

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
MAY 28, 2020
6:00 P.M.
AGENDA**

- I. Call To Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Open Public Hearing On 2020-21 Budget**
- V. Approval of Consent Agenda**
 - A. Approval Minutes Regular Board Meeting April 23, 2020
 - B. Approval of Bills Payable
 - C. Approval of April Financials
- VI. Public Participation**
 - A. Others not on Agenda
- VII. Action Items/Committee Reports/Board Comments**
 - A. Discussion of Current District Operations
 - B. Approve Resolution 05-01-20 Grant Application
 - C. Reports and Comments from Board Members
- VIII. Old Business**
 - A. Updates on Projects and Questions
- IX. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Audit Update
 - C. Staff Reports
- X. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- XI. Close Public Hearing On 2020-21 Budget**
- XII. Adjournment**

Next regular Board meeting is June 25, 2020. Remember we approve the 2020-21 budget. We must have a quorum at this meeting.

IX. 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.

DESCRIPTION	<u>GENERAL FUND SUMMARY</u>		
	AS OF 4/30/18-19	AS OF 4/30/19-20	DIFFERENCE
TOTAL EXPENDITURES	\$ 4,697,350.66	\$ 4,628,968.43	\$ < 68,382.23>
TOTAL OPERATION EX.	\$ 4,266,769.71	\$ 4,259,355.04	\$ < 7,414.67>
TOTAL CAP/AQ/DEV/TRS	\$ 430,580.95	\$ 369,613.39	\$ < 60,967.56>
 TOTAL REVENUE	 \$ 7,628,134.58	 \$ 7,970,323.72	 \$ 342,189.14
TOTAL TAXES	\$ 2,943,517.45	\$ 3,030,678.77	\$ 87,161.32
TOTAL FEES & CHARGES	\$ 2,563,133.99	\$ 2,443,744.01	\$ <119,389.98>
TOTAL OTHER REVENUE	\$ 214,767.87	\$ 590,741.30	\$ 375,973.43
BEGINNING BALANCE	\$ 1,906,715.27	\$ 1,905,159.64	\$ < 1,555.63>
<u>BALANCE</u>	<u>\$ 2,930,783.92</u>	<u>\$ 3,341,355.29</u>	<u>\$ 410,571.37</u>

DESCRIPTION	<u>SDC FUND SUMMARY</u>		
	AS OF 4/30/18-19	AS OF 4/30/19-20	DIFFERENCE
BEGINNING BALANCE	\$ 1,346,770.77	\$ 2,336,308.35	\$ 989,537.58
INTEREST	\$ 2,196.34	\$ 36,192.38	\$ 33,996.04
CITY OF NEWBERG	\$ 773,855.71	\$ 1,005,785.77	\$ 231,930.06
CITY OF DUNDEE	\$ 18,209.38	\$ 62,944.42	\$ 44,735.04
COUNTY OF YAMHILL	\$ 69,591.09	\$ 133,696.21	\$ 64,105.12
TOTAL REVENUE	\$2,210,623.29	\$3,574,927.13	\$ 1,364,303.84
TOTAL EXPENDITURE	\$ 60,079.66	\$ 462,411.20	\$ 402,331.54
<u>BALANCE</u>	<u>\$ 2,150,543.63</u>	<u>\$3,112,515.93</u>	<u>\$ 961,972.30</u>

Please note the operational cost is slightly down. The operational revenue is up down.. 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 (18-28).

X. CORRESPONDENCE

- A. Citizens Comments/Evaluations – Please see Page (29)
B. Miscellaneous Information – Please see page (30-62).

XI. CLOSE PUBLIC HEARING ON 2020-21 BUDGET

XII. ADJOURNMENT.

Next meeting is June 25, 2020. This meeting is to approve the 2020-21 budget.

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**CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
April 23, 2020
MINUTES**

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

- II.** Roll Call
 - Board members:
 - Peter Siderius, remote
 - Bart Rierson, remote
 - Don Loving, remote
 - Mike Ragsdale, remote
 - Lisa Rogers, remote

 - 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, remote
 - Kat Ricker
 - Kayla McElligott
 - Shy Montoya, Administrative Coordinator

 - Public:
 - N/A

- III.** Approval of or changes to agenda –
 - Moved: Mike Ragsdale
 - Second: Peter Siderius
 - Passed unanimously

- IV.** Approval of consent agenda
 - a. Approval of minutes of regular Board meeting March 26, 2020 and Budget Committee meeting April 7, 2020.
 - b. Approval of bills payable
 - c. Approval of March financials
 - Moved: Mike Ragsdale
 - Second: Lisa Rogers
 - Passed unanimously

V. Public participation

A. N/A

VI. Action items/committee reports/Board comments

a. Discussion of current operations in light of COVID-19 pandemic (pgs. 15 - 17):

Precautions taken - Don Clements reviewed closures of facilities, layoffs of all part-time staff, the allowance of full-time staff to work remotely when possible, reopening of childcare program with adjustments, adjustments at golf course, and the decision to keep parks and trails open, with mandatory social distancing, and closure of park amenities including playgrounds.

Financial state - Clements also reviewed the financial projection, which are based on the presumed resuming of operations in June. If this is not the case, this will be revisited at the May Board meeting. Clements assured the board that we have enough money coming in to cover our expenses.

b. Reports and comments from Board members

Peter Siderius: 1) Talked about getting together with the Parrett Mountain Committee this summer to discuss the plans for restoration to the property up there. 2) Talked about running their plant sale, starting next Wednesday. They will allow 12 people on site per hour only, and as safe as possible with social distancing and a drop box for money for cash and checks only.

Bart Rierson: 1) Discussed the progress on the new playground area in Crater Sports Complex. 2) Talked about how they have successfully put down money on a riverfront property.

Don Loving: No updates

Mike Ragsdale: No updates

Lisa Rogers: Discussed how the Chehalem Cultural Center has done a good job of building reserves over the past years, so they seem to be doing well.

VII. Old business/project updates

a. Project updates

VIII. From the superintendent's desk

1) Golf course is still bringing in revenue.

2) Bart Rierson asked if there is a plan for Sanders Estate at this point. Clements said that it was on hold for right now because of the virus.

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

Moved N/A

Second N/A

Passed unanimously N/A

b. Superintendent's report – Audit update

The audit is ongoing but should be able to catch up and should have the audit before the end of the year for the 2018–2019 year. The 2019–2020 year audit should be done no later than January 30, 2021.

c. Staff reports –

Kellan Sasken: Talked about the bunker project having been finished on Monday. Everything is going well—maintenance staff is working really hard and hanging in there. Their plan is to hold steady for now—they will start collecting annual dues this month, so they'll be down in revenue, but not as much as they were initially thinking.

Julie Petersen: Discussed Essential Care being up and running. There's not a lot of participation right now, but is hopeful it'll pick up. All March, April, and May recreation has been cancelled. Rentals have also been cancelled. Senior Center is closed except Meals On Wheels—that has expanded. Talked about working with the Newberg Downtown Coalition for the Newberg Wednesday Market. There 18 vendors so far. Summer activities and guides are being planned and worked on so they can hopefully get them out as soon as Governor Brown comes out with a new order.

Kat Ricker: Talked about how things have quieted down from public inquiries. On a positive note, since the closures, there has actually been a lot of publicity about the trails and their locations. There are still people calling to let us know they are unhappy with closures, but everyone seems to be following social distancing rules.

Shy Montoya: The audit is ongoing because of COVID-19—the auditors are working from home the best they can. CPRD has processed over a

couple hundred refunds for programs, and currently getting ready for the new software payroll that will go live July 1st.

Casey Creighton: CPRD is still operation buildings at reduced capacity. There is no heat at the pool, HVAC is still running, and units are running to keep air flow. Playground equipment for Friends Park has been ordered and should be here in early June. Trails are getting heavy usage, so some maintenance is being needed. Parks department laid off all part time employees, so now we have some Parks guys at golf course, Julie Petersen at the pool and golf course. Parks is keeping up on all of our projects. Over all, everything is going ok. Soon there will be some steps done on the new Ewing Young Park bridge.

- IX. Correspondence
 - A. Citizen comments/evaluations –

Motion to adjourn mike

- X. Adjournment – Mike moved to adjourn at 6:43 p.m.

