

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
MARCH 26, 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 February 27, 2020
 - B. Approval of Bills Payable
 - C. Approval of February Financials
- V. Public Participation**
 - A. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Approval of Resolution 03-01-20
 - B. Approval of Contract for Golf Course Bunkers
 - C. Reports and Comments from Board Members
- VII. Old Business**
 - A. Updates on Projects and Questions
 - B. Budget Committee Additions
- VIII. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Audit Update
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next meeting is April 7, 2020 budget committee meeting. April 23, 2020 next regular Board meeting.

To: Board of Directors
From: Superintendent
Date: March 23, 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. YOU CAN CALL IN FOR MEETING.**
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 February 27, 2020 as submitted.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for February 27, 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 \$431,633.79 General Fund, \$0.00 Capital Pool Construction and Loan Fund, \$173,606.16 SDC Fund, \$9,289.46 Foundation

C. Approval of February 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 February Financials.

V. PUBLIC PARTICIPATION

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

VI. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS.

A. Approval of Resolution 03-01-20 – Please see page (12) for copy of resolution. We only have two checks at the most to issue on the development of the pool. To keep the account open it cost the District \$200.00 a month. By closing the Fund we save this money.

RECOMMENDATION: Approve resolution 03-01-20

B. Approval of Contract – Please see pages (13-16).

RECOMMENDATION: Approve Contract with Bernhardt Golf for \$23,500.00

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 Projects.

B. Budget Committee – The Board discussed adding members to the committee. I have included an E-mail from the state. We are not allowed. Please see page (16)

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 is 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.

<u>GENERAL FUND SUMMARY</u>			
DESCRIPTION	AS OF 2/28/18-19	AS OF 2/29/19-20	DIFFERENCE
TOTAL EXPENDITURES	\$ 3,909,844.98	\$ 3,860,695.14	\$ < 49,149.84>
TOTAL OPERATION EX.	\$ 3,481,344.73	\$ 3,537,396.08	\$ 56,051.35
TOTAL CAP/AQ/DEV/TRS	\$ 428,500.25	\$ 323,299.06	\$ <105,201.19>
TOTAL REVENUE	\$ 7,036,307.32	\$ 7,454,746.91	\$ 418,439.59
TOTAL TAXES	\$ 2,861,870.51	\$ 2,948,791.12	\$ 86,920.61
TOTAL FEES & CHARGES	\$ 2,036,755.11	\$ 2,155,336.23	\$ 118,581.12
TOTAL OTHER REVENUE	\$ 230,966.43	\$ 128,438.87	\$ <102,527.56>
BEGINNING BALANCE	\$ 1,906,715.27	\$ 2,222,180.69	\$ 315,465.42
<u>BALANCE</u>	<u>\$ 3,126,462.34</u>	<u>\$ 3,594,051.77</u>	<u>\$ 467,589.43</u>

<u>SDC FUND SUMMARY</u>			
DESCRIPTION	AS OF 2/28/18-19	AS OF 2/29/19-20	DIFFERENCE
BEGINNING BALANCE	\$ 1,346,770.77	\$ 2,336,308.35	\$ 989,537.58
INTEREST	\$ 1,603.58	\$ 29,450.70	\$ 27,847.12
CITY OF NEWBERG	\$ 706,568.91	\$ 935,979.39	\$ 229,410.48
CITY OF DUNDEE	\$ 11,480.70	\$ 55,738.48	\$ 44,257.78
COUNTY OF YAMHILL	\$ 57,312.69	\$ 127,094.36	\$ 69,781.67
TOTAL REVENUE	\$2,123,736.65	\$3,484,571.28	\$ 1,360,834.63
TOTAL EXPENDITURE	\$ 53,689.89	\$ 687,800.73	\$ 634,110.84
<u>BALANCE</u>	<u>\$ 2,070,046.76</u>	<u>\$ 2,796,770.55</u>	<u>\$ 726,723.79</u>

Please note the operational cost is up. 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.

C. Staff Reports – Please see pages (16-24).

IX. **CORRESPONDENCE**

A. Citizens Comments/Evaluations – Please see Page (25-29)

B. Miscellaneous Information – Please see page (30-33).

X. **ADJOURNMENT.**

Next meeting is April 7, 2020 budget committee meeting. April 23, 2020 next regular Board meeting.

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
February 27, 2020
MINUTES

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

II. Roll Call

Board members:

Peter Siderius

Bart Rierson

Don Loving

Mike Ragsdale

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Public:

Sarah Moore, Edwards Elementary School Playground Committee

Megan Zimmer, Edwards Elementary School Playground Committee

Scott Murphy, Edwards Elementary School Principal

Sean Andries, executive director of Chehalem Cultural Center

Allyn Brown, president of CCC Board of Directors

Scott Essin, Yamhill County Transit

III. Approval of agenda

Moved Mike Ragsdale

Second Pete Siderius

Passed unanimously

IV. Approval of consent agenda

a. Approval of minutes of regular Board meeting January 30, 2020

b. Approval of bills payable

c. Approval of January financials

Moved Mike Ragsdale

Second Lisa Rogers

Passed unanimously

- V. Public participation - 5-minute limit
- a. Edwards Playground report - Sarah Moore presented Phase II plan (See hand out), and updated Phase I completion details. Megan Zimmer reviewed costs of Phase I (\$101,034; \$2,080 was contributed by CPRD) and estimates of Phase II (\$190,828 total), said work on grant applications is underway. Clements recommended the Board commit CPRD up to \$175,000 from 2020-21 budget, so that it may be possible to have it open by September. Scott Hampton gave staff thank you poster and card from students.
Motion to contribute up to \$175,000 for Phase II construction of Edwards Elementary School playground.
Moved Lisa Rogers
Second Mike Ragsdale
Passed unanimously
- b. Chehalem Cultural Center expressed appreciation of Mike Ragsdale for his service on CCC Board of Directors, presented by director Sean Andries and Allyn Brown. They gave Ragsdale a card and a letter that had been signed by the group, and Andries read the letter aloud, recognizing his contributions. Andries invited the Board to the Camellia Festival and distributed the printed program. Lisa Rogers was welcomed as his replacement.
- c. Others not on agenda - Scott Essin (an applicant to serve on the Budget Committee) presented a request (See correspondence) to City of Newberg from Yamhill County Transit (YCT) to councilor Essin to approve \$26,255 for YCT. Essin said there is an approximate annual shortfall of \$1 million to maintain YCT services. Essin reminded the Board that CPRD helped create the bus system (as a 501 (c)3, then handed off to Yamhill County, Clements explained), and urged CPRD to support YCT, consider serving on the board of YCTA, and champion particularly its service to and handicapped persons seniors (Dial-a-Ride), and to encourage funding as requested. Essin is secretary/treasurer of YCT and a member of the board of YCTA. Clements said he would meet with seniors and Essin, and return to the Board in March with findings. The Board agreed this would be a good thing to do.

