval to put up signs. Don Clements expressed that his main concern was the seniors and their access to public transit.

**VI.**

**Action items/committee reports/Board comments**

**a. Approval of Budget Committee for 2020-21 Budget:**

1. Elijah Dickson - Term expired; new term through 2022-23
2. Andrew Yinger - Term expired; new term through 2022-23
3. Mike McBride
4. Elizabeth Comfort
5. Bob Phillips

Mike Ragsdale asks if there has been advertisement for the board positions. Don Clements said that we had (1 to 5 above) listed willing to serve/continue serving. Don Loving says that we table this motion until February to give time for advertising in an effort to increase transparency.

- b. Discussion of Newberg landfill (advancing potential property transfer from Yamhill County to CPRD). Legal counsel sought direction (See Jan. 24th letter, page 17) on his recommendation to evaluating annual cost basis or the County to test the site, and also to evaluate what maintaining the soil cap would require; furthermore, legal counsel sought direction on whether to evaluate obtaining an easement to cross the property. Don Clements explained a transaction status of BFPP (bonofide purchaser) that he would like to pursue. A second study would need to be done but this process gives the buyer protection. Don would like to schedule executive session in February to meet with John Bridges. The goal is to strategize ongoing testing costs and perhaps a release letter from DEQ.**

**Moved-Pete Siderius moved that we move ahead with contract**

**Second-Mike Ragsdale**

**Passed unanimously**

- c. Discussion of potential donation of land - 2.6-acre undeveloped property at 9009 NE Dog Ridge Road in Newberg. Environmental consultant Hahn and Associates, Inc. provided a proposal and cost estimate for Phase II site assessment. This company is currently conducting a Phase I ESA at the same site; findings documented, see pages 31 to 110.**

This discussion was same as applied to b. above. It is conditional on favorable terms with West Rock.

d. NEW - Approval of \$19,946.00 ADP contract for automated payroll services. Motion to approve contract with ADP.

Moved-Mike Ragsdale

Second-Pete Siderius

Passed unanimously

e. Approval of 2017-18 audit. Superintendent recommended approving the audit.

Motion to approve 2017-18 audit

Moved-Pete Siderius

Second-Mike Ragsdale

Passed unanimously

f. Reports and comments from Board members

Peter Siderius- Now that we are paying loans out of SDC, Pete asked to see a clear communication on how that money is redirected. He estimates 600 to 900 thousand in loans paid by SDC, should free that funding available in general fund. He wants to know how invasive species will be addressed. Pete also asks about feasibility study.

Don Loving- Requests executive summary of park analysis. Don Clements said that all the breakout is in the budget. Loving said that he finds the format difficult to interpret and wants Superintendent to communicate in words how funds are redirected. Loving would like to see discount for seniors at walking track and improved advertisement so seniors are aware, perhaps in Senior newsletter.

Mike Ragsdale-Mike want Don Clements to make a narrative of the distribution Pete discussed where they can clearly see where priorities are addressed such as maintenance. He suggested KC make a maintenance inventory of what needs to be addressed with grading system to bring parks up to an agreed upon standard.

## **VII. Old business/project updates**

- a. Regarding Sanders property: There have been meeting with architects for updates. The superintendent talked about Jan's ideas such as commercial kitchen, public bathrooms, and classes for canning. He also reiterated that she is willing to fund but on hold for outcome of school board bond. Feb. 10 is meeting with chairmen. Loving recommends budget committee Yinger input as he is professional chef. Suggestion made to partner with Pamplin / Aylers.

## **VIII. From the superintendent's desk**

- a. Financial report – Motion to approve financial report as presented  
This was approved in consent agenda.

b. Superintendent's report –

Feb 19<sup>th</sup> is COGS dinner

Feb 20 Local Government Dinner-Newberg

Feb 28<sup>th</sup> Chamber Awards (KC and Bryan Stewart are accepting awards) Kat will contact board regarding time.

CPRD has had growth of 40 to 60 FTE since golf course opened.

c. Staff reports –

KC- A bid to redo bunker is 150k+, John Steidel almost finished with GC Design. KC happy with new GC hire Aaron Gilbreth, KC states hard worker and asking good questions. There was another delay regarding HVAC system at the pool, but are seeing continued improvement in efficiency when comparison of by the square foot is made. No erosion seen at Sanders property. Phase I DONE AT Edwards playground, Phase II starts February. Mountain bike trails have had work as mentioned by Bryan Bowman. Survey done for ODOT trail. He is working on bridging for trails. Jim Taft wants to recover pool tables and fix bingo board. Work continues on Friends Park.

Kellan-Met with Don for feasibility study for third nine. GC changing CC system and hopes to see 30% savings. Online ratings and review of GC have been favorable.

Julie-Julie on subcommittee for sports. There are 250 in Tiger Paw basketball. It has grown from 60 in past 3 years. There is Jr Tiger basketball and a travel team for 4-8<sup>th</sup> graders. Adults can play full Court on over 50 group. Pool is busy.

Shy- This payroll was first reflecting Cola raise authorized by the board. This week W2s and 1099 were mailed and filed. Audit 2019 scheduled March 23-26. Aca to be done in February.

IX. Correspondence

A. Citizen comments/evaluations –none

X. Adjournment –Don Loving moved to adjourn \_\_7:40\_\_ p.m.

Respectfully Submitted,  
Shy Montoya, Administrative Coordinator for

Kat Ricker, Public Information Director



**GENERAL FUND  
ACCOUNTS PAYABLE AND PAYROLL  
UP TO FEBRUARY 19, 2020**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
121372-121417	\$ 36,584.75	ACCOUNTS PAYABLE
121418-121461	\$ 16,676.33	PAYROLL
DIRECT DEPOSIT	\$ 44,685.55	PAYROLL
121462-121464	\$ 126.25	ACCOUNTS PAYABLE
121465-121474 GOLF CHECKS		
121475-121526	\$ 72,684.33	ACCOUNTS PAYABLE
121509 VOIDED CHECK	\$ <180.00>	ACCOUNTS PAYABLE
121527-121578	\$ 19,502.48	PAYROLL
DIRECT DEPOSIT	\$ 47,681.67	PAYROLL
121579-121641	\$ 257,513.32	ACCOUNTS PAYABLE
1893-1898	\$ 53,207.08	WIRE TRANSFER
120876-120880	\$ 542.70	ACCOUNTS PAYABLE
<b>GRAND TOTAL</b>	<b><u>\$ 549,024.46</u></b>	
<b><u>BREAKOUT</u></b>		
<b><u>ACCOUNTS PAYABLE</u></b>	<b>\$ 367,271.35</b>	
<b><u>PAYROLL</u></b>	<b>\$ 128,546.03</b>	
<b><u>WIRE TRANSFER</u></b>	<b>\$ 53,207.08</b>	

