

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
September 24, 2020
6:00 P.M.**

- 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 June 25, 2020
 - B. Approval of Bills Payable
 - C. Approval of July Financials
- V. Public Participation**
 - A. Pickleball courts proposal Brian Beliairs (Principal Broker Meadows Group Inc. Realtors
 - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Approval of Contract Green Works for Campground Paul Agrimis
 - B. Reports and Comments from Board Members
- VII. Old Business**
 - A. Updates on Projects and Questions
- VIII. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Audit Update 2. ADP Update
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next regular Board meeting is October 22, 2020.

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To: Board of Directors
From: Superintendent
Date: September 22, 2020
Re: Background information for September 24, 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. YOU CAN ATTEND REMOTELY, VIA ZOOM.** (Meeting ID 891 3735 6661 Passcode 956571)
Please see page 4 for index for page numbers

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

IV. APPROVAL OF CONSENT AGENDA

A. Approval of Board Meeting Minutes – Please see pages (5-10) for Regular Meeting Minutes of August 27, 2020 as submitted.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for August 27, 2020

B. Approval of Bills Payable - Bills Payable summary is on page (11) 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 \$195,099.26 General Fund, \$600.00 SDC Fund, \$0.00 Loan Service Fund, \$0.00 Capital Pool Construction and Loan Fund, \$0.00 Foundation.

C. Approval of July 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 (12) for review.

RECOMMENDATION: Approve July Financials

V. PUBLIC PARTICIPATION

A. Pickleball court proposal – Brian will be at meeting to discuss the proposal and other related park projects associated with his land. Please see pages (13-14).

RECOMMENDATION: Approve staff working with the development of the proposal.

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

VI. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS.

A. Approval of Contract with Green Works P.C. – On pages (15-28) is copy of contract

RECOMMENDATION: Authorize the superintendent to sign contract

B. Reports/Comments from Board Members – Given at meeting

VII. OLD BUSINESS

A. Update on Projects, Operation and Coronavirus Pandemic – Will discuss at meeting. Staff will be present to answer questions.

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 current 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. As of 6/30/2019 we have \$26,025,000 outstanding long term debt obligations. SDC Beginning balance is higher and revenue is up. Revenue is up in SDC because we raised the fee. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center. This was done to save money. Currently we have two loans and one bond. Please note the general fund in previous years had transferred the money to pay for debt to the Loan Service Fund. We are now paying debt out of the SDC fund.

<u>GENERAL FUND SUMMARY</u>			
DESCRIPTION	AS OF 7/31/19-20	AS OF 7/31/20-21	DIFFERENCE
TOTAL EXPENDITURES	\$ 6,457,441.06	\$ 5,301,355.67	\$ <1,156,085.39>
TOTAL OPERATION EX.	\$ 5,284,229.35	\$ 4,892,789.19	\$ <391,440.16>
TOTAL CAP/AQ/DEV/TRS	\$ 1,173,211.71	\$ 408,566.48	\$ <764,645.23>
 TOTAL REVENUE	 \$ 8,362,600.70	 \$ 8,621,847.01	 \$ 259,246.31
TOTAL TAXES	\$ 3,038,241.67	\$ 3,117,292.96	\$ 79,051.29
TOTAL FEES & CHARGES	\$ 3,289,000.08	\$ 2,968,524.55	\$ <320,475.53>
TOTAL OTHER REVENUE	\$ 128,391.14	\$ 769,310.84	\$ 640,919.70
BEGINNING BALANCE	\$ 1,906,967.81	\$ 1,766,718.66	\$ <140,249.15>
<u>BALANCE</u>	<u>\$ 1,905,159.64</u>	<u>\$ 3,320,491.34</u>	\$ 1,415,331.70
<u>SDC FUND SUMMARY</u>			
DESCRIPTION	AS OF 7/31/19-20	AS OF 7/31/20-21	DIFFERENCE
BEGINNING BALANCE	\$ 1,346,770.77	\$2,336,308.35	\$ 989,537.58
INTEREST	\$ 4,770.70	\$ 41,155.46	\$ 36,384.76
CITY OF NEWBERG	\$ 1,044,633.28	\$1,283,903.69	\$ 239,270.41
CITY OF DUNDEE	\$ 89,449.50	\$ 62,944.42	\$ <26,505.08>
COUNTY OF YAMHILL	\$ 77,122.83	\$ 159,867.34	\$ 82,744.51
TOTAL REVENUE	\$2,562,747.08	\$3,884,179.26	\$ 1,321,432.18
TOTAL EXPENDITURE	\$ 226,438.73	\$1,375,567.95	\$ 1,149,129.22
<u>BALANCE</u>	<u>\$ 2,336,308.35</u>	<u>\$2,508,611.31</u>	\$ 172,302.96

Please note the operational cost in the General Fund was down, due to no transfers for debt. The operational revenue was down due to the virus affecting programs. SDC Fund is up. Please remember the debt was to come out of SDC's for the 2020-21 budget.

- B. Superintendent Report – To be given at meeting.
- C. Staff Reports – Please see pages (29-39).

IX. CORRESPONDENCE

- A. Citizens Comments/Evaluations – Please see Pages (40-50)
- B. Miscellaneous Information – Please see page (51-52).

X. ADJOURNMENT.

Next meeting is October 22, 2020.

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office with remote attendance option
125 S. Elliott Road
August 27, 2020
MINUTES

- I. Lisa Rogers called the meeting to order 6:00 p.m.
- II. Roll Call
- Board members:
- Peter Siderius
Bart Rierson
Don Loving
Mike Ragsdale
Lisa Rogers
- CPRD Staff:
- Don Clements, Superintendent
Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
Julie Petersen, Special Services Supervisor/Recreation Supervisor
Kellan Sasken, Special Services/Golf Director
- Public:
- Sean Andries, Chehalem Cultural Center
Rod Rider
Paul Agrimis (remote)
Ryan Howard, Nick's Equine Assisted Therapy (Did not sign in)
Bob Youngman, Nick's Equine Assisted Therapy
Sandra Boen, Nick's Equine Assisted Therapy
- III. Approval of or changes to agenda –
- Moved Mike Ragsdale
Second Bart Rierson
Passed unanimously
- IV. Approval of consent agenda
- a. Approval of minutes of regular Board meeting June 25, 2020
- b. Approval of bills payable
- c. Approval of June financials
- Moved Lisa Rogers
Second Don Loving
Passed unanimously

V. Public participation

a. Sean Andries, Chehalem Cultural Center, requested a written letter of support endorsing Cultural Advocacy Coalition in pursuit of \$1.25 million from the State of Oregon, by way of the Creative Resources Economic Fund, for Phase 3 renovation of theater, Movement Studio, and Grand Lobby.

Motion to approve

Moved Don Loving

Second Mike Ragsdale

b. Bob and Crystal Rilee Park request - Moved down to await Ryan Howard.

c. Others - Rod Rider said Mike Fanger and he were working on history; Kat Ricker invited his help on chronicling history. Rider objected to the improvements of the course that were recently done. Mike Ragsdale cited from June meeting minutes that the Board approved that a task force be formed to work on this; staff responded that this had not yet been done. Ragsdale said he wanted to see this happen.

VI. Action items/committee reports/Board comments

a. Proposed 2021-22 Budget calendar - Don Clements led discussion.

Motion to approve calendar as presented.

Moved Don Loving

Second Mike Ragsdale

Passed unanimously

Resumed: Bob and Crystal Rilee Park request - Ryan Howard and Sandy Boen presented request for support of a partnership with the nonprofit organization Nick's Equine Assisted Therapy. This organization proposed placing a self-funding facility (30-stall barn with an arena and obstacle course) in the park. Don Loving suggested they contact the equestrians who have been involved with the property visioning. Kat Ricker read the names of the people who had comprised the Advisory Committee and said their minutes are on their webpage on the CPRD website.. Don Clements said that such a proposal would have to be admitted in public process, in keeping with the committee's involvement. Sandy expressed the desire to become involved with the trails on the parcel. Loving said he will work with them to involve them with the advisory committee to continue the discussion.

b. Personnel discussion - Lisa Rogers opened discussion on CPRD hiring practices to ensure we are reaching out to people of color and be more representative of entire community. She suggested having staff work on it or hiring a consultant to do the work on this. Ragsdale and Rierson both said they had no problem with the concept, but wanted more exploration

of how to achieve the goal. Rogers suggested reconvening the group that had worked on employment subjects last year. Siderius suggested CPRD work with NSD to learn how they have handled it. Clements said we contracted out to update the employee manual last year, and there were changes made in that section, and also females had been moved into supervisory positions. Rogers said she will serve on a group to address this.

- c. Discussion of current budget - Clements said we could survive the rest of the year with the COVID adjustments so far, and one more budget cycle; after that, we would have to make changes. He said the golf course is bringing in revenue, but aquatics is losing money, just due to lack of volume of participants from social distancing limitations; Julie Petersen added that new costs of sanitation supplies were another factor.
- d. Approval of proposal for campground: schematic design by Paul Agrimis of GreenWorks, P.C. from Portland - Fees \$188,750; Expenses \$196,750. Discussion of right-of-way issues. Pete Siderius asked how the three government entities involved would work on this; Agrimis described discussions with these, and ODOT. Other topics including potential of grant opportunities for facilities serving homeless, and expanding to add more than 90 campsites. Next phase will be land use approval with Yamhill County, then proceed with design development, possibly 16-mo. process. Ragsdale and Rierson asked why there was a proposal but not a contract. Clements said we will return with a contract at next meeting, which Agrimis agreed to provide.
Motion tabled.
- e. Request for SDC fee waiver from Newberg Habitat for Humanity, for property at 1205 E. 5th St. in Newberg.
Motion to waive fee.
Moved Don Loving
Second Mike Ragsdale
Passed unanimously
- f. Request for Oregon Department of Transportation to enter property at Tax Lot 4200, in order to gather information for Phase 2 of OR18: Newberg-Dundee Bypass project. Siderius asked whether they would share all of the information, and said he wanted this to be required; Ragsdale said that is public record. Rierson sought clarification on natural resources and digging.
- g. Committee Appointments and Liaison Appointments

BOD Election of Officers

President Lisa Rogers
Vice President Mike Ragsdale
Secretary/Treasurer Peter Siderius

Committee Appointments

Financial and Personnel	Lisa Rogers and Don Loving
Recreation Programming	Mike Ragsdale
Parks and Development	Pete Siderius and Bart Rierson

Liaison Appointment

County of Yamhill	Don Loving
Special Districts of Oregon	Don Loving
Council of Governments	Lisa Rogers
City of Dundee	Peter Siderius
City of Newberg	Mike Ragsdale
Newberg School District	Bart Rierson
Chamber of Commerce	Don Loving
Cultural District Committee	Lisa Rogers
Dundee Committees	Peter Siderius
Newberg Committees	Mike Ragsdale

h. Reports and comments from Board members

Peter Siderius - Said the school year will be very interesting.

Don Loving - Nothing

Mike Ragsdale - World Forestry Center may be willing to sell or donate Magness Tree Farm, and a consultant asked him whether CPRD would be interested in being involved, perhaps managing it (80 acres in Clackamas County). Board agreed to entertain considering this.

Bart Rierson - Commented on incident complaint in emails in packet media indicating conflict between slower-paced golfers versus the more efficient, faster golfers. Discussion - Kellan Sasken addressed this, and the tough job that the marshals have, of maintaining Pace of Play, as many golfers resist any approach from marshals.

Rierson urged more discriminating consideration of volunteer projects that could be better chosen or directed - for instance, the disc golf course still needs concrete pads, and he had concerns on sandbox proposed near the splashpad. Clements said the committees (See committee appointments) should help this.

Rierson announced Willamette Riverkeepers' purchase of 9.5 acres on Ash Island, and said the group was also interested in San Salvador Park in St. Paul. He said a parcel in Dundee owned by Kay Edwards may become available soon.

Lisa Rogers - Night of the Moon annual fundraiser for Chehalem Cultural

Center is coming up, and will take place either remotely or a combination of on-site and remote access.

VII. Old business/project updates

- a. Casey Creighton gave some updates: parks staff dug 50 holes today, still working on Friends' Park, working on trail maintenance, and still waiting to decommission pool.