VI. Action items/committee reports/Board comments

- a. Approval of 2020-21 Budget Committee
Background: Current members and those of expiring terms have all agreed to serve. CPRD received two applications, from Scott Essin and CPRD staffer Wendy Roberts.
Discussion - Loving suggested Ad Hoc members who could attend but not vote, to accommodate the two applicants. Clements said it was not legal for an employee to serve on the Budget Committee (because it is a conflict of interest to vote on compensation), and that he had met with Roberts and her supervisors and explained this. Clements agreed to consult legal counsel on the possibility of creating a resolution creating ex officio nonvoting member positions (Ad Hoc) and appointing two

members.

Motion to appoint Elijah Dickinson and Andrew Yinger to the committee.

Moved Don Loving

Second Mike Ragsdale

Passed unanimously

- b. **Motion to approve Resolution 02-01-20** - This is a contingency budget adjustment from \$100,000 to \$24,081, in order to apply the two percent COLA increase for employees for the 2019-20 budget year.

Moved Mike Ragsdale

Second Lisa Rogers

Passed unanimously

- c. **Employee Handbook** - Clements provided the Board with a draft of the updated employment policies document, which has become the Employee Handbook, saying it must be approved in July. Ragsdale and Loving requested clear identification of additions and new language (mandated law, with assistance from SDAO, part of the CPRD HR Research Committee). Ragsdale also wants existing, inappropriate, special typeface treatment (See page 30 for example) removed from final draft.
- d. **Reports and comments from Board members**
Peter Siderius - Thanked CPRD for letter of support for requested funding for proposed environmentally-focused curriculum.
Bart Rierson - Reported on volunteer effort—spontaneous trash clean up at Ewing Young Park Trail—that he participated in last Saturday.
Don Loving - Gave update on Legislative session; has been invited to join "stable of SDAO consultants" to help with communication issues, to be on-boarded April 1; praised mayor Rick Rogers for correctly identified the CCC as a CPRD-owned facility at the recent Local Government Dinner.
Mike Ragsdale - Has exercised in fitness center, and praised it.
Lisa Rogers - Praised Ragsdale for his contributions to the CCC, and recognized its success. Rogers expressed concern over construction drainage over Ewing Young Park; Casey Creighton gave an update.

VII. Old business/project updates

a. Casey Creighton:

1. CCC repaid \$200,000 toward CPRD's contributions last summer for the culinary center.

2. RFP is open for Friends' Park playground. He very recently "trespassed off" homeless person from Friends' Park.

3. Noticing more homeless people in parks; getting police calls about twice a week on activity, and he will be meeting with police/City to discuss

4. Still have not commissioned HVAC unit at pool.

5. Been meeting with Paul Agrimis about campground feasibility and

bypass trail. To construct the proposed 900' Hess Creek Bridge could cost \$1 million.

* Siderius asked whether there were any plans made in face of threat of Coronavirus, which he said is a possibly pending global pandemic, and urged CPRD to begin thinking about a contingency plan, discuss with Providence, possibly City of Newberg, and how we would react. Discussion. Clements said he will raise the discussion at the Chehalem Valley Future Focus Administrators Committee on March 3, and if they do not choose to take action, then CPRD will take action. Clements directed Ricker to email the Board minutes from that meeting. Ragsdale recommended Clements take initiative and begin an action plan now, and invite the others to join.

VIII. From the superintendent's desk

- a. Financial report – No discussion
- b. Superintendent's report – Audit and loan updates. March 23 - 26 will be audit.
- c. Staff reports – Creighton said Westrock said "no" to soil testing at landfill, and he has not heard anything from them since. Clements said we will know more when we meet with DEQ.
Kat invited the Board to attend Paul Agrimis's presentation at Newberg City Club on March 17th.

IX. Correspondence

- A. Citizen comments/evaluations – (See earlier request to City of Newberg from Yamhill County Transit (YCT) to councilor Scott Essin to approve \$26,255 for YCT.).

X. Adjournment – Don Loving moved to adjourn 8:15 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

The next regularly scheduled meeting will take place March 26, 2020.

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO MARCH 18, 2020**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
121509 TO CITY OF NEWBERG	\$180.00	VOIDED
119865 TO MELIA L MANSFIELD	\$91.78	VOIDED
121616 TO PACIFIC GOLF & TURF	\$62.59	VOIDED
121642-121691	\$ 19,078.90	PAYROLL
DIRECT DEPOSIT	\$ 44,586.72	PAYROLL
121692-121735	\$ 31,179.44	ACCOUNTS PAYABLE
121736-121737 MIS PRINT		
121738-121806	\$ 107,564.38	ACCOUNTS PAYABLE
121807 VOIDED		
121808-121856	\$ 18,300.37	PAYROLL
DIRECT DEPOSIT	\$ 42,760.30	PAYROLL
121857-121858 VOIDED		
121859-121861	\$ 126.72	ACCOUNTS PAYABLE
121862-121872 GOLF CHECKS		
121873-121901	\$ 114,846.89	ACCOUNTS PAYABLE
120881 GOLF CHECK	\$ 251.34	ACCOUNTS PAYABLE
121465-121469/GOLF CHECK	\$ 1,012.86	ACCOUNTS PAYABLE
121466 WAS NOT PART OF ABOVE. STILL NOT ISSUED		
1899-1904	\$ 51,925.87	WIRE TRANSFER
GRAND TOTAL	<u>\$ 431,633.79</u>	
<u>BREAKOUT</u>		
<u>ACCOUNTS PAYABLE</u>	\$ 254,981.63	
<u>PAYROLL</u>	\$ 124,726.29	
<u>WIRE TRANSFER</u>	\$ 51,925.87	

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
157 VOIDED		
158	\$ 173,606.16	TRIPLETT WELLMAN
GRAND TOTAL	<u>\$ 173,606.16</u>	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

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

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

CHECK NUMBERS AMOUNT TO WHOM

1210 \$ 0.00

GRAND TOTAL \$ 0.00

BREAKOUT

CAPITAL POOL CONST. \$ 0.00

POOL BOND DEBT \$ 0.00

ACCOUNTS PAYABLE FOR FOUNDATION

CHECK NUMBERS AMOUNT TO WHOM

139 **VOIDED**

140 \$ 7,839.86 **CORPORATE DIVISION**

141 \$ 1,000.00 **CPRD**

142 \$ 449.60 **US BANK (TECH SOUP)**

GRAND TOTAL \$ 9,289.46

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 2/28/18-19	AS OF 2/29/19-20	DIFFERENCE
Total Operational Expense	\$ 3,481,344.73	\$3,537,396.08	\$ 56,051.35
Total Capital Outlay & Transfers	\$ 428,500.25	\$ 323,299.06	\$ <105,201.19>
GRAND TOTAL EXPENSES	\$ 3,909,844.98	\$3,860,695.14	\$ < 49,149.84>
Total Tax Revenue	\$ 2,861,870.51	\$2,948,791.12	\$ 86,920.61
Total Fees & Charges Revenue	\$ 2,036,755.11	\$2,155,336.23	\$ 118,581.12
Total Other Revenue	\$ 230,966.43	\$ 128,438.87	\$ <102,527.56>
Beginning Balance	\$ 1,906,715.27	\$2,222,180.69	\$ 315,465.42
GRAND TOTAL REVENUE	\$ 7,036,307.32	\$7,454,746.91	\$ 418,439.59