**ACCOUNTS PAYABLE FOR SDC FUND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
151	\$ 1,785.00	JOHN STEIDEL
152 VOIDED	\$ < 8,663.75>	AGRIMIS
153	\$ 8,055.00	TERRA CALC
154	\$ 5,728.75	AGRIMIS
155	\$ 2,450.00	HAI
156	\$ 4,149.04	AGRIMIS
<b>GRAND TOTAL</b>	<b><u>\$ 22,167.79</u></b>	

**ACCOUNTS PYABLE FOR LOAN SERVICE FUND**

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

**ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1210	\$ 0.00	
<b>GRAND TOTAL</b>	<b><u>\$ 0.00</u></b>	
<b><u>BREAKOUT</u></b>		
<b><u>CAPITAL POOL CONST.</u></b>	<b>\$ 0.00</b>	
<b><u>POOL BOND DEBT</u></b>	<b>\$ 0.00</b>	

**ACCOUNTS PAYABLE FOR FOUNDATION**

**CHECK NUMBERS**

**AMOUNT**

**TO WHOM**

138

\$ 50.00

CORPORATE DIVISION

**GRAND TOTAL**

**\$ 50.00**

**FINANCIAL OVERVIEW**  
**GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 1/31/18-19	AS OF 1/31/19-20	DIFFERENCE
Total Operational Expense	\$ 3,023,016.14	\$2,998,669.14	\$ <24,347.00>
Total Capital Outlay & Transfers	\$ 428,500.25	\$ 305,081.87	\$ <123,418.38>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 3,451,516.39</b>	<b>\$3,303,751.01</b>	<b>\$ &lt;147,765.38&gt;</b>
Total Tax Revenue	\$ 2,836,365.61	\$2,928,482.37	\$ 93,116.76
Total Fees & Charges Revenue	\$ 1,881,113.95	\$1,964,971.01	\$ 83,857.06
Total Other Revenue	\$ 176,509.63	\$ 122,955.87	\$ < 53,553.76>
Beginning Balance	\$ 1,906,715.27	\$2,212,857.87	\$ 306,142.60
<b>GRAND TOTAL REVENUE</b>	<b>\$ 6,800,704.46</b>	<b>\$7,230,267.12</b>	<b>\$ 429,562.66</b>

**SDC FUND SUMMARY**

DESCRIPTION	AS OF 1/31/18-19	AS OF 1/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 53,689.89</b>	<b>\$ 669,867.79</b>	<b>\$ 616,177.90</b>
TOTAL REVENUE	\$ 711,950.61	\$1,135,567.89	\$ 423,617.28
BEGINNING BALANCE	\$1,346,770.77	\$2,149,779.94	\$ 803,009.17
<b>GRAND TOTAL REVENUE</b>	<b>\$2,058,721.38</b>	<b>\$3,285,347.83</b>	<b>\$ 1,226,626.45</b>

**LOAN SERVICE FUND SUMMARY**

DESCRIPTION	AS OF 1/31/18-19	AS OF 1/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 335,360.63</b>	<b>\$ 193,879.52</b>	<b>\$ &lt;141,481.11&gt;</b>
REVENUE TRANSFERS	\$ 335,360.63	\$ 193,879.52	\$ <141,481.11>
INTREST	\$ 533.57	\$ 446.28	\$ < 87.29>
BEGINNING BALANCE	\$ 31,991.74	\$ 32,882.14	\$ 890.40
<b>GRAND TOTAL REVENUE</b>	<b>\$ 367,885.94</b>	<b>\$ 227,207.94</b>	<b>\$ &lt;140,678.00</b>

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**

DESCRIPTION	AS OF 1/31/18-19	AS OF 1/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CAPITAL PROJECT POOL FUND SUMMARY**

DESCRIPTION	AS OF 1/31/18-19	AS OF 1/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 5,540,063.86</b>	<b>\$ 65,197.23</b>	<b>&lt;\$ 5,474,866.63&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ &lt;3,964,646.46&gt;</b>	<b>\$ 243,376.99</b>	<b>&lt;\$ 3,721,269.47&gt;</b>

**BOND LOAN SERVICE SUMMARY**

DESCRIPTION	AS OF 1/31/18-19	AS OF 1/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 350,869.09</b>	<b>\$ 339,387.72</b>	<b>&lt;\$ 11,481.37&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,333,804.51</b>	<b>\$ 1,502,241.97</b>	<b>\$ 168,437.46</b>



## Budget Committee Application

Budget year you are applying to serve 2021-2024

Name SCOTTIE L. ESSIN

Address 521 THE GREENS AVE  
NEWBERG, OREGON 97132

Telephone 503-866-2431

Email essin3058@aol.com

Resident of District ☒ Yes ☐ No

(A link of the CPRD boundary map can be found at the bottom of the CPRD homepage at [www.cprdnewberg.org](http://www.cprdnewberg.org).)

Reasons you wish to serve on the Budget Committee  
(Attach additional sheets if necessary.)

(SEE ATTACHED)

Other community involvement  
(Attach additional sheets if necessary.)

(SEE ATTACHED)

Signature Scott L. Essin

Date 2/20/2020

## **BUDGET COMMITTEE APPLICATION**

Reasons you want to serve on the budget committee:

I wish to be on the budget committee because I have the experience to provide the expertise to serve and an interest in assisting the district to provide the best possible park and recreation system. My expertise includes the following:

- As a former Newberg City Councilor I served on the Newberg Budget committee for four years. During my tenure I attended the City of Newberg Rate Review Committee Meetings. As a result of my efforts and leadership I was successful in significantly reducing the water rates for Chehalem Golf Course. I also volunteered and contracted to reprogram the automated irrigation system to significantly reduce water usage and costs at the Chehalem Golf Course.
- I worked to reduce the water costs for City Parks maintained by CPRD. I have currently been working to reduce water rates for CPRD Parks. I have extensive knowledge of water rates especially water rates for reuse water.
- I currently serve on the Yamhill County Transit Committee as the Secretary Treasurer. As such I participated in contracting for improved bus service to CPRD programs.
- I have 30 years experience developing and managing Parks and Recreation Budgets. This experience gives me the ability to understand the budgeting process. I have an interest in assisting with Parks and Recreation Budgets to include both operating and Capital Improvement Budgets. A well managed and funded budget provides the best opportunity for citizens to meet their recreational needs.
- My experience includes Parks Development and management in three public agencies performing parks development and administration .
- My interest in serving is based on my life long commitment to developing, maintaining, and operating extensive park systems to include the City of Stockton, City of Lodi and the City of Concord. These cities were located in California. I retired and moved to Newberg in 2010 where I have continued to serve the Citizens both as a supporter of Parks and as a Newberg City Councilor.