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator

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

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
122297-122408	\$ 73,510.94	ACCOUNTS PAYABLE
122409-122422	\$ 10,457.82	PAYROLL
DIRECT DEPOSIT	\$ 27,307.71	PAYROLL
122423-122488	\$ 99,763.16	ACCOUNTS PAYABLE
122489-122498	\$ 10,442.52	PAYROLL
DIRECT DEPOSIT	\$ 26,049.98	PAYROLL
122499-122547	\$ 74,385.95	ACCOUNTS PAYABLE

THE FOLLOWING CHECKS WERE VOIDED: 122439, 122373, 122013, 121702, 120595, 120461, 120276, 120239, 120216, 120125, 120080, 119981, 119968, 119789, 119674

121864 GOLF CHECK	\$ 40.00	ACCOUNTS PAYABLE
1911-1916	\$ 41,841.66	WIRE TRANSFER
GRAND TOTAL	\$ 363,799.74	

BREAKOUT

<u>ACCOUNTS PAYABLE</u>	\$ 247,700.05
<u>PAYROLL</u>	\$ 74,258.03
<u>WIRE TRANSFER</u>	\$ 41,841.66

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS	\$	
GRAND TOTAL	\$ 0.00	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS	\$ 0.00	
GRAND TOTAL	\$ 0.00	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS	\$ 0.00	
GRAND TOTAL	\$ 0.00	

BREAKOUT

<u>CAPITAL POOL CONST.</u>	\$ 0.00
<u>POOL BOND DEBT</u>	\$ 0.00

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
143	\$ 29.60	US BANK
GRAND TOTAL	\$ 29.60	

FINANCIAL OVERVIEW
GENERAL FUND SUMMARY

DESCRIPTION	AS OF 4/30/18-19	AS OF 4/30/19-20	DIFFERENCE
Total Operational Expense	\$ 4,266,769.71	\$4,259,355.04	\$ < 7,414.67>
Total Capital Outlay & Transfers	\$ 430,580.95	\$ 369,613.39	\$ < 60,967.56>
GRAND TOTAL EXPENSES	\$ 4,697,350.66	\$4,628,968.43	\$ < 68,382.23>
Total Tax Revenue	\$ 2,943,517.45	\$3,039,678.77	\$ 87,161.32
Total Fees & Charges Revenue	\$ 2,563,133.99	\$2,443,744.01	\$ < 119,389.98>
Total Other Revenue	\$ 214,767.87	\$ 590,741.30	\$ 375,973.43
Beginning Balance	\$ 1,906,715.27	\$1,905,159.64	\$ < 1,555.63>
GRAND TOTAL REVENUE	\$ 7,628,134.58	\$7,970,323.72	\$ 342,189.14

SDC FUND SUMMARY

DESCRIPTION	AS OF 4/30/18-19	AS OF 4/30/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 60,079.66	\$ 462,411.20	\$ 402,331.54
TOTAL REVENUE	\$ 863,852.52	\$1,238,618.78	\$ 374,766.26
BEGINNING BALANCE	\$1,346,770.77	\$2,336,308.35	\$ 989,537.58
GRAND TOTAL REVENUE	\$2,210,623.29	\$3,574,927.13	\$ 1,364,303.84

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 4/30/18-19	AS OF 4/30/19-20	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	\$ 759.76	\$ 607.01	\$ < 152.75>
BEGINNING BALANCE	\$ 31,991.74	\$ 32,882.14	\$ 890.40
GRAND TOTAL REVENUE	\$ 368,112.13	\$ 227,368.67	\$ <140,743.46>

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 4/30/18-19	AS OF 4/30/19-20	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 4/30/18-19	AS OF 4/30/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 5,950,199.46	\$ 65,197.28	<\$ 5,885,002.18>
GRAND TOTAL REVENUE	\$<3,766,964.96>	\$ 486,737.29	<\$ 3,280,227.67>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 4/30/18-19	AS OF 4/30/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 350,869.22	\$ 339,387.72	<\$ 11,481.50>
GRAND TOTAL REVENUE	\$ 1,378,099.25	\$ 1,556,746.26	\$ 178,647.01

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020
TOTAL GEN FUND	\$ 418,343.20	\$ 431,515.04	\$ 303,489.76	\$ 251,271.56	\$ 2,971,559.11	\$ 305,541.33	\$ 308,349.71	\$ 215,156.97	\$ 719,541.05	\$ 97,387.20	\$ -	\$ -
TAXES	\$ 31,525.20	\$ -	\$ 11,185.27	\$ 5,349.85	\$ 2,708,301.83	\$ 96,826.08	\$ 51,495.82	\$ 19,308.75	\$ 65,033.81	\$ 16,853.74	\$ -	\$ -
OTHER	\$ 4,609.68	\$ 538.19	\$ 30,568.28	\$ 16,100.72	\$ 17,732.72	\$ 8,673.40	\$ 42,121.13	\$ 5,483.00	\$ 463,206.33	\$ 5,220.35	\$ -	\$ -
FEES & CHARGES	\$ 382,208.32	\$ 430,976.85	\$ 261,736.21	\$ 229,820.99	\$ 245,524.56	\$ 200,041.85	\$ 214,732.76	\$ 190,365.22	\$ 191,300.91	\$ 75,313.11	\$ -	\$ -
JUL 2018		AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019
TOTAL GEN FUND	\$ 400,085.86	\$ 648,742.50	\$ 268,283.06	\$ 249,571.27	\$ 2,506,546.98	\$ 182,941.20	\$ 210,160.21	\$ 230,124.17	\$ 308,903.12	\$ 277,213.09	\$ 346,886.78	\$ 564,810.36
TAXES	\$ -	\$ -	\$ -	\$ -	\$ 2,267,657.78	\$ -	\$ 33,843.34	\$ 26,604.90	\$ 57,116.45	\$ 14,539.49	\$ 23,084.02	\$ 52,948.42
OTHER	\$ 833.08	\$ 253,090.43	\$ 306.36	\$ 23,689.84	\$ 18,273.54	\$ 3,341.92	\$ 11,436.10	\$ 48,912.92	\$ (28,784.23)	\$ 6,860.93	\$ 40.00	\$ 59,286.48
FEES & CHARGES	\$ 399,252.78	\$ 395,652.07	\$ 267,976.70	\$ 225,881.43	\$ 220,615.66	\$ 179,599.28	\$ 164,880.77	\$ 154,606.35	\$ 280,570.90	\$ 255,812.67	\$ 323,762.76	\$ 452,575.46
JUL 2017		AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018
TOTAL GEN FUND	\$ 352,179.76	\$ 381,717.84	\$ 305,501.02	\$ 181,760.22	\$ 3,344,287.23	\$ 276,472.11	\$ 180,638.55	\$ 196,063.71	\$ 203,979.94	\$ 239,765.27	\$ 297,544.02	\$ 340,243.51
TAXES	\$ 25,939.01	\$ 10,745.13	\$ 13,914.82	\$ -	\$ 3,256,906.15	\$ 100,000.00	\$ 34,820.25	\$ 20,428.69	\$ -	\$ 20,821.77	\$ -	\$ -
OTHER	\$ 2,267.99	\$ 1,694.63	\$ 714.23	\$ 22,753.21	\$ -	\$ 1,594.16	\$ 6,006.83	\$ 712.00	\$ 129.33	\$ 11,479.31	\$ 1,765.00	\$ 6,095.32
FEES & CHARGES	\$ 323,972.76	\$ 369,278.08	\$ 290,871.97	\$ 159,007.01	\$ 87,381.08	\$ 174,877.95	\$ 139,811.47	\$ 174,923.02	\$ 203,850.61	\$ 207,464.19	\$ 295,779.02	\$ 334,148.19
JUL 2016		AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017
TOTAL GEN FUND	\$ 340,346.83	\$ 382,831.78	\$ 315,670.07	\$ 174,433.98	\$ 2,645,799.57	\$ 262,712.75	\$ 185,694.93	\$ 152,999.25	\$ 287,193.62	\$ 266,878.27	\$ 283,145.88	\$ 408,655.57
TAXES	\$ 31,260.40	\$ -	\$ 53,836.67	\$ 7,042.46	\$ 2,438,695.36	\$ 70,532.02	\$ 34,581.84	\$ -	\$ 85,393.65	\$ 15,220.10	\$ 14,955.22	\$ 64,814.00
OTHER	\$ 4,215.87	\$ 9,403.28	\$ 2,232.06	\$ 18,008.12	\$ 2,420.95	\$ 3,820.17	\$ 2,753.23	\$ 2,128.90	\$ 8,560.59	\$ 1,551.15	\$ 1,194.61	\$ 5,154.01
FEES & CHARGES	\$ 304,870.56	\$ 373,428.50	\$ 259,601.34	\$ 149,383.40	\$ 204,683.26	\$ 188,360.56	\$ 148,359.86	\$ 150,870.35	\$ 193,239.38	\$ 250,107.02	\$ 266,996.05	\$ 338,687.56
JUL 2015		AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016
TOTAL GEN FUND	\$ 354,235.21	\$ 346,466.10	\$ 562,823.39	\$ 234,873.96	\$ 3,177,848.71	\$ (232,511.35)	\$ 30,198.79	\$ 216,204.03	\$ 289,131.72	\$ 312,343.17	\$ 299,665.13	\$ 433,124.57
TAXES	\$ 43,610.20	\$ 14,955.73	\$ 20,408.47	\$ 10,816.45	\$ 2,894,860.91	\$ (416,306.46)	\$ (101,272.31)	\$ 43,140.78	\$ 67,066.34	\$ (1,610.28)	\$ 11,955.30	\$ 54,184.72
OTHER	\$ 2,844.77	\$ 2,622.86	\$ 209,340.00	\$ 15,179.06	\$ 116,400.41	\$ 1,213.73	\$ 14,453.32	\$ 7,302.63	\$ 723.11	\$ 1,364.47	\$ 898.72	\$ 4,454.17
FEES & CHARGES	\$ 307,780.24	\$ 328,887.51	\$ 333,074.92	\$ 208,878.45	\$ 166,587.39	\$ 182,581.38	\$ 117,017.78	\$ 165,760.62	\$ 221,342.27	\$ 312,588.98	\$ 286,811.11	\$ 374,485.68
JUL 2014		AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015
TOTAL GEN FUND	\$ 351,579.15	\$ 352,206.07	\$ 519,489.08	\$ 195,904.97	\$ 2,393,894.52	\$ 233,718.02	\$ 246,312.57	\$ 180,747.18	\$ 318,529.43	\$ 261,489.91	\$ 359,469.61	\$ 428,258.06
TAXES	\$ 31,973.78	\$ 12,841.86	\$ 16,045.16	\$ -	\$ 2,227,197.08	\$ 21,457.42	\$ 38,661.60	\$ 8,720.92	\$ 67,562.08	\$ 17,868.45	\$ 17,003.46	\$ 58,489.13
OTHER	\$ 1,138.13	\$ 148.27	\$ 250,070.00	\$ 19,002.00	\$ 10,599.58	\$ 36,446.29	\$ 64,645.04	\$ 2,483.97	\$ 667.30	\$ 1,506.87	\$ 50,257.47	\$ 1,207.50
FEES & CHARGES	\$ 318,467.24	\$ 339,215.94	\$ 253,373.92	\$ 176,902.97	\$ 156,097.86	\$ 175,814.31	\$ 143,005.93	\$ 169,542.29	\$ 250,300.05	\$ 242,114.59	\$ 292,208.68	\$ 368,561.43