SDC FUND SUMMARY

DESCRIPTION	AS OF 2/28/18-19	AS OF 2/29/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 53,689.89	\$ 687,800.73	\$ 634,110.84
TOTAL REVENUE	\$ 776,965.88	\$1,148,262.93	\$ 371,297.05
BEGINNING BALANCE	\$1,346,770.77	\$2,336,308.25	\$ 989,537.58
GRAND TOTAL REVENUE	\$2,123,736.65	\$3,484,571.28	\$ 1,360,834.63

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 2/28/18-19	AS OF 2/29/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 335,360.63	\$ 193,879.52	\$ <141,481.11>
REVENUE TRANSFERS	\$ 335,360.63	\$ 193,879.52	\$ <141,481.11>
INTREST	\$ 608.40	\$ 502.66	\$ < 105.74>
BEGINNING BALANCE	\$ 31,991.74	\$ 32,882.14	\$ 890.40
GRAND TOTAL REVENUE	\$ 367,960.77	\$ 227,264.32	\$ <140,696.45

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 2/28/18-19	AS OF 2/29/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

CAPITAL PROJECT POOL FUND SUMMARY

DESCRIPTION	AS OF 2/28/18-19	AS OF 2/29/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 5,702,238.47	\$ 65,197.28	<\$ 5,737,041.19>
GRAND TOTAL REVENUE	\$ <3,819,057.38>	\$ 246,105.52	<\$ 3,572,951.86>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 2/28/18-19	AS OF 2/29/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 350,869.12	\$ 339,387.72	<\$ 11,481.40>
GRAND TOTAL REVENUE	\$ 1,336,497.29	\$ 1,511,107.84	\$ 174,610.55

CHEHALEM PARK AND RECREATION DISTRICT
RESOLUTION DISSOLVING THE CAPITAL PROJECT FUND

RESOLUTION 03-01-20

WHEREAS, resolution 06-05-15 established a debt service and capital project fund to pay for expenditures to build the pool and fitness center, and

WHEREAS, the capital project fund is no longer needed, and

WHEREAS, the bank was charging \$200.00 a month for the account, and

WHEREAS, there is only one or two checks to pay from the account, and

WHEREAS, it would be more cost efficient to dissolve the fund, and

WHEREAS, the funds remaining would be transferred to the SDC Fund and all remaining checks would be issued from this fund.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Debt Service Fund remain and the Capital Project Fund be dissolved.
2. The local bank account established for this purpose be dissolved.

Adopted March 26, 2020

President, Bart Rierson

Secretary, Mike Ragsdale

PROPOSAL BERNHARDT GOLF

A Division of Bernhardt Industries Inc.
7340 SW Miller Hill Road
Beaverton, Oregon 97007-5459
(503)649-3535

CCB 163295
LCB 5189

Proposal submitted to Chehalem Glenn Golf Course Kellan Sasken 4501 E Fernwood Road Newberg, OR 97132	Date 3/9/2020 email ksasken@cpdnewberg.org Job Name Bunker sand and drainage replacement Job Location Date of Plans Kellan cell 360-303-6403 Job Phone 503-538-5800
Architect We hereby submit specifications and estimates for:	

- * Mobilize
- * Remove old bunker sand in 41 bunkers.
- * Remove and replace drainage inside of bunkers.
- * All material will be left on site. Contractor will supply 4" ADS perforated drain line (ASTM F-405) and fittings.
- * All other material will be supplied by others.
- * As discussed on site tour, hard edging of bunker edges is not included, and owners rep. indicated that damage to access routes is expected, but will quickly recover on its own.
- * Owner will route play as needed for contractors work.
- * Schedule to be mutually agreed on.
- * Contractor will meet prevailing wage requirements

WE PROPOSE hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of

Payment to be made as follows: _____ \$ 23,450.00

Net 10th no retainage

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _____
Darryl J. Bernhardt

Note: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: 3/13/2020

Signature Kellan Sasken
Signature _____



MILROY GOLF SYSTEMS INC

March 6, 2020

Chehalem Glenn Golf Course
4501 E Fernwood Rd
Newberg OR 97132

Attn: Kellan Sasken
Special Services/Golf Director

Re: Chehalem Glenn Golf Course
Bunker Renovation Project

Based upon available information and site visits, Milroy Golf Systems (MGS) is pleased to provide our proposal for labor to renovate 40 bunkers as follows:

- 1) Excavate and remove majority of existing bunker sand and stockpile at various course locations.
- 2) Replace with new owner provided bunker sand.
- 3) Remove and replace all existing drainage in bunkers.
- 4) Backfill drainage with owner provided rock.

TOTAL: \$72,500.00

EXCLUSIONS:

Drainage Rock and Bunker Sand material.
Disposal of existing drainage pipe and fittings.
Prevailing Wages
Permits & Bond Fees

Thank you for the opportunity to provide our proposal for this project. If you have any questions, please do not hesitate to contact me at (503-572-2346).

Sincerely,

MILROY GOLF SYSTEMS, INC.
James Milroy
President

cc: Casey Creighton

1102 N SPRINGBROOK RD #206
NEWBERG OR 97132
PHONE: 503-538-3568. FAX: 503-538-2841
CCB# 121894
MILROYGOLF@FRONTIER.COM

The Saunders Company, Inc.

701 E 3rd Street
Newberg, OR 97132

Quote To: Kellan Sasken
Chehalem Glen Golf Course
Phone: 503-766-6405
Email: ksasken@cprdnewberg.oreg

Project Name: Chehalem Glen Bunkers 2020

Plan Date: N/A

Quote From: Clair Moore

Today's Date: March 12, 2020
OR CCB#: 88343

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010	Mobilization	1.00	EA	2,195.00	2,195.00
1012	Drainage Pipe Materials	41.00	EA	44.50	1,824.50
1090	Remove & Replace Bunker Sand & Drain Pipe	41.00	EA	2,652.00	108,732.00
GRAND TOTAL					\$112,751.50

NOTES:

Assumptions:

- *CPRD to provide all new sand & pea gravel.
- *Drainage pipe cost is included in proposal but may be provided by CPRD.
- *New sand to be staged at several locations (determined by TSC) by CPRD.
- *All existing sand, pea gravel, and drainage pipe to be hauled/dumped onsite (assumed to be existing storage yard across from Club House).
- *Assumes no hour/day restrictions for work. TSC will conduct work with proper etiquette to allow play to continue as much as possible and minimize disruption to the best of our ability, but at times holes will need to be closed or areas available to the public restricted (where we are currently working).
- *Work assumes BOLI Prevailing Wages (February 1, 2020 Amendment).
- *TSC has bid smaller equipment to minimize impact to paths, bridges, rough, and included sheets to cross fairways (if needed).
- Assumes restoration (if needed) by other.
- *Work to take place Spring 2020.
- *Schedule and order of work to be negotiated.