Other Community Involvement:

- Newberg City Councilor 2015-2019.
- President Springbrook Homeowners Association 2012-2014
- Newberg Budget Committee 2015-2019.
- Yamhill County Parkway Committee 2015-2019.
- Yamhill County Transit Committee 2015-Present
- Newberg Council Rules Committee
- Consultant Chehalem Golf Course 2013-2015
- Noon Rotary Club 2010-2014
- Stormwater Ad Hoc Master Plan Committee

Former Public Positions:

- San Joaquin County- Public Works Management Analyst- Administered Operations Budget and Capital Improvement Budget.
- City of Stockton- Parks Superintendent- Administered Division Operations Budget
- City of Lodi- Parks Superintendent- Administered Depart Operations and Capital Improvement Budget.
- City of Concord- Assistant to the Parks Director- Developed million dollar Operations Budget. Administered Capital Operations Budget.

I appreciate being considered to serve on the CPRD Budget Committee.

RESOLUTION 02-01-20

**WHEREAS...**THE \$100,000.00 WAS BUDGETED FOR CONTINGENCY AND;

**WHEREAS...**THE BOARD APPROVED A COLA FOR EMPLOYEES OF TWO PERCENT FOR THE BUDGET YEAR 19-20 AND IT IS EVIDENT THE AMOUNT BUDGETED FOR PERSONNEL WILL NEED TO BE INCREASED.

**WHEREAS...**THE AMOUNT NEEDED FOR THE INCREASE IS AS FOLLOWS:

	ORIGINAL	AMMENDED	
	ADOPTED	ADOPTED	
	BUDGET	BUDGET	DIFFERENCE
CONTINGENCY	\$ 100,000	\$ 24,081	<\$75,919.00>
PERSONNEL COST	\$3,127,364	\$3,203,283	\$75,919.00
GENERAL FUND TOTAL	\$7,692,997	\$7,692,997	-0-

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

**SIGNED THIS 29 DAY OF FEBRUARY 2020**

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OUTSTANDING LOANS											
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27		
2017 L Pool/Golf/Prop	\$ 744,338.00	\$ 749,783.00	\$ 750,663.00	\$ 746,113.00	\$ 601,313.00	\$ 596,513.00	\$ 596,313.00	\$ 595,513.00	\$ 354,113.00		
2014 Golf first nine	\$ 193,620.00	\$ 193,887.00	\$ 194,988.00	\$ 195,413.00	\$ 195,218.00	\$ 194,457.00	\$ 193,230.00	\$ 193,230.00			
TOTAL	\$ 937,958.00	\$ 943,670.00	\$ 945,651.00	\$ 941,526.00	\$ 796,531.00	\$ 790,970.00	\$ 789,543.00	\$ 595,513.00	\$ 354,113.00		
2017 L Pool/Golf/Prop	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36		
TOTAL	\$ 366,713.00	\$ 353,913.00	\$ 355,913.00	\$ 357,513.00	\$ 353,713.00	\$ 354,713.00	\$ 355,313.00	\$ 355,513.00	\$ 354,675.00		
2017 L Pool/Golf/Prop	2036-37	2037-38	2038-39	2039-40	2041-42	2042-43					
TOTAL	\$ 353,413.00	\$ 358,725.00	\$ 354,400.00	\$ 358,650.00	\$ 253,263.00	\$ 354,450.00					
	\$ 353,413.00	\$ 358,725.00	\$ 354,400.00	\$ 358,650.00	\$ 253,263.00	\$ 354,450.00					
2015 Bond Pool	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27		
	\$ 1,276,775.00	\$ 1,298,775.00	\$ 1,313,975.00	\$ 1,335,975.00	\$ 1,355,225.00	\$ 1,371,725.00	\$ 1,395,475.00	\$ 1,410,975.00	\$ 1,457,475.00		
2015 Bond Pool	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35			
	\$ 1,506,725.00	\$ 1,555,812.50	\$ 1,600,650.00	\$ 1,646,025.00	\$ 1,698,250.00	\$ 1,746,975.00	\$ 1,795,243.76	\$ 1,849,706.26			
RETIRED PAST LOANS											
94-95 Crater Property	Amount	STATUS	CURRENT LOANS								
94-95 Senior Center	\$ 520,000	PAID	2004 GOLF COURSE								
95-96 Grandstands	\$ 332,114	PAID	2005 GOLF COURSE/INTO POOL LOAN								
96-97 Crater Ballfield *	\$ 1,327,165	PAID	2006 PROPERTY/INTO POOL LOAN								
97-98 Property Golf *	\$ 1,500,000	PAID	2015 Pool Bond								
09-10 Golf Equip	\$ 140,000	PAID	2018 Pool Loan								
14-15 Golf Equip	\$ 775,000	PAID									
15-16 Road Improvement	\$ 1,000,009	PAID									
TOTAL LOANS	\$ 5,833,238										

CURRENT LOANS											
	Amount	REMAINING	STATUS								
2004 GOLF COURSE	2,750,000	\$ 1,572,170	2024-25								
2005 GOLF COURSE/INTO POOL LOAN	3,200,000	INTO POOL LOAN	2025-26								
2006 PROPERTY/INTO POOL LOAN	1,665,000	INTO POOL LOAN	2021-22								
2015 Pool Bond	19,900,000	\$ 26,873,938	2034-35								
2018 Pool Loan	7,540,000	\$ 10,317,173	2041-42								
	35,055,000	\$ 38,763,281									

## **Parks Activity Report, January/February 2020**

### **Aquatic and Fitness Center**

CPRD is still working with Triplett Wellman and Proctor Sales (Aermec Units) trying to resolve some ongoing issues such as HVAC alarms from the ASHP's. Final Commissioning of the HVAC system has not been completed at this time. We will have to have the VFD Drives on the Competition Pool and Leisure Pool reprogrammed. For some reason they lost their Programs even though they are Password protected. We have been looking into and will be installing more personal storage spaces in the Fitness Center, lockers in the main restrooms, more cubbies and coat hooks in the fitness area.