VIII. From the superintendent's desk

- a. Financial report – Don Clements said the 2019-2020 audit is at draft stage. There is still a discrepancy in the current budget, which he is still working on.
- b. Superintendent's report – Clements said we have begun using ADP for electronic payroll services, and the transition is a struggle.
- c. Staff reports – Julie Petersen gave an update on sports and talked about the NAFA softball season. Discussion on flag football, which is an approved sport, and how that will work with COVID precautions. Kellan Sasken gave an update on camps and leagues. Aeration begins Sept. 9th. The Cannabis industry has asked whether they are allowed to hold a tournament; Clements said we have said yes in the past, but they have yet to schedule one.
The Board decided to revisit the policy of permitting tobacco smoking at the golf course, and prohibiting it at all other CPRD facilities; the current Board may not approve this policy. This is to be on the agenda of the September meeting.
Kat Ricker talked about how the website and social media metrics have shown dramatic increase of outside visitors compared to this time last year. Also, we now have the technological capability to hold remote and hybrid meetings.
Mike Ragsdale said he was proud of staff, and said Bryan Stewart needed to be included in that, for how well staff has performed during the pandemic.

IX. Correspondence

- A. Citizen comments/evaluations – No discussion

X. Adjournment – Don Loving moved to adjourn 8:35 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

Next meeting: September 24, 2020

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO AUGUST 20, 2020**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
123228 CHECK VOIDED	\$ 1,155.12	ACCOUNTS PAYABLE
123253-123271	\$ 63,773.08	ACCOUNTS PAYABLE
123272-123311	\$ 22,779.39	PAYROLL
DIRECT DEPOSIT	\$ 51,982.62	PAYROLL
123312-123337	\$ 20,987.41	ACCOUNTS PAYABLE
123338	\$ 551.63	PAYROLL
123339	\$ 2,050.00	ACCOUNTS PAYABLE
1939-1945	\$ 32,975.13	WIRE TRANSFER
GRAND TOTAL	<u>\$ 195,099.26</u>	
<u>BREAKOUT</u>		
<u>ACCOUNTS PAYABLE</u>	\$ 86,810.49	
<u>PAYROLL</u>	\$ 75,313.64	
<u>WIRE TRANSFER</u>	\$ 32,975.13	

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
167	\$ 600.00	CITY OF DUNDEE
GRAND TOTAL	<u>\$ 600.00</u>	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

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

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

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

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>
NO CHECKS	\$ 0.00	
GRAND TOTAL	<u>\$ 0.00</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 7/31/19-20	AS OF 7/31/20-21	DIFFERENCE
Total Operational Expense	\$ 5,284,229.35	\$4,892,789.19	\$ <391,440.16>
Total Capital Outlay & Transfers	\$ 1,173,211.71	\$ 408,566.48	\$ <764,645.23>
GRAND TOTAL EXPENSES	\$ 6,457,441.06	\$5,301,355.67	\$<1,156,085.39>
Total Tax Revenue	\$ 3,038,241.67	\$3,117,292.96	\$ 79,051.29
Total Fees & Charges Revenue	\$ 3,289,000.08	\$2,968,524.55	\$ < 320,475.53>
Total Other Revenue	\$ 128,301.14	\$ 769,310.84	\$ 640,919.70
Beginning Balance	\$ 1,906,967.81	\$1,766,718.66	\$ <140,249.15>
GRAND TOTAL REVENUE	\$ 8,362,600.70	\$8,621,847.01	\$ 259,246.31

SDC FUND SUMMARY

DESCRIPTION	AS OF 7/31/19-20	AS OF 7/31/20-21	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 226,438.73	\$1,375,567.95	\$ 1,149,129.22
TOTAL REVENUE	\$1,215,976.31	\$1,547,870.91	\$ 331,894.60
BEGINNING BALANCE	\$1,346,770.77	\$2,336,308.35	\$ 989,537.58
GRAND TOTAL REVENUE	\$2,562,747.08	\$3,884,179.26	\$ 1,321,432.18

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 7/31/19-20	AS OF 7/31/20-21	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 937,470.90	\$ 194,539.52	\$ <742,931.38>
REVENUE TRANSFERS	\$ 937,470.90	\$ 194,539.52	\$ <742,931.38>
INTREST	\$ 890.40	\$ 685.18	\$ < 205.22>
BEGINNING BALANCE	\$ 31,991.74	\$ 32,882.14	\$ 890.40
GRAND TOTAL REVENUE	\$ 970,353.04	\$ 228,106.84	\$ <742,246.20>

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 7/31/19-20	AS OF 7/31/20-21	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 7/31/19-20	AS OF 7/31/20-21	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 6,143,135.66	\$ 238,803.44	<\$ 5,904,332.22>
GRAND TOTAL REVENUE	\$ 6,525,430.18>	\$ 625,178.27	<\$ 5,900,251.91>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 7/31/19-20	AS OF 7/31/20-21	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 1,276,756.73	\$ 1,298,661.81	<\$ 21,905.08>
GRAND TOTAL REVENUE	\$ 1,424,036.47	\$ 1,597,367.31	\$ 173,330.84

The Big Picture: The Portland Area's Top Residential Recreation Community

Scope:

A gorgeous 75 acre master planned Pickleball Residential Recreation Community that is the perfect embodiment of homes and lifestyles geared for the future.

Elements:

Mainly single level living options that allow seniors to "age in place"

- Attached units

- Small detached units with limited lots

- Larger single level homes

The foremost recreation opportunities

- Pickleball courts

- Community pond/fishing and picnic areas

- Pedestrian and bike trails from Fernwood and Corral Creek all the way to Providence Medical Center and Crestview Crossing

31544 NE Corral Creek Situation

In about 2010 Newberg studied a large amount of land and recommended our land and a large amount in the area be included in the UGB

1,000 Friends of Oregon challenged the Industrial Land and remanded to the City of Newberg to address the challenges. The City requested many extensions which were granted. In 2015, 5 years after the remand, the City of Newberg decided not to even respond. All the work was wasted.

Since about 2018 the City has been attempting to expand the UGB. The state has a simplified method of taking land within ½ of mile into the UGB. The City publicized that would be the perfect solution. After years of study they decided it would not work and the old method needed to be used.

Now, they evidently feel little or no expansion is needed in spite of all the growth since their recommended 2010 expansion.

They are looking largely at small lots in the Urban Reserve which will not be able to be well planned because there are multiple owners with differing needs.

The City of Newberg is thinking small. They advertise that they want to America's Best Community but their planning department is anti-growth and has not expanded the UGB since the Greens/Chehalem Glenn.

Our property is not in the UGB because of a technicality. It is considered farm land, but the soil is not right. If looked at objectively it should be the first land taken

Immediately adjacent to the UGB with services at the property line

A large beautiful piece of property where an amazing community can be developed that is the crown jewel of Newberg.

Surrounded by a park, development that has hopscotched, and natural boundaries in Corral Creek and Fernwood. The neighbors bordering Fernwood want to develop too

Property that should be considered and planned with the by pass

The City of Newberg is not considering the huge trend of Urban Flight away from Portland

PROFESSIONAL SERVICES AGREEMENT BETWEEN GREENWORKS AND CLIENT

This is an AGREEMENT made:

Date September 8, 2020

between the LANDSCAPE ARCHITECT:

GreenWorks, P.C.
850 SE 3rd Avenue, Suite 201
Portland, Oregon 97214

and the CLIENT:

Chehalem Park & Recreation District
125 South Elliot Road
Newberg, Oregon 97132

IN CONSIDERATION of the mutual benefits and obligations set forth herein, the parties agree as follows:

1.0 LANDSCAPE ARCHITECT OBLIGATIONS

- 1.1 LANDSCAPE ARCHITECT is hereby engaged by CLIENT to furnish services in accordance with the terms and conditions set forth in this Agreement. These services are described in Exhibit A as the "Work".
- 1.2 LANDSCAPE ARCHITECT shall be responsible for the Work.
- 1.3 LANDSCAPE ARCHITECT shall provide all labor, materials, supplies, equipment, reference and background data and information to perform the Work.
- 1.4 LANDSCAPE ARCHITECT shall provide a Project Manager who will direct the Work and notify CLIENT in advance should there be a change in Project Manager.
- 1.5 LANDSCAPE ARCHITECT shall work with the CLIENT Project Manager to negotiate a written scope of services and a NOT TO EXCEED fee for the Work. The Work is the best understanding of services needed under the known existing conditions. Circumstances may arise that change the understanding of the existing conditions or the level of effort to execute the Work in which case an appropriate change shall be negotiated to change the NOT TO EXCEED fee. LANDSCAPE ARCHITECT shall work with CLIENT to execute this Agreement fully and in good faith.
- 1.6 LANDSCAPE ARCHITECT shall execute the Work consistent with the agreed upon schedule and notify CLIENT of any developments that will delay achieving the agreed upon schedule. Reasonable schedule modifications to the schedule may be proposed by the LANDSCAPE ARCHITECT for CLIENT approval.
- 1.7 LANDSCAPE ARCHITECT shall notify CLIENT when conditions arise that increase level of effort or other factors affecting the negotiated fee so that modifications can be made to change the Work or to negotiate a revised Scope and Fee.
- 1.8 LANDSCAPE ARCHITECT shall be fully and exclusively responsible to engage and compensate any and all subcontractors and subconsultants necessary to accomplish the Work.
- 1.9 LANDSCAPE ARCHITECT shall perform all Work under this Agreement consistent with the standard of professional care for the appropriate profession in the State of Oregon at this time.
- 1.10 LANDSCAPE ARCHITECT agrees that no person shall, on the grounds of race, color religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of

income, suffer discrimination in the performance of this Agreement when performing this Agreement. Further, LANDSCAPE ARCHITECT agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran-owned or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.

- 1.11 LANDSCAPE ARCHITECT shall comply with ORS 652.220 and shall not discriminate against any employees in the payment of wages or other compensation for work of comparable character on the basis of an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color religion, creed, sex, sexual orientation, national origin, marital status, veteran status, disability or age.
- 1.12 LANDSCAPE ARCHITECT shall provide a monthly invoice for the work per the billing rates described in this Agreement.

2.0 CLIENT OBLIGATIONS

- 2.1 CLIENT shall assign a Project Manager to work with LANDSCAPE ARCHITECT to execute this Agreement fully and in good faith.
- 2.2 CLIENT Project Manager shall work with LANDSCAPE ARCHITECT to address questions, issues, concerns that may develop over the course of completing the Work in a prompt and professional manner.
- 2.3 CLIENT shall provide LANDSCAPE ARCHITECT all information, supplies, services, equipment, and other things which this Agreement specifies as the CLIENT's responsibility.
- 2.4 CLIENT shall inform LANDSCAPE ARCHITECT of any proposed reasonable schedule modifications and negotiate these with the LANDSCAPE ARCHITECT.

3.0 COMPENSATION

- 3.1 CLIENT shall pay LANDSCAPE ARCHITECT for services performed under this Agreement:
 - (a) FEE FOR SPECIFIED SERVICES: For Specified Services rendered under this Agreement, CLIENT agrees to pay LANDSCAPE ARCHITECT:
Time and materials, not to exceed, of ONE HUNDRED NINETYSIX THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$196,750.00), including reimbursable expenses.
 - (b) FEE FOR EXTRA SERVICES: For Extra Services rendered under this Agreement, CLIENT agrees to pay LANDSCAPE ARCHITECT an amount to be negotiated at the time any Extra Services are agreed to.
- 3.2 LANDSCAPE ARCHITECT shall prepare monthly invoices for all services, expenses, and fees incurred.
- 3.3 CLIENT shall pay monthly invoices within thirty (30) days after receipt. The CLIENT shall pay interest at the rate of 1^{1/2} percent per month on any balance owed and unpaid more than thirty (30) days after receipt.
- 3.4 CLIENT agrees to promptly notify Landscape Architect if schedule or budget changes and acknowledges that significant changes to the Project schedule or or to the Project's scope may require Additional Services. Fees for additional work, beyond the scope of work as outlined in this agreement, will be invoiced as provided above, or according to

our regular rates in effect at the time. We will notify you before performing additional services.