Don Clements

From: STEWART Arlen R * DOR <Arlen.R.STEWART@oregon.gov>
Sent: Thursday, March 19, 2020 1:38 PM
To: Don Clements
Subject: Budget Committee Follow-Up

Good Afternoon Don –

Just wanted to follow up on our phone call from this morning. As for adding the call in option to your budget meeting. That's fine but since you are changing the details of the meeting, you should republish or at least publish a notice referencing the other publication and information the public that you will have a dial in option available.

Regarding adding ad-hoc/non-voting members to the budget committee, the make-up of the budget committee is set by statute (ORS 394.414) and must consist of the governing body and an equal number of appointed electors so additional ad hoc members would not be allowed. However, anyone may attend the budget committee meeting where they may ask questions about and comment on the budget document.

Hope that helps, please feel free to let me know if you have any further questions.

Regards,

-A

Arlen Stewart
Finance, Taxation & Exemptions Analyst
Property Tax Division
Oregon Department of Revenue
(971) 209-9970
arlen.r.stewart@oregon.gov

*****CONFIDENTIALITY NOTICE*****

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Data Classification: Level CL2-Limited

Parks Activity Report, January/February 2020

Aquatic and Fitness Center

The Covid crisis has forced us to close all facilities in the District. We have been working on reducing our expenditures and only operating systems as needed. CPRD is still working with Triplett Wellman and Proctor Sales (Aermec Units) trying to resolve some ongoing HVAC issues. Aeromec has been monitoring units from Italy and have had to suspend since the Covid-19 virus closed the factory. Final Commissioning of the HVAC system has not been completed at this time. 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 at reduced capacity.

Friends Park

We received 6 Proposals for the Playground equipment at Friends Park in March. Friends Park Playground committee will have made a choice as of March 24 and will be able to order the playground equipment and have onsite for install. We will be finishing up the irrigation as weather permits. Some Tree planting and landscaping has been ongoing.

School Playground requests

CPRD continues meetings with the Edwards Elementary School Playground committee that include Parents, Teachers, School District employees for Phase II of the Edwards Playground. We are currently working on timelines for completion of the Playground before the next school year begins. We are working with the School district, City and the Committee to accomplish this.

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. Tim Spencer and Mary Camarado from DEQ, Don, Joe Hannan and myself had a Teleconference March 10th to discuss our interests in the property and the Landfill property itself. I have sent them our Phase I Environmental Site Assessment for their review going forward with our negotiations with the County. 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

We have lost a portion of our County work program due to the recent crisis and will need to fill some voids in the process to keep our Parks maintained. We are shifting some responsibilities to our Full time staff. 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...

Chehalem Glenn

We received 3 proposals for the 41 remaining sand bunkers (20 greens and 21 fairway bunkers) that need to be renovated at Chehalem Glenn. Bernhardt Golf was the lowest by far and began the Project March 17th. John Stiedel has completed the 3rd 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: February/March 2020

<u>Park Name</u>	<u>Hours worked</u>
Armory	59.00
Billick/Dundee	44.00
CAFC	142.00
Cultural Center	32.00
Chehalem Valley M.S	12.00
College	6.00
Community Center	12.00
Crabtree	8.00
Crater Ballfields	60.00
Dundee Park	22.00
Dundee River Park	0.00
Elliott Road	24.50
Ewing Young	60.00
Falcon Crest Park	6.50
Fortune Park	8.00
Friends Park	42.00
Tom Gail Park	10.00
Gladys Park	12.00
Chehalem Glenn G.C.	16.00
Herbert Hoover Park	47.00
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	18.00
Pride Gas	6.00
Renne Fields	0.00
Riley Park	24.00
Rotary Park	8.00
Sander Park	6.00
Schaad Park	6.00
Scott Leavitt Park	7.00
Senior Center	21.00
Spring Meadow	6.00
Waste Mngt	6.00
vacation/holiday/sick/comp	42.00
Wilsonville Property	12.00
Youth Building	15.00
<u>Total</u>	908.00

Activity Financial Report - Feb 2020		Department - Aquatics 451						
REVENUE	Feb '2019	Feb '2020	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20	
Aquatics - 451:								
451.003 Youth Fitness								
451.004 Gray & Golden								
451.006 Fitness		\$197.00		\$1,205.00	\$204.00	\$124.00	\$800.00	
451.007/291 Water Exercise	\$111.50	\$513.50	\$1,902.50	\$3,391.50	\$4,107.25	\$7,766.50	\$4,930.00	
451.008 Weight Training	\$667.50	\$2,853.00	\$703.50	\$20,789.00	\$21,696.75	\$13,641.00	\$23,500.00	
451.011 Private Swim Lessons	\$2,286.00	\$1,831.00	\$36,438.00	\$29,435.50	\$35,134.75	\$61,166.69	\$58,000.00	
451.012 Optum Fitness Advantage*	\$548.00	\$2,064.00	\$1,253.00	\$12,048.00	\$660.00	\$5,585.00	\$14,146.00	
451.013 Water Safety		\$320.00	\$1,602.82	\$3,390.35	\$5,068.00	\$2,789.82	\$4,425.00	
451.014 Silversneakers - Tivify*	\$153.00	\$321.50	\$723.50	\$2,942.50	\$3,036.50	\$1,842.50	\$5,150.00	
451.015 Silver&Fit - ASH*	\$1,557.00	\$7,248.00	\$6,567.00	\$44,556.00	\$21,049.55	\$22,578.00	\$32,740.00	
451.016 Water Polo	\$411.00		\$17,167.21	\$15,916.20	\$20,736.64	\$21,433.46	\$14,375.00	
451.017 GFU	\$4,900.00		\$33,526.00	\$27,662.25	\$10,000.00	\$39,484.00	\$35,600.00	
451.018 Newberg High School						\$81.00		
451.019 School Districts						\$4,301.00		
451.020 Locker Income			\$964.00		\$5,510.00		\$4,400.00	
451.021 Locker Rental						\$33.00		
451.023 Pool Rental	\$720.00	\$960.00	\$12,596.50	\$16,168.00	\$13,922.76	\$20,347.70	\$17,650.00	
451.024 Classroom Rental	\$1,350.00	\$2,314.00	\$7,516.75	\$8,782.51	\$3,440.50	\$12,301.00	\$10,550.00	
451.025 Sauna/Spa	\$702.50	\$511.50	\$4,301.40	\$4,435.60	\$5,109.70	\$6,412.90	\$6,975.00	
451.026 Special Events			\$80.00	\$100.00		\$80.00		
451.027 Repasses			\$150.00			\$150.00		
451.061 Vending			\$31.50		\$2,459.36	\$1,140.48	\$750.00	
451.200 Aquatics Misc			\$200.00	\$25.00	\$25.00	\$200.00		
451.280/293 Sales	\$572.00	\$590.00	\$4,528.75	\$5,505.50	\$6,174.76	\$7,065.00	\$6,200.00	
451.281 CST/CVA	\$15,298.00	\$110.50	\$15,430.00	\$10,822.95	\$12,544.50	\$15,430.00	\$21,300.00	
451.282 Swim Lessons	\$11,824.50	\$14,330.58	\$101,142.00	\$90,304.36	\$126,291.39	\$151,807.90	\$145,500.00	
451.283 Lap Swim	\$1,237.00	\$1,106.00	\$12,098.42	\$11,889.25	\$8,937.45	\$16,778.42	\$15,525.00	
451.284 Public Swim	\$7,632.52	\$8,259.50	\$99,277.20	\$82,076.75	\$46,059.22	\$151,618.64	\$128,875.00	
451.285 Equipment Rental			\$25.00		\$889.00			
451.286 Membership Sales	\$19,673.05	\$33,804.60	\$109,257.47	\$232,160.10	\$109,348.50	\$231,824.64	\$126,924.00	
451.287 Weight Room	\$990.50	\$1,612.50	\$1,170.50	\$12,464.00	\$8,186.48	\$7,481.00	\$9,250.00	
451.289 Punch Cards - General	\$1,493.00	\$4,841.00	\$17,379.50	\$27,910.51	\$11,324.00	\$29,174.90	\$22,795.00	
451.290 Gift Certificates								
451.292 Scholarship (Swim Lessons)								
451.294 SUP Yoga/Fencing								
451.296 Patio Rental		\$6.50		\$13,512.20	\$1,095.00		\$3,000.00	
451.293/425 Basketball Court	\$411.00	\$1,926.50	\$411.00	\$3,993.25	\$550.00	\$640.00	\$3,200.00	
451.285/426 Pickleball Court		\$306.00	\$3,247.00	\$1,331.05	\$3,868.30	\$485.50	\$6,500.00	
451.021/427 Volleyball Court		\$89.00	\$90.00	\$361.00	\$6.50	\$214.00	\$1,540.00	
451.428 Sky/Track				\$6.50		\$14.00	\$350.00	
451.429 Fencing		\$270.00		\$270.00			\$50.00	
451.666 CC Fees		\$299.91						
TOTAL AQUATIC REVENUE	\$72,538.07	\$86,177.27	\$489,780.52	\$693,625.32	\$484,784.56	\$837,860.35	\$725,000.00	