### **Cultural Center**

All mechanical systems currently working.

### **Friends Park**

I have put out an RFP for the playground equipment and concrete work which will have the playground equipment on site in April/May for installation. We will be finishing up the irrigation as weather permits. We have already determined what kind of playground structures the residents would like to see at the park. I will have a public meeting for the residents near Friends Park after the Proposals for the Playground have been received to let them choose the Playground structure they will want in the Park.

### **School Playground requests**

CPRD continues meetings (next is March 11) with a group at Edwards Elementary School that include Parents, Teachers, School District employees for Phase II of the Edwards Playground. The Playground equipment for Phase I has been installed and was open for use on January 6, 2020. Staff from Parks and School District worked together with volunteers on the removal, preparation and the installation of the new equipment.

### **Trails**

We have had preliminary meetings with Agrimus planning and design for both the Campground feasibility study as well as the proposed bypass corridor pathway. Land surveys have been completed for the Bypass trail in the Friends Park/Hess Creek area by Terra-Calc. A Survey and Phase I Environmental Survey Assessment has been completed on the 2.83 acre parcel on the Westrock Property that Don has been in discussion for donation. At this time a sale agreement has not been signed by Westrock. Survey has been completed on the Lindquist Property in Dundee. We will have some work to do on that site to keep the pathway within the property lines. I have had some preliminary discussions with DEQ and will meet with them soon for more information regarding the Landfill property. After meeting with DEQ we can then meet with the County to start negotiations to acquire the property. I recommend after findings with DEQ that it will be time to approach the County for acquisition of County Landfill site knowing that there will be ongoing and additional testing required, and some limitations to the use of this property.

### **Parks**

Mr. Jim Taft, who came to the Board meeting in December to ask that we have the Pool tables at the Senior Center refurbished, got his wish. Jim is a retired Electrical Engineer and worked with Josh to repair the Bingo board at the Senior Center as well. We continue to work in the parks inspecting playgrounds, making repairs, painting benches and tables, pressure washing, pruning and removing hazardous trees, repairing lights, organizing and clearing district buildings, cleaning gutters etc... We are currently updating the inventory of all assets in the Parks and buildings.

### **Chehalem Glenn**

Wet January, more rainfall in January than we had in the previous 4 months. Kellan Sasken, Aaron Gilbreth and I are working on an RFP for the 41 remaining sand bunkers (20 greens and 21 fairway bunkers) that need to be renovated at Chehalem Glenn. John Stiedel has completed the 3<sup>rd</sup> Nine Design for the course other than the Irrigation Design, which we will do as the project comes closer to reality. I will have plans available for meeting.



## Parks Summary

Month of: January/February

Park Name	Hours worked
Armory	59.00
Billick/Dundee	44.00
CAFC	146.00
Cultural Center	60.00
Chehalem Valley M.S	8.00
College	4.50
Community Center	22.00
Crabtree	4.00
Crater Ballfields	42.00
Dundee Park	16.00
Dundee River Park	0.00
Elliott Road	20.00
Ewing Young	12.00
Falcon Crest Park	6.50
Fortune Park	4.00
Friends Park	8.00
Tom Gail Park	8.00
Gladys Park	12.00
Chehalem Glenn G.C.	4.00
Herbert Hoover Park	20.00
Jaquith Park	41.00
Jaquith Ball Fields	43.50
Memorial/Scout House	3.50
Mountainview	0.00
Oak Knoll Park	2.00
Oaks Park	4.00
Other District Land	14.00
Pre-School	43.00
Pride Gas	6.00
Renne Fields	0.00
Riley Park	24.00
Rotary Park	8.00
Sander Park	2.00
Schaad Park	2.00
Scott Leavitt Park	7.00
Senior Center	130.00
Spring Meadow	6.00
Waste Mngt	4.00
vacation/holiday/sick/comp	64.00
Wilsonville Property	12.00
Youth Building	15.00
<u>Total</u>	931.00

