

**CHEHALEM PARK AND RECREATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD  
NEWBERG, OREGON  
August 27, 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 June Financials
- V. Public Participation**
  - A. Cultural Center Request
  - B. Rilee Park Request
  - C. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
  - A. Discussion of Budget Calendar for 2021-22
  - B. Discussion of Current District Personnel Makeup
  - C. Discussion of Current 2020-21 Budget
  - D. Approval of Contract for Campground
  - E. Waive SDC's For Habitat
  - F. Permission for Oregon Department of Transportation to enter property
  - G. Committee Appointments and Liaison Appointment
  - H. 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 September 24, 2020.**

**To:** Board of Directors  
**From:** Superintendent  
**Date:** June 22, 2020  
**Re:** Background information for August 27, 2020 Board Meeting  
Number corresponds to Agenda Item

**II. ROLL CALL – We need 3 present for the meeting. Please call if you cannot attend. PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE. YOU CAN CALL IN FOR MEETING.  
Please see page 4 for index for page numbers**

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

**IV. APPROVAL OF CONSENT AGENDA**

- A. Approval of Board Meeting Minutes – Please see pages (5-10) for Regular Meeting Minutes of June 25, 2020 as submitted.  
**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for June 25, 2020
- B. Approval of Bills Payable - Bills Payable summary is on pages (11-12) 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 \$915,346.94 General Fund, \$989,337.03 SDC Fund, \$0.00 Loan Service Fund, \$959,274.09 Capital Pool Construction and Loan Fund, \$1,681.10 Foundation.
- C. Approval of June 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 (13) for review.  
**RECOMMENDATION:** Approve June Financials

**V. PUBLIC PARTICIPATION**

- A. Cultural Center Request– Sean Andries will be at meeting. Please see pages (14-28)  
**RECOMMENDATION:** Approve the letter and authorize signatures by Superintendent and President of Board of Directors.
- B. Rilee Park Request – Have no request at this time. They may be at the meeting to discuss their plans for the Park. I have met with the group and explained this will take time and go through many groups. No action is recommended.
- C. Others not on agenda – We have no other request at this time.

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

- A. Discussion of 2021-2022 Budget Calendar – This was requested to be placed on the agenda. Please see pages (29-30) for proposed budget calendar.
- B. Discussion of District Current District Personnel Makeup – This was requested to be placed on the agenda.
- C. Discussion of Current 2020-21 Budget – This was requested to be placed on the agenda. Please see pages (31-32).
- D. Approval of Contract for Campground – Please see page (33-64). The question is where will these funds come from. We did budget \$300,000.00 in this years budget for this purpose.  
**RECOMMENDATION:** Approval of contract
- E. SDC wavier for Habitat – Contacted Board members about the wavier for SDC’s. Please see pages (65-67) for information.  
**RECOMMENDATION:** Approve the request to waive a SDC for Habitat structure at 1205 E 5<sup>th</sup> Street Newberg, OR.
- F. Department of Transportation to enter property – Please see Pages (68-85)  
**RECOMMENDATION:** Approval
- G. Committee Appointments and Liaison Appointments – Please see page (86).
- H. Reports/Comments from Board Members – Given at meeting

**VII. OLD BUSINESS**

- A. Update on Projects – Will discuss at meeting. Staff will be present to answer questions.  
Projects to discuss: Status of paddle launch, Trail Development. Please see pages (87-94)

**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.

<b><u>GENERAL FUND SUMMARY</u></b>			
DESCRIPTION	AS OF 6/31/18-19	AS OF 6/31/19-20	DIFFERENCE
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,457,441.06</b>	<b>\$ 5,301,355.67</b>	<b>\$ &lt;1,156,085.39&gt;</b>
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>
<b>TOTAL REVENUE</b>	<b>\$ 8,362,600.70</b>	<b>\$ 8,621,847.01</b>	<b>\$ 259,246.31</b>
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>
<b><u>BALANCE</u></b>	<b><u>\$ 1,905,159.64</u></b>	<b><u>\$ 3,320,491.34</u></b>	<b><u>\$ 1,415,331.70</u></b>

<b><u>SDC FUND SUMMARY</u></b>			
DESCRIPTION	AS OF 6/31/18-19	AS OF 6/31/19-20	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
<b>TOTAL REVENUE</b>	<b>\$2,562,747.08</b>	<b>\$3,884,179.26</b>	<b>\$ 1,321,432.18</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 226,438.73</b>	<b>\$1,375,567.95</b>	<b>\$ 1,149,129.22</b>
<b><u>BALANCE</u></b>	<b><u>\$ 2,336,308.35</u></b>	<b><u>\$2,508,611.31</u></b>	<b><u>\$ 172,302.96</u></b>

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 (95-114).

**IX. CORRESPONDENCE**

- A. Citizens Comments/Evaluations – Please see Pages (115-134)
- B. Miscellaneous Information – Please see page (135-156).

**X. ADJOURNMENT**

**Next meeting is September 24, 2020.**

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CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
June 25, 2020  
**MINUTES**

- I. Bart Rierson 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
    - Shy Montoya, Administrative Coordinator
  
  - Public:
    - Rodney Rider
    - Mike Fanger
  
- III. Approval of amended agenda –
  - Moved Lisa Rogers
  - Second Peter Siderius
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting May 28, 2020
  - b. Approval of bills payable
  - c. Approval of May financials
    - Moved Don Loving
    - Second Mike Ragsdale
    - Passed unanimously
  
- V. Public participation
  - a. Rodney Rider expressed dismay with the updates at the disc golf course at Herbert Hoover Park. He claimed to have been involved in the original course

construction 24 years ago, and he was unhappy that the updates had been done, the names of the volunteers and sponsors had been removed, and the hole sponsors had been guaranteed that their names would be displayed in perpetuity.

Michael Fanger said they had made commitments to the sponsors. In 2013, he had approached the superintendent about putting a course in at Ewing Young Park, and the former supervisors of parks and recreation departments had said it would be necessary to consult with the people who had developed the course at Ewing Young Park before his group could approach the Board, yet his group had not been consulted about the updates at Hoover Park. He was unhappy that the names of the volunteers and sponsors had been removed. He wants the history preserved through acknowledgements of original volunteer and sponsor names.

Don Loving recommended the Board consult with staff and revisit the issue at the next meeting. Mike Ragsdale recommended a task force be formed with Rider, Fanger, and park staff; they convene; return to Board with recommendations. Ragsdale asked Kat Ricker if history could be posted on website; she said yes.

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

**a. Motion to combine and approve the following Resolutions for 2020 - 2021 Budget:**

1. Resolution 06-01-20 Making Appropriations
2. Resolution 06-02-20 Adopting 2020 - 21 Budget for sum of \$11,949,167.00
3. Resolution 06-03-20 Approving Levying Taxes 2020 - 21 at rate of \$.9076 per \$1,000, with exclusions from debt service totaling \$1,391,509.00.
4. Resolution 06-04-20 Categorizing Taxes 2020 - 21

Moved Don Loving  
Second Mike Ragsdale  
Passed unanimously

**b. Discussion of operations in light of Coronavirus/COVID-19 pandemic - Don Clements said activities will be normal enough that we should be all right financially, and if we watch expenditures closely, should not have to borrow externally this year. Good news is no full-time employees were laid off, which he attributes to "running lean and mean."**

Siderius asked about the softball tournaments, and Julie Petersen assured him that the tournaments are run in compliance with Phase 2, and gave examples of implementation. Because it is the only location with fields open, she said, many interested potential renters are contacting her

wanting to use the fields. Bart Rierson said this makes it difficult to use trails there; she said they have talked with them about this, and their monitors are to help with that.

- c. Approval of Resolution 06-05-20 Acceptance of 3.54-acre property from Del Boca Vista, donated as open space and a trail connection, for purpose of development into Ewing Young Park. Casey Creighton described the property.

Moved Don Loving  
Second Peter Siderius  
Passed unanimously

- d. Reports and comments from Board members

Peter Siderius - Nothing

Lisa Rogers - Nothing

Bart Rierson - Has been using Ewing Young Park Trail and saw mother with infant slip and fall. He recommends using gravels in areas of chronic drainage and steepness. Mike Ragsdale said that was where he had his fall, which has left him using a cane. Creighton said Bryan Stewart will be working on this park with his crew soon, and could spread gravel.

Clements directed Creighton to report on this in August. Rierson offered to round up volunteers and also volunteer himself. Discussion continued: This week, some people have been horseback riding on the trail at the golf course; staff has posted signs and is attempting to contact them.

Don Loving - Trail users are walking on the course, especially at Hole 18. Creighton recommends a split-rail fence to designate trail. Loving recommends signage.

Mike Ragsdale - Reiterated Lisa's question about how CPRD will address or be responsible to address the drainage from the housing development on the Ewing Young Park parcel that CPRD is accepting from Del Boca Vista. Creighton explained the drainage pond. Rogers said she thinks it will cost a lot more than you think.

- e. Annual election of Board of Directors officers, committee appointments and liaison appointments:

Officers - effective August

President - Lisa Rogers

Nominated - Don Loving

2nd - Bart Rierson

Unanimous

Vice President - Mike

N - Peter Sierius  
2nd - Bart Rierson  
Unanimous

Secretary/treasurer - Pete Siderius

N - Don Loving  
2nd - Bart Rierson  
Unanimous

Liaison Appointments

County of Yamhill - Don Loving  
Special Districts of Oregon - Don Loving  
Council of Governments - Lisa Rogers  
City of Dundee/Dundee Committees - Peter Siderius  
City of Newberg/Newberg Committees - Mike Ragsdale  
Newberg Schools - Bart Rierson  
Cultural Committee/Center - Lisa Rogers

Committee Appointments - TBD

Financial and Personnel  
Recreation Programming  
Parks & Development

- VII.** Old business/project updates
- a. Ewing Young Park Trail grant for bridge - Creighton reported the application has been submitted.
  - b. Siderius reported on the meeting that he participated in with Clements, Creighton, Ricker, and Paul Agrimis concerning plans for a campground on CPRD property off Hwy. 219. Agrimis will attend August Board meeting with a proposal addressing improving access, utilities and irrigation, as well as a lay out. Ragsdale said he would like to made changes to budget soon in order to prioritize this project.
- VIII.** From the superintendent's desk
- a. Financial report – No discussion
  - b. Superintendent's report –
    1. Audit - We have a draft. Final interview is tomorrow.
    2. ADP - Implementing automated payroll service; staff is undergoing training.
    3. Notice of Intent to Assess Civil Penalties - We did not report, as required, to BOLI that minors were employed, and one was injured while on the job. We reported on ourselves and are facing a fine and will try to appeal.



c. Staff reports –

Julie - Thanked Don for keeping full-time staff employed during pandemic and thanked staff. Competition pool is open by reservations, and that is going well. She gave updates on Phase II implementations in aquatics, and attendance to Newberg Wednesday Market, sports camps, and childcare. Summer camps have surpassed registration of last year; people are calling in and asking what there is for children to do.

Don Loving excused himself at 8:00 p.m.

Kellan Saksen reported on golf course. Leagues and camps are opening up. Tournaments are coming back; some have cancelled and others delayed, but they are still holding most.

Shy Montoya said we had 38 employees and are now back up to 160, and the ADP system should improve accountability and efficiency.

Kat has been keeping news media and public informed on our pandemic adaptations; spotlight is on us (There has been much positive reaction that playgrounds and pool are open); helping publicize food distribution from St. Peter's Church (Jim Seymour's project). Participating in Zoom meetings has become the norm: ORPA Administration Section weekly calls (Regarding pandemic, we are doing comparatively well to agencies throughout Oregon, by keeping staff working, informing public, opening amenities), Oregon Trails Coalition quarterly, Oregon Outdoor Summit Planning Committee monthly, Trails Stewardship Committee weekly calls, one West Metro Trails Council meeting, and the annual COLT State of the Lands meeting. Ricker recently gave presentations via Zoom about CPRD—history and amenities, plus trails and pandemic regulations—for Newberg Historical Society (viewable on YouTube) and Kiwanis. Metro is holding listening sessions starting next week to decide whether to take a trails measure to ballot in November, which shows how strong the public desire is for trails and public outdoor recreation, even in pandemic environment.

Casey Creighton said we are adding staff and maintenance is about two weeks behind; two playgrounds are waiting to be installed. There are still issues with pool, and it still has not been commissioned.

Lisa Rogers thanked the staff and said she is a proud Board member. Mike Ragsdale concurred.