EXPENDITURES	Feb '2019	Feb '2020	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
Aquatics - 451:							
Personnel Services							
Aquatic Supervisor	\$1,434.12	\$1,532.50	\$11,472.96	\$12,031.41	\$3,585.30	\$17,209.44	\$18,029.00
Secretary I	\$1,978.01	\$2,891.32	\$12,813.33	\$16,341.69	\$14,093.85	\$18,760.83	\$23,400.00
Secretary II	\$2,651.44	\$3,761.49	\$20,149.64	\$21,614.91	\$28,365.87	\$30,126.77	\$31,463.00
Aquatic Coordinator	\$3,513.64	\$3,090.65	\$28,043.90	\$29,203.67	\$40,500.98	\$42,098.37	\$44,272.00
Aquatics Specialist	\$2,887.87	\$3,090.65	\$22,958.99	\$24,126.41	\$3,920.10	\$34,510.41	\$36,423.00
Guards	\$11,413.60	\$15,008.50	\$128,427.33	\$130,197.31	\$80,079.31	\$181,090.90	\$215,616.94
Cashiers	\$3,875.42	\$7,994.72	\$32,553.89	\$51,808.16	\$39,227.41	\$57,179.60	\$80,888.00
Instructors	\$3,772.37	\$5,341.99	\$35,699.84	\$39,841.54	\$41,042.78	\$58,787.83	\$49,025.00
Coaches		\$194.90	\$261.81	\$725.34	\$5,641.23	\$1,143.07	\$3,456.00
Group Fitness Instructors		\$1,692.57		\$8,935.46		\$503.63	\$31,611.06
Personal Trainer		\$331.50		\$662.75			\$3,375.00
FC Monitor				\$69.52			\$7,224.00
Total Personnel Services	\$31,526.47	\$41,840.14	\$289,381.69	\$335,558.17	\$256,456.83	\$441,410.85	\$544,783.00
Materials & Services:							
Office Supplies	\$317.89	\$75.95	\$2,315.48	\$3,569.43	\$3,221.11	\$4,229.19	\$5,510.00
Postage Supplies	\$11.00	\$8.25	\$101.06	\$165.15	\$1,019.15	\$278.84	\$4,450.00
Program Supplies	\$2,055.61	\$1,338.14	\$5,258.51	\$10,321.00	\$7,282.11	\$11,688.40	\$15,000.00
Chemical & Agricultural Supplies	\$1,607.31	\$3,314.37	\$21,772.72	\$19,325.80	\$15,707.09	\$28,883.48	\$29,900.00
Store Supplies		\$51.08	\$3,515.39	\$2,801.71	\$1,769.71	\$6,572.47	\$7,500.00
Gas & Oil Supplies				\$57.25	\$24.91		\$625.00
Classifieds							
Brochure							
Flyers	\$55.98	\$74.84	\$613.02	\$947.31	\$733.43	\$386.09	\$1,450.00
Professional Dues	\$134.85	\$135.65	\$3,433.18	\$3,231.58	\$1,437.74	\$1,241.25	\$4,850.00
Conference/Workshops			\$1,178.67	\$902.50	\$1,772.00	\$4,289.68	\$3,810.00
Staff Mileage			\$176.75	\$251.10	\$1,101.95	\$1,178.67	\$1,200.00
Staff Expenses		\$67.98	\$932.74	\$663.47	\$180.23	\$176.75	\$350.00
Utilities:					\$520.71	\$1,114.86	\$1,000.00
Electricity	\$12,275.40	\$20,630.05	\$153,159.61	\$165,504.05	\$66,446.12	\$245,129.42	\$62,920.00
Natural Gas		\$1,428.80	\$18,958.07	\$6,832.61	\$67,856.07	\$33,649.02	\$77,055.00
Water/Sewer	\$664.44	\$4,789.81	\$23,101.77	\$32,734.20	\$35,804.59	\$37,750.63	\$45,375.00
Telephone	\$274.34	\$330.75	\$2,301.02	\$2,770.53	\$2,896.60	\$4,156.44	\$3,780.00
Fees (activenet/bank/cc)	\$4,166.79	\$5,924.53	\$29,014.80	\$41,372.58	\$34,085.46	\$48,912.30	\$37,910.00
Internet & Communication		\$366.67		\$366.67			
Data Storage & Backup							
Video & Online Photography		\$19.08		\$76.33			
Online Advertising		\$82.91		\$82.91			
Structure Maint/Repairs			\$2,574.40		\$468.77	\$2,574.40	
Program Contracts 451.399.003			\$251.26	\$8,846.28	\$20,020.94	\$7,623.76	\$22,000.00
Insurance Services	\$29,531.32	\$35,048.81	\$43,077.17	\$37,819.66	\$26,528.09	\$48,439.49	\$33,766.00
Equipment Maint Contract							
Refunds		\$167.00	\$131.00	\$167.00	\$108.60	\$131.00	\$450.00
Total Materials & Services	\$51,094.93	\$73,854.67	\$306,717.82	\$338,809.12	\$289,754.92	\$488,406.14	\$358,901.00