## Activity Financial Report - Jan 2020

## Department - Aquatics 451

EXPENDITURES	Jan '2019	Jan '2020	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
<b>Aquatics - 451:</b>							
<b>Personnel Services</b>							
Aquatic Supervisor	\$1,434.12	\$1,517.55	\$10,038.84	\$10,498.91	\$3,585.30	\$17,209.44	\$18,029.00
Secretary I	\$1,816.76	\$2,525.66	\$10,835.32	\$13,450.37	\$14,093.85	\$18,760.83	\$23,400.00
Secretary II	\$2,536.19	\$6,092.43	\$17,498.20	\$21,614.91	\$28,365.87	\$30,126.77	\$31,463.00
Aquatic Coordinator	\$3,513.61	\$3,725.08	\$24,530.26	\$25,442.18	\$40,500.98	\$42,098.37	\$44,272.00
Aquatics Specialist	\$2,887.86	\$3,061.19	\$20,071.12	\$21,009.52	\$3,920.10	\$34,510.41	\$36,423.00
Guards	\$11,585.56	\$14,677.65	\$114,013.73	\$115,188.81	\$80,079.31	\$181,090.90	\$215,616.94
Cashiers	\$3,313.74	\$5,536.73	\$28,678.47	\$43,813.44	\$39,227.41	\$57,179.60	\$80,888.00
Instructors	\$1,443.50	\$1,917.35	\$31,927.47	\$34,499.55	\$41,042.78	\$58,787.83	\$49,025.00
Coaches			\$261.81	\$530.44	\$5,641.23	\$1,143.07	\$3,456.00
Group Fitness Instructors		\$1,154.50		\$7,242.89			\$31,611.06
Personal Trainer		\$181.25		\$331.25			\$3,375.00
FC Monitor		\$21.95		\$69.52			\$7,224.00
<b>Total Personnel Services</b>	\$28,531.34	\$40,411.34	\$257,855.22	\$293,691.79	\$256,456.83	\$441,410.85	\$544,783.00
<b>Materials &amp; Services:</b>							
Office Supplies	\$323.36	\$309.00	\$1,997.59	\$3,493.48	\$3,221.11	\$4,229.19	\$5,510.00
Postage Supplies	\$27.68	\$38.50	\$90.06	\$156.90	\$1,019.15	\$278.84	\$4,450.00
Program Supplies	\$533.78	\$2,253.89	\$3,202.90	\$8,982.86	\$7,282.11	\$11,688.40	\$15,000.00
Chemical & Agricultural Supplies	\$6,878.64	\$4,055.87	\$20,165.41	\$16,011.43	\$15,707.09	\$28,883.48	\$29,900.00
Store Supplies			\$3,515.39	\$2,750.63	\$1,769.71	\$6,572.47	\$7,500.00
Gas & Oil Supplies					\$769.54		
Classifieds				\$57.25	\$24.91		\$625.00
Brochure					\$733.43	\$386.09	\$1,450.00
Flyers		\$223.18	\$557.04	\$872.47	\$1,437.74	\$1,241.25	\$4,850.00
Professional Dues	\$609.95	\$1,520.65	\$3,298.33	\$3,095.93	\$1,772.00	\$4,289.68	\$3,810.00
Conference/Workshops	\$138.00	\$300.00	\$1,178.67	\$902.50	\$1,101.95	\$1,178.67	\$1,200.00
Staff Mileage		\$40.71	\$176.75	\$251.10	\$180.23	\$176.75	\$350.00
Staff Expenses		\$8.70	\$932.74	\$595.55	\$520.71	\$1,114.86	\$1,000.00
<b>Utilities:</b>							
Electricity	\$20,833.16	\$35,796.51	\$140,884.21	\$144,874.00	\$66,446.12	\$245,129.42	\$62,920.00
Natural Gas	\$8,010.47	\$1,183.03	\$18,958.07	\$5,403.81	\$67,856.07	\$33,649.02	\$77,055.00
Water/Sewer	\$3,019.76	\$4,387.32	\$22,437.33	\$27,944.39	\$35,804.59	\$37,750.63	\$45,375.00
Telephone	\$247.92	\$330.75	\$2,026.68	\$2,439.78	\$2,896.60	\$4,156.44	\$3,780.00
DOE Repayment							
Fees (activenet/bank/cc)	\$2,998.47	\$6,867.20	\$23,560.26	\$35,448.05	\$34,085.46	\$48,912.30	\$37,910.00
Video & Online		\$19.08		\$57.25			
Structure Maint/Repairs					\$468.77	\$2,574.40	
Program Contracts 451:380.003	\$99.90	\$3,266.25	\$251.26	\$8,846.28	\$20,020.94	\$7,623.76	\$22,000.00
Insurance Services			\$13,545.85	\$2,770.85	\$26,528.09	\$48,439.49	\$33,766.00
Equipment Maint Contract							
Refunds							
Equipment Rental			\$131.00		\$108.60	\$131.00	\$450.00
Buildings & Structures							
<b>Total Materials &amp; Services</b>	\$43,721.09	\$60,600.64	\$256,909.54	\$264,954.51	\$289,754.92	\$488,406.14	\$358,901.00
<b>TOTAL AQUATIC EXPENDITURES</b>	\$72,252.43	\$101,011.98	\$514,764.76	\$558,646.30	\$546,211.75	\$929,816.99	\$903,684.00





## Adult Sports

February 2020 Activity Report, Department 452

Department 452 Participation Tracking		January 2020	
Activity	Participants	Participant Hours	
Adult City League	100	800	
Department 452 Financial Tracking		January 2020	
Supervisory Staff Expense	530		
Administrative Staff Expense	1230		
Part Time Staff Expense	210		
Material Expense	710		
Total Expense	2680		
Program Revenue			
Net	(2680)		
Cost Per Participant	(26.80)		
Cost Per Participant Hour	(3.35)		

## Department 452 – Adult Sports

CPRD Adult League basketball ended registration in late December. 10 teams are enrolled for the 2020 season. The season tipped off on January 6<sup>th</sup> with CPRD the defending champions. The Camellia run and festival staff is currently holding meetings and planning for the April 18 event. Registration has opened for Men's league softball.



## Youth Sports

February 2020 Activity Report, Department [453](#)

Department 453 Participation Tracking	January 2020	
Activity	Participants	Participant Hours
Elite Basketball	140	2250
Jr Tiger Basketball	340	4000
Tiger Paw	200	800
	680	7050

Department 453 Financial Tracking	January 2020	
Supervisory Staff Expense	4750	
Administrative Staff Expense	2190	
Part Time Staff Expense	1335	
Program/Materials Expense	11155	
Total Expense	19430	
Program Revenue	9840	
Net	(9590.00)	
Cost Per Participant	(14.1)	
Cost Per Participant Hour	(1.36)	

### Department 453 – Youth Sports

The winter sports season is in full swing. Our Elite basketball travel teams are playing in tournaments all over the metro area. Jr Tiger will end the 2<sup>nd</sup> weekend in February. Our Tiger Paw program opened on Jan. 11 with a record number 202 kids participating. On Jan. 25, between Jr Tiger & Tiger Paw, there were 32 games played at our local gyms.

Registration has opened for Lacrosse, Softball, Track and Spring Flag Football (Brand New).

Jan 2020 Activity Report Department  
454 Recreation,  
456 Senior Center,  
457 Community School

454 Recreation Jan-20 Fiscal year

Supervisory Staff Expense	630.27	4,360.42
Recreation Coordinator	1,876.94	13,486.06
Part Time Staff Expense	1,695.17	10,525.39
Fringe	1,964.79	14,366.41
program Expense	2,571.04	13,072.29
Utilities Expense	0.00	0.00
Total Expense	8,738.21	55,810.57
Program Revenue	7,752.26	27,522.80
Rental Revenue	0.00	0.00
Net	985.95	28,287.46
456 Senior Center	Jan-20	Fiscal year
Recreation Coordinator	1,204.18	7,437.23
Senior Center Specialist	2,401.62	18,070.94
Part Time Staff Expense	0.00	191.25
Fringe	2,064.13	14,232.15
program Expense	908.13	7,226.23
Utilities Expense	2,783.35	17,220.36
Total Expense	9,361.41	64,378.16
Program Revenue	3,140.00	25,986.54
Rental Revenue	8,157.08	23,161.73
Net	-1,935.67	15,229.89
457 Community School	Jan-20	Fiscal year
Supervisory Staff Expense	770.33	5,329.40
Admin Staff Expense	0.00	0.00
Part Time Staff Expense	23.46	1,097.83
Fringe	382.36	3,221.13
program Expense	5,164.90	8,081.42
Utilities Expense	0.00	52.58
Total Expense	6,341.05	17,782.36
Program Revenue	7,752.26	16,598.15
Rental Revenue	0.00	0.00
Net	-1,411.21	1,460.21

Notes:

Farmers Market update:

CPRD and the Newberg Downtown Coalition are partnering to rebrand our local farmers market. I am happy to announce that we have opened registration for our new "Wednesday Market" which will run on Wednesdays May-Sept. 4pm to 8pm at the Cultural Center. We have a hand full of vendors who have registered for the event already. We feel really confident about the event this year.