4.0 TERM AND TERMINATION

- 4.1 This Agreement will take effect on the Effective Date and, unless earlier terminated as provided in this Section 4, will terminate on December 30, 2021 ("Term"). Either Party may terminate this Agreement (a) for any reason upon not less than thirty (30) days prior written notice to the other Party.
- 4.2 Either party may terminate this Agreement at any time upon seven days prior written notice to the other. In the event this Agreement is terminated, LANDSCAPE ARCHITECT will be compensated for services performed under this Agreement up to the date of termination and subject to the provisions of paragraph 3.2 relating to Payments to LANDSCAPE ARCHITECT by CLIENT.
- 4.2 Regardless of the cause of termination, LANDSCAPE ARCHITECT shall deliver legible copies of all completed or partially completed work products and instruments of service including, but not limited to, laboratory, field, or other notes, logbook pages, technical data, computations, and designs.
- 4.3 The rights and remedies of LANDSCAPE ARCHITECT provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or equity or under this Agreement.

5.0 MEDIATION

- 5.1 In the event an action is instituted to enforce any of the terms or conditions of this Agreement, the parties shall engage a mutually agreed upon Mediator to resolve the difference(s).

6.0 ASSIGNMENT AND SUCCESSOR INTERESTS

- 6.1 LANDSCAPE ARCHITECT will not assign this Agreement or delegate any of its duties or obligations under this Agreement, nor will LANDSCAPE ARCHITECT contract with any third party to provide services incidental to those that LANDSCAPE ARCHITECT is obligated to perform under this Agreement without first obtaining CLIENT'S written consent.
- 6.2 The covenants, conditions and terms of this Agreement shall extend to, and be binding upon and inure to, the benefit of the heirs, personal representatives, successors and assigns of the parties hereto.

7.0 SEVERABILITY

- 7.1 If, by any reason any provision of this Agreement, any term, restriction, covenant or promise is found to be unreasonable or otherwise unenforceable, then such term, restriction, covenant or promise will be deemed modified to the extent necessary to make it enforceable. The invalidity or unenforceability of any provision of this Agreement will in no way affect the validity or enforceability of any other provision of this Agreement.

8.0 WAIVER

- 8.1 No waiver of a breach of any covenant, term or condition of this Agreement shall be a waiver of any other or subsequent breach of the same or any other covenant, term or condition or a waiver of the covenant, term or condition itself.

9.0 RISK ALLOCATION

- 9.1 LANDSCAPE ARCHITECT acknowledges responsibility for liability arising out of the negligent performance of this Agreement.
- 9.2 LANDSCAPE ARCHITECT will indemnify, and hold harmless the CLIENT and their officers, and employees, for, from and against claims, suits, actions losses, damages, liabilities, costs and expenses that arise out of the professional negligence of LANDSCAPE ARCHITECT, its subcontractors and subconsultants. In the event any claim arises as a result of the concurrent negligence of LANDSCAPE ARCHITECT and CLIENT, LANDSCAPE ARCHITECT's liability under this Section may be reduced on the basis of the doctrine of comparative negligence.
- 9.3 LANDSCAPE ARCHITECT shall obtain and maintain in effect during the term of this Agreement insurance policies covering:
- (a) Worker's compensation insurance in the statutory amount and employer's liability insurance in an amount not less than \$500,000 for all employees engaged in providing the Services hereunder
 - (b) Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, with not less than \$1,000,000 combined single limits.
 - (c) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any act of LANDSCAPE ARCHITECT or any of its employees, agents, subcontractors, or subconsultants with not less than \$1,000,000 per occurrence and in the aggregate.
 - (d) Professional liability insurance of \$1,000,000 per occurrence and in the aggregate.

10.0 COMPLIANCE WITH LAWS, REGULATIONS AND ORDINANCES

- 10.1 LANDSCAPE ARCHITECT shall comply with all federal, state and local laws, regulations and ordinances applicable to the work to be done under this Agreement.

11.0 FORCE MAJEURE

- 11.1 Neither party to the Agreement shall be liable to other party for delays in performing the Services contemplated by this Agreement or for the direct or indirect cost resulting from such delays that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond their control.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

LANDSCAPE ARCHITECT

CLIENT

GREENWORKS, P.C.

CHEHALEM PARK & RECREATION DISTRICT



By _____
Name: Paul Agrimis, PLA, PE
Title: Principal

By _____
Name: Don Clements
Title: Superintendent

PROJECT UNDERSTANDING

CPRD wishes to move forward from the feasibility report completed in December 2019 to prepare schematic design for a campground of at least 90 sites. The project site is in unincorporated Yamhill County bounded by Highway 219 on the west and the Willamette River on the south. The area proposed for development is primarily on the upper terrace adjacent to NE Hash Road. This is mostly the area currently leased for agricultural use and would include the area known as the Glade.

Market analysis indicates that there is demand for a mid- to upper-end campground with strong ecotourism themes. Themes fitting the site include access to Chehalem Heritage Trails connected to Newberg; the surrounding natural resources amenities of Hess Creek, Springbrook Creek, floodplain forest and the Willamette River; local viticulture attractions; local history. The intention is to have at least 90 good sites and as many more the same could accommodate with all the other site features and utilities.

There would be a mix of pull-through sites, standard sites, "Sprinter van" sites, and approximately three sites for use by homeless families in transition. There is only limited utility service at the site for power. The potential for solar power generation is good. Water and wastewater service are not presently available, though indications are that water and recycled water would be available from the City of Newberg. It appears that on-site wastewater treatment would be cost-effective.

The feasibility study included limited coordination with ODOT for access/egress and seems achievable with some consideration of the NE Hash Road easement. Another possibility might be to use NE Hash Road to connect to the Wilsonville Road. There is some uncertainty about the ingress/egress that will require more coordination with ODOT and possibly Right of Way Services (Hanna McElDowney is a firm we can recommend should need arise). Another issue to be worked out with ODOT is the restrictions on the portions of the lower site and Glade serving the mitigation requirements for the Newberg-Dundee Bypass project.

Preliminary discussions with ODOT indicate that following ODOT design guidance should be sufficient to design the ingress and egress improvements. It is possible that design of the ingress/egress may require modeling for appropriate stacking lane dimensions for the turn lane or the entry queue (Kittelson Associates is a firm we can recommend should need arise).

The design effort will prepare plans sufficient to submit to Yamhill County for land use approval. The scope does not include preparing the land use submittal to Yamhill County

The timeline for this work is anticipated to run from Summer through Fall 2020.

SCOPE OF SERVICES

The following tasks will support developing a schematic design that indicates the type, size, and location of campground facilities and a cost estimate.

Task 1.1 – Conduct Boundary Survey

- Establish permanent horizontal and vertical control
 - Horizontal datum will be based on Oregon Coordinate Reference System
 - Vertical datum will be based on NAVD88
- Locate and tie existing monuments
- Resolve and map tax lot 100, tax map no. 3 2 33, Yamhill County (approximately 93 acres)
- Resolve and map Highway 219 public right-of-way fronting the above tax lot
- Review title report (provided by Owner) and plot existing easements

Task 1.2 – Conduct Core Topo Survey

- Locate and map all existing above ground features within the subject property, as shown in the attached mapping limits
- Locate and map all existing above ground features within the right-of-way fronting the subject property, as shown in the attached mapping limits
- Locate and map all trees 6-inches and larger diameter at breast height (DBH) based on the limits defined in the attached exhibit. Map a 1-foot contour interval
- Locate and map wetland delineation markers (delineation by others)
- Map underground utilities within the entire right-of-way fronting the subject property based on the following hierarchy of information –
 - (1) above ground evidence
 - (2) locate paint marks, and
 - (3) reference maps made available by the various utility providers.

Note – (a) Some utility providers do not release mapping information to the public; and (b) Locate paint marks will be limited to those areas within public right-of-way

Task 1.3 - Conduct Addl. Site Topo

- Plan and execute drone mission for areas south of Hess Creek
- Locate and map existing features with a 1-foot contour interval based on aerial images for schematic design team efforts

Task 1.4 – Perform Site Evaluation and Test Pits

- Complete Yamhill County Site Evaluation application
- Coordinate with CPRD, consultant team, and County Sanitarian to locate and dig required test pits (using CPRD backhoe) and then complete Site Evaluation Report
- Develop preliminary septic system sizing and layout based on Site Evaluation Report and Oregon Department of Environmental Quality (DEQ) criteria
- Identify specific septic system design requirements (power, tanks locations, leach field locations, etc.)

Task 1.5 – Conduct Geotechnical Investigation

- Coordinate and manage the field investigation, including facilitating public utility locates, scheduling our subcontractors, and coordinating site access
- Conduct a visual reconnaissance of the site by geotechnical and/or geological staff
- Review readily available geologic maps, literature, and well log records for the site vicinity
- Excavate up to 10 test pits to depths up to 10 feet below ground surface (BGS) or practical refusal (Test pits will be loosely backfilled with the spoils from the excavations, remaining spoils will be spread thinly over the ground surface in the vicinity of the test pits)
- Drill up to 6 hand-augered explorations to depths of up to 5 feet BGS or practical refusal
- Complete up to four infiltration tests at depths and locations selected by the project team (Anticipated that the tests will be conducted at depths of less than 5 feet BGS)
- Maintain continuous logs of the explorations and collect soil samples at representative intervals
- Conduct a laboratory testing program with laboratory tests selected based on the subsurface conditions encountered assuming:
 - Fifteen moisture content determinations in general accordance with ASTM D2216
 - Four particle-size analyses in general accordance with ASTM D1140
 - Two Atterberg limits tests in general accordance with ASTM D4318
- Evaluate the infiltration test results and provide an estimate of the infiltration rate appropriate for use in design
- Provide recommendations for site preparation, grading and drainage, stripping depths, fill type for imported material, compaction criteria, trench excavation and backfill, use of on-site soil, and wet/dry weather earthwork
- Provide recommendations for design and construction of shallow spread foundations, including allowable design bearing pressure, passive earth pressure, coefficient of friction, and minimum footing depth and width
- Provide recommendations for preparation of floor slab subgrade
- Provide recommendations for permanent and temporary slopes
- Provide recommendations for the management of identified groundwater conditions that may affect the performance of structures or pavements
- Provide recommendations for the asphalt pavements for access roads and parking areas, including subbase, base course, and asphalt paving thickness
- Provide seismic design recommendations in accordance with the procedures outlined in the ASCE 7-16 and 2019 State of Oregon Structural Specialty Code
- Provide a written geotechnical engineering report summarizing the results of the geotechnical evaluation

Task 1.6 - Meet with ODOT

- Meet w/ ODOT staff at ODOT offices in the Portland Metro area or via web-based conferencing up to two (2) times to determine requirements for the proposed access to Highway 219
- Prepare meeting notes from each meeting

- Prepare a memorandum documenting the results of these discussions and our understanding of the design criteria that will need to be met in design

Task 1.7 - Meet with City of Newberg on Water and Recycled Water

- Meet w/ City of Newberg staff at City offices or via web-based conferencing up to two (2) times to determine requirements for extension of water service and graywater to the project site
- Prepare meeting notes for the meeting
- Prepare a memorandum documenting the results of these discussions and our understanding of the design criteria that will need to be met in design

Task 1.8 - Meet with City of Newberg re: Houseless Facilities

- Meet w/ City of Newberg staff at offices in Newberg or via web-based conferencing up to two (2) times to determine requirements for the proposed transitional housing for families
- Prepare a brief memo with summary outlining the potential design alternatives and the tradeoffs of each, including impacts to net revenues for the campground.