Adult Sports

March 2020 Activity Report, Department 452

Department 452 Participation Tracking	February 2020	
Activity	Participants	Participant Hours
Adult City League	100	800
Department 452 Financial Tracking	February 2020	
Supervisory Staff Expense	400	
Administrative Staff Expense	740	
Part Time Staff Expense	350	
Material Expense	7440	
Total Expense	8930	
Program Revenue	2190	
Net	(6740)	
Cost Per Participant	(67.40)	
Cost Per Participant Hour	(8.43)	

Department 452 – Adult Sports

We are in the middle of the Adult League season with 10 teams playing games a week. 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

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

Department 453 Participation Tracking	February 2020	
Activity	Participants	Participant Hours
Elite Basketball	140	2250
Tiger Paw	200	800
	340	3050

Department 453 Financial Tracking	February 2020	
Supervisory Staff Expense	4600	
Administrative Staff Expense	3000	
Part Time Staff Expense	1735	
Program/Materials Expense	21190	
Total Expense	30525	
Program Revenue	12085	
Net	(18440)	
Cost Per Participant	(54.25)	
Cost Per Participant Hour	(6.05)	

Department 453 – Youth Sports

The winter sports season is coming to an end. Our Elite basketball travel teams are finishing playing in tournaments all over the metro area. Jr Tiger ended on Feb. 8th. Our Tiger Paw program ended on Feb. 29 with a record number 202 kids participating.

Lacrosse and Track registration closed at the end of February. Softball and Spring flag football continue to be open for registration.

February

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	20 v 19	% Diff
Starts by Category	11	11	9	12	7	16	11	6	12	10	4		
Day Days													
Resident	748	267	368	367	252	296	511	221	253	157	557	400	25.48%
Non Resident	1155	600	592	692	337	736	496	262	458	96	365	269	280.2%
Group	0	0	0	0	0	108	71	0	0	0	0	0	0.0%
League	40	30	29	31	15	22	32	7	20	6	0	-6	-100.0%
Complimentry	218	104	187	230	159	166	196	90	211	101	149	48	47.5%
Misc/Promotional	277	376	388	390	164	532	429	171	232	148	517	369	249.3%
Total Starts	2438	1377	1564	1710	927	1860	1735	751	1206	508	1619	1111	218.7%
Revenue													
Green Fees	\$ 46,254	\$ 25,704	\$ 25,684	\$ 32,265	\$ 13,485	\$ 29,796	\$ 20,921	\$ 9,176	\$ 13,565	\$ 5,316	\$ 19,935	\$ 14,619	275.0%
Driving Range	\$ 5,732	\$ 3,585	\$ 3,245	\$ 4,265	\$ 1,463	\$ 3,418	\$ 3,251	\$ 1,974	\$ 2,967	\$ 1,559	\$ 3,504	\$ 1,945	124.8%
Rentals	\$ 11,521	\$ 5,277	\$ 7,101	\$ 6,818	\$ 2,705	\$ 7,410	\$ 7,502	\$ 2,754	\$ 4,539	\$ 1,697	\$ 5,684	\$ 3,987	234.9%
Golf Shop	\$ 4,657	\$ 3,755	\$ 2,416	\$ 4,702	\$ 2,264	\$ 3,296	\$ 3,638	\$ 1,308	\$ 1,814	\$ 1,052	\$ 3,801	\$ 2,749	261.3%
Snack Bar	\$ 9,876	\$ 4,542	\$ 5,050	\$ 5,140	\$ 2,446	\$ 6,754	\$ 4,988	\$ 2,433	\$ 3,756	\$ 1,451	\$ 4,908	\$ 3,457	238.2%
Instruction	\$ 788	\$ 661	\$ 655	\$ 1,595	\$ 415	\$ -	\$ 140	\$ 60	\$ -	\$ -	\$ -	\$ -	
Miscellaneous	\$ 1,110	\$ 616	\$ 1,605	\$ 2,124	\$ 932.00	\$ 609	\$ 2,541	\$ 446	\$ 720	\$ 529	\$ 702	\$ 173	32.7%
Total Revenue	\$ 79,938	\$ 44,140	\$ 45,756	\$ 56,909	\$ 23,710	\$ 51,283	\$ 42,980	\$ 18,151	\$ 27,361	\$ 11,604	\$ 38,534	\$ 26,930	232.1%
\$ per Start													
Green Fees \$ per Start	\$ 18.97	\$ 18.67	\$ 16.42	\$ 18.87	\$ 14.55	\$ 16.02	\$ 12.06	\$ 12.22	\$ 11.25	\$ 10.46	\$ 12.31	\$ 1.85	17.7%
Driving Range \$ per Start	\$ 2.35	\$ 2.60	\$ 2.07	\$ 2.49	\$ 1.58	\$ 1.84	\$ 1.87	\$ 2.63	\$ 2.46	\$ 3.07	\$ 2.16	\$ (0.90)	-29.5%
Rentals \$ per Start	\$ 4.73	\$ 3.83	\$ 4.54	\$ 3.99	\$ 2.92	\$ 3.98	\$ 4.32	\$ 3.67	\$ 3.76	\$ 3.34	\$ 3.51	\$ 0.17	5.1%
Golf Revenue \$ per Start	\$ 26.05	\$ 25.10	\$ 23.04	\$ 25.35	\$ 19.04	\$ 21.84	\$ 18.26	\$ 18.51	\$ 17.47	\$ 16.87	\$ 17.99	\$ 1.11	6.6%
Golf Shop \$ per Start	\$ 1.91	\$ 2.73	\$ 1.54	\$ 2.75	\$ 2.44	\$ 1.77	\$ 2.10	\$ 1.74	\$ 1.50	\$ 2.07	\$ 2.35	\$ 0.28	13.4%
Snack Bar \$ per Start	\$ 4.05	\$ 3.30	\$ 3.23	\$ 3.01	\$ 2.64	\$ 3.63	\$ 2.87	\$ 3.24	\$ 3.11	\$ 2.86	\$ 3.03	\$ 0.18	6.1%
Concession Revenue	\$ 5.96	\$ 6.03	\$ 4.77	\$ 5.76	\$ 5.08	\$ 5.40	\$ 4.97	\$ 4.98	\$ 4.62	\$ 4.93	\$ 5.38	\$ 0.45	9.2%
Total Revenue \$ per Start	\$ 32.79	\$ 32.06	\$ 29.26	\$ 33.28	\$ 25.58	\$ 27.57	\$ 24.77	\$ 24.17	\$ 22.69	\$ 22.84	\$ 23.80	\$ 0.96	4.2%
GolfNow Barter Rounds	40	47	0	12	58	104	79	59	88	33	175	142	430.3%