IX. Correspondence

A. Citizen comments/evaluations –

X. Adjournment – moved to adjourn 8:20 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

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

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
122686 CHECK WAS VOIDED		
122686-122711	\$ 25,388.11	ACCOUNTS PAYABLE
122712-122721 GOLF CHECKS		
122722-122746 CHECKS WERE VOIDED		
122747-122786	\$ 20,818.63	PAYROLL
DIRECT DEPOSIT	\$ 39,848.76	PAYROLL
122787-122852 CHECKS WERE VOIDED		
122853	\$ 250.67	PAYROLL
122854-122904	\$ 50,259.78	ACCOUNTS PAYABLE
122905 CHECK WAS VOIDED		
122906-122928	\$ 73,709.87	ACCOUNTS PAYABLE
122929-122967	\$ 22,440.39	PAYROLL
DIRECT DEPOSIT	\$ 46,469.08	PAYROLL
122968-123005	\$ 83,580.17	ACCOUNTS PAYABLE
123006	\$ 633.90	PAYROLL
123007-123032 CHECKS WERE VOIDED		
123033-123074	\$ 23,852.37	PAYROLL
DIRECT DEPOSIT	\$ 50,065.12	PAYROLL
123075-123157	\$ 96,544.01	ACCOUNTS PAYABLE
123087 CHECK WAS VOIDED		
123158-123201	\$ 27,492.37	PAYROLL
DIRECT DEPOSIT	\$ 53,373.16	PAYROLL
123202 CHECK WAS VOIDED		
123203-123252	\$ 160,667.84	ACCOUNTS PAYABLE
121871-121872 GOLF CHECKS	\$ 994.27	ACCOUNTS PAYABLE
122605-122614 GOLF CHECKS	\$ 5,941.48	ACCOUNTS PAYABLE
122712-122718 GOLF CHECKS	\$ 5,066.40	ACCOUNTS PAYABLE
1923-1922	\$ 127,950.56	WIRE TRANSFER
<b>GRAND TOTAL</b>	<b>\$ 915,346.94</b>	
<b><u>BREAKOUT</u></b>		
<b><u>ACCOUNTS PAYABLE</u></b>	<b>\$ 502,151.93</b>	
<b><u>PAYROLL</u></b>	<b>\$ 285,244.45</b>	
<b><u>WIRE TRANSFER</u></b>	<b>\$ 127,950.56</b>	

**ACCOUNTS PAYABLE FOR SDC FUND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
163	\$ 59,519.00	BUELL RECREATION
164	\$ 500.00	FIRST AMERICAN TITLE INS
165	\$ 1,112.00	DEQ
166	\$ 134,828.00	BUELL RECREATION
Wire Transfer 2014 loan	\$ 183,555.86	US BANK
Wire Transfer 2018 loan	\$ 609,822.17	ZION BANK
<b>GRAND TOTAL</b>	<b>\$ 989,337.03</b>	

**ACCOUNTS PYABLE FOR LOAN SERVICE FUND**

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

**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	\$ 959,274.09	US BANK
<b>GRAND TOTAL</b>	<b>\$ 959,274.09</b>	

**BREAKOUT**

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

**ACCOUNTS PAYABLE FOR FOUNDATION**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
143	\$ 29.60	US BANK
144	\$ 29.60	US BANK
145	\$ 29.60	US BANK
146	\$ 1,562.70	DANNY SIKKENS(VIVE OR)
147	\$ 29.60	US BANK
<b>GRAND TOTAL</b>	<b>\$ 1,681.10</b>	

**FINANCIAL OVERVIEW  
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 6/31/18-19	AS OF 6/31/19-20	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>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 6,457,441.06</b>	<b>\$5,301,355.67</b>	<b>\$&lt;1,156,085.39&gt;</b>
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>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 8,362,600.70</b>	<b>\$8,621,847.01</b>	<b>\$ 259,246.31</b>

**SDC FUND SUMMARY**

DESCRIPTION	AS OF 6/31/18-19	AS OF 6/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 226,438.73</b>	<b>\$1,375,567.95</b>	<b>\$ 1,149,129.22</b>
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
<b>GRAND TOTAL REVENUE</b>	<b>\$2,562,747.08</b>	<b>\$3,884,179.26</b>	<b>\$ 1,321,432.18</b>

**LOAN SERVICE FUND SUMMARY**

DESCRIPTION	AS OF 6/31/18-19	AS OF 6/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 937,470.90</b>	<b>\$ 194,539.52</b>	<b>\$ &lt;742,931.38&gt;</b>
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
<b>GRAND TOTAL REVENUE</b>	<b>\$ 970,353.04</b>	<b>\$ 228,106.84</b>	<b>\$ &lt;742,246.20&gt;</b>

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**

DESCRIPTION	AS OF 6/31/18-19	AS OF 6/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CAPITAL PROJECT POOL FUND SUMMARY**

DESCRIPTION	AS OF 6/31/18-19	AS OF 6/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 6,143,135.66</b>	<b>\$ 238,803.44</b>	<b>&lt;\$ 5,904,332.22&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 6,525,430.18&gt;</b>	<b>\$ 625,178.27</b>	<b>&lt;\$ 5,900,251.91&gt;</b>

**BOND LOAN SERVICE SUMMARY**

DESCRIPTION	AS OF 6/31/18-19	AS OF 6/31/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,276,756.73</b>	<b>\$ 1,298,661.81</b>	<b>&lt;\$ 21,905.08&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,424,036.47</b>	<b>\$ 1,597,367.31</b>	<b>\$ 173,330.84</b>



503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
[cprdnewberg.org](http://cprdnewberg.org)

August 27, 2020

**Subject: Chehalem Park and Recreation District Board of Directors supports Chehalem Cultural Center Phase 3 plans to renovate theater, Movement Studio, and Grand Lobby at Chehalem Cultural Center.**

Chehalem Park and Recreation District Board of Directors supports the conceptual plans of Chehalem Cultural Center (subject to site plan approval) to renovate the theater, Movement Studio, and Grand Lobby. As the property owner leasing to Chehalem Cultural Center on a long-term basis, we give permission to Chehalem Cultural Center to seek funding through all sources including various government and private foundation grants to support this revitalization of the interior property to complete the transformation to a community cultural center.

Chehalem Cultural Center has contributed vital arts and cultural support to our community and is a key attraction to our tourist-based economy, with its renovation of the building.

Sincerely,

W. Don Clements  
Superintendent

Lisa Rogers  
Board of Directors President

## Don Clements

---

**From:** Sean Andries <director@chehalemculturalcenter.org>  
**Sent:** Wednesday, August 19, 2020 12:10 PM  
**To:** Don Clements  
**Cc:** Kat Ricker  
**Subject:** Proof of Ownership  
**Attachments:** Lincoln City Proof of Ownership Letter.pdf; PHASE 3 PRESENTATION v5.2.pdf

Hi Don-

Thanks for inviting me to your meeting next Thursday, I will see you then. As I mentioned on the phone, we are seeking the endorsement of the Cultural Advocacy Coalition in pursuit of \$1.25 million from the State of Oregon by way of the Creative Resources Economic Fund.

For our application we need to include a letter stating proof of ownership and the CCC's ability to carry out this capital construction if/when funds are awarded. The Lincoln City Cultural Center has a similar ownership relationship to the City of Lincoln City as CCC does to CPRD. They proposed, and were awarded funds for, a capital construction project during the last session.

I have attached a copy of the letter of ownership the city provided them for their application to give you a sense of what we are seeking from CPRD.

**Our application is due on 8.28 by 4pm so we will need to have the letter in hand as quickly following the meeting as is possible.**

I have also attached a copy of our informational package about the project for your review and to share with the board.

Thanks for your help and I will see you soon!

### **Sean Andries**

Executive Director (HE/HIM)  
Chehalem Cultural Center  
(503) 487-6883 Ext 102  
[Director@ChehalemCulturalCenter.org](mailto:Director@ChehalemCulturalCenter.org)



The **Chehalem Cultural Center** celebrates the arts, community, education, and heritage. Our mission is to inspire and enrich lives by connecting community and culture.

We are a non-profit 501(c)(3) organization. **Donate today!**

**CONNECTING COMMUNITY & CULTURE REMOTELY**

**Check out our online art lessons, prompts, & storytime here:**

- **Art from Home**

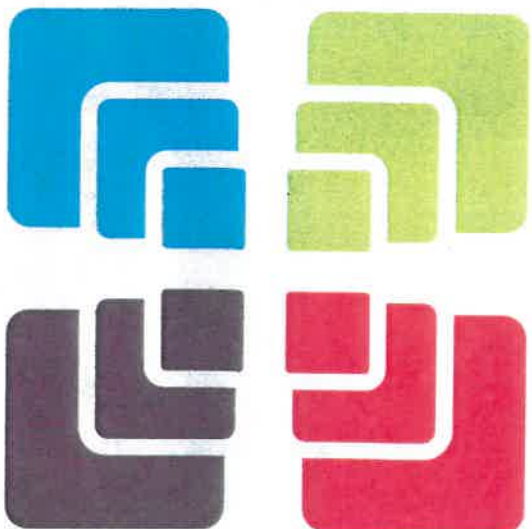
**Experience art & culture by joining our Facebook Group here:**

- **Connecting Community & Culture Forum**

**View our current exhibits online here:**

- **Shifting Tides: Convergence in Cloth**
- **Known: An Exploration in the Identity of Trees**





# CHEHALIS

## CULTURAL CENTER

PHASE 3: CONNECTING COMMUNITY AND CULTURE



## PHASE 3: THEATRE



*"Yamhill County is hungry for a premier, mid-sized performing arts venue. This space will attract professional and community theatre, music, and dance - filling a vital need for the entire region."*

**JIM HALLIDAY**

Founder  
Willamette Shakespeare

**S|E|A**  
SCOTT EDWARDS / SCOTT EDWARDS LLP

# PHASE 3: MOVEMENT STUDIO



*“Every child deserves a beautiful space to express themselves and experience new cultures. I dream of the incredible things they will create in this flexible movement studio.”*