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020
TOTAL GEN FUND	\$ 514,108.54	\$ 565,687.85	\$ 557,933.91	\$ 444,769.42	\$ 429,726.63	\$ 392,894.00	\$ 398,630.66	\$ 556,944.13	\$ 432,711.07	\$ 335,443.23	\$ -	\$ -
GEN FUND TRANSFERS	\$ 180,326.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,552.54	\$ -	\$ -	\$ -	\$ -	\$ -
GEN FUND AQ & DEV	\$ -	\$ 77,724.74	\$ 27,134.81	\$ -	\$ -	\$ 4,952.80	\$ 1,390.00	\$ 18,217.19	\$ 13,451.04	\$ 32,863.29	\$ -	\$ -
GEN FUND OPER	\$ 333,781.56	\$ 487,963.11	\$ 530,799.10	\$ 444,769.42	\$ 429,726.63	\$ 387,941.20	\$ 383,688.12	\$ 538,726.94	\$ 419,260.03	\$ 302,579.94	\$ -	\$ -
	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019
TOTAL GEN FUND	\$ 691,800.07	\$ 467,051.61	\$ 526,312.15	\$ 398,327.69	\$ 625,396.97	\$ 318,616.63	\$ 408,252.86	\$ 458,328.59	\$ 393,238.60	\$ 394,267.08	\$ 403,828.09	\$1,230,403.28
GEN FUND TRANSFERS	\$ 176,800.72	\$ -	\$ -	\$ 600.00	\$ 142,631.08	\$ -	\$ 15,319.83	\$ -	\$ -	\$ -	\$ -	\$ 602,110.27
GEN FUND AQ & DEV	\$ 72,370.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,769.62	\$ -	\$ 300.00	\$ 1,780.70	\$ 3,315.00	\$ 3,531.20
GEN FUND OPER	\$ 442,629.35	\$ 467,051.61	\$ 526,312.15	\$ 397,727.69	\$ 482,765.89	\$ 318,616.63	\$ 372,163.41	\$ 458,328.59	\$ 392,938.60	\$ 392,486.38	\$ 400,513.09	\$ 624,761.81
	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018
TOTAL GEN FUND	\$ 549,757.54	\$ 539,816.32	\$ 490,590.00	\$ 390,583.55	\$ 292,205.95	\$ 698,136.86	\$ 450,147.19	\$ 303,958.72	\$ 400,949.17	\$ 329,363.65	\$ 551,928.72	\$ 486,982.10
GEN FUND TRANSFERS	\$ 222,566.25	\$ -	\$ 800.00	\$ 13,395.97	\$ -	\$ 361,559.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GEN FUND AQ & DEV	\$ 7,350.00	\$ 27,419.27	\$ 18,852.02	\$ 10,496.80	\$ -	\$ -	\$ -	\$ -	\$ 63,921.43	\$ -	\$ 188,497.00	\$ 50,653.44
GEN FUND OPER	\$ 319,841.29	\$ 512,397.05	\$ 470,937.98	\$ 366,690.78	\$ 292,205.95	\$ 336,577.84	\$ 450,147.19	\$ 303,958.72	\$ 337,027.74	\$ 329,363.65	\$ 363,431.72	\$ 436,328.66
	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017
TOTAL GEN FUND	\$ 583,943.31	\$ 559,300.53	\$ 578,262.19	\$ 381,534.54	\$ 323,277.47	\$ 474,423.83	\$ 524,006.95	\$ 299,207.69	\$ 422,407.45	\$ 509,566.49	\$ 214,188.85	\$ 666,862.78
GEN FUND TRANSFERS	\$ 226,992.19	\$ -	\$ 800.00	\$ 15,800.00	\$ -	\$ -	\$ 231,070.54	\$ -	\$ -	\$ 135,800.00	\$ -	\$ 1,250.00
GEN FUND AQ & DEV	\$ 1,072.50	\$ 140,135.08	\$ 117,165.28	\$ 22,206.68	\$ 21,434.50	\$ 81,710.83	\$ 18,230.57	\$ 1,167.25	\$ 67,578.65	\$ 56,037.03	\$ (173,922.11)	\$ 78,696.28
GEN FUND OPER	\$ 355,878.62	\$ 419,165.45	\$ 460,296.91	\$ 343,527.86	\$ 301,842.97	\$ 392,713.00	\$ 274,705.84	\$ 298,040.44	\$ 354,828.80	\$ 317,729.46	\$ 388,110.96	\$ 586,916.50
	JUL 2015	AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016
TOTAL GEN FUND	\$ 651,284.34	\$ 559,356.76	\$ 491,614.98	\$ 410,504.85	\$ 642,299.61	\$ 644,450.62	\$ 338,280.00	\$ 301,561.71	\$ 454,148.85	\$ 504,558.84	\$ 333,985.26	\$ 466,220.59
GEN FUND TRANSFERS	\$ 230,966.21	\$ -	\$ 18,100.00	\$ 302,145.14	\$ 225,285.75	\$ -	\$ -	\$ -	\$ -	\$ 133,100.00	\$ -	\$ -
GEN FUND AQ & DEV	\$ -	\$ 38,120.00	\$ -	\$ -	\$ -	\$ 16,450.00	\$ 20,000.00	\$ 15,195.25	\$ 140,436.74	\$ 2,395.80	\$ 2,700.00	\$ 117,092.00
GEN FUND OPER	\$ 420,318.13	\$ 521,236.76	\$ 491,614.98	\$ 392,404.85	\$ 340,154.47	\$ 402,714.87	\$ 318,280.00	\$ 286,366.46	\$ 313,712.11	\$ 369,063.04	\$ 331,285.26	\$ 349,128.59
	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015
TOTAL GEN FUND	\$ 580,725.74	\$ 392,921.77	\$ 414,410.49	\$ 490,734.67	\$ 779,197.69	\$ 407,813.31	\$ 606,692.18	\$ 421,741.15	\$ 294,459.47	\$ 490,478.73	\$ 445,678.07	\$ 429,255.68
GEN FUND TRANSFERS	\$ 221,570.59	\$ -	\$ 22,100.00	\$ 253,163.65	\$ 97,137.50	\$ 277,709.59	\$ -	\$ -	\$ -	\$ 130,299.32	\$ -	\$ 1,250.00
GEN FUND AQ & DEV	\$ 30,771.61	\$ 904.65	\$ 16,957.62	\$ 228,185.50	\$ 11,410.00	\$ 29,891.62	\$ -	\$ -	\$ -	\$ 1,013.60	\$ 74,955.59	\$ 38,512.18
GEN FUND OPER	\$ 328,383.54	\$ 392,017.12	\$ 397,452.87	\$ 468,634.67	\$ 297,848.54	\$ 299,265.81	\$ 299,090.97	\$ 421,741.15	\$ 294,459.47	\$ 359,165.81	\$ 370,722.48	\$ 389,493.50