Good weather month, good bounce back from January

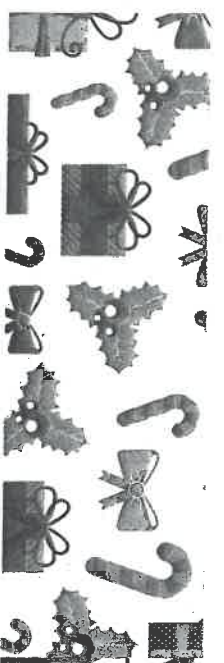
YTD through February

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY20 v FY19	% Dif
Starts by Category												
Resident	4051	3092	3327	3996	3223	4292	4224	4909	5130	6093	963	18.8%
Non Resident	13878	9696	11528	10310	8906	9399	7920	7437	4903	4791	-112	-2.3%
Group	2637	3027	2331	1656	1969	1651	1748	1030	1517	1273	-244	-16.1%
League	571	402	385	369	382	382	290	289	98	75	-23	-23.5%
Complimentary	1462	1542	1560	1729	1408	1529	1058	1206	1128	1226	98	8.7%
Misc/Promotional	3577	6222	3570	2261	6249	5241	4091	6212	9417	7644	-773	-9.2%
Total Starts	26176	23981	22701	20321	22017	22494	19331	21063	21771	21706	-65	-0.3%
Revenue												
Green Fees	\$ 552,806.00	\$ 515,643.00	\$ 500,509.00	\$ 409,787.00	\$ 472,206.00	\$ 467,026.73	\$ 430,498.00	\$ 430,777.00	\$ 459,208.00	\$ 437,344.00	\$ (21,864.00)	-4.8%
Driving Range	\$ 52,809.00	\$ 43,300.00	\$ 44,154.00	\$ 37,734.00	\$ 36,007.00	\$ 38,724.00	\$ 33,579.00	\$ 35,684.00	\$ 42,724.00	\$ 39,004.00	\$ (3,720.00)	-8.7%
Rentals	\$ 181,199.00	\$ 153,786.00	\$ 147,874.00	\$ 120,908.00	\$ 125,109.00	\$ 145,118.03	\$ 135,752.41	\$ 139,449.00	\$ 116,267.00	\$ 107,793.00	\$ (8,474.00)	-7.3%
Golf Shop	\$ 56,828.00	\$ 52,910.00	\$ 54,129.00	\$ 47,744.00	\$ 53,105.00	\$ 38,573.82	\$ 34,392.00	\$ 39,694.00	\$ 47,572.00	\$ 45,497.00	\$ (2,075.00)	-4.4%
Snack Bar	\$ 133,665.00	\$ 137,014.00	\$ 104,423.00	\$ 81,998.00	\$ 88,897.00	\$ 107,200.60	\$ 88,661.00	\$ 96,393.00	\$ 99,613.00	\$ 94,472.00	\$ (5,141.00)	-5.2%
Instruction	\$ 13,065.00	\$ 11,672.00	\$ 13,084.00	\$ 12,323.00	\$ 3,723.00	\$ 1,914.00	\$ 1,235.00	\$ 3,865.00	\$ 6,383.00	\$ 3,799.00	\$ (2,584.00)	-40.5%
Miscellaneous	\$ 29,114.00	\$ 34,677.00	\$ 36,100.00	\$ 638.00	\$ 10,221.00	\$ (12,079.94)	\$ (7,790.41)	\$ 12,551.00	\$ 12,067.00	\$ 12,022.00	\$ (45.00)	-0.4%
Total Revenue	\$ 1,019,486.00	\$ 949,202.00	\$ 900,273.00	\$ 711,132.00	\$ 789,268.00	\$ 786,477.24	\$ 716,327.00	\$ 758,413.00	\$ 783,834.00	\$ 739,931.00	\$ (43,903.00)	-5.6%
\$ per Start												
Green Fees \$ per Start	\$ 21.12	\$ 21.51	\$ 22.05	\$ 20.17	\$ 21.45	\$ 20.76	\$ 22.27	\$ 20.43	\$ 21.09	\$ 20.15	\$ (0.94)	-4.5%
Driving Range \$ per Start	\$ 2.02	\$ 1.81	\$ 1.95	\$ 1.86	\$ 1.64	\$ 1.72	\$ 1.74	\$ 1.69	\$ 1.96	\$ 1.80	\$ (0.17)	-8.4%
Rentals \$ per Start	\$ 6.92	\$ 6.41	\$ 6.51	\$ 5.95	\$ 5.88	\$ 6.45	\$ 7.02	\$ 6.61	\$ 5.34	\$ 4.97	\$ (0.37)	-7.0%
Golf Revenue \$ per Start	\$ 30.06	\$ 29.73	\$ 30.51	\$ 27.97	\$ 28.77	\$ 28.94	\$ 31.03	\$ 28.74	\$ 28.40	\$ 26.91	\$ (1.48)	-5.2%
Golf Shop	\$ 2.17	\$ 2.21	\$ 2.38	\$ 2.35	\$ 2.41	\$ 1.71	\$ 1.78	\$ 1.88	\$ 2.19	\$ 2.10	\$ (0.09)	-4.1%
Snack Bar	\$ 5.11	\$ 5.71	\$ 4.60	\$ 4.04	\$ 4.04	\$ 4.77	\$ 4.59	\$ 4.57	\$ 4.58	\$ 4.35	\$ (0.22)	-4.9%
Concession Revenue	\$ 7.28	\$ 7.92	\$ 6.99	\$ 6.38	\$ 6.45	\$ 6.48	\$ 6.37	\$ 6.45	\$ 6.76	\$ 6.45	\$ (0.31)	-4.6%
Total Revenue \$ per Start	\$ 38.95	\$ 39.58	\$ 39.66	\$ 34.99	\$ 35.85	\$ 34.96	\$ 37.06	\$ 35.97	\$ 36.00	\$ 34.09	\$ (1.91)	-5.3%
Golf/low Barter Rounds	215	169	340	646	840	973	1021	1022	1108	1217	109	9.8%

August/September still hurting the Fiscal year total. February covered what we were down and then some from a rainy January.

As a horse owner, I want to
take a moment to thank you for
the wonderful trail system @
Hill Park. Hill is very accessible
for those of us that live in metro
Portland. My horse Peggy and I
can't wait to get out there this
spring!

Thanks
Peggy's Mom
SW Portland



PLEASE



get Sally to shut up!!

STOP The Code Talkers in

8am Class or

about ten of us?

polite people

are going to QUIT.

Paul

cc: Board of Directors

DOV: RJI

This was received at the district office 3/3/2020, addressed to Tara. I have already spoke with Julie about it who will speak to Tara. We believe this to be regarding a class at 8am, and a complaint from a participant(s).