**KRISTEN STOLLER**  
Artistic Director  
Chehallem Valley Dance Academy

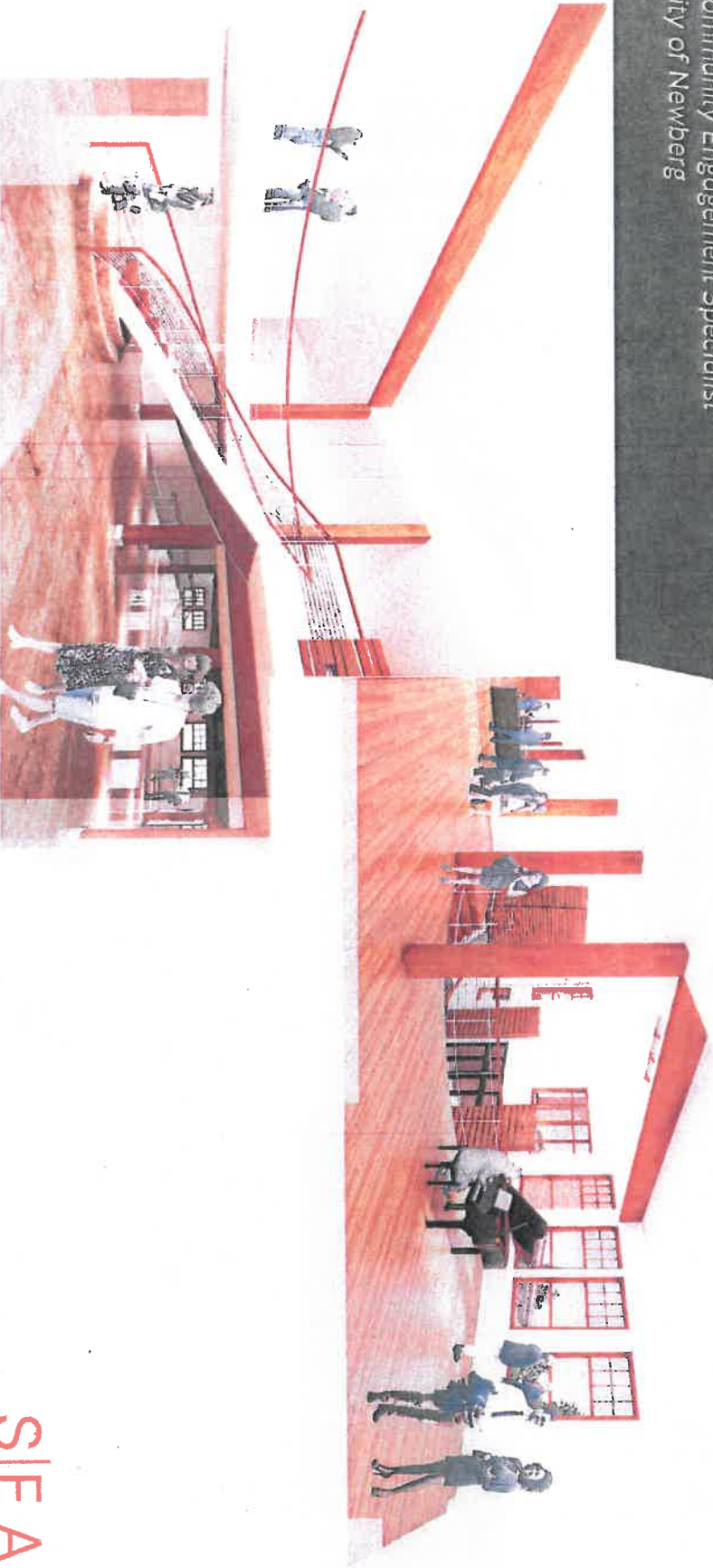




## PHASE 3: GRAND LOBBY

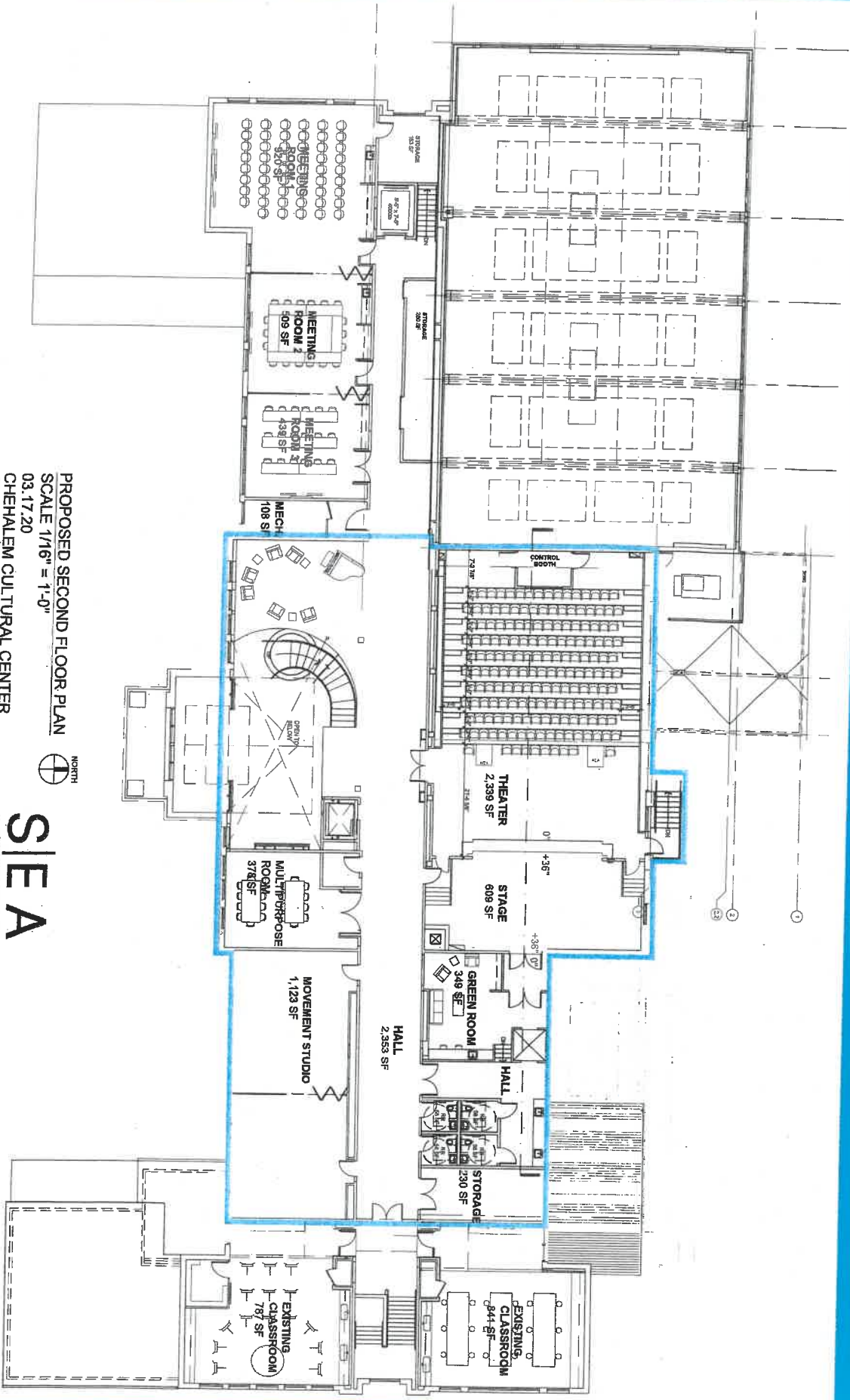
"The Chehallem Cultural Center provides a warm and welcoming place for people of all backgrounds to gather, practice and share traditions in community."

**ROSA OLIVARES**  
Community Engagement Specialist  
City of Newberg



**S|E|A**  
SCOTT EDWARDS ARCHITECTURE

# PHASE 3: PLANS



**Construction Costs**

Second floor remodel	\$2,300,000.00
FF&E (non-technology)	\$900,000.00
Exterior stair and landing	\$20,000.00
Construction contingency @ 20%	\$644,000.00
<b>Subtotal</b>	<b>\$3,864,000.00</b>

**Soft Costs**

Legal	\$10,000.00
Building permits and SDS fees	\$230,000.00
Site development review	\$25,000.00
Architectural/engineering fees	\$400,000.00
Reimbursable expenses	\$8,000.00
Third party inspection	\$20,000.00
Soft cost contingency @ 20%	\$138,600.00
<b>Subtotal</b>	<b>\$831,600.00</b>

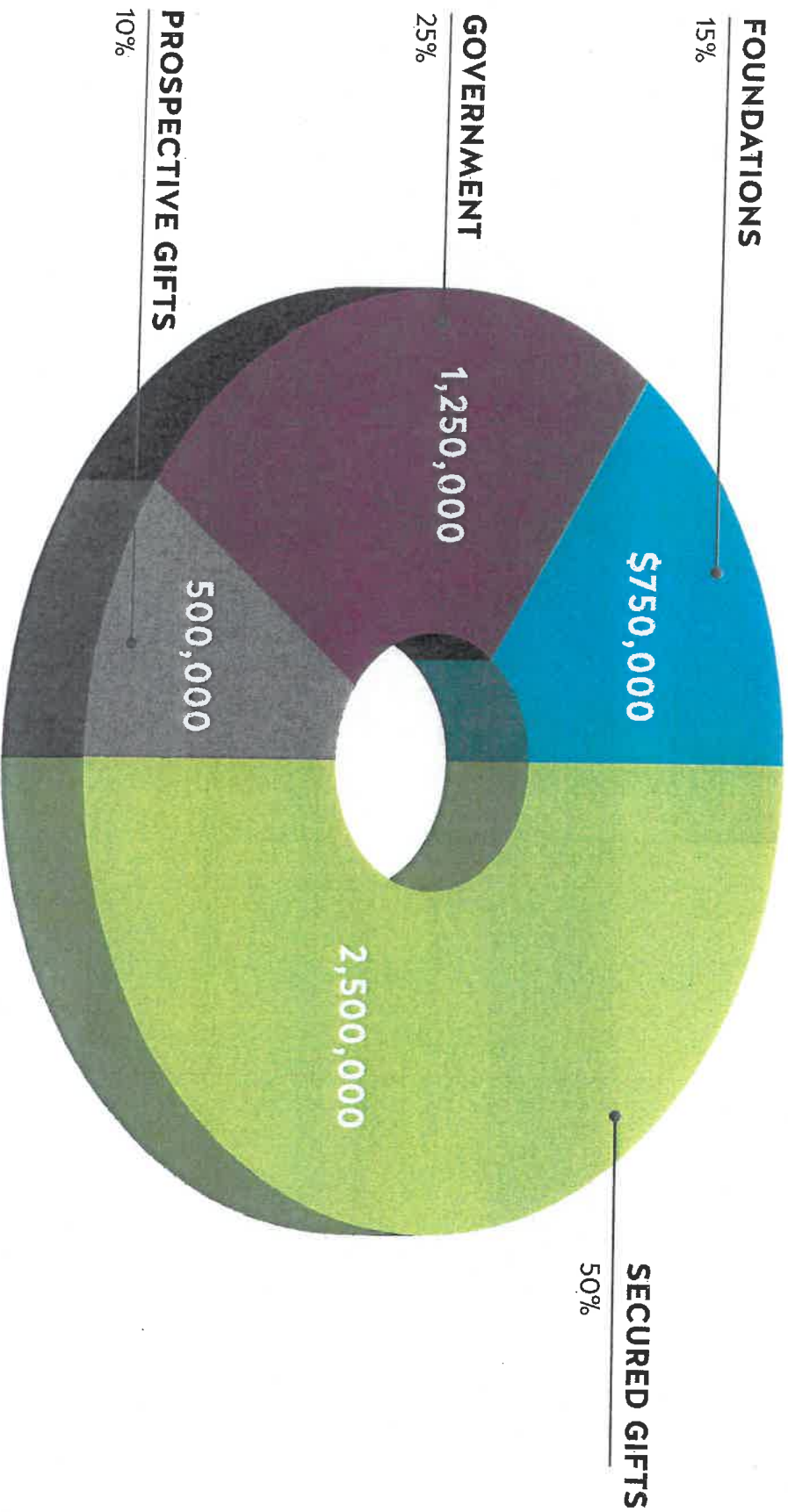
**Equipment Costs**

Audio/visual technology systems	\$300,000.00
<b>Subtotal</b>	<b>\$300,000.00</b>

**Total**

**\$4,995,600.00**

# PHASE 3: FUNDING PLAN



PHASE 3 TARGET: \$5 MILLION

# FUNDING PLAN

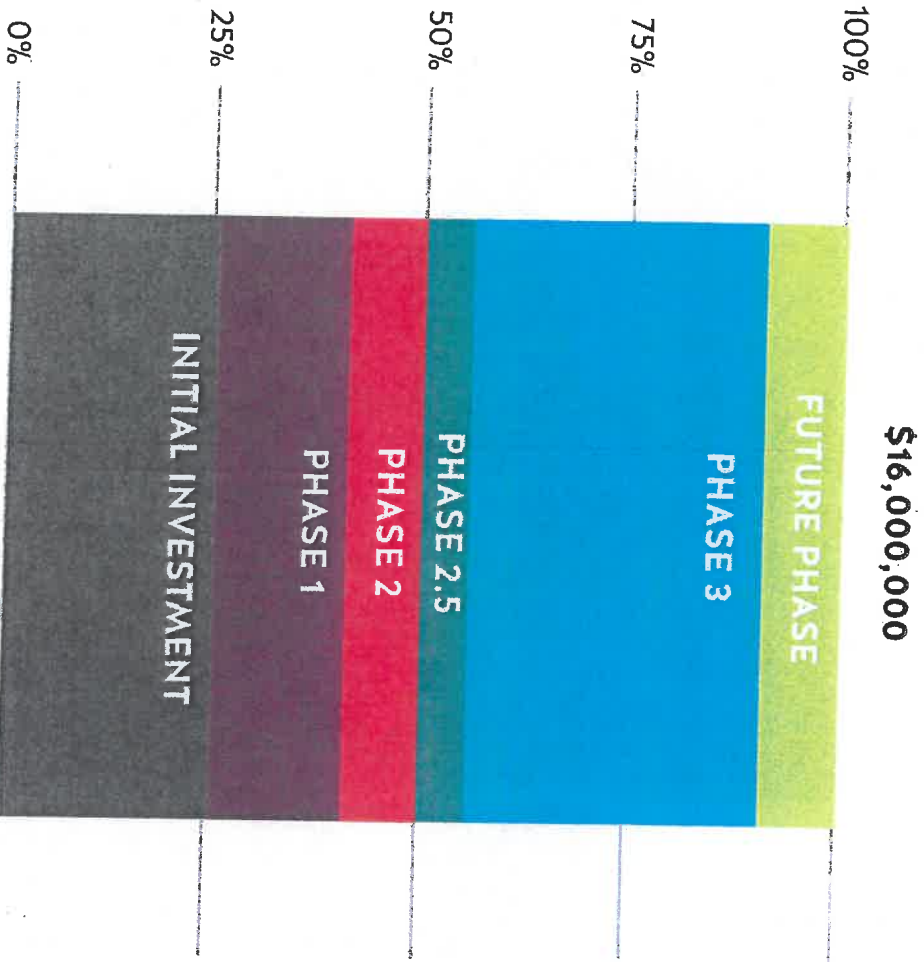
Source	Amount	Type	Date
Individual Gift A	\$500,000	Cash on hand	Completed
Individual Gift B	\$300,000	Cash on hand	Completed
Individual Gift C	\$250,000	Cash on hand	Completed
Individual Gift D	\$250,000	Cash on hand	Completed
2019 Operating Surplus	\$200,000	Cash on hand	Completed
Individual Gift E	\$1,000,000	Secured Pledge	Completed
State of Oregon	\$1,250,000	Planned Request	2021
M. J. Murdock Charitable Trust	\$500,000	Planned Request	2021
Ford Family Foundation	\$250,000	Planned Request	2021
Individual Prospect A	\$250,000	Planned	2022
Individual Prospect B	\$150,000	Planned	2022
Seat Campaign	\$100,000	Planned	2020-2023
<b>Total Cash</b>	<b>\$1,500,000</b>		
<b>Total Pledges</b>	<b>\$1,000,000</b>		
<b>Total State of Oregon</b>	<b>\$1,250,000</b>		
<b>Total Foundation</b>	<b>\$750,000</b>		
<b>Total Planned</b>	<b>\$500,000</b>		
<b>Total</b>	<b>\$5,000,000</b>		