RESOLUTION

05-01-20

Local Government Grant

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for Recreational Trails Program; and

WHEREAS, the Chehalem Park and Recreation District desires to participate in this grant program to the greatest extent possible as a means of providing needed trails and park land accessibility for recreation improvements and enhancements, and

WHEREAS, the Chehalem Park and Recreation District Board of Directors as well as the Newberg City Council support the construction of this Bridge to access 11 additional acres of park land, and

WHEREAS, the project would include the development of additional 9 holes for an existing 9 hole Disc Golf course, making the Disc Golf course the first 18 hole Disc golf course in the District, and

WHEREAS, the Chehalem Park and Recreation District hereby certifies that the matching share for this application is readily available at this time, and

IT IS HEREBY ORDERED that the Chehalem Park and Recreation District be authorized to apply for a trails grant from the Oregon Parks and Recreation Department for \$286,000.00 for construction of a bridge at the Ewing Young Park.

Dated this 28th day of May 2020

APPROVED AS TO FORM:

Bart Rierson, Board President

Pete Siderius, Secretary/Treasury

Don Clements, District Superintendent

Don Clements

From: Kat Ricker
Sent: Thursday, May 21, 2020 9:55 AM
To: Don Clements
Cc: Casey Creighton
Subject: Grant application info for Board packet

RTP - Recreational Trails Program is a federal-aid assistance program authorized in 1998. US Dept. of Transportation and Federal Highway Administration (USDOT/FHWA) administer the program, further administered in Oregon by Oregon Parks and Recreation Department.

Ewing Young Park Trail Bridge Proposal

Estimated project state and end dates:

Environmental Site analysis and Master Plan: Completed March 2019

Preliminary discussions with City of Newberg and Yamhill County Planning Depts.: 2018-present

Construction dates? 2021-2022

Location: Ewing Young Park, 1201 South Blaine Street, Newberg OR.

Map Tax Lot: R 3219 00700

	Total Project Cost	\$286,000.00
Chehalem Park & Recreation Contribution	20%	57,200.00
Grant Request		\$228,000.00

Brief Project Description

Popular Ewing Young Park and its trail (total 46 acres) require a bridge crossing in order to access 11 undeveloped acres located on the west side of Chehalem Creek (Plans include an additional .55-mile proposed trail).

This bridge will allow two points of access by trailhead from either side of the creek, introducing a new point of entry from a housing development which is currently under construction, which will meet our park and trail masterplan goals of capturing the solicited and documented desire of the community for outdoor trails, as well as our agency mission, "to connect and enrich our community through parks, recreation, open space, natural resources, and educational opportunities," while respecting the constraints of the land and minimizing negative impacts.

Site Description

The property is located within the 100-year floodplain and is subject to backwater flooding from the Willamette river during flooding. Development within the floodplain is limited, but it can be used for public trails, birdwatching, residential access, and disc golf expansion. The location of the bridge was selected based on topography, width of crossing, and proximity to existing and future trail access. The floodplain it will span includes both forest and shrub emergent wetland plants, including red osier dogwood, Pacific ninebark, various willows, western red cedar, Oregon ash, Douglas fir, slough sedge, lady fern, rushes, meadow foxtail and other various grasses. Chehalem Creek has been identified as a spawning ground for Chinook salmon and

is home to black-tailed deer, skunk, raccoon, opossum and coyote. Various local bird populations include scrub jays, orioles, goldfinch, hummingbirds, songbirds, woodpeckers, red-tailed hawk and heron.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

971.832.4222 [cprdnewberg](mailto:cprdnewberg@chehalempr.com) / [Instagram](#) / [Facebook](#)

Aquatic and Fitness Center

We continue only operating systems as needed. CPRD is still working with Triplett Wellman and Proctor Sales (Aermec Units) trying to resolve some ongoing HVAC issues. Report from Aeromec factory received and reviewed by Troy Lowell (building systems engineer) and recommendations for adjustments and final operating set points will be implemented before the Aquatic center opens in Phase III of the States Reopening Guidelines. See Board Packet. Final Commissioning of the HVAC system will be completed at that time. Currently the Fitness Center and Gymnasium have opened to the public under strict sanitation protocol from the State with reduced hours (Monday to Friday 7:00 AM to 7:00PM, Saturday and Sunday from 8:00 - 4:00) and limited capacity of 80.

Cultural Center

Cultural Center will open to the public 5/19/20 by appointment and or class activities (Tuesday through Saturday 9-5). New public restrooms closed for now until we have staff to make sure they are sanitized 2X daily, main restrooms open. All mechanical systems currently working as needed.

Friends Park

Playground equipment has been ordered for Friends Park Playground and will have onsite end of May/ early June for install. We will be finishing up the irrigation as well. Some Tree planting and landscaping has been ongoing.

Edwards School Playground

Edwards Playground has been ordered. The manufacturer is working at reduced capacity so there is an 8 Week turn around on the Structures. We are currently working on timelines for completion (early summer) now that we know the schools are closed for the year. Old playground equipment has been mostly removed and we have working with the School district, City and the Edwards Playground Committee to accomplish this.

Trails

Kat and I will be working on writing a grant for a bridge at Ewing Young for access to our property on the other side of Chehalem Creek, which will tie in to residential development and add additional holes to the Disc Golf Course. Campground feasibility study has been completed 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-Cal. 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. Sanders Property development has been plugging along slowly (see attached). Tim Spencer, Mary Camarata 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. Since State and County offices have been closed with them all working from home it has been difficult to make any progress on these items. 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 opened Ewing Young Skate and Dog Park, (BMX to open under appointment and supervision sometime this week), to the public Friday May 15 with rules and sanitation practices in place. To reduce costs during this Crisis we have laid off most part time employees and suspended and adjusted Janitorial Contracts for facilities that are opening. 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 most responsibilities to our Full time staff. We continue to work in the parks, mowing, 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

Kellan will be opening the Clubhouse for limited use with protocols in place this week. The Bunker Project at Chehalem Glenn was completed in April, Bernhard Golf did an excellent job working with Kellan, Aaron, staff and the golfing public. 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.