Task 1.9 – Determine Photovoltaic Power Production Potential

- Determine PV power production potential for restrooms and pavilions
- Determine PV power production with shade structures/awnings at campsites
- Prepare brief memo explaining costs and benefits including impacts to net revenues

Task 1.10 - Meet with Yamhill County re: Development Standards

- Conduct meeting w/ County staff at County offices or via web-based conferencing to identify development standards that will apply to the proposed campground improvements (Meeting will be led by GreenWorks)
- Prepare a brief memo documenting the results of these discussions and our understanding of the development standards for the project

Task 2.1 - Meet with CPRD re: Design Goals

- Conduct meeting w/ CPRD staff at CPRD offices or via web-based conferencing once to identify development standards that will apply to the proposed campground improvements (Meeting will be led by GreenWorks)
- Prepare brief memo with summary

Task 2.2 – Modify Financial Model

- Run financial model with revised campground layout in terms of number and types of campsites based on coordination with CPRD, Yamhill County, City of Newberg, and ODOT
- Prepare brief memo with updated information including scenarios that will be modeled for the memo and a section on resiliency of campgrounds using the current COVID-19 pandemic as an example of low-range occupancy rates

Task 2.3 – Update Layout

- Prepare a revised campground layout based on coordination with CPRD, Yamhill County, City of Newberg, and ODOT
- Advise on financial impacts of various campground layout alternatives
- Share revised layout with CPRD to confirm design direction

Task 2.4 – Design Trails Plans, Planting Plans, Irrigation Plans to 20%

- Prepare the community trails plan through the campsite
- Prepare the planting plan to screen sites, provide future shade, and help organize the site
- Prepare conceptual irrigation plan for drip irrigation

Task 2.5 – Design Utilities Layout to 20%

- Prepare schematic design level drawings for required utility improvements including:
 - City Utility Plan - includes water main and graywater extensions to the project site
 - On-site Civil Utility Plan – includes:
 - Sanitary sewer conveyance from proposed facilities to proposed wastewater treatment facilities
 - Private water system to serve proposed campground facilities
 - Extension of graywater lines to point of connection for irrigation use
 - On-site MEP Utility Plan – includes:
 - Electrical connections to buildings, yurts (if included), lighting
 - PV facilities (buildings and shade shelters)
 - Control facilities
 - Plumbing of office, restrooms, and pavilions

Task 2.6 – Design Stormwater Facilities to 20%

- Coordinate with the project team and County to prepare conceptual stormwater treatment approach
- Review the preliminary recommendations of the geotechnical engineer and coordinate with site grading, trails layout, and planting design
- Develop a stormwater collection, conveyance, and treatment system that is appropriate for the site conditions and proposed campground layout

Task 2.7 – Design Structures to 20%

- Provide preliminary plans and elevations of structures including:
 - Office/Check-in Station
 - Restrooms
 - Pavilions
 - Shade Structures

Task 2.8 – Design Campground Entry, Deceleration Lane, Acceleration Lane, and Turn lane to ODOT Standards

- Prepare schematic design level drawings for highway access improvements including:
 - Typical Sections
 - Street Plan
- The design will include development of grading needed to accommodate proposed improvements so that the limits of impact can be identified.
- The design will also include preliminary design for drainage system modifications required to accommodate proposed access improvements.
- Roadway design will be based on input received from ODOT staff and will reflect our understanding of traffic design considerations (turn lane storage lengths, etc.) based on those discussions
- Traffic analysis may be needed to further validate these assumptions prior to final design (not scoped)
- Right of Way services may be needed to fulfill ODOT requirements (not scoped)

Task 2.9 – Prepare 20% Review Set

- Complete plan sheets for 20% Review Set
- Complete quality control review of 20% Review Set prior to submittal
- GreenWorks will compile drawings from team and submit to CPRD

Task 2.10 - Meet with CPRD to Review

- Meet w/ CPRD staff at CPRD offices or via web-based conferencing (Meeting will be led by GreenWorks)
- Prepare Comments Table of matters to be addressed

Task 2.11 – Prepare 30% SD Set

- Complete plan sheets for 30% Review Set
- Complete Comments Table demonstrating how questions, comments, requested changes have been addressed
- Complete quality control review of 30% Review Set prior to submittal
- GreenWorks will compile drawings from team and submit to CPRD

Task 2.12 - Meet with CPRD to Review 30% Plans

- Meet w/ CPRD staff at CPRD offices or via web-based conferencing (Meeting will be led by GreenWorks)
- Prepare brief memo with summary

Task 2.13 – Present to CPRD Board

- Meet w/ CPRD Board at CPRD offices or via web-based conferencing to present

Task 3.1 – Conduct Kickoff Meeting

- Conduct kick-off meeting w/ CPRD staff at CPRD offices or via web-based conferencing (Meeting will be led by GreenWorks)
- Prepare brief memo with summary

Task 3.2 – Regular Communication with CPRD

- Conduct bi-weekly call with CPRD project manager with updates on progress and preview of upcoming work

Task 3.3 – Coordinate with City of Newberg and Yamhill County

- Coordinate with City of Newberg on water and graywater questions
- Coordinate with Yamhill County with design standards and land use approval requirements questions

Task 3.4 – Coordinate with Consultant Team

- Conduct approximately three video conferences to share design information for cohesive coordination of design

Task 3.5 – Prepare Monthly Invoices

- Prepare monthly invoices and progress reports in format acceptable to CPRD

SCHEDULE

GreenWorks is prepared to begin work upon contract execution. The schedule is anticipated to run from September 2020 to February 2021.

LABOR RATES

Please see attached Fee Schedule.

FEES

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

- Task 1 Data Collection – Estimated \$50,590
- Task 2 Schematic Design – Estimated \$114,430
- Task 3 Project Management – Estimated \$23,3700

Total labor fees are estimated to be \$188,750.

EXPENSES

Anticipated expenses for the scope are as follows:

- Mileage (at current IRS rate of \$0.575/mile),
- USPS, UPS or FedEx,
- Couriers
- Reprographics, etc.
- Geotechnical contractor

Expenses will be billed at the direct cost without markup; they are estimated to be approximately \$8,000.

EXCLUSIONS

The above scope of services is for schematic design for an approximately 90-site campground. The following tasks are specifically excluded from this scope of services:

- Right of Way Services
- Right of Way negotiation (potential easements or fee simple purchase of property outside ODOT ROW)
- Transportation Engineering
- Land Use Permitting application and tracking
- Wetland delineation and permitting
- Design development (taking plans and specifications to 60%)
- Submittal for local building and development permits
- Final design (taking plans and specifications to 100%)
- Bidding and Construction services (providing assistance during bidding and providing oversight during construction).

	GREENWORKS			Aron Fiegge, AIA, PE		ECONorthwest			Zucker Engineering & Design			KPFF				PAE			GeoDesign			Estimate By Task
CPED Conclusion Meetings Comprehensive Development	Paul Agrimis, Principal/FM	Staff, Lands, Des.	Katie Schreiner, Proj. Asst.	Aron Fiegge, AIA, PE	Staff	Mark Buckley	Laura Marshall	Staff	Adam Zucker, PE	Adam Zucker, Field	Carl Vanderzanden	Staff Engineer	Lead Surveyor	Survey Crew - 2 person	Staff	Robert Mills, PE	Staff Engineer	Staff	Brett Shihon, PE	Staff Engineer	Staff	
Task 1 Data Collection	\$170.00	\$115.00	\$90.00	\$700.00		\$190.00	\$115.00	\$90.00	\$95.00	\$85.00	\$185.00	\$126.00	\$126.00	\$150.00	\$90.00	\$195.00	\$150.00	\$50.00	\$175.00	\$150.00	\$90.00	
1.1 Conduct Boundary Survey	2												32	24								\$7,840.00
1.2 Conduct Core Topo Survey	2												8	32								\$8,140.00
1.3 Conduct Adm. Site Topo	2												8	48								\$8,540.00
1.4 Dig 2 Test Pits & Rev. w/ USGS																						
Sanitation (using CPED backhoe)	2								16				8									\$2,860.00
A Housew. Memo																						
1.5 Conduct 3 Geotechnical Borings & Prepare Report	2			2															8	20	16	\$6,380.00
1.6 Meet w/ CDOT re: Progress Update & Prepare Memo	4		2								2	16			8							\$4,210.00
1.7 Meet w/ CoN re: Water & Gaswater & Prepare Memo	2		2								2	16			8							\$3,870.00
1.8 Meet w/ CoN re: Housewires	4		2	8			8															\$2,580.00
1.9 Determine PV Potential & Prepare Memo	2			2			2									8	20	4			2	\$5,870.00
1.10 Meet w/ Co. re: Dev. Status & Prepare Memo	4		4	4								8										\$2,560.00
Hours	20	0	10	16	0	0	10	0	16	0	4	40	66	104	16	8	20	4	8	20	16	376
Labo	\$4,420.00	\$0.00	\$920.00	\$1,800.00	\$0.00	\$0.00	\$1,160.00	\$0.00	\$1,620.00	\$0.00	\$780.00	\$5,600.00	\$7,000.00	\$15,600.00	\$1,440.00	\$1,860.00	\$3,000.00	\$560.00	\$1,400.00	\$1,000.00	\$1,620.00	\$30,890.00
Task 2 Pressure Schematic Design																						
2.1 Meet w/ CPED re: Design Goals	4	4	2	4								4										\$3,280.00
2.2 Modify Financial Model & Prepare Memo	8	16	8			4	16	8														\$7,260.00
2.3 Update Campground Layout Based on Updated Fin. Model	4	40	2	2			2		8		2	16										\$6,280.00
2.4 Design Trails & Planning Plan - 20%	8	40																				\$5,990.00
2.5 Design Utilities Layout - 20%	2	20		2					8		4	16				2	8					\$8,710.00
2.6 Design Stormwater Fdn. - 20%	2	20							20	16												\$5,580.00
2.7 Design Restrooms, Revisions, Permitting & Entry Site - 20%	6			40	60											2	8					\$13,350.00
2.8 Design Entry, Detail, Access, & Turnouts to ODOT Blends - 20%	6										16	40			16							\$11,520.00
2.9 Prepare 20% Working Set	20	80	2	20	40				16		4	20										\$20,780.00
2.10 Meet w/ CPED to Review	4	4		4					4													\$2,480.00
2.11 Review & Create 30% Set	20	80	2	16	40				8		4	20				2	4					\$12,910.00
2.12 Meet w/ CPED to Review	4	4		4					4													\$2,480.00
2.13 Prep. to CPED Sign	8		2	6																		\$2,840.00
Hours	100	268	18	100	160	4	78	8	68	16	30	124	0	0	16	6	20	0	0	0	0	876
Labo	\$17,000.00	\$33,120.00	\$1,620.00	\$10,000.00	\$11,800.00	\$780.00	\$2,070.00	\$720.00	\$5,480.00	\$1,040.00	\$5,850.00	\$17,380.00	\$0.00	\$0.00	\$1,440.00	\$1,770.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114,430.00
Task 3 Permit Management																						
3.1 Civil & Detail Koff. Int.	4		2	2		2	2		2		2		2			2			2			\$3,250.00
3.2 Communicate with CPED	20	4																				\$3,850.00
3.3 Coord. w/ CoN - 2 mths	24	4		16								4										\$1,160.00
3.4 Coordinate Consultant Team	16	4		12																		\$5,160.00
3.5 Prepare Monthly Invoices	6		6	4			4				4							4			4	\$3,840.00
Hours	70	12	8	34	0	2	10	0	2	4	6	4	2	0	6	2	0		2	0	4	172
Labo	\$11,200.00	\$1,200.00	\$720.00	\$3,400.00	\$0.00	\$300.00	\$1,150.00	\$0.00	\$180.00	\$260.00	\$1,170.00	\$560.00	\$280.00	\$0.00	\$540.00	\$390.00	\$0.00	\$360.00	\$350.00	\$0.00	\$580.00	\$13,370.00
Total Hours	198	300	36	150	160	6	88	8	80	20	40	168	68	104	22	18	40	8	10	20	32	1624
Total Labo	\$35,200.00	\$34,320.00	\$5,340.00	\$15,000.00	\$12,800.00	\$1,170.00	\$4,270.00	\$720.00	\$5,170.00	\$1,300.00	\$7,020.00	\$22,420.00	\$7,250.00	\$15,800.00	\$5,420.00	\$3,120.00	\$6,000.00	\$720.00	\$1,760.00	\$3,000.00	\$1,880.00	\$188,730.00
Expenses																						\$0.00
																						\$188,730.00

Wind Storm and Fire Damage

A survey of the damage revealed; of our 23 Parks in the District 10 of those had multiple trees down. Some were neighbors trees that fell into the parks damaging fences, some were our trees (Oaks, Ash, Pine) that fell onto other properties and damaged fences. Three buildings were hit, most notably the Scout house (½ large Oak tree fell right on the peak) in Memorial Park. The large shelter at Jaquith Park received some damage and gutters taken off half of the structure. The concession stand at The BMX track was slightly damaged but the starter stand was flattened. The footbridge railing on the Gettman loop trail was damaged and repaired. Several trees at the golf course were damaged and removed. We worked with A&R tree services to first remove all safety issues then start the cleanup process. All damages are documented and have or will be turned into SDAO Insurance. Altogether we spent 10 days cleaning up after the storm. Smoke from the fires did not help. Due to lack of people on the trails due to smoke (Air Quality) we had an incident where a person poured accelerant onto the footbridge at Ewing young and burned Railings, Decking and Supports but because it is a steel span we were able to repair the Damage.