**Project Cost**

**\$5,000,000**



# CAPITAL FUNDRAISING



## PHASE 3: \$5 MILLION

- Theatre
- Movement Studio
- Grand Lobby

## PHASE 2.5: \$900,000

- Culinary Center
- Bridal Suite
- Public Restrooms

## PHASE 2: \$1.5 MILLION

- Grand Ballroom
- Founders Lobby
- Parking Lot

## PHASE 1: \$2.7 MILLION

- Main Lobby
- Galleries
- Studios
- Classrooms
- Administration Offices
- Restrooms

## INITIAL INVESTMENT: \$4.4 MILLION

- Site Acquisition
- Site Preparation

# A VIBRANT COMMUNITY HUB



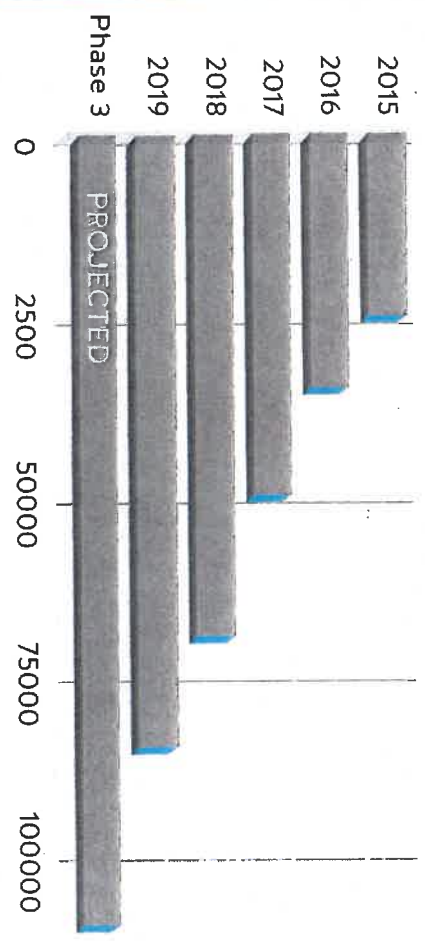
**3,500+** STUDENTS  
OF ALL AGES  
PARTICIPATE IN  
CCC ART PROGRAMS

**40%** OF ART CLASS  
PARTICIPANTS RECEIVE  
TUITION ASSISTANCE

## IN 2019:

- 673 REGISTERED VOLUNTEERS
- 264 HOURS OF YOUTH MARIACHI
- 50 ART CLASSES/WORKSHOPS FOR ALL AGES
- 40 LIVE PUBLIC PERFORMANCES
- 31 CURATED ART SHOWS
- 20 WEDDINGS
- 10 NON-PROFIT FUNDRAISERS
- 7 WEEKS OF SUMMER CAMP
- 3 QUINCEANERAS
- 2 LARGE PUBLIC FESTIVALS

## VISITORS ANNUALLY



# YAMHILL COUNTY ECONOMIC IMPACT\*

ANNUAL 2015



**778,786**  
ARTS & CULTURE EVENT  
ATTENDEES

**\$45 MILLION**  
IN TOTAL ECONOMIC  
ACTIVITY

**37%**  
OF ATTENDEES WERE  
TOURISTS

*"The Chehallem Cultural Center brings access to first-class arts and culture programming closer to thousands of rural families and puts Yamhill County on the map of Oregon's arts landscape."*

**U.S. REP. SUZANNE BONAMICI**

\*Arts & Economic Prosperity 5: A Project of Americans for the Arts

# 2019 YEAR AT A GLANCE AT THE CCC



## RECURRING EVENTS

**First Friday Artwalks**  
The first Friday of every month from 5-8pm

**Writer's Open Mic**  
Every other third Thursday of the month - 6:30pm

**Family Game Night**  
Second Friday of Every Month 6-9pm



Follow us on Instagram, FB and Twitter to keep up-to-date on what's happening here!



**A Catalyst of Empathy** by Tim Timmerman & Stan Peterson  
Parrish Gallery:  
January 8th - March 2nd

**Oregon Symphony's Artist in Residence Johannes Moser In Concert**  
Ballroom:  
January 8th, 7pm

**Spring Classes**  
January 8th - May 30th  
Youth & Adult

**Youth Mariachi begins**  
January 8th

**MLK Day Celebration**  
January 21, 6pm



**Oregon Truffle Festival**  
February 15 - February 17



**Asian Art Collection on loan from Royal Art Gallery**  
Parrish Gallery:  
March 5 - April 26



**Spring Break Art Camp**  
March 25 - 27



**Camellia Festival & Run/Walk**  
April 13 - 9am-5pm



**Stratifying the Unknown**  
by Clairissa and Colby Stephens  
Parrish Gallery: April 30th - June 28th

**Paper Gardens Award Ceremony**  
May 9

**Hiroya Tsukamoto: Japanese guitarist and singer in concert**  
Ballroom: May 17, 7pm



**Studio Arts Week**  
June 24th - 28th



**Summer Art Camps**  
July 8th - August 9th



**Biological Dissonance** by Tammy Jo Wilson and Amanda Tripplett  
Parrish Gallery: July 2nd - August 30th



**Willamette Valley Lavender Festival**  
July 13-14

**The Chalk Art Project**  
July 26-28

**Art Harvest Studio Tours Exhibition**  
Parrish Gallery:  
September 3rd - November 2nd

**Youth Mariachi begins**  
(first week of school)

**Fall Classes**  
September 23 - December 13th  
Youth & Adult



**Latin American Heritage Month Events**  
October 15 - November 15



**Reveal / Conceal: the Transformative Masks of Tony Fuemmeler**  
Parrish Gallery:  
November 5th, 2019 - January 3, 2020.



**Dia de Muertos /Day of the Dead**  
November 2

**Holiday Tree Lighting**  
December 7

FOR FULL EXHIBITION CALENDAR AND UP-TO-DATE CLASS AND EVENT SCHEDULES CHECK OUT OUR WEBSITE:  
[WWW.CHEHALEM.CULTURALCENTER.ORG](http://WWW.CHEHALEM.CULTURALCENTER.ORG) AND SIGN UP FOR OUR NEWSLETTER

# LEGACY GIFTS



## NAMING OPPORTUNITIES

PERFORMING ARTS WING

\$1 MILLION

STAGE

\$500,000

CONFERENCE CENTER

\$300,000

MOVEMENT STUDIO

\$250,000

CERAMICS STUDIO

\$250,000

VIP LOUNGE

\$100,000

GREEN ROOM

\$100,000

COMMUNITY ROOM

\$100,000

CHEHALEM PARK AND RECREATION DISTRICT

2021-2022 BUDGET CALENDAR

OCTOBER 22, 2020	APPOINT BUDGET OFFICER AND ADOPT BUDEGET CALENDAR. DISCUSS APPOINTMENT OF BUDGET COMMITTEE MEMBERS.
JANUARY 21, 2021	APPOINT BUDGET COMMITTEE MEMBERS.
JANUARY 21, 2021	PUBLISH ADVERTISEMENT FOR BUDGET MEMBERS IF NEEDED AND POST ON WEB SITE.
FEBRUARY 19, 2021	DEADLINE FOR APPLICATIONS FOR BUDGET COMMITTEE IF NEEDED.
FEBRUARY 25, 2021	APPOINT BUDGET COMMITTEE MEMBERS.
MARCH 1, 2021	STAFF BUDGET TO SUPERINTENDENT
MARCH 5, 2021	NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING SENT TO NEWBERG GRAPHIC, MUST INCLUDE WEB SITE.
MARCH 10, 2021	PUBLISH NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING.
MARCH 10, 2021	POST NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING ON CHEHALEM PARK AND RECREATION DISTRICT WEB SITE CPRDNEWBERG.ORG.
MARCH 26, 2021	BUDGET DELIVERED TO BUDGET COMMITTEE AND BOARD MEMBERS. BUDGET AVAILABLE TO PUBLIC AT 125 S. ELLIOTT ROAD NEWBERG, OREGON.

<b>APRIL 6, 2021</b>	<b>BUDGET COMMITTEE MEETING 6 P.M. AT 125 S ELLIOTT ROAD IN THE ADMINISTRATIVE BUILDING. PUBLIC INPUT WILL BE WELCOMED AT THIS MEETING. BUDGET APPROVED.</b>
APRIL 7-9, 2021	ADDITIONAL BUDGET COMMITTEE MEETINGS IF NEEDED AT 6 P.M. AT 125 S ELLIOTT ROAD IN THE ADMINISTRATIVE BUILDING. PUBLIC INPUT WILL BE WELCOMED IF MEETINGS NECESSARY AND HELD. BUDGET APPROVED.
APRIL 23, 2021	NOTICE OF BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING SENT TO NEWBERG GRAPHIC.
APRIL 28, 2021	PUBLISH BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING. MUST INCLUDE WEB SITE.
APRIL 28, 2021	POST BUDGETSUMMARY AND NOTICE OF PUBLIC BUDGET HEARING ON CHEHALEM PARK AND RECREATION DISTRICT WEB SITE.
<b>MAY 27, 2021</b>	<b>PUBLIC BUDGET HEARING 6 P.M. AT 125 S ELLIOT ROADE IN ADMINISTRATIVE BUILDING.</b>
<b>JUNE 24, 2021</b>	<b>ADOPT 2020-2021 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE4 TAXES BY RESOLUTIONS.</b>
JULY 9, 2021	SUBMIT BUDGET AND RESOLUTIONS TO COUNTY CLERK AND SUBMIT TO COUNTY ASSESSOR TAX CERTIFICATION DOCUMENTS.