We have currently 77 participants enrolled in community school classes. This term started in January 2020 with some fun new classes like Chess Wizards that take fun games, tournaments, lessons and special matches, to improve the creative problem solving skills and analytical skills of its participants! While informative, these sessions are not hyper-competitive and the emphasis is always on the enjoyment and love of the game. We also had our old favorites. Ukulele, Choir, Guitar and Percussion held their own with 50% of the enrollments for the department, kids love music.

For our Recreation Department we held true with our gymnastics classes and kept up the fun and fitness with those. We had 15 little ones in our Tweedle bugs class, that is our feeder class for the gymnastics program. The communities younger set 3-5 years, get a chance to dabble in gymnastics and see if it is for them. We also ran 2 gymnastics birthday parties and 3 nerf ones. These parties are such a positive experience for the birthday child, the parents and those attending. The attendees and the child get to run and get exercise all the while having great fun, and the parents get the benefit of help at their kids party. We take care of the entertainment and crowd control, so mom and dad can attend the party and enjoy it, rather than having to be on top of it all.

Respectfully Submitted by  
Matthew Compton  
Recreation and Care Coordinator

## January 2020 Activity Report

455 Care	January 2020	Fiscal Year To Date
Supervisory Staff	630.27	4,360.22
Recreation Coordinator	924.07	5,956.79
Care Director	2,100.88	10,421.20
Care Technician	0.00	0.00
Part Time Staff Expense	20,126.96	161,177.37
Fringe	5,264.47	36,435.51
program Expense	8,044.16	48,955.21
Utilities Expense	0.00	0.00
Total Expense	37,090.81	267,626.34
Program Revenue	32,198.64	349,250.12
Rental Revenue	0.00	0.00
Net	4,892.17	-56,358.53

Care Registration.

Current Enrollment for the school year.

Pre-School, 20 students

Pre K at the Community Center, 15 students

Antonia Crater Care, 103 students

Edwards, 38 students

Ewing Young, 36 students

Dundee, 72 students

Mable Rush, 88 students

Joan Austin, 56 students

We had 3 all day care days in January while the schools were closed. January 2<sup>nd</sup>, Jan 3<sup>rd</sup>, and Jan 31<sup>st</sup>.

Special activities for our kids this month included a field trip to Omsi, Nerf Blaster Parties, and a day of swimming at the pool.

Respectfully Submitted by  
Matthew Compton Recreation  
and Care Coordinator

474 Pre School	January 2020	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	2,100.88	14,101.30
Fringe	1,139.77	7,777.78
program Expense	207.38	3,411.10
Utilities Expense	387.42	2,102.45
Total Expense	3,835.45	27,392.63
Program Revenue	2,017.00	18,311.05
Rental Revenue	0.00	0.00
Net	1,818.45	9,081.58

**YTD through December**

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY19 v FY18	% Diff
<b>Starts by Category</b>											
Resident	3417	2452	2709	3337	2555	3475	3812	4515	5210	695	15.4%
Non Resident	12582	8625	10492	9381	7396	8589	7454	4515	4265	-250	-5.5%
Group	2637	3027	2331	1656	1861	1580	1748	1517	1273	-244	-16.1%
League	485	347	342	332	316	332	273	92	69	-23	-25.0%
Complimentary	1261	1285	1238	1403	1119	1215	910	918	1021	103	11.2%
Misc/Promotional	2715	5604	2949	1899	5191	4639	3815	7806	6923	-883	-11.3%
<b>Total Starts</b>	<b>23097</b>	<b>21340</b>	<b>20061</b>	<b>18008</b>	<b>18438</b>	<b>19830</b>	<b>18012</b>	<b>19860</b>	<b>19291</b>	<b>-569</b>	<b>-2.9%</b>
<b>Revenue</b>											
Green Fees	\$ 501,137.00	\$ 474,455.00	\$ 452,651.00	\$ 377,489.00	\$ 417,329.00	\$ 434,864.73	\$ 413,268.00	\$ 421,209.00	\$ 401,163.00	\$ (20,046.00)	-4.8%
Driving Range	\$ 46,428.00	\$ 38,143.00	\$ 38,489.00	\$ 34,308.00	\$ 30,028.00	\$ 33,819.00	\$ 29,931.00	\$ 38,441.00	\$ 34,193.00	\$ (4,248.00)	-11.1%
Rentals	\$ 172,438.00	\$ 142,604.00	\$ 138,419.00	\$ 114,015.00	\$ 112,335.00	\$ 135,076.03	\$ 130,728.00	\$ 110,344.00	\$ 100,034.00	\$ (10,310.00)	-9.3%
Golf Shop	\$ 50,136.00	\$ 48,289.00	\$ 48,150.00	\$ 43,407.00	\$ 46,947.00	\$ 33,335.82	\$ 32,243.00	\$ 44,540.00	\$ 40,486.00	\$ (4,054.00)	-9.1%
Snack Bar	\$ 123,106.00	\$ 128,171.00	\$ 96,914.00	\$ 76,098.00	\$ 75,853.00	\$ 99,943.10	\$ 84,346.00	\$ 94,294.00	\$ 87,535.00	\$ (6,759.00)	-7.2%
Instruction	\$ 12,404.00	\$ 10,741.00	\$ 11,489.00	\$ 11,778.00	\$ 3,543.00	\$ 1,624.00	\$ 1,175.00	\$ 6,363.00	\$ 3,799.00	\$ (2,564.00)	-40.3%
Miscellaneous	\$ 25,221.00	\$ 31,941.00	\$ 32,023.00	\$ (1,219.00)	\$ 2,059.00	\$ (14,610.44)	\$ (14,584.00)	\$ 1,175.00	\$ 3,865.00	\$ 2,690.00	228.9%
<b>Total Revenue</b>	<b>\$ 930,870.00</b>	<b>\$ 874,344.00</b>	<b>\$ 818,135.00</b>	<b>\$ 655,876.00</b>	<b>\$ 688,094.00</b>	<b>\$ 724,052.24</b>	<b>\$ 677,109.00</b>	<b>\$ 726,158.00</b>	<b>\$ 677,640.00</b>	<b>\$ (48,518.00)</b>	<b>-6.7%</b>
<b>\$ per Start</b>											
Green Fees \$ per Start	\$ 21.70	\$ 22.23	\$ 22.56	\$ 20.96	\$ 22.63	\$ 21.93	\$ 22.94	\$ 21.21	\$ 20.80	\$ (0.41)	-1.9%
Driving Range \$ per Start	\$ 2.01	\$ 1.79	\$ 1.92	\$ 1.91	\$ 1.63	\$ 1.71	\$ 1.66	\$ 1.94	\$ 1.77	\$ (0.16)	-8.4%
Rentals \$ per Start	\$ 7.47	\$ 6.68	\$ 6.90	\$ 6.33	\$ 6.09	\$ 6.81	\$ 7.26	\$ 5.56	\$ 5.19	\$ (0.37)	-6.7%
Golf Revenue \$ per Start	\$ 31.17	\$ 30.70	\$ 31.38	\$ 29.20	\$ 30.36	\$ 30.45	\$ 31.86	\$ 28.70	\$ 27.75	\$ (0.95)	-3.3%
Golf Shop	\$ 2.17	\$ 2.26	\$ 2.40	\$ 2.41	\$ 2.55	\$ 1.68	\$ 1.79	\$ 2.24	\$ 2.10	\$ (0.14)	-6.4%
Snack Bar	\$ 5.33	\$ 6.01	\$ 4.83	\$ 4.23	\$ 4.11	\$ 5.04	\$ 4.68	\$ 4.75	\$ 4.54	\$ (0.21)	-4.4%
Concession Revenue	\$ 7.50	\$ 8.27	\$ 7.23	\$ 6.64	\$ 6.66	\$ 6.72	\$ 6.47	\$ 6.99	\$ 6.64	\$ (0.35)	-5.1%
<b>Total Revenue \$ per Start</b>	<b>\$ 40.30</b>	<b>\$ 40.97</b>	<b>\$ 40.78</b>	<b>\$ 36.42</b>	<b>\$ 37.32</b>	<b>\$ 36.51</b>	<b>\$ 37.59</b>	<b>\$ 36.56</b>	<b>\$ 35.13</b>	<b>\$ (1.44)</b>	<b>-3.9%</b>
<b>GolfNow Barter Rounds</b>	<b>121</b>	<b>168</b>	<b>316</b>	<b>530</b>	<b>632</b>	<b>847</b>	<b>932</b>	<b>940</b>	<b>953</b>	<b>13</b>	<b>1.4%</b>