Aquatic and Fitness Center

Enviser is currently working on getting the necessary Parts (compressor and electrical contactors) from Aeromec to complete repairs and then we will be able to commission the HVAC system at the Aquatic Center. When Enviser began their maintenance on the Aeromec units they found a few issues with each unit. All of the issues they deemed not maintenance issues but factory or installation issues. One issue was the contactors on Ashp-2 they specifically said that they had never seen these type of contactors wear as fast as they have in this application. They did not know what would have caused this amount of wear, short cycling and voltages were mentioned as common factors. There was a calculated compressor failure rate of 50% over approximately two years. I talked with Jerry Pillar from Enviser Sept.16 and he said they were still waiting for the compressor and contactors and were in transit scheduled for delivery Sept. 21-25. Repairs can be made and the units commissioned.

Cultural Center

Cultural Center has been open to the public 5/19/20 by appointment and or class activities (Tuesday through Saturday 9-5). New public restrooms closed, main restrooms open. All mechanical systems currently working as needed.

Friends Park

The parks crew has been working on the install of the Playground at Friends Park. Footing holes have been completed, playground equipment staged and assembly will begin this week. We were delayed by wind damage and fire.

Edwards School Playground

Russ has prepared the site for installation. We will begin installation October 15 with the Newberg school district. We have been working with the School district, City and the Edwards Playground Committee to accomplish this.

Development

I have completed 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. We have signed the Deed for the Riverrun subdivision property Tact A and C and are awaiting their return to us after recording. Campground feasibility study has been completed. We have received a proposal from Greenworks (Paul Agrimus) for Schematic Design of the Heritage Trails Campground on the 219 property, Contract enclosed in the Board Packet will need Board approval to move forward. The Sander development team will meet, (Zoom) with the City of Dundee and SEA for a formal pre-application conference to get a better understanding of City requirements for land use approval for the Sander Estate September 25.

Chehalem Glenn

Aaron Gilbreth resigned September 8th see attached letter. I placed his Assistant Mike Cosby as Director of Maintenance. Mike has been at the golf course 5 years, has a passion, has learned the operation and I believe he deserves a chance with help from myself and Bryan moving forward. Don and I will discuss when he returns. Golf Course is doing well. Play is steady day to day even with reduced tee times available, cart rentals are up. Air Quality has hampered golf but quite a few still playing. Aeration started September 15 and Tees, Fairways and Greens will be aerated through the beginning of October.

Wind Damage 9/8/20	Priority	Trails closed for damage assessment
Armory Park (Armory/Youth Center)	3	Debris
Buckley Park	2	2 Trees, Ash will need trunks removed
College Park	Good	debris
Crabtree Park	good	Trees, Debris
Crater Park	3	1/2 large oak on Plateau above school,
Dundee Overlook Park	good	Debris
Dundee Overlook Park	good	debris
Dundee Billick Park	2	Trees, Debris-Trail assessment, Cottonwood down next to BMX concession-hit by tree
Ewing Young Park	3	Debris
Falcon Crest Park	Good	Under development
Friends Park	1.	Branches hanging, debris, trees will need to be removed- damaged
Gladys Park	3	Good-debris
Herbert Hoover Park	1	4 Trees-1 resident, chain link fence, shelter, gutter, debris
Jaquith Park	1	3 large limbs, Scout house roof destroyed?, debris, Danger 1 tree will need to be removed
Memorial Park (Scout House)	Good	Debris
Oak Knoll Park	1	Debris, 1 tree-Crape Myrtle
Pool Park (Aquatic Center)	1	Sweet Gum-Large Branches, debris
Rotary Centennial Park (Cultural C.)	2	1 large Oak Tree, Limbs and debris
Scott Leavitt Park	2	1 Pine, Spruce top onto wood fence will need to be removed
Spring Meadow Park	3	Good
Tom Gail Park	2	Several large Oak limbs down, 1 attached, *Danger no trees lost
White Oak Park	3	
Schaad Park	3	
Fortune Park		
Undeveloped Parks		
Dundee River Front Park		
Luis Brillas Park		
Rilee Property	3	Still making assessments nothing major.
Sanders Family Park		
Open Space		
Chehalem Glenn Golf Course/Trails	1	6 trees, many large limbs, debris, Trail assessment Gettman Loop Bridge-railing repair

Parks Summary

Month of: August / September 2020

Park Name	Hours worked
Armory	18.00
Billick/Dundee	42.00
CAFC	90.00
Cultural Center	30.50
Chehalem Valley M.S	16.00
College	12.00
Community Center	9.50
Crabtree	18.00
Crater Ballfields	63.50
Dundee Park	4.50
Dundee River Park	0.00
Elliott Road	23.00
Ewing Young	36.00
Falcon Crest Park	12.00
Fortune Park	4.50
Friends Park	208.00
Tom Gail Park	13.00
Gladys Park	21.00
Chehalem Glenn G.C.	24.00
Herbert Hoover Park	24.00
Jaquith Park	104.00
Jaquith Ball Fields	48.00
Memorial/Scout House	41.00
Mountainview	0.00
Oak Knoll Park	4.00
Oaks Park	41.50
Other District Land	8.00
Pre-School	16.00
Pride Gas	7.50
Renne Fields	21.00
Riley Park	32.00
Rotary Park	21.00
Sander Park	2.00
Schaad Park	10.00
Scott Leavitt Park	24.00
Senior Center	12.00
Spring Meadow	28.50
Waste Mngt	6.50
vacation/holiday/sick/comp	96.00
Wilsonville Property	2.00
Youth Building	8.00
<u>Total</u>	1202.50

Chehalem Park and Recreation District,

I Aaron Gilbreth am submitting my letter of resignation from the Director of Maintenance of Chehalem Glenn Golf Course. I have been battling severe depression for a long time and it is time that I seek help to save myself and my family. I have been working on a golf course most of my life and this is the toughest decision of my life but it is the right decision to make going forward. I am thankful for the opportunity that I was given by Chehalem Park and Recreation District. I have nothing but good things to say about the people I had an opportunity to work with. With that said I would like to make a personal recommendation for Mike Cosby to take over as Maintenance Director. He is well deserving of the job and it has showed. Everyone from the staff to the community has great respect for him and I feel he would be an ideal candidate going forward for the future. With that said I wish all the best to Chehalem Park and Recreation District. Thank you again.

Aaron Gilbreth

A handwritten signature in cursive script, appearing to read 'Aaron Gilbreth', written in dark ink on a white background.

Activity Financial Report - Aug 2020
COVID-19

Department - Aquatics 451

EXPENDITURES	Aug '19/20	Aug '20/21	Yr to Date '19/20	Yr to Date '20/21	Year End 18/19	Year End 19/20	Est June 20/21
Aquatics - 451:							
Personnel Services							
Aquatic Supervisor	\$1,502.60	\$1,532.50	\$2,970.96	\$3,065.00	\$17,209.44	\$18,161.41	\$19,166.00
AQ Coordinator 451.110032						\$503.70	
Secretary I	\$1,932.19		\$3,370.32	\$1,445.66	\$18,760.83	\$27,906.97	
Secretary II	\$2,714.80		\$5,135.68		\$30,126.77	\$21,614.91	
Aquatic Coordinator	\$3,513.60	\$3,761.49	\$7,027.22	\$7,522.97	\$42,098.37	\$44,146.56	\$47,066.00
Aquatics Specialist	\$2,959.79	\$3,090.67	\$5,847.65	\$6,181.33	\$34,510.41	\$35,985.33	\$38,722.00
Guards	\$20,831.25	\$12,608.98	\$40,941.27	\$24,712.89	\$181,090.90	\$146,903.66	\$178,471.00
Cashiers	\$6,845.72	\$3,085.90	\$13,191.52	\$2,679.74	\$57,179.60	\$62,866.10	
Instructors	\$9,029.03		\$17,502.22	\$4,052.06	\$58,787.83	\$45,056.24	\$67,429.00
Coaches	\$28.13		\$61.88		\$1,143.07	\$725.34	\$1,710.00
Group Fitness Instructors	\$798.74	\$1,276.74	\$1,240.68	\$2,788.25	\$503.63	\$10,725.12	\$18,638.00
Personal Trainer		\$102.00	\$50.00	\$153.00		\$866.75	\$2,750.00
FC Monitor	\$18.30	\$5,004.36	\$18.30	\$7,808.61		\$5,211.29	\$12,012.00
Lead Guard		\$6,523.26		\$862.19			\$36,039.00
Total Personnel Services	\$50,174.15	\$36,985.90	\$97,357.70	\$61,271.70	\$441,410.85	\$420,673.38	\$422,003.00
Materials & Services:							
Office Supplies	\$608.59	\$150.35	\$868.66	\$255.57	\$4,229.19	\$4,524.37	\$5,510.00
Postage Supplies	\$9.90	\$7.70	\$18.70	\$15.40	\$278.84	\$273.40	\$4,450.00
Program Supplies	\$463.86	\$1,141.94	\$1,209.81	\$3,110.13	\$11,688.40	\$12,627.25	\$15,000.00
Chemical & Agricultural Supplies	\$2,669.30	\$3,899.98	\$4,500.37	\$3,936.98	\$28,883.48	\$26,447.01	\$29,900.00
Store Supplies	\$355.68	\$1,188.23	\$355.68	\$1,188.23	\$6,572.47	\$3,099.92	\$7,500.00
Gas & Oil Supplies							
Classifieds							
Brochure	\$19.08		\$19.08			\$57.25	\$625.00
Fliers	\$56.05	\$59.35	\$162.00	\$118.70	\$386.09	\$1,241.25	\$1,450.00
Professional Dues	\$86.65	\$352.65	\$985.06	\$439.30	\$4,289.68	\$3,487.28	\$4,850.00
Conference/Workshops	\$395.00		\$395.00		\$1,178.67	\$902.50	\$3,810.00
Staff Mileage					\$176.75	\$270.28	\$1,200.00
Staff Expenses		\$66.67	\$22.65	\$86.82	\$1,114.86	\$673.69	\$350.00
Utilities:							\$1,000.00
Electricity	\$21,429.52	\$19,163.71	\$21,429.52	\$36,081.85	\$245,129.42	\$232,937.77	\$257,816.00
Natural Gas		\$3,824.77		\$3,824.77	\$33,649.02	\$12,494.45	\$24,516.00
Water/Sewer	\$5,962.24	\$5,799.24	\$5,962.24	\$5,799.24	\$37,750.63	\$48,717.38	\$54,783.00
Telephone	\$326.48	\$330.75	\$643.97	\$661.50	\$4,156.44	\$4,089.38	\$3,780.00
Fees (activenetbank/cc)	\$5,924.84	\$2,938.39	\$11,228.81	\$4,953.32	\$48,912.30	\$50,894.60	\$37,910.00
Internet & Communication						\$393.94	\$712.00
/ Data Storage & Backup							
Video & Online Photography		\$19.08		\$38.16		\$133.57	\$38.00
Online Advertising						\$82.91	\$237.00
Ground Maint/Repairs							\$262.00
Program Contracts 451.380.003	\$1,561.50	\$336.00	\$1,561.50	\$336.00	\$2,574.40	\$13,531.53	\$22,000.00
Insurance Services		\$380.36		\$380.36	\$48,439.49	\$37,819.66	\$33,766.00
Refunds				\$36.00	\$131.00	\$6,200.76	\$450.00
Total Materials & Services	\$39,868.69	\$39,659.17	\$49,363.05	\$61,262.33	\$488,406.14	\$460,977.20	\$511,915.00
TOTAL AQUATIC EXPENDITURES	\$90,042.84	\$76,645.07	\$146,720.75	\$122,534.03	\$929,816.99	\$881,650.58	\$933,918.00