**DATES IN BOLD ARE THE PUBLIC MEETING DATES.**

EXPENDITURES MONTHLY

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	
TOTAL GEN FUND													\$ -
GEN FUND TRANSFERS													\$ -
GEN FUND AQ & DEV													\$ -
GEN FUND OPER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GEN FUND	\$ 514,108.54	\$ 565,687.85	\$ 557,933.91	\$ 444,769.42	\$ 429,726.63	\$ 392,894.00	\$ 398,630.66	\$ 556,944.13	\$ 432,711.07	\$ 335,443.23	\$ 278,955.22	\$ 378,728.45	\$ 5,286,533.11
GEN FUND TRANSFERS	\$ 180,326.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,552.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,539.52
GEN FUND AQ & DEV	\$ -	\$ 77,724.74	\$ 27,134.81	\$ -	\$ -	\$ 4,952.80	\$ 1,390.00	\$ 18,217.19	\$ 13,451.04	\$ 32,863.29	\$ 7,107.75	\$ 29,585.34	\$ 212,426.96
GEN FUND OPER	\$ 333,781.56	\$ 487,963.11	\$ 530,799.10	\$ 444,769.42	\$ 429,726.63	\$ 387,941.20	\$ 383,688.12	\$ 538,726.94	\$ 419,260.03	\$ 302,579.94	\$ 271,847.47	\$ 348,483.11	\$ 4,879,566.63
TOTAL GEN FUND	\$ 691,800.07	\$ 467,051.61	\$ 526,312.15	\$ 398,327.69	\$ 625,396.97	\$ 318,616.63	\$ 408,252.86	\$ 458,328.59	\$ 393,238.60	\$ 394,267.08	\$ 403,828.09	#####	\$ 6,315,823.62
GEN FUND TRANSFERS	\$ 176,800.72	\$ -	\$ -	\$ 600.00	\$ 142,631.08	\$ -	\$ 15,319.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 937,461.90
GEN FUND AQ & DEV	\$ 72,370.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,769.62	\$ -	\$ 300.00	\$ 1,780.70	\$ 3,315.00	\$ 3,531.20	\$ 102,066.52
GEN FUND OPER	\$ 442,629.35	\$ 467,051.61	\$ 526,312.15	\$ 397,727.69	\$ 482,765.89	\$ 318,616.63	\$ 372,163.41	\$ 458,328.59	\$ 392,938.60	\$ 392,486.38	\$ 400,513.09	\$ 624,761.81	\$ 5,276,295.20
TOTAL GEN FUND	\$ 549,757.54	\$ 539,816.32	\$ 490,590.00	\$ 390,583.55	\$ 292,205.95	\$ 698,136.86	\$ 450,147.19	\$ 303,958.72	\$ 400,949.17	\$ 329,363.65	\$ 551,928.72	\$ 486,582.10	\$ 5,484,419.77
GEN FUND TRANSFERS	\$ 222,566.25	\$ -	\$ 800.00	\$ 13,395.97	\$ -	\$ 361,559.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 598,321.24
GEN FUND AQ & DEV	\$ 7,350.00	\$ 27,419.27	\$ 18,852.02	\$ 10,486.80	\$ -	\$ -	\$ -	\$ -	\$ 63,921.43	\$ -	\$ 188,497.00	\$ 50,653.44	\$ 367,189.96
GEN FUND OPER	\$ 319,841.29	\$ 512,397.05	\$ 470,937.98	\$ 366,690.78	\$ 292,205.95	\$ 336,577.84	\$ 450,147.19	\$ 303,958.72	\$ 337,027.74	\$ 329,363.65	\$ 363,431.72	\$ 436,528.66	\$ 4,518,908.57
TOTAL GEN FUND	\$ 583,943.31	\$ 559,300.53	\$ 578,262.19	\$ 381,534.54	\$ 323,277.47	\$ 474,423.83	\$ 524,006.95	\$ 299,207.69	\$ 422,407.45	\$ 509,566.49	\$ 214,188.85	\$ 666,862.78	\$ 5,586,982.08
GEN FUND TRANSFERS	\$ 226,992.19	\$ -	\$ 800.00	\$ 15,800.00	\$ -	\$ -	\$ 231,070.54	\$ -	\$ -	\$ 135,800.00	\$ -	\$ -	\$ 611,712.73
GEN FUND AQ & DEV	\$ 1,072.50	\$ 140,135.08	\$ 117,165.28	\$ 22,206.68	\$ 21,434.50	\$ 81,710.83	\$ 18,230.57	\$ 1,167.25	\$ 67,578.65	\$ 56,037.03	\$ (173,922.11)	\$ 78,696.28	\$ 431,512.54
GEN FUND OPER	\$ 355,878.62	\$ 419,165.45	\$ 460,296.91	\$ 343,527.86	\$ 301,842.97	\$ 392,713.00	\$ 274,705.94	\$ 298,040.44	\$ 354,828.80	\$ 317,729.46	\$ 388,110.96	\$ 586,916.50	\$ 4,493,756.81
TOTAL GEN FUND	\$ 651,284.34	\$ 559,356.76	\$ 491,614.98	\$ 410,504.85	\$ 642,299.61	\$ 644,450.62	\$ 338,280.00	\$ 301,561.71	\$ 454,148.85	\$ 504,558.84	\$ 333,985.26	\$ 466,220.59	\$ 5,798,266.41
GEN FUND TRANSFERS	\$ 230,966.21	\$ -	\$ 18,100.00	\$ 302,145.14	\$ 225,285.75	\$ -	\$ -	\$ -	\$ -	\$ 133,100.00	\$ -	\$ -	\$ 909,597.10
GEN FUND AQ & DEV	\$ 38,120.00	\$ -	\$ -	\$ -	\$ -	\$ 16,450.00	\$ 20,000.00	\$ 15,195.25	\$ 140,436.74	\$ 2,395.80	\$ 2,700.00	\$ 117,092.00	\$ 352,389.79
GEN FUND OPER	\$ 420,318.13	\$ 521,236.76	\$ 491,614.98	\$ 397,404.85	\$ 340,154.47	\$ 402,714.87	\$ 318,280.00	\$ 286,366.46	\$ 313,712.11	\$ 369,063.04	\$ 331,285.26	\$ 349,128.59	\$ 4,536,279.52
TOTAL GEN FUND	\$ 580,725.74	\$ 392,921.77	\$ 414,410.49	\$ 490,794.67	\$ 779,197.69	\$ 407,813.31	\$ 606,692.18	\$ 421,741.15	\$ 294,459.47	\$ 490,478.73	\$ 445,678.07	\$ 429,255.68	\$ 5,754,108.95
GEN FUND TRANSFERS	\$ 221,570.59	\$ -	\$ -	\$ 22,100.00	\$ 253,163.65	\$ 97,137.50	\$ 277,709.59	\$ -	\$ -	\$ 130,289.32	\$ -	\$ -	\$ 1,003,230.65
GEN FUND AQ & DEV	\$ 30,771.61	\$ 904.65	\$ 16,957.62	\$ -	\$ 228,185.50	\$ 11,410.00	\$ 29,891.62	\$ -	\$ 1,013.60	\$ 74,955.59	\$ 38,512.18	\$ -	\$ 432,602.37
GEN FUND OPER	\$ 328,383.54	\$ 392,017.12	\$ 397,452.87	\$ 468,694.67	\$ 297,848.54	\$ 289,265.81	\$ 289,090.97	\$ 421,741.15	\$ 294,459.47	\$ 359,165.81	\$ 370,722.48	\$ 389,493.50	\$ 4,318,275.93
TOTAL GEN FUND	\$ 509,816.01	\$ 600,307.80	\$ 303,303.74	\$ 353,598.51	\$ 413,171.93	\$ 415,814.74	\$ 823,713.15	\$ 283,141.83	\$ 337,450.84	\$ 517,356.49	\$ 326,332.16	\$ 475,522.11	\$ 5,359,529.31
GEN FUND TRANSFERS	\$ 224,251.70	\$ 7,500.00	\$ 1,800.00	\$ 22,400.00	\$ 91,431.82	\$ 129,625.00	\$ 241,752.50	\$ -	\$ -	\$ 127,400.00	\$ -	\$ 2,597.00	\$ 848,758.02
GEN FUND AQ & DEV	\$ 9,757.44	\$ 39,460.00	\$ 13,700.46	\$ 2,160.00	\$ -	\$ 3,008.80	\$ 162,091.60	\$ 3,971.51	\$ 41,750.55	\$ 3,947.93	\$ 7,628.00	\$ 434.39	\$ 287,860.68
GEN FUND OPER	\$ 275,806.87	\$ 553,347.80	\$ 287,803.28	\$ 329,038.51	\$ 321,740.11	\$ 283,180.94	\$ 419,869.05	\$ 279,220.32	\$ 295,700.29	\$ 386,008.56	\$ 318,704.16	\$ 472,490.72	\$ 4,222,910.61



REVENUE MONTHLY

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021
TOTAL GEN FUND												
TAXES												
OTHER												
FEES & CHARGES												
TOTAL GEN FUND	\$ 418,343.20	\$ 431,515.04	\$ 303,489.76	\$ 251,271.56	\$ 2,971,559.11	\$ 305,541.33	\$ 308,349.71	\$ 215,156.97	\$ 719,541.05	\$ 97,387.20	\$ 224,231.68	\$ 492,652.02
TAXES	\$ 31,525.20	\$ -	\$ 11,185.27	\$ 5,349.85	\$ 2,708,301.83	\$ 96,826.08	\$ 51,495.82	\$ 19,308.75	\$ 65,033.81	\$ 16,853.74	\$ 12,215.77	\$ 75,018.42
OTHER	\$ 4,609.68	\$ 538.19	\$ 30,568.28	\$ 16,100.72	\$ 17,732.72	\$ 8,673.40	\$ 42,121.13	\$ 5,483.00	\$ 465,206.33	\$ 5,220.35	\$ 18,150.29	\$ 107,159.73
FEES & CHARGES	\$ 382,208.32	\$ 430,976.85	\$ 261,736.21	\$ 229,820.99	\$ 245,524.56	\$ 200,041.85	\$ 214,732.76	\$ 190,365.22	\$ 191,300.91	\$ 75,313.11	\$ 193,865.62	\$ 310,473.87
TOTAL GEN FUND	\$ 400,085.86	\$ 648,742.50	\$ 268,283.06	\$ 249,571.27	\$ 2,506,546.98	\$ 182,941.20	\$ 210,160.21	\$ 230,124.17	\$ 308,903.12	\$ 277,213.09	\$ 346,886.78	\$ 564,810.36
TAXES	\$ -	\$ -	\$ -	\$ -	\$ 2,267,657.78	\$ -	\$ 33,843.34	\$ 26,604.90	\$ 57,116.45	\$ 14,539.49	\$ 23,084.02	\$ 52,948.42
OTHER	\$ 833.08	\$ 253,090.43	\$ 306.36	\$ 23,689.84	\$ 18,273.54	\$ 3,341.92	\$ 11,456.10	\$ 48,912.92	\$ (28,784.23)	\$ 6,860.93	\$ 40.00	\$ 59,286.48
FEES & CHARGES	\$ 399,252.78	\$ 395,652.07	\$ 267,976.70	\$ 225,881.43	\$ 220,615.66	\$ 179,599.28	\$ 164,880.77	\$ 154,606.35	\$ 280,570.90	\$ 255,812.67	\$ 323,762.76	\$ 452,575.46
TOTAL GEN FUND	\$ 352,179.76	\$ 381,717.84	\$ 305,501.02	\$ 181,760.22	\$ 3,344,287.23	\$ 276,472.11	\$ 180,658.55	\$ 196,063.71	\$ 203,979.94	\$ 239,765.27	\$ 297,544.02	\$ 340,243.51
TAXES	\$ 25,939.01	\$ 10,745.13	\$ 13,914.82	\$ -	\$ 3,256,906.15	\$ 100,000.00	\$ 34,820.25	\$ 20,428.69	\$ -	\$ 20,821.77	\$ -	\$ -
OTHER	\$ 2,267.99	\$ 1,694.63	\$ 714.23	\$ 22,753.21	\$ -	\$ 1,594.16	\$ 6,006.83	\$ 712.00	\$ 129.33	\$ 11,479.31	\$ 1,765.00	\$ 6,095.32
FEES & CHARGES	\$ 323,972.76	\$ 369,278.08	\$ 290,871.97	\$ 159,007.01	\$ 87,381.08	\$ 174,877.95	\$ 139,811.47	\$ 174,923.02	\$ 203,850.61	\$ 207,464.19	\$ 235,779.02	\$ 334,148.19
TOTAL GEN FUND	\$ 340,346.83	\$ 382,831.78	\$ 315,670.07	\$ 174,433.98	\$ 2,645,799.57	\$ 262,712.75	\$ 185,694.93	\$ 152,999.25	\$ 287,193.62	\$ 266,878.27	\$ 283,145.88	\$ 408,655.57
TAXES	\$ 31,260.40	\$ -	\$ 53,836.67	\$ 7,942.46	\$ 2,438,695.36	\$ 70,532.02	\$ 34,581.84	\$ -	\$ 85,393.65	\$ 15,220.10	\$ 14,955.22	\$ 64,814.00
OTHER	\$ 4,215.87	\$ 9,403.28	\$ 2,232.06	\$ 18,008.12	\$ 2,420.95	\$ 3,820.17	\$ 2,753.23	\$ 2,128.90	\$ 8,560.59	\$ 1,551.15	\$ 1,194.61	\$ 5,154.01
FEES & CHARGES	\$ 304,870.56	\$ 373,428.50	\$ 259,601.34	\$ 149,383.40	\$ 204,683.26	\$ 188,360.56	\$ 148,359.86	\$ 150,870.35	\$ 193,239.38	\$ 250,107.02	\$ 266,996.05	\$ 338,687.56
TOTAL GEN FUND	\$ 354,235.21	\$ 346,466.10	\$ 562,823.39	\$ 234,873.96	\$ 3,177,848.71	\$ (232,511.35)	\$ 30,198.79	\$ 216,204.03	\$ 289,131.72	\$ 312,343.17	\$ 299,665.13	\$ 433,124.57
TAXES	\$ 43,610.20	\$ 14,955.73	\$ 20,408.47	\$ 10,816.45	\$ 2,894,860.91	\$ (416,306.46)	\$ (101,272.31)	\$ 43,140.78	\$ 67,066.34	\$ (1,610.28)	\$ 11,955.30	\$ 54,184.72
OTHER	\$ 2,844.77	\$ 2,622.86	\$ 209,340.00	\$ 15,179.06	\$ 116,400.41	\$ 1,213.73	\$ 14,453.32	\$ 7,302.63	\$ 723.11	\$ 1,364.47	\$ 898.72	\$ 4,454.17
FEES & CHARGES	\$ 307,780.24	\$ 328,887.51	\$ 333,074.92	\$ 208,878.45	\$ 166,587.39	\$ 182,581.38	\$ 117,017.78	\$ 165,760.62	\$ 221,342.27	\$ 312,588.98	\$ 286,811.11	\$ 374,485.68
TOTAL GEN FUND	\$ 351,579.15	\$ 352,206.07	\$ 519,489.08	\$ 195,904.97	\$ 2,393,894.52	\$ 233,718.02	\$ 246,312.57	\$ 180,747.18	\$ 318,529.43	\$ 261,489.91	\$ 359,469.61	\$ 428,258.06
TAXES	\$ 31,973.78	\$ 12,841.86	\$ 16,045.16	\$ -	\$ 2,227,197.08	\$ 21,457.42	\$ 38,661.60	\$ 8,720.92	\$ 67,562.08	\$ 17,868.45	\$ 17,003.46	\$ 58,489.13
OTHER	\$ 1,138.13	\$ 148.27	\$ 250,070.00	\$ 19,002.00	\$ 10,599.58	\$ 36,446.29	\$ 64,645.04	\$ 2,483.97	\$ 667.30	\$ 1,506.87	\$ 50,257.47	\$ 1,207.50
FEES & CHARGES	\$ 318,467.24	\$ 339,215.94	\$ 253,373.92	\$ 176,902.97	\$ 156,097.86	\$ 175,814.31	\$ 143,005.93	\$ 169,542.29	\$ 215,300.05	\$ 242,114.59	\$ 292,208.68	\$ 368,561.43
TOTAL GEN FUND	\$ 306,932.36	\$ 356,975.24	\$ 220,462.40	\$ 200,019.42	\$ 2,165,795.27	\$ 260,341.66	\$ 146,325.94	\$ 162,476.12	\$ 263,992.16	\$ 254,573.78	\$ 272,908.00	\$ 447,456.21
TAXES	\$ -	\$ -	\$ 12,104.22	\$ 10,759.65	\$ 2,028,753.22	\$ 84,644.31	\$ 34,388.05	\$ 26,768.05	\$ 61,623.23	\$ 15,289.50	\$ 13,314.54	\$ 70,406.28
												\$ 2,358,051.05

July 13, 2020

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

**SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR SCHEMATIC DESIGN FOR CHEHALEM HERITAGE TRAILS CAMPGROUND, YAMHILL COUNTY, OREGON**

Dear Don:

GreenWorks is pleased to have this opportunity to provide a letter proposal to assist Chehalem Park & Recreation District (CPRD) prepare schematic design for a campground at the Chehalem Heritage Trails site in unincorporated Yamhill County, Oregon. This proposal will describe the project, anticipated services and fees, and qualifications (Appendices A and B) to deliver these services to you.