Park Name	Hours worked
Armory	9.50
Billick/Dundee	32.00
CAFC	68.00
Cultural Center	20.00
Chehalem Valley M.S	12.00
College	9.00
Community Center	4.00
Crabtree	4.00
Crater Ballfields	52.00
Dundee Park	2.00
Dundee River Park	0.00
Elliott Road	8.50
Ewing Young	32.00
Falcon Crest Park	8.00
Fortune Park	2.50
Friends Park	48.00
Tom Gail Park	28.50
Gladys Park	18.00
Chehalem Glenn G.C.	122.00
Herbert Hoover Park	18.00
Jaquith Park	21.50
Jaquith Ball Fields	40.00
Memorial/Scout House	14.00
Mountainview	0.00
Oak Knoll Park	4.50
Oaks Park	3.50
Other District Land	16.00
Pre-School	2.00
Pride Gas	9.00
Renne Fields	0.00
Riley Park	5.00
Rotary Park	1.50
Sander Park	9.00
Schaad Park	2.00
Scott Leavitt Park	10.50
Senior Center	4.00
Spring Meadow	6.00
Waste Mngt	4.00
vacation/holiday/sick/comp	58.00
Wilsonville Property	2.00
Youth Building	4.00
<u>Total</u>	714.50

Activity Financial Report - Apr 2020		Department - Aquatics 451					
COVID-19							
EXPENDITURES	Apr '2019	Apr '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	\$14,341.20	\$15,096.41	\$3,585.30	\$17,209.44	\$18,029.00
Secretary I	\$1,714.67	\$2,891.32	\$16,248.00	\$22,124.33	\$14,093.85	\$18,760.83	\$23,400.00
Secretary II	\$2,599.21		\$25,054.45	\$21,614.91	\$28,365.87	\$30,126.77	\$31,463.00
Aquatic Coordinator	\$3,513.61	\$3,658.41	\$35,071.13	\$36,623.58	\$40,500.98	\$42,098.37	\$44,272.00
Aquatics Specialist	\$2,887.85	\$3,090.64	\$28,734.69	\$30,307.71	\$3,920.10	\$34,510.41	\$36,423.00
Guards	\$13,607.48	\$954.69	\$150,944.14	\$143,173.13	\$80,079.31	\$181,090.90	\$215,616.94
Cashiers	\$6,519.90	\$372.78	\$44,913.77	\$59,850.79	\$39,227.41	\$57,179.60	\$80,888.00
Instructors	\$6,753.18	\$147.44	\$47,951.00	\$44,897.47	\$41,042.78	\$58,787.83	\$49,025.00
Coaches	\$145.06		\$694.24	\$725.34	\$5,641.23	\$1,143.07	\$3,456.00
Group Fitness Instructors		\$129.00	\$503.63	\$10,315.66		\$503.63	\$31,611.06
Personal Trainer				\$866.75			\$3,375.00
FC Monitor				\$69.52			\$7,224.00
Total Personnel Services	\$39,175.08	\$12,776.78	\$364,456.25	\$385,665.60	\$256,456.83	\$441,410.85	\$544,783.00
Materials & Services:							
Office Supplies	\$931.42	\$103.82	\$3,631.00	\$4,276.01	\$3,221.11	\$4,229.19	\$5,510.00
Postage Supplies	\$424.72	\$40.70	\$531.78	\$255.80	\$1,019.15	\$278.84	\$4,450.00
Program Supplies	\$1,018.32	\$38.37	\$7,976.15	\$11,777.35	\$7,282.11	\$11,688.40	\$15,000.00
Chemical & Agricultural Supplies	\$2,832.94	\$1,337.66	\$25,804.50	\$23,112.75	\$15,707.09	\$28,863.48	\$29,900.00
Store Supplies	\$486.81		\$5,216.08	\$3,099.92	\$1,769.71	\$6,572.47	\$7,500.00
Gas & Oil Supplies					\$769.54		
Classifieds				\$57.25	\$24.91		\$625.00
Brochure			\$367.00		\$733.43	\$386.09	\$1,450.00
Flyers	\$200.00	\$59.35	\$933.81	\$1,105.64	\$1,437.74	\$1,241.25	\$4,850.00
Professional Dues	\$288.39	\$86.65	\$3,763.13	\$3,354.93	\$1,772.00	\$4,289.68	\$3,810.00
Conference/Workshops	\$258.00		\$1,178.67	\$902.50	\$1,101.95	\$1,178.67	\$1,200.00
Staff Mileage		\$9.15	\$176.75	\$260.25	\$180.23	\$176.75	\$350.00
Staff Expenses	\$161.12	\$10.16	\$1,114.86	\$673.69	\$520.71	\$1,114.86	\$1,000.00
Utilities:							
Electricity	\$17,148.37	\$19,045.39	\$185,756.23	\$207,046.45	\$66,446.12	\$245,129.42	\$62,920.00
Natural Gas	\$4,469.21	\$1,483.32	\$29,740.73	\$9,516.10	\$67,856.07	\$33,649.02	\$77,055.00
Water/Sewer	\$3,267.88	\$3,077.17	\$29,832.68	\$39,624.44	\$35,804.59	\$37,750.63	\$45,375.00
Telephone		\$330.75	\$2,857.83	\$3,427.88	\$2,896.60	\$4,156.44	\$3,780.00
Fees (activenet/bank/cc)	\$5,110.95	\$114.73	\$40,214.76	\$47,020.78	\$34,085.46	\$48,912.30	\$37,910.00
Internet & Communication				\$366.67			
Data Storage & Backup							
Video & Online Photography		\$19.08		\$114.49			
Online Advertising			\$2,728.51	\$82.91			
Ground Maint/Repairs			\$2,574.40		\$468.77	\$2,574.40	
Program Contracts 451.390.003	\$2,477.25	\$737.25		\$13,242.78	\$20,020.94	\$7,623.76	\$22,000.00
Insurance Services			\$48,439.49	\$37,819.66	\$26,528.09	\$48,439.49	\$33,766.00
Refunds		\$3,492.15	\$131.00	\$3,659.15	\$108.60	\$131.00	\$450.00
Total Materials & Services	\$39,075.38	\$29,985.70	\$392,969.36	\$410,797.40	\$289,754.92	\$488,406.14	\$358,901.00
TOTAL AQUATIC EXPENDITURES	\$78,250.46	\$42,762.48	\$757,425.61	\$796,463.00	\$546,211.75	\$929,816.99	\$903,684.00