-TARINA, 3/2/2020

Dear CPRD -

I just wanted to take a moment to thank you for taking on the responsibility and stewardship of Rilee Equestrian Park on Parrott Mt. As a horse owner that frequents the beautiful trails there I want you to know that having a place to ride is greatly appreciated. Our options are far and few so having Rilee is invaluable. Thank you for keeping ^{the} dream of Bob and Crystal alive -

Maria B Spurgin



February 20, 2020

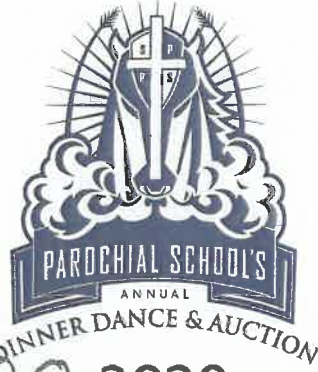
Dear Chehalem Glenn Golf Course,

Thanks to your generosity, we had another successful Dinner Dance and Auction fundraiser this year. Thank you for the certificate
for 10 Large Buckets of
Range Balls.

We really appreciate your support.

Sincerely,

Murphy Zielinski
2nd Grade



February 20, 2020

Dear Chehalem Park and Recreation

Thanks to your generosity, we had another successful Dinner Dance and Auction fundraiser this year. Thank you for the certificate for quarterly aquatic and fitness family pass.

We really appreciate your support.

Sincerely,

Cecilia Sonnen

2nd Grade

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March 9, 2020

Don Clements
CPRD Superintendent
125 S. Elliott Road
Newberg, OR 97132

Dear Mr. Clements:

Pursuant to ORS 457.460, enclosed is a copy of the annual report of the Dundee Urban Renewal Agency for the year ending June 30, 2019. Please feel free to reach out to me if you have any questions regarding the report or the activities of the Dundee Urban Renewal Agency.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Daykin".

Rob Daykin, City Administrator

Ph: (503) 538-3922

Email: rob.daykin@dundeecity.org

Enc.

Dundee Urban Renewal Agency Annual Report FY 2018- 2019



Filed January 31, 2020

Background

On April 18, 2017 the Dundee City Council adopted Ordinance No. 558-2017, adopting the Dundee Urban Renewal Plan and establishing the Dundee Urban Renewal Area. The Urban Renewal Area covers approximately 136 acres comprising of primarily light industrial and commercial zoned properties located in proximity of the Highway 99W corridor in Dundee.

Pursuant to ORS 457.460, the Dundee Urban Renewal Agency (DURA) must prepare an annual report no later than January 31. Public notice shall be published once a week for two successive weeks that the annual report has been filed with the Dundee City Council before March 1 of the year that the report is filed. The annual report shall provide the following information:

- The amount of tax increment financing (TIF) revenues and revenue from debt issuance received during the previous fiscal year.
- The purposes and amounts for which any revenue received were expended during the preceding fiscal year.
- Amount of the maximum indebtedness authorized, and the amount of indebtedness incurred through end of the preceding fiscal year.
- An estimated amount of tax increment financing revenues and revenue from debt issuance received during the current fiscal year.
- The adopted budget setting forth the purposes and amounts that are to be expended from the estimated funds received during the current fiscal year.
- An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts included under ORS 457.430.

Fiscal Year Ending June 30, 2019

DURA received its first distribution of TIF revenues in November 2018, and the total amount of tax revenue collected through June 30, 2019 was \$50,798. The Agency also received \$323 in interest of funds deposited in the Oregon Local Government Investment Pool. No revenue from the issuance of debt occurred in Fiscal Year 2018-19. Expenditures totaled \$33,932, leaving an ending fund balance of \$17,190 carried forward into Fiscal Year 2019-20. Expenditures in Fiscal Year 2018-19 included the following:

Legal services and legal notices.	\$1,313
Engineering – 9 th Street Concept Design	\$7,619
Loan principal repayment – undergrounding.	\$25,000

Maximum Indebtedness

Maximum Indebtedness represents the total amount of funds that can be spent on projects, programs, and administration in the urban renewal area over the life of the urban renewal plan. The maximum indebtedness authorized under the Dundee Urban Renewal Plan Area is \$11,337,831. The total indebtedness incurred through June 30, 2019 is \$308,799, leaving a balance of unused indebtedness authorization in the amount of \$11,029,032.

Fiscal Year Ending June 30, 2020

Tax increment revenue in the current fiscal year is budgeted at \$80,000. Proposed expenditures include completion of a concept design and construction estimates for the reconstruction of Ninth Street from Highway 99W to Alder Street. Loan repayment is for two loans through the City of Dundee, \$295,967 for undergrounding overhead utilities and \$3,900 for sewer main extension. The budget anticipates the issuance of an additional \$240,000 loan agreement with the City of Dundee for undergrounding overhead utilities. The following is a summary of the adopted budget for the fiscal year ending June 30, 2020:

Revenues

Beginning Fund Balance	13,000	
Property Taxes	80,000	
Interest Income	<u>800</u>	<u>93,800</u>

Expenditures

Legal Services	1,500	
Engineering/Architecture	15,000	
Planning	<u>1,000</u>	
Legal Notices	<u>400</u>	<u>17,900</u>
Loan Repayment	<u>75,900</u>	<u>75,900</u>
Total Expenditures		<u>93,800</u>

Taxing District Impacts

The major source of funding for urban renewal projects is tax increment financing (TIF). Once an Urban Renewal Plan and Area are established, the tax valuation for the Area is "frozen" at \$56,017,935. As properties within the Area appreciate in assessed value, the taxes generated from the increased assessed value (the "increment") over the frozen base are used to pay for the specific projects within the Area or repay indebtedness incurred carrying out the projects. Taxing districts continue to receive their share of property taxes based on the frozen assessed value within the Area. Once the Urban Renewal Area is

terminated, the taxing jurisdictions receive the full permanent rate of taxes. The table below shows the tax revenue foregone by the local taxing districts in the fiscal year ending June 30, 2019:

<u>Taxing District</u>	<u>Tax Rate</u>	<u>Permanent Levy</u>	<u>Revenue Foregone</u>	<u>% of Levy</u>
City of Dundee	2.3115	\$685,333	\$11,296	1.65%
Yamhill County	2.5775	\$23,258,061	\$12,571	0.05%
Chehalem Parks & Rec	0.9076	\$3,069,328	\$4,418	0.14%
Yamhill Co. Soil & Water	0.0354	\$319,432	\$148	0.05%
Yamhill Co. Extension Svc	0.0449	\$405,155	\$208	0.05%
*Newberg SD 29J	4.6616	\$15,834,637	\$22,770	0.14%
**Portland Community College	0.2828	\$960,793	\$1,364	0.14%
*Willamette Regional ESD	<u>0.2967</u>	\$2,660,736	<u>\$1,423</u>	0.05%
Aggregate Total	11.1180		\$54,198	

*No direct impact since the State School Fund backfills local funding on a per pupil allocation.
 **Only Yamhill County levy - does not include levies from Columbia, Multnomah, Clackamas or Washington counties.

Note: Permanent Levy is calculated using the total taxable assessed value for each district and the foregone revenue does not take into consideration discounts or penalties.

Map of Dundee Urban Renewal Area