After a good start to the fiscal year, the weather really turned late August through September, which are prime revenue times for us. The weather got better in mid October through November, but those months are not near as high revenue months, so we haven't been able to make up what we were down from August/September. December was not a good weather month either. We are on par with 2017, which was a similar weather year to this year so far.



December												
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	19v18	% Diff
Dry Days	7	15	7	9	11	3	6	12	10	7		
Starts by Category												
Resident	332	264	261	193	277	214	170	300	270	401	131	48.5%
Non Resident	419	471	357	278	298	151	128	305	207	249	42	20.3%
Group	0	0	0	0	0	0	0	0	144	0	-144	-100.0%
League	34	28	0	28	29	3	11	27	36	13	-23	-63.9%
Complimentary	80	81	61	66	71	36	28	71	77	81	4	5.2%
Misc/Promotional	248	230	150	87	187	131	218	320	380	373	-7	-1.8%
Total Starts	1113	1074	829	652	862	535	555	1320	1334	1326	-6	-0.4%
Revenue												
Green Fees	\$ 19,375.00	\$ 14,879.00	\$ 16,879.00	\$ 8,312.00	\$ 63,423.00	\$ 68,252.00	\$ 73,522.00	\$ 68,237.00	\$ 64,682.00	\$ 57,886.00	\$ (6,796.00)	-10.5%
Driving Range	\$ 1,416.00	\$ 2,074.00	\$ 1,146.00	\$ 1,321.00	\$ 1,535.00	\$ 850.00	\$ 1,038.00	\$ 1,834.00	\$ 1,762.00	\$ 1,330.00	\$ (432.00)	-24.5%
Rentals	\$ 3,645.00	\$ 4,273.00	\$ 3,076.00	\$ 2,093.00	\$ 2,662.00	\$ 1,665.00	\$ 1,525.00	\$ 5,066.00	\$ 4,140.00	\$ 3,064.00	\$ (1,076.00)	-26.0%
Golf Shop	\$ 4,665.00	\$ 4,630.00	\$ 3,054.00	\$ 2,260.00	\$ 1,867.00	\$ 1,439.00	\$ 4,967.00	\$ 2,819.00	\$ 3,806.00	\$ 2,674.00	\$ (1,132.00)	-29.7%
Snack Bar	\$ 3,925.00	\$ 3,495.00	\$ 2,996.00	\$ 1,851.00	\$ 2,435.00	\$ 1,417.00	\$ 1,545.00	\$ 2,718.00	\$ 2,728.00	\$ 3,014.00	\$ 286.00	10.5%
Instruction	\$ 446.00	\$ 90.00	\$ 948.00	\$ -	\$ 710.00	\$ 75.00	\$ 240.00	\$ 185.00	\$ 350.00	\$ 250.00	\$ (100.00)	-28.6%
Miscellaneous	\$ 4,098.00	\$ 8,403.00	\$ 2,025.00	\$ 10,874.00	\$ 2,809.00	\$ 9,322.00	\$ 7,714.00	\$ 4,175.00	\$ 3,654.00	\$ 5,476.00	\$ 1,822.00	49.9%
Total Revenue	\$ 37,570.00	\$ 37,844.00	\$ 30,124.00	\$ 26,711.00	\$ 75,461.00	\$ 83,020.00	\$ 90,551.00	\$ 85,034.00	\$ 81,122.00	\$ 73,694.00	\$ (7,428.00)	-9.2%
\$ per Start												
Green Fees \$ per Start	\$ 17.41	\$ 13.85	\$ 20.36	\$ 12.75	\$ 73.58	\$ 127.57	\$ 132.47	\$ 51.69	\$ 48.49	\$ 43.59	\$ (4.90)	-10.1%
Driving Range \$ per Start	\$ 1.27	\$ 1.93	\$ 1.38	\$ 2.03	\$ 1.78	\$ 1.59	\$ 1.87	\$ 1.39	\$ 1.32	\$ 1.00	\$ (0.32)	-24.2%
Rentals \$ per Start	\$ 3.27	\$ 3.98	\$ 3.71	\$ 3.21	\$ 3.11	\$ 3.11	\$ 2.75	\$ 3.84	\$ 3.10	\$ 2.31	\$ (0.80)	-25.7%
Golf Revenue \$ per Start	\$ 21.96	\$ 19.76	\$ 25.45	\$ 17.98	\$ 78.47	\$ 132.27	\$ 137.09	\$ 56.92	\$ 52.91	\$ 46.90	\$ (6.01)	-11.4%
Golf Shop \$ per Start	\$ 4.19	\$ 4.31	\$ 3.68	\$ 3.47	\$ 2.17	\$ 2.69	\$ 8.95	\$ 2.14	\$ 2.85	\$ 2.01	\$ (0.84)	-29.4%
Snack Bar \$ per Start	\$ 3.53	\$ 3.25	\$ 3.61	\$ 2.84	\$ 2.82	\$ 2.65	\$ 2.78	\$ 2.06	\$ 2.04	\$ 2.27	\$ 0.22	11.0%
Concession Revenue	\$ 7.72	\$ 7.57	\$ 7.30	\$ 6.31	\$ 4.99	\$ 5.34	\$ 11.73	\$ 4.19	\$ 4.90	\$ 4.28	\$ (0.61)	-12.6%
Total Revenue \$ per Start	\$ 33.76	\$ 35.24	\$ 36.34	\$ 40.97	\$ 87.54	\$ 155.18	\$ 163.15	\$ 64.42	\$ 60.81	\$ 55.49	\$ (5.32)	-8.7%
GolfNow Barter Rounds	0	0	16	46	68	38	54	89	110	115	5	4.5%