#### **PROJECT UNDERSTANDING**

CPRD wishes to 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 is 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.

Appendix A presents firm descriptions for GreenWorks and the rest of the team. Appendix B presents resumes for the Project Team.

## **SCOPE OF SERVICES**

The scope will include 28 professional services tasks:

1. Task 1.1 – Conduct Boundary Survey - KPFF
2. Task 1.2 – Conduct Core Topo Survey - KPFF
3. Task 1.3 - Conduct Addl. Site Topo - KPFF
4. Task 1.4 – Perform Site Evaluation and Test Pits - ZED
5. Task 1.5 – Conduct 3 Geotechnical Borings - GDI
6. Task 1.6 - Meet with ODOT – GW and KPFF
7. Task 1.7 - Meet with City of Newberg on Water and Recycled Water – GW & KPFF
8. Task 1.8 – Meet with City of Newberg re: Houseless Facilities - GW
9. Task 1.9 – Determine Photovoltaic Production Potential – PAE & ECONW
10. Task 1.10 – Meet with Yamhill Co. re: Development Standards – GW & KPFF
11. Task 2.1 – Meet with CPRD re: Design Goals - Team
12. Task 2.2 - Modify Financial Model - ECONW
13. Task 2.3 – Update Layout - GW
14. Task 2.4 – Design Trails and Planting Plan 20% - GW
15. Task 2.5 – Design Utilities Layout 20% - GW, KPFF, PAE, ZED
16. Task 2.6 – Design Stormwater Facilities 20% - ZED
17. Task 2.7 - Design Structures 20% - AFA
18. Task 2.8 – Design Entry to ODOT standards 20% - KPFF
19. Task 2.9 – Complete 20% Review Set - Team
20. Task 2.10 – Meet with CPRD - Team
21. Task 2.11 – Revise and Create 30% Set - Team
22. Task 2.12 – Meet with CPRD - Team
23. Task 2.13 – Present to CPRD Board – GW & ECONW
24. Task 3.1 – Kickoff Meeting - Team
25. Task 3.2 – Regular Communication with CPRD - GW

- 26. Task 3.3 - Coordinate with City of Newberg and Yamhill County - GW
- 27. Task 3.4 – Coordinate Consultant Team - Team
- 28. Task 3.5 – Prepare Monthly Invoices – GW; Team

Completing these tasks will support developing a schematic design that indicates the type, size, and location of trail facilities and a cost estimate. The resulting design materials could then be applied to assist CPRD in successfully pursuing grant sources to help fund final design and construction.

#### 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 Turnlane 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 August 2020 to January 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.

GreenWorks will track fees with monthly invoicing and notify CPRD before exceeding the threshold. With your approval, and clarifications to the scope of services as needed, the Not to Exceed Amount would be \$196,750.

## **PAYMENT**

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

## **EXCLUSIONS**

The above scope of services is for 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).

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

Sincerely,

**GreenWorks**



Paul D. Agrimis, PLA, P.E.

Principal

**CLIENT APPROVAL**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

July 13, 2020

**Appendix A**



GreenWorks specializes in sustainable landscape architecture and environmental design. Since 1987, we have provided a broad range of services for clients in the Pacific Northwest and beyond. GreenWorks is a regional leader in sustainable design and is dedicated to innovating solutions for clients by linking people to nature through design.

GreenWorks services include planning, programming, designing, and building parks and recreation facilities across the Pacific Northwest. Our team passionately applies landscape architecture and leadership skills to enhance park user experience, reduce maintenance and roadblocks for park staff, and restore habitat and watershed health. We curate and lead multidisciplinary teams to tackle complex projects. We have worked on hundreds of parks projects around the region, including 50 park master plans and 10 park system master plans.

### **Aron Faegre & Associates**

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

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

### **ECONorthwest**

ECONorthwest is the oldest and largest economics firm in the Pacific Northwest. The firm's reputation is built upon academic origins and an emphasis on unbiased, rigorous analysis of public policy and projects. A substantial portion of ECONorthwest's work, particularly in the land use and natural resource areas, takes place in litigation contexts. Numerous senior staff also serve as economics instructors at universities in the region. This legacy drives a high level of expertise and accuracy, based in tested and established methods and principles. Please see [www.econw.com](http://www.econw.com) to browse the array of relevant experiences of the firm.

ECONorthwest is dedicated to improving its internal and external treatment of diversity, equity, and social justice issues. This includes extensive staff training and development of processes to review internal and external actions for consistency. ECONorthwest has developed a Diversity, Equity, and Inclusion Statement to make these commitments clear to staff, clients, and our communities. By committing to active engagement in the areas of equity, diversity, and inclusion, ECONorthwest is able to pose sharper questions, elicit deeper insights, design better solutions, and deliver a higher value to clients.



KPFF is a collaborative and creative team of civil and structural engineers and surveyors who thrive on designing innovative solutions for projects of all scales. Founded in 1960, KPFF is a leader in complex design, providing visionary, environmentally sensitive and technically advanced services. The firm has over 20 locations and employs 1200+ firmwide. KPFF's Oregon offices have over 200 staff, including 31 LEED® Accredited Professionals.

KPFF has demonstrated experience working with local, state, and federal agencies in campgrounds, parks, and recreational sites throughout Oregon. Our civil engineering scope of services on these projects often includes design of improvements necessary to access public roads, storm water systems, utilities, parking, on-site roads, and trails. We understand context-sensitive design that addresses safety and access and provides solutions for ease of long-term maintenance and sustainability. Our shared successes with Greenworks include numerous park and recreational facilities, such as OPRD's Brian Booth State Park Preliminary Design, THPRD Fanno Creek Trail, Metro Graham Oaks Nature Park, Metro Newell Creek Canyon Trailhead, and the City of Hood River Waterfront Park.



GeoDesign, Inc., an NV5 Company, provides geotechnical engineering and environmental consulting services from offices in Wilsonville, Oregon; and Vancouver, Longview, Tacoma, and Seattle, Washington. Its team consists of nearly 70 engineers, geologists, engineering geologists, environmental scientists, technical personnel, and support staff. Project work includes parks, recreational trail alignments, pedestrian bridges, and park facilities. GeoDesign also has experience with low impact trail construction methods, elevated trails above wetlands, permeable pavement design, and support for low impact development (LID) methods.

GeoDesign has collaborated with Paul Agrimis (through, at the time, ESA/Vigil-Agrimis) on several park and trail projects. Notable work includes Cully Park in Portland, which is built on top of the former Killingsworth Landfill. For Cully Park, GeoDesign provided planning-level cost estimates for the geotechnical and environmental components of the conceptual plans; and helped to facilitate construction and implement the elements conceptualized by the master plan. Additionally, the team prepared the comprehensive Engineering Design Report, which included a site-specific Health and Safety Plan and a Soil/Solid Waste Management Plan. Its team also provided engineering technical support during construction.



#### About PAE

We're all about people and nature. Engineers have a reputation for complicating things. But at PAE, we like to keep it simple: People and nature are our driving forces. Internally, we look out for each other and the spaces we occupy—inside and out. And the same applies to our work. We design high-performing buildings that keep people comfortable, healthy, and productive inside, while restoring the natural world outside. We work with any type of project at any point in its lifespan, even when it's still just an idea. We do all this while balancing the project's first cost/pro forma and long-term operational cost requirements along with comfort, water conservation and energy efficiency goals.

#### PAE at Work

Founded in 1967, PAE is a firm of more than 350 employees providing an array of services in mechanical and electrical engineering, building analysis, commissioning and technology system design. With offices in Portland, Eugene, Seattle, and San Francisco, PAE serves public and private sector clients throughout the western United States and beyond.

#### **Zucker Engineering & Design – Environmental Design and Engineering**

Zucker Engineering & Design (ZED) is a water resources engineering firm that specializes in balancing the needs of the built and natural environment, while providing a broad awareness of the surrounding landscape as well as an attention to the minute details. Founded in January 2018 by Adam Zucker who brings a combined 20 years of public agency and professional consulting experience throughout the Pacific Northwest. With a unique multi-disciplinary skillset that includes traditional engineering, environmental science, floodplain modeling, geomorphology, bio-engineering, environmental permitting, fish passage, water rights, and construction services, ZED is well-suited to support and complement both civil engineering and permitting team leads. Above all, ZED is committed to maintaining professional relationships that are guided by integrity and sound technical expertise.

*July 13, 2020*

**Appendix B**





## Paul Agrimis, PLA, PE

GREENWORKS: LANDSCAPE ARCHITECT AND PROFESSIONAL ENGINEER |  
PRINCIPAL

AVAILABILITY: 40%

### EDUCATION

MLA, Landscape Architecture, University of Washington

BSE, Civil Engineering, University of Connecticut

### REGISTRATIONS AND CERTIFICATIONS

Professional Landscape Architect: Washington (640)

Registered Landscape Architect: Oregon (319),  
Alaska (13,234),

Professional Engineer: Washington (33054),  
Oregon (14,851), Alaska (7,093)

### YEARS EXPERIENCE

34 (GreenWorks since 2020)

### PROFESSIONAL RECOGNITION (SELECTED)

American Society of Landscape Architects  
Awards:

- Peoples' Choice Award (2019) for 185-acre Riley Ranch Nature Reserve Management Plan, Bend Park & Recreation District
- Merit Award and Peoples' Choice Award (2018) for 25-acre Cully Community Park, Portland Parks & Recreation
- Distinguished Practitioner (2016) inaugural award given to practitioners who have shaped landscape architecture in Oregon

### PROFESSIONAL AFFILIATIONS & COMMUNITY SERVICE

Chair of Portland Parks & Recreation Board

American Society of Landscape Architects

American Society of Civil Engineers (ASCE)

### AREAS OF EXPERTISE

Park Master Planning

Trails Planning

Park and Trail System Master Planning

Public Involvement

Environmental Documentation

Floodplain Restoration

Stream Restoration

Wetland Restoration

Green Stormwater Treatment

Brownfield and Grayfield Transformations

Bioengineering

Living Shorelines

Paul is an award-winning landscape architect, and professional engineer, bringing over 34 years of experience leading public infrastructure and natural resources restoration projects with extensive public involvement and stakeholder engagement skills. He has successfully led numerous parks, trails, open space, and floodplains projects with challenging site conditions, sensitive natural and cultural resources, diverse stakeholder interests, and operational considerations. His strong skills in working with stakeholders helps him to develop plans that artfully address multiple and sometimes competing needs to work well together.