Activity Financial Report - Apr 2020		Department - Aquatics 451						
COVID-19								
REVENUE	Apr '2019	Apr '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		\$44.00		\$1,379.00	\$204.00			
451.007/291 Water Exercise				\$399.00				\$800.00
451.008 Weight Training	\$866.00		\$3,284.00	\$3,582.00	\$4,107.25	\$7,766.50		\$4,930.00
451.011 Private Swim Lessons	\$4,213.00		\$8,583.50	\$22,492.00	\$21,696.75	\$13,641.00		\$23,500.00
451.012 Optum Fitness Advantage*	\$6,663.69	\$224.00	\$48,888.69	\$35,076.00	\$35,134.75	\$61,166.69		\$58,000.00
451.013 Water Safety	\$1,196.00	\$1,324.00	\$3,073.00	\$15,660.00	\$660.00	\$5,585.00		\$14,146.00
451.014 SilverSneakers - Tivvy*	\$590.00		\$2,417.82	\$4,675.35	\$5,068.00	\$2,789.82		\$4,425.00
451.015 Silver&Fit - ASH*	\$258.50	\$534.50	\$1,165.50	\$4,060.50	\$3,036.50	\$1,842.50		\$5,150.00
451.016 Water Polo	\$4,137.00	\$4,185.02	\$12,969.00	\$55,347.02	\$21,049.55	\$22,578.00		\$32,740.00
451.017 GFU	\$99.00		\$17,865.21	\$16,357.20	\$20,736.64	\$21,433.46		\$14,375.00
451.018 Newberg High School			\$39,484.00	\$35,162.25	\$10,000.00	\$39,484.00		\$35,600.00
451.019 School Districts	\$81.00		\$81.00			\$81.00		
451.020 Locker Income			\$964.00	\$812.00	\$5,510.00	\$4,301.00		\$4,400.00
451.021 Locker Rental								
451.023 Pool Rental	\$750.00		\$14,726.50		\$1,427.50	\$33.00		
451.024 Classroom Rental	\$1,238.00		\$9,741.00	\$18,541.00	\$13,922.76	\$20,347.70		\$17,650.00
451.025 Sauna/Spa	\$600.00		\$5,650.40	\$9,062.26	\$3,440.50	\$12,301.00		\$10,550.00
451.026 Special Events			\$80.00	\$4,757.10	\$5,109.70	\$6,412.90		\$6,975.00
451.027 Repasses				\$100.00		\$80.00		
451.061 Vending						\$150.00		
451.200 Aquatics Misc			\$1,140.48		\$2,459.36	\$1,140.48		\$750.00
451.280 Sales	\$570.75	\$14.99	\$200.00	\$25.00	\$25.00	\$200.00		
451.281 CST/CVA			\$5,720.50	\$5,847.49	\$6,174.76	\$7,065.00		\$6,200.00
451.282 Swim Lessons	\$13,385.32	\$1,749.20	\$15,430.00	\$10,855.95	\$12,544.50	\$15,430.00		\$21,300.00
451.283 Lap Swim	\$1,335.50	\$410.00	\$125,799.90	\$102,056.91	\$126,291.39	\$151,807.90		\$145,500.00
451.284 Public Swim	\$8,755.50	\$5.00	\$14,614.42	\$12,891.75	\$8,937.45	\$16,778.42		\$15,525.00
451.285 Equipment Rental			\$122,660.00	\$85,401.00	\$46,059.22	\$151,618.64		\$128,875.00
451.286 Membership Sales	\$29,086.70	\$528.00	\$184,740.29	\$266,315.20	\$109,348.50	\$231,824.64		\$126,924.00
451.287 Weight Room	\$1,553.50		\$4,694.50	\$13,280.50	\$8,186.48	\$7,481.00		\$9,250.00
451.289 Punch Cards - General	\$3,145.50		\$24,141.40	\$30,900.51	\$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			\$3,247.00	\$13,512.20	\$1,095.00			\$3,000.00
451.293/425 Basketball Court	\$858.50		\$90.00	\$3,999.75	\$550.00	\$640.00		\$3,200.00
451.285/426 Pickleball Court	\$165.00		\$2,820.25	\$11,472.75		\$3,868.30		\$6,500.00
451.021/427 Volleyball Court	\$70.00		\$322.50	\$1,429.05		\$485.50		\$1,540.00
451.428 Sk/Track	\$14.00		\$275.00	\$403.00		\$214.00		\$350.00
451.429 Fencing		\$48.00	\$14.00	\$6.50		\$14.00		\$50.00
451.666 CC Fees		\$14.99		\$710.50				
TOTAL AQUATIC REVENUE	\$79,632.46	\$9,051.72	\$674,883.86	\$786,015.43	\$484,784.56	\$837,860.35		\$725,000.00



Adult Sports

May 2020 Activity Report, Department 452

Department 452 Participation Tracking		April 2020	
Activity	Participants	Participant Hours	
Department 452 Financial Tracking		April 2020	
Supervisory Staff Expense	450		
Administrative Staff Expense	950		
Part Time Staff Expense			
Material Expense	2605		
Total Expense	4005		
Program Revenue	5085		
Net	1080		
Cost Per Participant	0		
Cost Per Participant Hour	0		

Department 452 – Adult Sports

Registration is currently open for Adult Men's league softball. We are planning on opening the season on June 8th once the governor's phase 2 plan is initiated.



Youth Sports

May 2020 Activity Report, Department 453

Department 453 Participation Tracking	April 2020	
Activity	Participants	Participant Hours

Department 453 Financial Tracking	April 2020	
Supervisory Staff Expense	4330	
Administrative Staff Expense	3000	
Part Time Staff Expense		
Program/Materials Expense	23835	
Total Expense	31165	
Program Revenue	-2790	
Net	-33955	
Cost Per Participant	0	
Cost Per Participant Hour	0	

Department 453 – Youth Sports

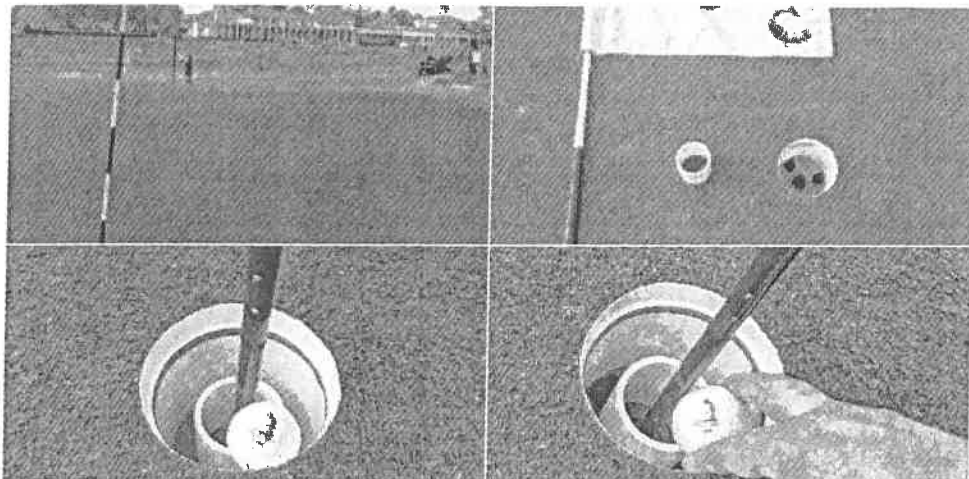
The spring youth sports programs were cancelled due to the current health crisis. We have opened our summer camp registration which includes 5 programs.

Don Clements

From: Steve Clouser <steve.clouser@comcast.net>
Sent: Thursday, May 14, 2020 11:58 AM
To: Don Clements
Subject: Golf holes

Don, per our brief discussion yesterday... These are a couple examples of really good options for the golf hole. I have yet to hit a ball in one of these that has popped out, and it is relatively easy to retrieve! The way the cups at Chehalem come all the way to the top, we always have quite a bunch of lip outs...

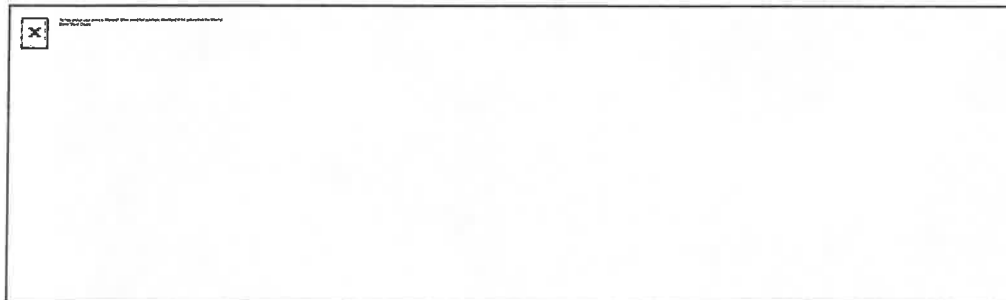
LET TO @HOMESBETTER. Great idea. Stay safe.



♥ 444 2:12 PM - Mar 19, 2020



💬 95 people are talking about this



503.209.2058 | Steve@FoxRealEstateGroups.com
Steve.FoxRealEstateGroups.com

Keller Williams Realty Portland Premiere
7504 SW Bridgeport Rd | Portland, OR 97224



Subject: Re: CPRD Phase I Reopening Updates

Date: Friday, May 15, 2020 at 5:16:57 PM Pacific Daylight Time

From: E Anderson

To: Kat Ricker

Isn't this premature when the virus is still spreading? Who is the ultimate authority for this decision? Thank you.

E Perez Anderson

On Friday, May 15, 2020, 01:57:59 PM PDT, Chehalem Park & Recreation District <kricke@cprdnewberg.org> wrote:



CPRD Phase I Updates

Hello Park and Recreation Patrons,

Thank you for your patience during this pandemic. In accordance with orders and guidelines from Governor Kate Brown and Oregon Health Authorities, we are reopening some of our facilities and restoring some services. Please read the following details to know what to expect.

Chehalem Aquatic and Fitness Center - CPRD will open the **fitness wing only** of Chehalem Aquatic and Fitness Center beginning Monday, May 18th. This includes the gymnasium, Skytrack, and fitness areas.