Activity Financial Report - Aug 2020		Department - Aquatics 451						
COVID-19								
REVENUE		Aug '19/20	Aug '20/21	Yr to Date '19/20	Yr to Date '20/21	Year End 18/19	Year End 19/20	Est June 20/21
Aquatics - 451:								
451.003 Youth Fitness								
451.004 Gray & Golden	\$136.00	\$56.00	\$408.00	\$56.00	\$124.00	\$1,379.00	\$2,050.00	
451.006 Group Fitness (Studio)		\$28.00		\$56.00		\$430.00		
451.007/291 Water Exercise	\$1,186.00	\$35.00	\$1,986.50	\$2,380.00	\$1,560.00	\$7,766.50	\$3,624.00	\$5,750.00
451.008 Weight Training	\$731.00	\$866.00	\$2,380.00	\$1,560.00	\$13,641.00	\$22,848.50	\$32,500.00	\$32,500.00
451.011 Private Swim Lessons	\$6,285.00	\$1,840.00	\$13,434.00	\$2,661.00	\$61,166.69	\$35,393.00	\$54,000.00	\$54,000.00
451.012 Optum Fitness Advantage*	\$1,256.00	\$584.00	\$2,476.00	\$1,088.00	\$5,585.00	\$15,892.00	\$19,900.00	\$19,900.00
451.013 Water Safety	\$5.00	\$170.00	\$1,043.35	\$50.00	\$2,789.82	\$5,375.35	\$4,425.00	\$4,425.00
451.014 SilverSneakers - Tivity*	\$348.00	\$60.50	\$731.50	\$76.28	\$1,842.50	\$4,291.00	\$5,150.00	\$5,150.00
451.015 Silver&Fit - ASH*	\$5,067.00	\$2,611.50	\$9,620.00	\$3,988.50	\$22,578.00	\$59,067.02	\$72,500.00	\$72,500.00
451.016 Water Polo			\$7,379.50	\$1,760.00	\$21,433.46	\$16,357.20	\$18,650.00	\$18,650.00
451.017 GFU		\$1,760.00	\$56.25		\$39,484.00	\$39,072.25	\$35,600.00	\$35,600.00
451.018 Newberg High School					\$81.00			
451.019 School Districts					\$4,301.00	\$812.00		
451.020 Locker Income								
451.021 Locker Rental					\$33.00			
451.023 Pool Rental	\$970.00	\$20,517.50	\$1,280.00	\$33,547.50	\$20,347.70	\$19,431.00	\$22,500.00	\$22,500.00
451.024 Classroom Rental	\$150.00		\$137.51	\$150.00	\$12,301.00	\$7,501.01	\$12,550.00	\$12,550.00
451.025 Sauna/Spa	\$407.00		\$909.00		\$6,412.90	\$4,757.10	\$7,850.00	\$7,850.00
451.026 Special Events					\$80.00	\$100.00		
451.027 Repasses					\$150.00			
451.061 Vending					\$1,140.48		\$2,150.00	\$2,150.00
451.200 Aquatics Misc					\$200.00	\$25.00		
451.280 Sales	\$1,199.25	\$262.50	\$2,192.75	\$486.50	\$7,065.00	\$6,024.49	\$9,830.00	\$9,830.00
451.281 CST/CVA				\$11,707.25	\$15,430.00	\$10,855.95	\$21,300.00	\$21,300.00
451.282 Swim Lessons	\$13,692.70	\$6,060.50	\$26,323.19	\$8,212.00	\$151,807.90	\$102,088.91	\$148,325.00	\$148,325.00
451.283 Lap Swim	\$1,606.75	\$6,163.50	\$3,785.25	\$12,489.00	\$16,778.42	\$15,525.25	\$16,775.00	\$16,775.00
451.284 Public Swim	\$19,824.50	\$4,864.00	\$39,550.50	\$9,460.50	\$151,618.64	\$85,411.00	\$128,875.00	\$128,875.00
451.285 Equipment Rental								
451.286 Membership Sales	\$23,177.30	\$9,595.92	\$47,626.71	\$18,614.37	\$231,824.64	\$284,774.00	\$250,125.00	\$250,125.00
451.287 Weight Room	\$1,188.00	\$754.50	\$2,528.50	\$1,706.09	\$7,481.00	\$14,545.50	\$18,320.00	\$18,320.00
451.289 Punch Cards - General	\$2,724.00	\$1,741.00	\$5,042.00	\$3,578.00	\$29,174.90	\$32,136.51	\$38,125.00	\$38,125.00
451.290 Gift Certificates								
451.292 Preschool Swim Lessons								
451.294 SUP Yoga/Fencing								
451.296 Patio Rental	\$298.75		\$508.75	\$401.50	\$640.00	\$3,999.75	\$7,025.00	\$7,025.00
451.293/425 Basketball Court	\$672.50	\$230.00	\$1,466.50	\$120.00	\$3,868.30	\$11,663.75	\$14,875.00	\$14,875.00
451.285/426 Pickleball Court	\$64.00		\$114.50		\$485.50	\$1,429.05	\$1,540.00	\$1,540.00
451.021/427 Volleyball Court	\$24.00		\$57.00		\$214.00	\$403.00	\$350.00	\$350.00
451.428 SkyTrack			\$6.50		\$14.00	\$6.50	\$50.00	\$50.00
451.429 Fencing		\$60.00				\$890.30	\$2,250.00	\$2,250.00
451.666 CC Fees						\$555.31		
TOTAL AQUATIC REVENUE		\$80,712.75	\$57,800.42	\$171,043.76	\$111,694.49	\$837,860.35	\$619,066.28	\$955,590.00



Adult Sports

September 2020 Activity Report, Department 452

Department 452 Participation Tracking		August 2020	
Activity	Participants	Participant Hours	
Co Ed	110	1200	
Total	110	1200	
Department 452 Financial Tracking		August 2020	
Supervisory Staff Expense	300		
Administrative Staff Expense	750		
Part Time Staff Expense			
Material Expense	3140		
Total Expense	4190		
Program Revenue	2520		
Net	(1670)		
Cost Per Participant	(15.18)		
Cost Per Participant Hour	(1.40)		

Department 452 – Adult Sports

The Co-Ed softball season opened on August 11th with 9 teams participating.

The season concluded September 1st after 4 weeks of double headers for each team.



Youth Sports

September 2020 Activity Report, Department 453

Department 453 Participation Tracking	August 2020	
Activity	Participants	Participant Hours
Tennis camp	35	210
Soccer camp	45	270
Basketball camp	50	300
Totals	130	780

Department 453 Financial Tracking	August 2020	
Supervisory Staff Expense	4500	
Administrative Staff Expense	3180	
Part Time Staff Expense	105	
Program/Materials Expense	132000	
Total Expense	20985	
Program Revenue	25310	
Net	4325	
Cost Per Participant	33.25	
Cost Per Participant Hour	5.54	

Department 453 – Youth Sports

CPRD offered 3 more camps in the month of August. Fall sports registration is offering youth soccer and flag football. The soccer and Flag football seasons will begin in September. Total participation numbers are at 2019 levels. Our middle school sports programs have been postponed until late February.

Aug 2020 Activity Report

455 Care	Aug 2020	Fiscal Year To Date
Supervisory Staff	636.48	1272.96
Recreation Coordinator	933.1	1866.2
Care Director	2121.68	4243.36
Care Technician	424.36	424.36
Part Time Staff Expense	28,343.14	55,048.22
Fringe	6,225.77	12,034.05
program Expense	4,221.64	57,06.41
Utilities Expense	0	0
Total Expense	42,906.17	80,604.56
Program Revenue	24,019.4	31,889.3
Rental Revenue	0	0
Net	18,886.77	48,715.26

474 Pre School	Aug 2020	Fiscal Year To Date
Supervisory Staff	0	0
Admin Staff Expense	0	0
Pre School Instructor	1697.32	3819
Fringe	916.94	2062.13
program Expense	511	861.42
Utilities Expense	493.43	670.69
Total Expense	3618.69	7413.24
Program Revenue	4872.5	4872.5
Rental Revenue	0	0
Net	-1,253.81	2540.74

On June 1st we started our Summer Camp Care program. Providing a summer camp experience for kids in our Daycare program. Our grade school group is meeting at Mable Rush and our Kindergarten age group meets at the Community Center. On June 1st we had 14 kids in our grade school program and 4 in our Kindergarten Program. As of today, we have 88 participants between the two program.

On June 1st we opened Summer Preschool. This is a 10 week program designed to give some extra attention to students entering Kindergarten in the Fall. We have 14 students in that program. Graduation was held on August 7th at Bob and Crystal Riley Park.

School year care is the hot button issue right now. In early July the school district and the park district agreed that if we began the school year in "Distanced Learning", the grade school Care program would operate one site at Mable Rush utilizing multiple rooms. On Aug 20th the school district told us that was not an option. They would not have the 5 classrooms needed at Mable Rush. The school district decided that we would hold care at multiple sites which at that time had yet to be determined. They also informed us that we might not have access to Mable Rush for the first 2 weeks in Sept. Which was the conclusion of our summer care program. On the Aug 26th we were able to confirm facility space for Aug 30th to Sept 4th. We elected to close summer care 1 week early since we did not have facility space to conduct it safely. As of Aug 30th, we had been shown 2 alternative locations for school year Grade School Care. But as it turned out each of those locations were not available.

School Year Care 2020-2021

As of today we have 4 spaces to operate child care at Mable Rush. 2 classrooms, the gym, and the cafeteria. We potentially have a second space which would allow 2 more classrooms. But for the time being, the grade school care program is capped at 40 students.

Respectfully submitted by Matt Compton
Recreation and Care Coordinator

FY20 YTD - August													
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	20 v 19	% Diff
Starts by Category													
Resident	1735	1220	1229	1672	1209	1809	1997	2636	2315	2839	2321	-518	-18.2%
Non Resident	7568	5150	5728	5722	4357	5164	4853	4179	2378	2465	2340	-125	-5.1%
Group	1517	1794	1579	1229	1223	1118	965	778	1005	747	299	-448	-60.0%
League	261	158	211	195	159	228	147	78	9	1	0	-1	-100.0%
Complimentary	564	635	618	659	540	611	492	450	402	553	1812	1259	227.7%
Misc/Promotional	1110	3122	1142	1133	2997	2503	1968	2221	4220	3785	5190	1405	37.1%
Total Starts	12755	12079	10507	10610	10485	11433	10422	10342	10329	10390	11962	1572	15.1%
Revenue													
Green Fees	\$287,269.00	\$280,594.00	\$258,916.00	\$242,145.00	\$220,960.00	\$224,181.00	\$219,213.00	\$200,931.00	\$213,343.00	\$215,658.00	\$268,893.00	\$53,235.00	24.7%
Driving Range	\$27,455.00	\$24,030.00	\$21,804.00	\$21,228.00	\$19,013.00	\$20,329.00	\$18,752.00	\$18,466.00	\$21,729.00	\$21,012.00	\$29,401.00	\$8,389.00	39.9%
Rentals	\$102,456.00	\$86,623.00	\$78,536.00	\$74,275.00	\$70,017.00	\$80,753.00	\$83,765.00	\$81,075.00	\$63,660.00	\$60,008.00	\$94,318.00	\$34,310.00	57.2%
Golf Shop	\$27,664.00	\$24,478.00	\$25,368.00	\$23,885.00	\$24,051.00	\$16,869.00	\$17,359.00	\$20,347.00	\$21,974.00	\$24,306.00	\$28,971.00	\$4,665.00	19.2%
Snack Bar	\$75,423.00	\$82,417.00	\$56,768.00	\$50,657.00	\$46,615.00	\$61,967.00	\$53,894.00	\$53,296.00	\$54,407.00	\$52,294.00	\$54,093.00	\$1,799.00	3.4%
Instruction	\$9,240.00	\$9,944.00	\$9,781.00	\$11,043.00	\$2,243.00	\$1,259.00	\$935.00	\$3,680.00	\$5,423.00	\$2,175.00	\$7,425.00	\$5,250.00	241.4%
Miscellaneous	\$4,248.00	\$19,336.00	\$9,890.00	\$7,673.00	\$(630.00)	\$(17,767.00)	\$(16,970.00)	\$4,653.00	\$4,558.00	\$3,243.00	\$12,670.00	\$9,427.00	290.7%
Total Revenue	\$533,755.00	\$527,422.00	\$460,063.00	\$415,560.00	\$382,269.00	\$387,591.00	\$376,948.00	\$382,448.00	\$385,094.00	\$378,696.00	\$495,771.00	\$117,075.00	30.9%
\$ per Start													
Green Fees \$ per Start	\$22.52	\$23.23	\$24.64	\$22.82	\$21.07	\$19.61	\$21.03	\$19.43	\$20.65	\$20.76	\$22.48	\$1.72	8.3%
Driving Range \$ per Start	\$2.15	\$1.99	\$2.08	\$2.00	\$1.81	\$1.78	\$1.80	\$1.79	\$2.10	\$2.02	\$2.46	\$0.44	21.5%
Rentals \$ per Start	\$8.03	\$7.17	\$7.47	\$7.00	\$6.68	\$7.06	\$8.04	\$7.84	\$6.16	\$5.78	\$7.88	\$2.11	36.5%
Golf Revenue \$ per Start	\$32.71	\$32.39	\$34.19	\$31.82	\$29.57	\$28.45	\$30.87	\$29.05	\$28.92	\$28.55	\$32.82	\$4.27	14.9%
Golf Shop	#REF!	\$8.48	\$8.24	\$7.40	\$7.08	\$6.12	\$7.75	\$1.97	\$2.13	\$2.34	\$2.42	\$0.08	3.5%
Snack Bar	#REF!	\$2.29	\$2.33	\$2.39	\$2.28	\$2.10	\$1.62	\$5.15	\$5.27	\$5.03	\$4.52	\$(0.51)	-10.2%
Concession Revenue	#REF!	\$10.77	\$10.57	\$9.79	\$9.36	\$8.23	\$9.37	\$7.12	\$7.39	\$7.37	\$6.94	\$(0.43)	-5.8%
GolfNow Barter Rounds	0	0	0	0	0	0	0	416	430	419	435	16	3.8%