### RELEVANT PROJECT EXPERIENCE

- Bush's Pasture Park Cultural Landscape Management Plan, Salem Park Operations (Salem, OR)
- Thomas Cully Community Park – Phase 1 Design and Construction, Portland Parks & Recreation and Verde – Public Private Partnership (Portland, OR)\*
- Milwaukie Riverfront Park Water Access Design, Milwaukie Public Works (Milwaukie, OR)\*
- Iron Mountain Community Park Master Plan and Design, Lake Oswego Parks Department (Lake Oswego, OR)\*
- Lowman Beach Park Shoreline Improvements Design, Seattle Parks and Recreation (Seattle, WA)\*
- Birch Bay Drive and Pedestrian Facilities (beach nourishment, trail, stormwater facilities, cultural resources, SEPA) Design, Whatcom County Public Works (Whatcom County, WA)\*
- Alpenglow Community Park Master Plan, Bend Park & Recreation District (Bend, OR)\*
- Hogan Butte Park Design and Construction, Gresham Parks (Gresham, OR)\*
- Sullivan Creek Recreation Site Improvements, Seattle City Light (Pend Oreille County, WA)\*
- Maxwell Farms Community Park Master Plan and Phase 1 Design, Sonoma County Regional Parks District (Sonoma, CA)\*
- South Hillsboro Community Park Concept Plan, Hillsboro Parks & Recreation Department (Hillsboro, OR)\*
- Riley Ranch Nature Reserve – Phase 1 Design and Construction, Bend Park & Recreation District, (Bend, OR)\*
- Riley Ranch Nature Reserve Management Plan, Bend Park & Recreation District, (Bend, OR)\*
- Salem Comprehensive Park System Master Plan, Salem Park Operations (Salem, OR)\*
- Sandy Green Street Transformation\*, Portland Bureau of Transportation (Portland, OR)\*
- Fairview Park Master Plan, Salem Park Operations (Salem, OR)\*
- Eola Ridge Park Master Plan and Design, Salem Park Operations (Salem, OR)\*
- River View Natural Area Management Plan, Portland Parks & Recreation (Portland, OR)\*
- McKay Park Master Plan, Salem Park Operations (Salem, OR)\*
- River Road Park Design and Construction, Salem Park Operations (Salem, OR)\*
- Baker Bay Trail Phase 1 Design and Construction, Washington State Parks & Recreation Commission (Pacific County, WA)

\* Projects completed prior to joining GreenWorks

# *Aron Faegre & Associates*

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

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

## **Park Planning & Design**

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

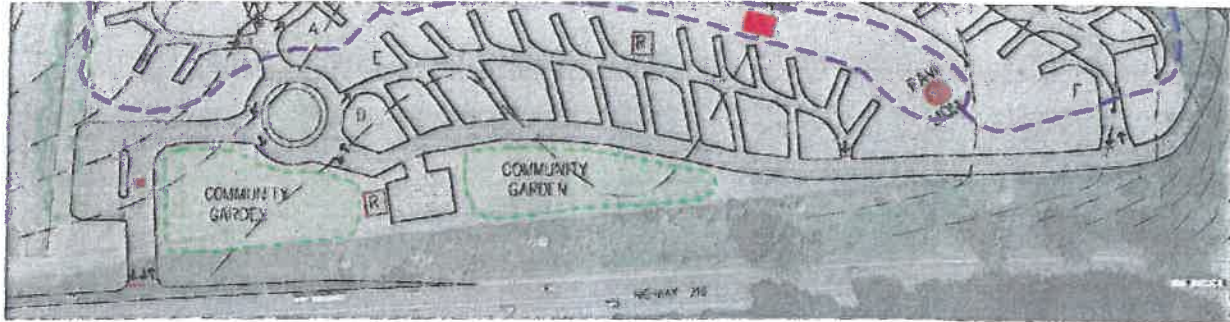
- Chehalem Heritage Trails Campground Feasibility Study with Paul Agrimis and ECONorthwest
- Cooper Mountain Nature House for METRO with Vigil Agrimis
- YMCA Mt. Hood Duncan Woods Camp
- YMCA Camp Collins on the Sandy River
- YMCA Camp Orkila on Orcas Island
- YMCA Camp Colman on South Puget Sound
-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

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

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

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

**Chehalem Heritage Trails Campground Feasibility Study**



With Paul Agrimis and ECONorthwest we performed analysis of design options for your new campground based on issues of: floodplain, prior wetland plantings, numbers and types of spaces needed based on probable revenues, highway noise, options for participation with homelessness issues in the region, potential of incorporation of community gardens, involvement of local wineries, partnerships to promote area tourism.

**Heiltsuk Nation Big House, Bella Bella, BC**

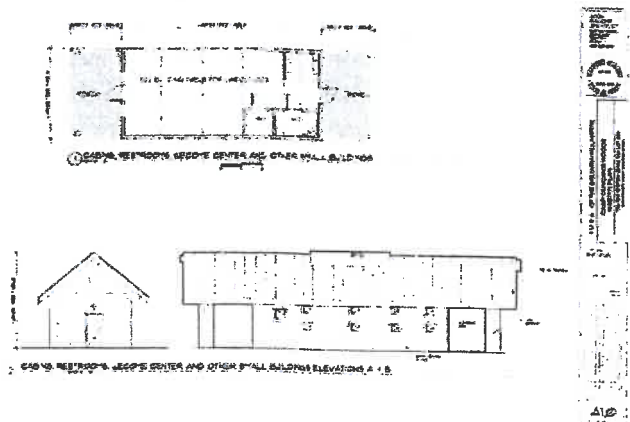
Creation of a large space for potlatches, community celebrations, clan weddings, funerals, and



community dance and song practice and performance. The larger Canadian national laws outlawed these kind of facilities for many years, and for the Heiltsuk Nation it is their first ability in 100 years to have an historically informed space that can be used for their traditional tribal uses with an occupancy of up to 800 people. The project included the training of local tribal members in building trades skills, and the operation of a sawmill that allowed creation of all of the lumber materials for the construction.

**YMCA Camp Duncan's Woods, Mt. Hood, Oregon**

Aron Faegre & Associates is leading the master planning, facility design, and permitting for a \$20 million new youth camp located on 160 acres of private land in the Mt. Hood National Forest near Trillium Lake.



The camp will include residential and tent camping for up to 214 campers and 57 staff. There will be 12 sleeping cabins, associated lodge and toilet facilities, three remote camping areas, a pond for fire protection water, and other associated facilities. The project has received its Clackamas County conditional use permit, DEQ site development permit, preliminary approval of its DEQ sanitary review, and is currently working on its Clackamas County site development permit.

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



Aron Faegre & Associates is leading the master planning and facility design for a \$15 million upgrade to this 250 person youth summer camp and environmental education center. The project includes a 1000 foot long raised boardwalk trail that winds through the redwoods, at walking heights of up to 25 feet. This new trail is fully ADA accessible and with the new Redwood Village Treetop Cabins provides an environmental learning center focused on discovery of the life of the redwood forests. Other new projects at the 87 acre site include: new log Dining Hall, Adventure Water Pool, Maintenance Center, Welcome Center, Living Machine Sewer System, and campus wide Accessible Trail System. The fundraising process was integrated with the facility design, so that donors participated in brainstorming for the projects. Fundraising, is now complete, with construction of most projects complete. Completion is expected in 2020.

### **South Slough Study Trails and Observatory, Charleston, Oregon**

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



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



For

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

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### **AFA Staff Profile**

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



**Educational** Master of Architecture, Massachusetts Institute of Technology

**Background** School of Architecture and Planning, 1976

B.A. Physics, Reed College, 1971

**Professional Registration** Architect: Oregon, Washington, California, Nevada, British Columbia

Professional Engineer: Oregon, California

Landscape Architect: Oregon, Washington

Building Inspector: International Code Council

LEED Certified Professional: U.S. Green Building Council

## Education

Ph.D. Environmental Studies  
(Economics Focus), University  
of California, Santa Cruz

B.A. Economics, Davidson  
College

Years at ECONorthwest: 11

Years in Industry: 21

## Areas of Expertise

Environmental Economics

Natural Resource Economics

Water Quality

Stormwater and Wastewater

Water Supply

Forest Management

Wildfire

Climate Change Adaptation  
and Mitigation

Outdoor Recreation

Utility Financing

Environmental Markets and  
Incentives

Natural Resource Damages

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

Dr. Mark Buckley leads the natural resource practice at ECONorthwest, designing and managing economic analyses typically involving water resources and land management. Mark specializes in bringing an intuitive, strategic approach to understanding individual and group incentives to account for decision-making in policy design. He focuses on the context-specific scarcities to understand the real value of goods and services, whether they be market or non-market. The majority of his work focuses on improving efficiency of investments in watersheds and water resources, including integrated planning, restoration, conservation, and damage recovery. Mark works as part of interdisciplinary teams, typically for federal as well as state and local agencies, including USFS, USEPA, BLM, DOI, NOAA, Puget Sound Partnership, Oregon Department of Forestry, and Washington Department of Ecology. He has conducted cutting-edge research integrating restoration of ecosystem services within heavily-used areas including urban, and better understanding and designing systems to provide economic benefits from joint investments in natural and physical capital. His recent work includes leading benefit-cost analyses for bacteria TDML water quality investments in San Diego and Orange counties, designing wildfire prevention efforts to maximize benefits and identify funding opportunities in the Sierra Nevada, long-range planning for stormwater and wastewater investments that considered public and private objectives in Puget Sound, and improving outdoor recreation investments to provide economic benefits and business opportunities in Oregon. Mark serves as an expert witness on natural resource issues and has served on city advisory committees. He has published research in peer-reviewed journals and has edited books and has also served as an adjunct professor for environmental economics at Portland State University.

## REPRESENTATIVE PROJECTS

*Mark name has served as Senior Economist on the following projects, unless otherwise noted:*

- **90-Acres Campground Feasibility Study—Newberg, OR (2019).** For Chehalem Parks and Recreation, conducted a feasibility study for a new campground on public land near the Newberg-Dundee Bypass. Estimated visitation, revenue, and cost values for the project.

- **Trinity Park Conservancy—Dallas, TX (2018).** Conducted an economic impact analysis of the Conservancy’s work in Dallas, Texas for the Harold Simmons Park design. Calculation benefits across recreation, health, property value, and local equitable economic development.
- **Restore Hetch Hetchy Update—City, Sate (2018—2019).** Developed report on the economic benefits of restoring Hetch Hetchy Valley in Yosemite National Park. Focused on outdoor recreation benefits.
- **Chehalem Ridge Recreation Demand Analysis—Portland, OR (2016).** Assessed the demand for the various outdoor recreation and tourism services potentially offered by the Chehalem Ridge Natural Area near Gaston for Portland Metro.
- **Bend Parks Scoping—Bend, OR (2016).** Designed an analysis of Bend Parks and Recreation’s economic contribution to the community.
- **Wenatchee Outdoor Recreation Economic Analysis—Wenatchee, WA (2016).** Conducted economic analyses and surveys to develop outdoor recreation economic development strategies for Chelan and Douglas counties in Washington State, including Wenatchee, Leavenworth, Lake Chelan, and surroundings.
- **Travel Oregon Recreation Analysis—Portland, OR (2016).** Designed and implemented a study of outdoor recreation economic activity for the Columbia River Gorge for Travel Oregon.
- **Whitewater Play Park at the Willamette Falls—Portland, OR (2015). Project Manager.** Forecasted the uses, the economic benefits, and the market job and income impacts of a proposed whitewater park at Willamette Falls.
- **BLM Western Oregon Recreation Demand Analysis—Various, OR (2014).** Identified outdoor recreation supply and demand in western Oregon in order to identify relative and absolute scarcities by recreation type in order to prioritize recreation investments that would provide the most value for the Bureau of Land Management.
- **Costs of Water Declines in Great Salt Lake—City, UT (2019).** For the State of Utah and the Great Salt Lake Advisory Council (GSLAC), provided a comprehensive analysis of the costs to society of a declining water level for Great Salt Lake. This included calculation of costs via public health, water supply, recreation, property value, and extractive industries.
- **American Rivers-Tucson GSI Benefits—Tucson, AZ (2018).** Estimated the benefits of green stormwater infrastructure for the city in support of development of a new stormwater program for American Rivers, in support of the City of Tucson’s development of stormwater policy.
- **ODF Habitat Conservation Plan BCA—Statewide, OR (2018—2019).** Led a benefit-cost analysis of options for developing a habitat conservation plan for threatened and endangered species across state forests for Oregon Department of Forestry. This includes scenarios for species not currently listed but likely to be listed over the next 30-50 years. Benefit analyses focused on outcomes with financial implications, particularly timber harvests.

## Education

M.S. Applied Economics,  
Water Resource Policy &  
Management, Oregon State  
University

Years at ECONorthwest: 2

Years in Industry: 4

## Areas of Expertise:

Natural Resources Economics

Economic Impact Analysis

Benefit-Cost Analysis

Ecosystem Services  
Valuation

Socioeconomic Impact  
Analysis

Environmental Justice  
Analysis

Distributional Effects

## Laura Marshall, Project Manager

Laura joined ECONorthwest in 2018. She specializes in natural resource economics, benefit-cost analysis, and economic impact analysis. Her professional and academic experience focuses on the economics of natural resources, particularly water resources, forestry, recreation amenities, and resiliency planning. She conducts quantitative and qualitative economic assessments using a framework that considers benefits and costs, economic impacts, and distributional effects to tell the complete economic story. Laura also leads projects for our business analytics team and is versed in the best practices for using IMPLAN input-output modelling software. In addition to her analytic skills, she has authored multiple reports for both technical and non-technical audiences. Laura has presented her work on the economics of water resource management at regional and national conferences. As a Project Manager, Laura is responsible for guiding projects from the beginning to completion by coordinating with our clients and internal staff.