Hours of operation will be, until further notice:

FEDERAL FUNDING CERTIFICATION

I, Don Clements, am the chief executive of Chehalis Park & Recreation District and I certify that:

1. I have the authority and approval from the governing body on behalf of Chehalis Park & Recreation District to request direct payment from the State of Oregon from the allocation of the Coronavirus Relief Fund as created in section 5001 of H.R. 748, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") for reimbursement of the expenditures included on the attached Funding Request Form.
2. I understand that as additional federal guidance becomes available, an additional agreement between the State of Oregon and Chehalis Park & Recreation District may become necessary.
3. I understand that the State of Oregon will rely on this certification as a material representation in making a direct payment to Chehalis Park & Recreation District.
4. I certify Chehalis Park & Recreation District's use of the funds provided as direct payment from the Coronavirus Relief Fund were used only to cover those costs that –
 - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) ("necessary expenditures");
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
 - c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. I understand funds provided as a direct payment from the State of Oregon pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We have reviewed the guidance established by U.S. Department of the Treasury¹ and certify costs meet the required guidance. Any funds expended by a political subdivision or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the State of Oregon.
6. I understand any local government entity receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Such documentation shall be produced to the State of Oregon upon request and may be subject to audit by the Secretary of State.
7. I understand any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

Footnote:

1 – Guidance available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf> (4/30/2020)

8. I understand funds received pursuant to this certification cannot be used for expenditures for which a local government entity has received any other supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

Printed Name and Title:

W Don Clements, Superintendent

Signature:

W Don Clements

Date:

May 22 2020

From: Olav De Mello <olav@aermec.us>
Sent: Friday, April 17, 2020 12:54 PM
To: Stephanie Rau <stephanier@jrtmechanical.com>
Cc: Steve Duch <steve@triplettwellman.com>; Jim Chaters <jim@aermec.us>
Subject: Re: FW: CAFC Commissioning

Hi Stephanie,

Below is the feedback and recommendations from the factory.

Re: Chehalem Aquatic Center, OR - NRP1500A4*I70000/ Comm. 645678/79/80

The Units at Chehalem Aquatic Centre are able to produce 124F leaving water temperature (LWT) with the current water flow of around 200GPM through each unit.
The delta T is 16F across the HW heat exchanger with the current water flow.

The units were having High Pressure (HP) alarms when the setpoint was raised higher.

To prevent HP alarms two options are recommended:

Option 1- Control the units on the leaving water temperature (Outlet) with Proportional and Integral Regulation. Setpoint (LWT) of 120F-122F

The LWT will average to 120-122F (setpoint) with the highest output being 124F over the integral time period.

Option 2- Control the units on the return water temperature (Inlet) with Proportional only Regulation. Setpoint (EWT) of 112F (this means LWT will be about 124F) with 2 circuits in Operation.

If one of the circuits is down (in alarm), then the maximum setpoint becomes 108F. (current state -tested) Setpoint (EWT) of 108F (this means common LWT will be 116F) with only 1 circuit in operation due to mixing with the other circuit not in operation.

The units are currently working with inlet regulation (option 2 above). This was done in order to improve the water temperature regulation, to avoid continuous changes in functioning status, frequent start-stop on compressors that in the past produced a lot of alarms due to shifting heating and cooling loads and change in water temperature difference when the flow changes.

Using the above types of regulations and HW (Recovery) setpoints will not create High Pressure alarms that were experienced in the past.

- It was agreed by Proctor Sales that the flow rate through each unit should be 250GPM vs Currently which is < or about 200GPM (on one unit) and with an outlet water temperature of 124F.
- The primary pumping is shared to all 3 units. There are valves on each unit that open/close according to the capacity request.
- The flow rate on a unit in operation is influenced when other units' valve open/close.
- There was work done on the refrigerant circuits and overcharge/undercharge of refrigerant charge could affect the output/performance of the units.
- Circuit 2 did not run for the later part of the testing; we have no feedback as to why it did not operate.

Thanks,
Olav

From: Troy Lowell <TroyL@interfaceeng.com>
Sent: Thursday, May 7, 2020 3:02 PM
To: Erica Baggen <ebaggen@seallp.com>
Cc: Jennifer Marsicek <Jennifer@seallp.com>
Subject: FW: CAFC Commissioning

Erica, It has been a bit hectic lately, but I wanted to make sure I spoke with PSI and understood completely the status of events before responding.

Overall, the below response is good news. Aermec has been monitoring/controlling/data-logging remotely on one unit and has submitted their response. They identified two set-point and control options to stop the high pressure alarms that caused a manual reset of a switch at the unit. This involves a set-point control to 120F water temperature, which is fine and what the system has been operating on for the past year and meeting space and water temperature requirements.

At this point it is important to distinguish differences in alarms. Not all alarms counted represent a condition requiring a switch reset at the unit. Many alarms are general alarms that are recorded when the unit is taking automatic corrective measures. For example, a circuit not "on" and not flowing water may register low temperature, which the system may then bleed some water through the heat exchanger to keep the temperature above a minimum. Although registered as an alarm, this is an expected condition. A refrigerant pressure alarm may need a reset at the remote computer interface, but is not an alarm that stops overall function or capacity of the system, it just moves the load to a different circuit till the reset is acknowledged by user. Some alarms that do an automatic recovery cycle will register their previous attempts as alarms, although the system has in fact automatically recovered. Finally the alarm that requires a manual reset at the unit (a person pushing a button on the unit) is a switch alarm, and in this case there are two alarms recorded (sensor and switch) although it is only one real event alarm. I include this information because it is important to distinguish that alarms will be an expected operation of this system (and any other system for that matter), and those should not be counted against the system from meeting intended function. These systems need active users to attend to them.

I have spoken with PSI and confirmed that they are no longer the manufacturer representative for Aermec. But I have also confirmed that they are still obligated to commit representative efforts to existing clients such as CAC. They are able and will continue to represent on the CAC project. PSI has also informed me that the last communications they had on the project were that CAC was speaking with service technicians to set up a service contract on the Aermec units. They said Enviser was their recommended service contractor who is very familiar with the Aermec units. In addition, RLSC was to service a "stuck valve" somewhere on the system. The intent here was to have RLSC and the Aermec service contractor do an overall service/maintenance check (including refrigerant circuit charges) to prepare the system for final commissioning verification and sign off. According to PSI this still needs done.

We recommend that as soon as possible this service/maintenance check take place, and PSI to ensure that the Aermec recommended option set-point and control setting are set and functioning on each unit, and then schedule the final commissioning check and sign off.

Finally, regarding the bottom listed bullet points on the Aermec response, the flow statement and others are confusing and PSI does not know why they were presented. Aermec could not remotely "see" flow rates, and PSI reiterated that the balanced flows meet flow range requirements. The only bullet point of concern is the one circuit-2 which stopped operating. PSI said the service check contractor will ensure all charges are up to spec and circuits are brought on line.

I hope this helps put the gears back in motion to finish the commissioning on this project.

Thank you, and as always please call if you have any further questions or concerns.

Troy

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Oregon

Kate Brown, Governor

Department of Consumer and Business Services

Oregon Occupational Safety & Health Division (OR-OSHA)

350 Winter St. NE, Room 430

PO Box 14480, Salem, OR 97309-0405

Phone: (503)378-3272

Toll Free: 1-800-922-2689

Fax: (503)947-7461

osha.oregon.gov

April 27, 2020

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

Subject: Notification of Complaint, April 8, 2020
Your Letter of Response, April 14, 2020

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

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

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

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

Aaron Colmone
Enforcement Manager
OR-OSHA Salem Field Office
1340 Tandem Ave NE, Suite 160
Salem, OR 97309-0417
503-378-3274
aaron.colmone@oregon.gov

209434552-stevens

Phased Reopening Guide Proposal (version 1.0)



- In alignment with Gov. Kate Brown's Statewide Phased Reopening Plan Framework
 - Regions, and agencies and departments within each region, will likely begin each phase at different times
- Intended as planning tool for agencies, departments, district, cities and counties
 - Includes key considerations/protocols/procedures for each phase
 - Agencies will make determinations based on resources available to achieve mitigation
- Intended to begin the conversation/considerations for how, when and what should open at each phase and under what conditions
- ORPA will update and revise this document for planning purposes as conditions change. ORPA will send updates to this document as changes are made.