Big Year so far! Rounds are up 15%, but people's spending is also way up! This is due in part to single rider carts that some people take increasing our revenue in that department. But \$ per round are are up 15% and the highest they have been since 2012. The driving range has also been as busy as ever with revenue up almost 40%. There are a lot of beginners getting into golf right now, which is wonderful for the golf industry moving forward.

August													
Dry Days	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	20 v 19	% Diff
Starts by Category	29	31	31	25	29	28	29		29	25	29		
Resident	860	586	576	833	551	822	911	1138	1193	1350	1071	-279	-20.7%
Non Resident	3606	2396	2748	2609	2089	2734	2157	1876	1249	1087	1096	9	0.8%
Group	720	940	884	884	690	866	585	719	569	224	233	9	4.0%
League	150	102	79	67	78	95	86	43	9	0	0	0	0.0%
Complimentry	302	315	318	383	289	343	189	210	233	269	880	611	227.1%
Misc/Promotional	624	1474	511	514	1661	1130	960	1022	2105	1873	2527	654	34.9%
Total Starts	6262	5613	5116	5290	5358	5990	4898	5008	5425	4875	5807	932	19.1%
Revenue													
Green Fees	\$138,167.00	\$134,330.00	\$126,034.00	\$121,272.00	\$113,330.00	\$122,498.00	\$99,395.00	\$97,994.00	\$108,625.00	\$98,784.00	\$133,586.00	\$34,802.00	35.2%
Driving Range	\$13,002.00	\$12,250.00	\$10,596.00	\$10,338.00	\$8,880.00	\$10,702.00	\$8,061.00	\$8,545.00	\$10,958.00	\$10,280.00	\$14,731.00	\$4,451.00	43.3%
Rentals	\$51,425.00	\$42,081.00	\$39,325.00	\$36,136.00	\$37,780.00	\$43,775.00	\$38,914.00	\$42,133.00	\$31,188.00	\$25,764.00	\$47,910.00	\$22,146.00	86.0%
Golf Shop	\$13,268.00	\$11,552.00	\$12,138.00	\$12,175.00	\$13,580.00	\$8,302.00	\$8,351.00	\$10,256.00	\$11,042.00	\$12,367.00	\$16,159.00	\$3,792.00	30.7%
Snack Bar	\$35,561.00	\$38,872.00	\$25,462.00	\$25,573.00	\$23,337.00	\$30,949.00	\$26,528.00	\$24,950.00	\$27,310.00	\$25,206.00	\$28,506.00	\$3,300.00	13.1%
Instruction	\$4,811.00	\$9,944.00	\$5,448.00	\$5,390.00	\$655.00	\$255.00	\$270.00	\$2,525.00	\$770.00	\$1,470.00	\$6,810.00	\$5,340.00	363.3%
Miscellaneous	\$669.00	\$3,987.00	\$2,261.00	\$11,384.00	\$138.00	\$16,673.00	\$11,256.00	\$2,412.00	\$2,038.00	\$737.00	\$7,105.00	\$6,368.00	864.0%
Total Revenue	\$256,903.00	\$253,016.00	\$221,264.00	\$199,500.00	\$197,700.00	\$199,808.00	\$170,263.00	\$188,815.00	\$191,931.00	\$174,608.00	\$254,807.00	\$80,199.00	45.9%
\$ per Start													
Green Fees \$ per Start	\$22.06	\$23.11	\$24.64	\$22.92	\$21.15	\$20.45	\$20.29	\$19.57	\$20.02	\$20.26	\$23.00	\$2.74	13.5%
Driving Range \$ per Start	\$2.08	\$2.11	\$2.07	\$1.95	\$1.66	\$1.79	\$1.65	\$1.71	\$2.02	\$2.11	\$2.54	\$0.43	20.3%
Rentals \$ per Start	\$8.21	\$7.24	\$7.69	\$6.83	\$7.05	\$7.31	\$7.94	\$8.41	\$5.75	\$5.28	\$8.25	\$2.97	56.1%
Golf Revenue \$ per Start	\$32.35	\$32.46	\$34.39	\$31.71	\$29.86	\$29.55	\$29.88	\$29.69	\$27.79	\$27.66	\$33.79	\$6.13	22.2%
Golf Shop	\$2.12	\$1.89	\$2.37	\$2.30	\$2.53	\$1.39	\$1.70	\$2.05	\$2.04	\$2.54	\$2.78	\$0.25	9.7%
Snack Bar	\$5.68	\$6.69	\$4.98	\$4.83	\$4.36	\$5.17	\$5.42	\$4.98	\$5.03	\$5.17	\$4.91	\$(0.26)	-5.1%
Concession Revenue	\$7.80	\$8.67	\$7.35	\$7.14	\$6.89	\$6.55	\$7.12	\$7.03	\$7.07	\$7.71	\$7.69	\$(0.02)	-0.2%
GolfNow Barter Rounds	29	64	63	106	215	195	216	185	190	178	225	47	26.4%

Weather was good and people continue to play like crazy during the pandemic!

Subject: Fwd: Fw: Skate park clean up kids

Date: Monday, September 14, 2020 at 8:01:14 AM Pacific Daylight Time

From: Lisa Rogers

To: Don Clements, Kat Ricker

CC: Rick Rogers

Good Morning Don and Kat,

I hope you both are doing well after the last week, wow, and wanted to share the email below that Rick forwarded to me. Noah is a former Rugby player for Rick and also uses the skate park regularly. It is really comforting to know that the kids of this community are trying to make or keep Newberg the place we all want to live.

Be well and stay safe.



LISA ROGERS

DEPUTY DIRECTOR, SHE, HER, HERS

20508 SW Roy Rogers Rd. Suite 155, Sherwood, OR 97140

P: 503-687-3306 F: 503-537-0558

lrogers@casaoeforegon.org | CASAOFOREGON.ORG



Please note: Our offices are closed on Fridays

Due to the rapid proliferation of COVID-19, CASA of Oregon is taking steps to limit exposure to its staff, clients, partners, and the general public. Until further notice, our offices will be closed and staff will be working from home. A list of staff phone numbers and emails can be found on our [website](#). Staff will be regularly checking their messages. Stay safe!

----- Forwarded message -----

From: Rick Rogers <Rick.Rogers@newbergoregon.gov>

Date: Sun, Sep 13, 2020 at 6:39 PM

Subject: Fw: Skate park clean up kids

To: Lisa Rogers <lrogers@casaoeforegon.org>

----- Forwarded message -----

From: Rick Rogers <rickandlisarogers@gmail.com>

Date: Sun, Sep 13, 2020 at 5:10 PM

Subject: Re: Skate park clean up kids

To: Noah Fisher <noah.r.fisher@gmail.com>

Many thanks. Stay healthy.

On Sun, Sep 13, 2020 at 4:07 PM Noah Fisher <noah.r.fisher@gmail.com> wrote:
They found it around the 9th or so. Thank you very much!

On Sun, Sep 13, 2020 at 1:50 PM Rick Rogers <rickandlisarogers@gmail.com> wrote:
Noah:

Fantastic. Thank you for letting me know. I'll make sure others know as well.

One question, when was the graffiti discovered?

Stay healthy.

Rick

On Sat, Sep 12, 2020 at 7:43 PM Noah Fisher <noah.r.fisher@gmail.com> wrote:

Hey Rick, I was impressed with how the local kids at the skate park responded to graffiti at the skate park. They cleaned it all up instead of getting into it with the people who made the graffiti. I thought that they needed some recognition for their actions. They acted out of respect for their park and their community. These kids are just all around awesome!

-Noah Fisher

Subject: FW: FIRE CONDITIONS
Date: Sunday, September 13, 2020 at 4:12:04 PM Pacific Daylight Time
From: Front Desk
To: Kat Ricker
Priority: High
Attachments: image001.png, image002.png

From: Valerie Von [mailto:vvon@hardwoodind.com]
Sent: Thursday, September 10, 2020 11:17 AM
To: Front Desk <DistrictOffice@cprdnewberg.org>
Subject: FIRE CONDITIONS
Importance: High

To anyone who cares,

I cannot for the life of me figure out why you have workers at Ewing Young park running weed eaters and leaf blowers in this air quality and fire season. Spoke with your workers briefly to see what they were doing. I now smell like a firepit from being outside for 3 minutes.

Subjecting your workers to this air quality is not acceptable. Am very disappointed in your decision to allow this to happen. It is not the appropriate time to be cleaning the trail.



Tualatin Valley Fire and Rescue ●

...

23h · ●

We are currently in a red flag (fire weather) warning status. Please refrain from outdoor activities that could potentially ignite a fire. This includes using heavy farming machinery, chain saws, and recreational fire pits.

Additional staging areas in Yamhill County have opened up for evacuees.



Valerie Von | Account manager

Hardwood Industries, Inc. | TALLY GUARANTEED | GRADE CERTIFIED

20548 SW Wildrose Place, Sherwood, OR 97140

Direct: 503-207-5778 | Cell: 503-550-0259 | vvon@hardwoodind.com

DISCLAIMER: This email, and any attachments, is intended only for the use of the individual or entity to which it is addressed and may contain information that is confidential or privileged and exempt from disclosure under applicable law. If the reader of this email is not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by return email and destroy all copies of the email and any attachments.

Subject: Fwd: Lack of proper mask wearing at Aquatic Fitness Center
Date: Wednesday, September 16, 2020 at 12:17:32 PM Pacific Daylight Time
From: Don Clements
To: Kat Ricker, Tara Franks, Julie Petersen

Sent from my iPhone

Begin forwarded message:

From: Judy K Peterson <petersonjk@frontier.com>
Date: September 15, 2020 at 9:58:47 PM CDT
To: Don Clements <dclements@cprdnewberg.org>
Cc: "petersonjk@frontier.com" <petersonjk@frontier.com>
Subject: Lack of proper mask wearing at Aquatic Fitness Center

Mr. Clements –

I had an experience this morning at the Aquatic Fitness Center that I wanted you to be aware of. I am a member of the fitness center and haven't attended since it was closed due to the pandemic in mid-March. I went today for the first time since the closure. I noticed members in the cardio room and the weight room were wearing masks that were pushed down exposing their noses. This made me feel unsafe. While leaving the facility I stopped at the front desk and asked what the mask policy was and expressed I didn't feel safe because people weren't wearing their masks properly. The receptionist got the person who was in charge. I believe her name was Julie. Julie said that members are "encouraged" to wear their masks over their noses and that it was hard to breath while lifting weights with masks on over noses. I told her I saw people both in the weight room and the cardio room that had their masks pushed down below their noses and I didn't feel safe. She said she would look into it as she walked toward the open gym area. I started to walk out and heard her say "I am so tired of trying to please everyone!" and the receptionist verbally agreed. I stopped, turned around and came back in. By that time Julie was already in the gym area. I was appalled. I told the receptionist that was very rude especially since I was voicing a safety concern. I also told her I would be contacting their superiors. I left a voice message with Kat (sp?) today but didn't get a response.