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February 11, 2020

City of Newberg  
Attn: Scott Esssin  
521 The Greens Avenue  
Newberg, OR 97132

Re: Yamhill County Transit Budget Request

Dear Mr. Essin,

Yamhill County appreciates your advocacy and support of the transit district.

This letter serves as a formal request to the City of Newberg to approve \$26,255 for Yamhill County Transit (YCT). The City of Newberg is by resolution part of the YCT transit district and the goal is for each jurisdiction in the YCT district to include a line item in their budgets for their contribution to the district for public transportation services in their community and throughout Yamhill County.

As this new decade begins Yamhill County Transit is poised to continue to grow and evolve and meet the goals and action plan described in the Transit Development Plan (TDP). YCT provides nearly 300,000 rides to Yamhill County residents and visitors every year. The buses travel over 650,000 miles annually. The bus system connects older adults and people with disabilities to life sustaining services and connects workers to jobs. YCT buses connect residents to key destinations and transit hubs at Grand Ronde, Hillsboro MAX, West Salem, and Tigard Transit Center. Local fixed routes services, ADA door-to-door services and DAR curb-to-curb services are provided in Newberg and McMinnville with recent expansion of curb-to-curb services in other Yamhill County communities. An additional Dial-A-Ride vehicle was added to the City of Newberg in April 2019. In addition, Saturday service improvements were recently implemented with the addition of Saturday Dial-A-Ride and improvements to access between Grand Ronde and Tigard and improved access on Hwy 99 in the City of McMinnville.

Since 2016, YCT has been focused on improving the bus fleet so it is in a state of good repair and this effort has been very successful. YCT has acquired millions of

dollars in federal grant funds and 14 new buses have been purchased and delivered to replace buses well beyond their useful life.

The buses are YCT's best marketing tool and have been wrapped with colorful graphics that include information about the system and service area. Customer information brochures and maps/graphics for the bus shelters have been installed. Smart technology and upgraded camera systems have been installed in the buses to improve safety and the customer experience.

There are still more exciting opportunities on the horizon but as usual with opportunity there can be challenges. The Transit Development Plan (TDP) created a vision for the future and a foundation for YCT to build upon. The new funding from HB 2017 known as the State Transportation Improvement Fund (STIF) secured a significant amount of funding for the system long term although by law requires the funding be spent on new services and not on existing core services. Therefore, as the TDP projected there is still a critical need for additional local funding if YCT is to maintain service levels and make the improvements outlined in the plan.

In 2019, YCT completed a Request for Proposal process seeking bids from private firms to provide all aspects of Operations and Maintenance for the system. The bids came in significantly higher than anticipated. The low bid is \$15 more per service hour and the high bid is \$30 more per service hour. This translates to a gap of \$500,000 to \$1,500,000 to maintain current service levels.

YCT is working with the Yamhill County Transit Advisory Committee to identify long term solutions to the local funding issue. The committee will be tasked with identifying appropriate and feasible local funding solutions if YCT is to maintain current service levels and make improvements outlined in the Transit Development Plan. This will take time to research, analyze, and conduct outreach, so it could take a year or more. Your representatives Scott Essin and Elise Yarnell Hollemon have represented the City of Newberg very well and I'm sure will continue to be excellent liaisons to your City Council throughout this process.

Your city is part of the transit district and your contribution is essential. It leverages a considerable amount of service for your residents and visitors. If you



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would like a copy of YCT performance data for your community, please let me know.

We believe there is a strong need for public transportation services throughout Yamhill County. We have made significant progress over the past five years and are very close to establishing a sustainable transit system that can flourish for many years to come.

We realize budgets are tight and your community faces difficult choices regarding how to spend limited resources. But we need your support and contribution to maintain YCT core services. In the past the City of Newberg has contributed \$18,000 annually. The City of Newberg receives 8,504 hours of service annually at a cost of \$429,877.20 at the current rate and with the increase in the hourly rate starting July 1, 2020 the cost of service will be \$510,240.00. Consequently, finding a local funding solution is imperative. We are asking for a modest increase from \$18,000 to \$26,255 for FY 2020/21 and hope you will decide to make this very important contribution to ensure YCT can continue to provide service in Newberg and throughout the district.

Thank you in advance for your consideration of this request and we look forward to working with you and your team.

Respectfully,

*Cynthia Thompson*

Cynthia Thompson  
Transit Manager

Yamhill County Transit  
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