Executive Summary

The following is a plan for reopening parks and recreation based on Executive Order 20-12. Item numbers from the Executive Order are below.

Phase 1:

- All indoor recreation closed (EO Item 1. A. and D.)
- Closed or severely reduced amenities and services (EO Item 21)
- Playgrounds, skate parks, outdoor sports courts, pools remain closed (EO Item 20)
- State parks campgrounds closed; Small, local/regional, campgrounds and programs open/restricted (EO Item 18)
 - Campgrounds providing safe campfire access as opposed to dispersed sites in private areas
- Item 21 stays in place
- Boating facilities and boat ramps remain open

Phase 2:

- Daycare provided consistent with (EO Item 16 A and B.)
- Summer camps recommended reopening with physical distancing
- Indoor facilities, limited opening but not Senior Centers / facilities primarily serving vulnerable populations (EO Item 21)
- Events, organized athletic practices, or competitions, allowed within size restriction (EO Item 1 A. and D.)
- Playgrounds, skateparks, sports courts open if capacity mitigation considerations can be met
- Outdoor pools open, only if able to meet industry best practices and state/local conditions

Phase 3:

- Indoor Pools/Aquatics, limited-opening
- Outdoor pools open
- Summer camps
- Events, concerts, movies allowed
- Contact sports programs and leagues

PHASE 0 – CURRENT PHASE		
Indoor Protocols	Outdoor Protocols	Other Protocols/Considerations
<p>All Indoor Closed</p>	<p>Closed or severely reduced amenities and services</p> <p>Boating facilities remain open</p> <p>Some urban parks and trails open</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Reduce number of parking spaces • Consider issuance of permits for high use areas • Additional monitoring with staff/increase park patrols • Increased communications through media and signage about mitigation measures • Hand sanitize stations • Reduce group picnic tables • Active monitoring and data collection • Increase frequency of cleaning restrooms 	<ul style="list-style-type: none"> • Communications plan developed • Cooperation, coordination and sharing between agencies and levels • Operations modeling and projections defined • Ensure equity of operations • Ensure that operations are sustainable • Develop staffing operations plan • Develop distancing plan • Develop cleaning and sanitization plan • Identify and solidify supply, services and partner pathways and contracts • Develop staff training plan • Procure supplies needed to maintain safe environment within defined model/scope • Understand guidelines and requirement, including OSHA, OHA and CDC • Be able to demonstrate operations are sustainable into next phase

PHASE 1

Indoor Protocols	Outdoor Protocols	Other Protocols/Considerations
Indoor sports, recreation and cultural facilities remain closed <i>Capacity mitigation considerations:</i> <ul style="list-style-type: none"> • Additional monitoring with staff • Increased communications through media and signage about mitigation measures • Hand sanitize stations • Shield service areas • Move furniture and equipment to assure 6' distance • Frequent cleaning • Active monitoring and data collection Daycare operations by parks and recreation providers permitted with restrictions (EO 20-12)	Organized athletic practices, events or competitions remain closed Playgrounds, skateparks, sports courts remain closed Day use areas open to small groups <i>Capacity mitigation considerations:</i> <ul style="list-style-type: none"> • Staff monitoring then switch to self-monitoring • Reduce number of parking spaces • Consider issuance of permits for high use areas • Additional monitoring with staff/increase park patrols • Increased communications through media and signage about mitigation measures • Hand sanitize stations • Reduce group picnic tables • Active monitoring and data collection • Increase frequency of cleaning restrooms State parks campgrounds closed; Small, local/regional, campgrounds and programs restricted <i>Capacity mitigation considerations:</i> <ul style="list-style-type: none"> • Operator must have written plan incorporating best practices in place to guide safe use of camping facilities. • Continue increased cleaning and sanitation procedures • Decreased benches, chairs & tables • Additional monitoring with staff • Increased communications through media 	<ul style="list-style-type: none"> • Staff to telework depending upon job function • Potential local citizen-use only • Cleaning and disinfection plan in place (pre-opening and on-going) • Job specific staff training • Indoor/outdoor maintenance staff plans • Use technology, registration processes and physical barriers to prevent unauthorized or over-sized gatherings from occurring. • Collect and evaluate data • Refine and modify operations as needed, up to and including eliminating services • Continue to coordinate and cooperate with other agencies and levels. • Monitor and respond to guidance and recommendations from OHA, OSHA and CDC • Be able to demonstrate operations are sustainable into next phase

	<ul style="list-style-type: none"> • and signage • Consider increased sanitation facility maintenance • Consider closure of large gathering areas such as beaches 	
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PHASE 2

Indoor Protocols	Outdoor Protocols	Other Protocols/Considerations
<p>Summer camps</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Reduced enrollment of large camps to 50 or less • Consider changing ratio of staff to children to exceed state guidelines • Implement social distancing strategies • Intensify cleaning and disinfection efforts • Modify drop off and pick up procedures • Implement screening procedures upon arrival <p>Indoor facilities, limited-opening</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Reduced visitation • Implement social distancing strategies • Intensify cleaning and disinfection efforts • Implement screening procedures upon arrival • Signage regarding capacity, distancing, masks? (multiple languages) • Hand sanitizer stations • Active monitoring and data collection • Manage routing of visitors 	<p>Events, organized athletic practices, or competitions, allowed within size restriction</p> <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Implement social distancing strategies • Intensify cleaning and disinfection efforts • Increased park patrols/stewardship • Communicate use guidelines through internet, signage and media <p>Playgrounds, skateparks, sports courts open if capacity mitigation considerations can be met</p> <p>Outdoor pools open, only if able to meet industry best practices and state/local conditions</p> <ul style="list-style-type: none"> • CDC/industry model protocol for opening aquatic facilities followed • Intensify cleaning and disinfection efforts • Staff monitoring and educating/enforcing <p><i>Capacity mitigation considerations:</i></p> <ul style="list-style-type: none"> • Intensify cleaning and disinfection efforts • Staff monitoring and educating/enforcing 	<ul style="list-style-type: none"> • Collect and evaluate data • Refine and modify operations as needed, up to and including eliminating services that data indicates • Continue to coordinate and cooperate with other agencies and levels. • Monitor and respond to guidance and recommendations from OHA, OSHA and CDC • Be able to demonstrate operations are sustainable into next phase

PHASE 3		
Indoor Protocols	Outdoor Protocols	Other Protocols/Considerations
Indoor Pools/Aquatics, limited-opening <i>Capacity mitigation considerations:</i> <ul style="list-style-type: none"> • CDC/industry model protocol for opening aquatic facilities followed • Intensify cleaning and disinfection efforts • Staff monitoring and educating/enforcing Summer camps <i>Capacity mitigation considerations:</i> <ul style="list-style-type: none"> • Increased overall enrollment • Rotation of smaller groups indoor/outdoor areas • Active monitoring and data collection • Intensify cleaning and disinfection efforts • Staff monitoring and educating/enforcing 	Events, concerts, movies allowed <i>Capacity mitigation considerations:</i> <ul style="list-style-type: none"> • Mitigation measures in place • Staff monitoring and educating/enforcing • Increased sanitation Outdoor pools open Contact sports programs & leagues <i>Capacity mitigation considerations:</i> <ul style="list-style-type: none"> • Staff monitoring and educating/enforcing 	<ul style="list-style-type: none"> • Collect and evaluate data • Refine and modify operations as needed, up to and including eliminating services that data indicates • Continue to coordinate and cooperate with other agencies and levels. • Monitor and respond to guidance and recommendations from OHA, OSHA and CDC • Be able to demonstrate that operations are sustainable



503-537-2909
fax 503-538-9669
125 South Elliott Road
Newberg, OR 97132
cprdnewberg.org

April 30, 2020

To Whom It May Concern:

Chehalem Park and Recreation District supports the City of Dundee parks-related project of constructing a path with a viewpoint feature along 3rd Street, from Dogwood to Hawthorne.

This path should provide more direct and ideally safer access to our community park (Dundee-Billick Park) and also provide a walking loop in the neighborhood, where none exists. This project would therefore align with our mission to connect and enrich our community through parks, open space, and natural resources, and complement our parks and trails visioning to connect communities by paths and trails.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Clements", is written over a horizontal line.

Don Clements, Superintendent