Please address this safety issue with your staff and do what you can to remedy it so members feel safe to attend your facility. Also, the negative behavior of Julie and the receptionist needs to be addressed.

I have attached some links to the dangers of wearing masks under noses.

<https://www.menshealth.com/health/a33649570/coronavirus-mask-nose-out/>

<https://www.nbcdfw.com/news/health/leaving-your-nose-uncovered-defeats-the-purpose-of-wearing-a-mask/2412189/>

<https://www.nj.com/news/2020/07/coronavirus-question-is-a-mask-effective-when-you-wear-it-just-below-your-nose.html>

I would be happy to discuss this with you and answer any questions you might have. I can be reached at 503-407-3041.

Judy Peterson

Subject: FW: Lack of proper mask wearing at Aquatic Fitness Center
Date: Thursday, September 17, 2020 at 12:11:12 PM Pacific Daylight Time
From: Judy K Peterson
To: Kat Ricker
Priority: High

Kat -

I had an experience Tuesday morning at the Aquatic Fitness Center that I wanted you to be aware of. I am a member of the fitness center and haven't attended since it was closed due to the pandemic in mid-March. I went on Tuesday for the first time since the closure. I noticed members in the cardio room and the weight room were wearing masks that were pushed down exposing their noses. This made me feel unsafe. While leaving the facility I stopped at the front desk and asked what the mask policy was and expressed I didn't feel safe because people weren't wearing their masks properly. The receptionist got the person who was in charge. The person in charge said that members are "encouraged" to wear their masks over their noses and that it was hard to breathe while lifting weights with masks on over noses. I told her I saw people both in the weight room and the cardio room that had their masks pushed down below their noses and I didn't feel safe. She said she would look into it as she walked toward the open gym area. I started to walk out and heard her say "I am so tired of trying to please everyone!" and the receptionist verbally agreed. I stopped, turned around and came back in. By that time the person in charge was already in the gym area. I was appalled. I told the receptionist that was very rude especially since I was voicing a safety concern. I also told her I would be contacting their superiors.

Please address this safety issue with your staff and do what you can to remedy it so members feel safe to attend your facility. Also, the negative behavior of the person in charge and the receptionist needs to be addressed.

I have attached some links to the dangers of wearing masks under noses.

<https://www.menshealth.com/health/a33649570/coronavirus-mask-nose-out/>

<https://www.nbcdfw.com/news/health/leaving-your-nose-uncovered-defeats-the-purpose-of-wearing-a-mask/2412189/>

<https://www.nj.com/news/2020/07/coronavirus-question-is-a-mask-effective-when-you-wear-it-just-below-your-nose.html>

I would be happy to discuss this with you and answer any questions you might have.

Subject: Fwd: Fitness Center

Date: Tuesday, September 8, 2020 at 8:31:10 AM Pacific Daylight Time

From: Don Clements

To: Kat Ricker, Julie Petersen, Tara Franks, Casey Creighton

Sent from my iPhone

Begin forwarded message:

From: Sandy Lorenzen <sam.lorenzen@comcast.net>

Date: September 4, 2020 at 1:14:10 PM PDT

To: Don Clements <dclements@cprdnewberg.org>

Subject: Fitness Center

Superintendent Clements,

I am a member of the Chehalem Aquatic and Fitness Center and it is definitely one of the finest fitness centers I have used.

When the fitness center reopened recently I was very impressed with the safety protocols in place to comply with state mandates and keep our community safe. Though no one enjoys wearing a mask while working out it is a small inconvenience for the opportunity to enjoy the fitness center again.

Lately the safety protocols have been getting worse to the point I feel uncomfortable going to the fitness center. I am writing to you to express my concerns as a patron and as someone who would want to know if I were in your position.

1. Many people are not wearing a mask, or are wearing it partially. Some keep their mask off until you get close to them and put it on. Signs are all over the fitness center clearly stating face masks are required but not everyone is doing so.

2. My husband told the lady at the front desk about an individual last week who was not wearing a face mask until he got within five feet of him and then raised it. Once past the mask came down again. The front desk said they had had complaints about him before. Is there a policy for repeat offenders?

3. Yesterday I told the front desk about several people not wearing masks or not wearing them properly and I was told they were sorry but it is okay for people to take their masks off if they have asthma or they are working out strenuously and feel like they can't breathe or are going to faint.

I don't claim to be an expert on the state mandates so I decided to do some investigating. I spoke with a family member who is a CEO of a fairly large medical group and explained my experience at the fitness center. She told me the governor allows exemptions for medical conditions to accommodate under ADA. She went on to explain that most physicians are taking the stance that no such condition exists.

I also spoke to a family member who is a high school vice principal and says that their school district staff is required to submit paperwork with physician recommendation in order to not wear a mask. Again, many physicians are not providing this.

I also visited a local fitness center which is a large national chain to see what their protocols were. Everyone wears a mask all the time or they cannot use the facility. Those who don't want to comply chose to not go there.

Interestingly, most airlines are no longer accepting accommodations either.

Which brings me back to our fitness center. I can't help but wonder how many written accommodations the fitness center has or is this a case of the staff just not monitoring enough and asking questions.

Enforcing this mandate is not easy and I do not envy the person who is put in the position of asking someone to wear a mask who doesn't want to but it is necessary to do for everyone's safety.

I have decided to stop going to the fitness center for a couple weeks and then will try again. I am hopeful that I will will feel safe and everyone is wearing face masks.

Thank you for reading this. I can't imagine how difficult it must be for you and your staff right now. I very much look forward to coming back to the fitness center soon.

Sandra Lorenzen
541-954-4475
sam.lorenzen@comcast.net

Fw: CPRD response to covid

Front Desk <DistrictOffice@cprdnewberg.org>

Wed 9/2/2020 10:52 AM

To: Chelsie Hardy <smile21x04@yahoo.com>

Hello Chelsie,

Thank you for taking the time to contact us with your concerns. CPRD remains dedicated to providing recreational activities in a manner that is in compliance with the governor, Oregon Health Authority, and Yamhill County Health Department. We respect your decision not to allow your children to participate at this time, and we look forward to a time when you are ready to return.

Sincerely,

Kat Ricker, Public Information Director

From: Chelsie Hardy <smile21x04@yahoo.com>

Sent: Wednesday, September 2, 2020 9:16 AM

To: Front Desk <DistrictOffice@cprdnewberg.org>

Subject: CPRD response to covid

Dear CPRD,

My children have participated in sports here in newberg for many years, and we've had a wonderful time.

But I'm Writing to tell you how disappointed I am by CPRD's compliance w the governors unlawful and nonsensical Mandate To deprive even healthy children of their vital oxygen by wearing masks. Even outside. Madness. Sorry for my strong language. But truly, this disease is "rarely" spread by asymptomatic carriers, per the CDC, and almost never affects children. There have been no long term studies on the Health effects of wearing cloth masks, But we do know how ineffective cloth masks are at containing a virus. So ineffective, that they won't protect you from smoke inhalation. That's also according to the CDC. So, smoke can get through, but viruses can't? I don't think so!

In conclusion, my children will not be risking their health by wearing a mask at any time to appease a dictator with a political ax to grind, and if they face discrimination from their coaches because of CPRDs compliance with these ridiculous "rules," you will be hearing from me again.

Disappointed,

Chelsie Hardy

Sent from my iPhone

Subject: Fwd: Memorial Park concerns
Date: Wednesday, September 2, 2020 at 9:27:33 AM Pacific Daylight Time
From: Don Clements
To: Casey Creighton, Kat Ricker

Sent from my iPhone

Begin forwarded message:

From: Sarah Andersen <sarahelise5@comcast.net>
Date: September 1, 2020 at 7:07:23 PM PDT
To: Don Clements <dclements@cprdnewberg.org>
Subject: Memorial Park concerns

Hi Don,

My husband & I reached out at the beginning of the Covid lockdown regarding the concerns we have with the under cover area at Memorial Park. We are, once again (or really STILL) very concerned with what's going on over there.

We live across the street from the under cover picnic area. We moved in 1 year ago exactly. The entire time we have had issues with the homeless basically living under there. They leave for the night but are there all day. Their belongings are strewn about all over the counter & tables. It makes the picnic area totally unusable. We have talked to the police who tell us that it is up to you to do anything about it. We've been told by 2 different cops that "the parks & rec allows it & we can't do anything about it".

I'm reaching out again because we have seen 3 families in the past few days pull up along the curb, look like they're going to get out to eat there, see all the homeless people & their junk, get back in their car & drive off. This park is for the taxpayers. It is for families to enjoy. It should NOT be a homeless camp.

We were so excited to move to Newberg & especially to live across from a park with our 3 kids. Little did we know we'd have to look at & deal with constant cussing, trash, etc. We won't go under there to eat anymore. It's become dirty & gross.

We are very concerned & I know others on our street are too.

I would appreciate a response from you.

Thank you,
Sarah Andersen

Sent from my iPhone

Subject: Thank you!

Date: Tuesday, September 1, 2020 at 3:55:26 PM Pacific Daylight Time

From: Scott Maccluer

To: Tara Franks, Julie Petersen, Kat Ricker

Chehalem Park and Recreation District:

We would like to express our gratitude and appreciation to all involved with making our experience with the Chehalem lap swim/aquatics program so positive and special. We started lap swimming with you the day you opened in June. Quickly we purchased a membership. We are regular lap swimmers and without hesitation can say that we have never had an uncomfortable or negative experience in your wonderful facility!!!

In fact, the staff has been great. The lifeguards are focused, professional and serious about what they do. The front desk staff are pleasant when checking in and very helpful when calling to schedule lap swims. Kathy, Becky, Hailey, Susan, Cassandra and Samuel are examples of the kind and supportive people we have come in contact with. Becky always greets our call with "Good morning Scott or Kathy, how may I help you?" Hailey and Cassandra have called us at home regarding scheduling issues. Hailey has even called to notify us of a last minute lane cancellation when she knew we were anxious to get into the pool. Samuel always greets us by name upon our arrival. These are typical examples of our great experience with you.

So thank you!!! Your facility is large and beautiful. While running it is a big and difficult task, you make it look easy when it's not. Please know of our appreciation for all you do. Great job!

Scott and Kathy MacCluer



Phone: 503.214.4424

Fax: 503.992.6761

info@gamedaymediaonline.com

www.gogamedaymedia.com

P.O. Box 2269

Lake Oswego, OR 97035

August 24, 2020

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

Dear Kat:

Attached you will find a check made payable to your organization in the amount of \$500 for the 2020 Trail Guides. We value our partnership and are honored to present you with this contribution and hope it helps to provide the resources you need.

We trust that Chehalem Park and Recreation District and the community are pleased with the trail guide.

We enjoyed working with you and wish you all the best for a successful year.

Best regards,

Geoff Gillam

General Manager

Gameday Media

geoff@gogamedaymedia.com

Phone: 503.214.4424

Fax: 503.992.6761

GAME DAY MEDIA INC
PO BOX 6343
PORTLAND, OR 97228

24-22/1230

5221

DATE 8-24-20

PAY TO THE ORDER OF Chehalem Park & Recreation District \$ 500.00
Five hundred & no/100

Phone: 503.214.4424



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THE FACE OF THIS DOCUMENT CONTAINS A SECURITY LINE. TOUCH OR RUB READING IT WILL DEEPEN WITH HEAT.

August 24, 2020

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

Dear Kat:

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We trust that Chehalem Park and Recreation District and the community are pleased with the trail guide.

We enjoyed working with you and wish you all the best for a successful year.

Best regards,

Geoff Gillam
General Manager
Gameday Media
geoff@gogamedaymedia.com
Phone: 503.214.4424
Fax: 503.992.6761