## REPRESENTATIVE PROJECTS

*Laura has served as Project Manager on the following projects, unless otherwise noted:*

- **90-Acres Campground Feasibility Study—Newberg, OR (2019).** For Chehalem Parks and Recreation, conducted a feasibility study for a new campground on public land near the Newberg-Dundee Bypass. Estimated visitation, revenue, and cost values for the project.
- **Economic Impacts of Harold Simmons Park—Dallas, TX (2019).** For the Trinity Park Conservancy, estimated the economic impacts of a planned park in Dallas. This analysis included projecting the number of visitors to the park, estimating the economic contributions, health savings, and property value impacts, and characterizing the equitable development implications of the park.
- **Economic Value of Washington Trails—Washington (2019).** **Project Associate.** For the Washington Recreation and Conservation Office, estimated the economic value of non-motorized trail use in the state, including the economic contributions of recreation spending, health benefits of trail use, consumer surplus associated with trail recreation, and the environmental impacts of trails.



- **Clackamas County Master Plan for Barton Park—Oregon (2019-2020). Project Associate.** Assisting Clackamas County with a master plan for their Barton Park Complex. This analysis includes a feasibility analysis of a shuttle for river users under multiple scenarios.
- **Meldrum Bar Park Fee—Gladstone, OR (2019). Project Manager.** For the City of Gladstone, conducted a demand analysis and cost feasibility study for a parking fee at Meldrum Bar Park.
- **Johnson Creek Land Acquisition Practices Impact Assessment—Portland, OR (2019–Ongoing).** Conducting a program assessment of the Bureau of Environmental Services' Willing Seller Land Acquisition Program.
- **Texas Park Fire Damage Assessment—Bastrop, TX (2019). Associate.** For the Texas Attorney General and Texas Parks and Wildlife Department, provided economic support to value the damages to Texas and Texans from a fire at Bastrop State Park.
- **Puget Sound Floodplain Restoration Benefits—WA (2019–2020).** For American Rivers, performed a review of the literature on local revenue benefits from floodplain restoration, including impacts to property values, flood risk reduction, and recreation opportunities.
- **Wild Horse Fertility Treatments—Nationwide (2019-2020).** For the ASPCA, updated a prior wild horse and burro fertility model to develop nationwide cost estimates for fertility treatments across BLM lands and performed a cost efficiency analysis.
- **Costs of Water Level Declines of Great Salt Lake—Utah (2019).** Coordinated with local experts to characterize and, where possible, monetize the costs of declining water levels at Great Salt Lake. These costs include health and snowpack implications from increased dust, costs to industries, reductions in recreational use, and reductions in quality of life.
- **Wetland Mitigation Options Comparison—Lebanon, OR (2019).** For the City of Lebanon, performed a market analysis and estimated costs of options for wetland mitigation at three sites.
- **Economic Impacts of a Habitat Conservation Plan—Oregon (2018). Project Associate.** For the Oregon Department of Forestry, performed an inventory of timber assets, calculated the net carbon impact from policy changes, contacted stakeholders, and researched impacts of forest policy on recreation.
- **Value of Water in the North Santiam River Basin—Oregon (2018). Project Associate.** Documented the uses of water in the region and calculated the corresponding economic values through informational interviews and secondary data sources.
- **Chetco Bar Fire Impact Analysis—Brookings, OR (2018). Intern.** Conducted secondary analysis on the short and long-term impacts of the Chetco Bar Wildfire on natural resources, tourism, businesses, and community of Brookings and Curry County.
- **Benefits of Green Stormwater Infrastructure/Low Impact Development—Tucson, AZ (2018). Intern.** Researched and documented the expected types and magnitudes of benefits from Green Stormwater Infrastructure/Low Impact Development in Tucson, Arizona and other arid environments.



## Curt Vanderzanden PE

Principal | Civil Principal-in-Charge

**years of experience:**  
in industry: 34  
with KPFF: 31

**education:**  
AAS, Architectural Drafting Technology,  
Portland Community College

**registrations:**  
Professional Engineer  
OR #67079  
WA #42518

**affiliations:**  
American Public Works Association

ACEC Oregon,  
Regional Vice President, 2019 - 2020

Curt Vanderzanden is a KPFF Principal with over 34 years of experience in civil engineering and project management, including development of preliminary designs and construction documents for numerous public infrastructure and site development projects for both public and private clients. His work history covers a broad range of project types including parks, trails and natural areas, recreational waterfront, commercial, institutional site development projects, and infrastructure. Curt's clients have come to rely on him for his careful attention to schedules and budgets and his ability to work through the difficult issues that often arise in the development of complex projects. He has worked alongside GreenWorks on numerous park and natural area projects around the state of Oregon.

Chehalem Parks and Recreation District, Chehalem Heritage Trail System, Yamhill County, OR

Oregon Parks and Recreation Department (OPRD), Silver Creek Falls Site Assessment, Marion County, OR [\[with GreenWorks\]](#)

OPRD, Brian Booth State Park Master Plan, Waldport, OR [\[with GreenWorks\]](#)

OPRD, Milo McIver State Park, Estacada, OR

OPRD, Cottonwood Canyon State Park, near Wasco, OR

OPRD, Silver Falls State Park North Falls, Silverton, OR

OPRD, Beltz Property Access, OR

U.S. Fish and Wildlife Service (USFWS), Ridgefield National Wildlife Refuge Pedestrian Bridge, Ridgefield, WA [\[with GreenWorks\]](#)

Skamania County, Wind River Boat Launch, Stevenson, WA [\[with GreenWorks\]](#)

City of Portland, Bureau of Transportation, Red Electric Trail, Portland, OR [\[with GreenWorks\]](#)

City of The Dalles, Downtown Waterfront Connection and Festival Park, The Dalles, OR [\[with GreenWorks\]](#)

Tualatin Hills Park & Recreation District, Fanno Creek Greenway Trail, Beaverton, OR [\[with GreenWorks\]](#)

City of Tigard, Fanno Creek Trail Alignment Study 2018, Tigard, OR [\[with GreenWorks\]](#)

Metro, Graham Oaks Nature Park, Wilsonville, OR [\[with GreenWorks\]](#)

City of Hood River, Waterfront Park, Hood River, OR [\[with GreenWorks\]](#)

City of Oregon City, Newell Creek Canyon Trailhead, Oregon City, OR [\[with GreenWorks\]](#)

Port of Vancouver, Terminal 1 - Renaissance Trail, Vancouver, WA [\[with GreenWorks\]](#)

City of Gresham, Springwater Spur Trail, Gresham, OR [\[with GreenWorks\]](#)

USFWS, Deer Flat National Wildlife Refuge, Nampa, ID [\[with GreenWorks\]](#)

Portland Parks & Recreation (PPR), On-Call Engineering Services, Portland, OR

PPR, South Waterfront Greenway Park, Portland, OR

PPR, Wildwood Trail Parking Study, Portland, OR



**Troy Tetsuka PLS**

Principal | Survey Manager

**years of experience:**  
in industry: 34  
with KPFF: 11

**education:**  
BS, Landscape Architecture,  
California State Polytechnic University, Pomona

**registrations:**  
Professional Land Surveyor  
OR #2841  
CA #7630  
WA #45798  
UT #9147997-2201  
NV #15348

**affiliations:**  
Society of American Military Engineers  
Land Surveyors' Association of Washington  
Professional Land Surveyors of Oregon  
California Land Surveyors Association  
Nevada Association of Land Surveyors

Troy Tetsuka is a Principal and Survey Manager at KPFF. Over the past 30 years, Troy has led public and private sector projects of all types and sizes. He is adept at approaching land surveying as a piece of the puzzle within the scope of a larger project, and he believes that it is crucial to the success of a project to not only produce exceptional survey work but also an excellent customer service experience. Troy is involved in all phases of a project from base mapping and right-of-way/boundary resolution to construction staking. His educational background in the design field enables him to understand the importance of a complete and accurate product, and he exercises a thorough quality control process that includes maintaining surveying standards of practice throughout the life of the project. Troy joined KPFF in 2009 and was named a principal of the firm in 2015.

Troy is an Instrument-Rated private pilot and licensed sUAS Remote Pilot under FAA's Part 107. He leads KPFF drone operations used for survey data collection, video and still image capture, and inspections.

- Boy Scouts of America, Camp Meriwether Survey, Cloverdale, OR
- City of Portland, Bureau of Transportation, Red Electric Trail, Portland, OR [with GreenWorks]
- U.S. Fish and Wildlife Service, Ridgefield National Wildlife Refuge Pedestrian Bridge, Ridgefield, WA [with GreenWorks]
- U.S. National Park Service (NPS), Half Dome Village Cabin Rehabilitation Planning and Design, Yosemite National Park, CA
- NPS, Port Angeles Visitor Center Rehabilitation, Olympic National Park, Port Angeles, WA
- NPS, Hoh Rain Forest Visitor Center Renovation, Olympic National Park, WA
- NPS, Minidoka National Monument, Visitor Contact Station Planning and Design, Jerome, ID
- NPS, Grant Grove Concept Plan, Sequoia/Kings Canyon National Park, Sierra, CA
- NPS, Yosemite Tuolumne Meadows, Yosemite National Park, CA
- NPS, Glacier Bay Lodge Historic District, near Gustavus, AK
- NPS, Fort Mason HQ Electrical and General Deferred Maintenance Rehab, San Francisco, CA
- NPS, Point Reyes Lifeboat Station, Point Reyes, CA
- Skamania County, Wind River Boat Launch, Stevenson, WA [with GreenWorks]
- Portland Parks & Recreation (PPR), Marquam Trail, Portland, OR
- PPR, Stephens Creek Trail, Portland, OR
- PPR, Survey On-Call, Portland, OR
- City of Tigard/ODOT, Fanno Creek Trail, Tigard, OR [with GreenWorks]
- George Fox University, Brandt Residence Hall, Newberg, OR
- George Fox University, Canyon Commons Dining Hall, Newberg, OR
- George Fox University, Student Center, Newberg, OR
- Knudsen Vineyards Survey, Dundee, OR



**Danielle Pruett PE, CPESC**  
Associate | Civil Project Manager

**years of experience:**  
in industry: 15  
with KPFF: 15

**education:**  
BS, Civil Engineering  
Oregon Institute of Technology

**registrations:**  
Professional Engineer,  
WA #47006  
ID #16302

Certified Professional in Erosion  
and Sediment Control (CPESC)  
#7946

**affiliations:**  
American Society of Civil Engineers  
Ridgefield School District CAPS Mentor

With over 15 years of experience, Danielle Pruett is a KPFF Associate and Civil Project Manager who specializes in parks and recreation, stormwater design, designs for utilities, pedestrian access and grading. Danielle is skilled at learning and applying site-specific codes and permitting requirements. She keeps an eye on the big picture, maintaining consistent focus on her client's developing needs and ensures the availability of her core team throughout the life of a project. She has managed KPFF's civil engineering work on numerous National Parks Service projects and has a deep understanding of designing within the natural environment.

U.S. National Park Service (NPS), Lake Callville Bay Campground, Callville Bay, NV  
NPS, Half Dome Village Cabin Rehabilitation Planning and Design, Yosemite National Park, CA

NPS, Sequoia/Kings Canyon National Park, Grant Grove Design Concept Plan, Sierra, CA

NPS, Olympic National Park Port Angeles Visitor Center Rehabilitation, Port Angeles, WA

NPS, Hoh Rain Forest Visitor Center Renovation, Olympic National Park Forks, WA  
NPS, Eielson Visitor Center, Denali, AK

NPS, Cesar E. Chavez Visitor Center, Keene, CA

NPS, Fort Vancouver Adaptive Reuse of Barracks - Buildings 991, 993, 989, 987, Vancouver, WA

NPS, Fort Vancouver Building Renovation 728, Vancouver, WA

NPS, Minidoka National Historic Site, Visitor Contact Station and Herrmann House Rehabilitation, Jerome, ID

NPS, Valley Administration Building Rehabilitation, Yosemite National Park, CA

NPS, Yosemite Valley Utility Building, Yosemite National Park, CA

NPS, Ft. Mason Park Headquarters Historic Renovation, Golden Gate National Recreation Area, San Francisco, CA

NPS, Ft. Cronkhite Rehabilitation, Golden Gate National Recreation Area, Sausalito, CA

NPS, Cedar Springs Housing, Kings Canyon National Park, CA

NPS, Wuksachi Lodge Development Concept Plan, Sequoia National Park, CA

Portland Japanese Garden, Cultural Crossing Expansion, Portland, OR

Yamhill Intermediate and High School Improvements and Additions, Carlton, OR



## Adam Zucker, PE, CWRE

### Environmental Design and Engineering

#### EDUCATION

B.S. Environmental Engineering and Agricultural & Life Sciences, Cornell University

#### 22 YEARS OF EXPERIENCE

#### REGISTRATIONS

Professional Engineer:  
OR #58509; WA #43531

Certified Water Rights  
Examiner, #58509 CWRE

#### PROFESSIONAL AFFILIATIONS

River Restoration Northwest

#### SELECT PRESENTATIONS

*A Look at the Bridge Scour Hydraulics that informed the Engineering Design of Portland's Tilikum Crossing*, National Hydraulic Engineering Conference, August 2016

*SE Sandy Green Street – A Citizen's Effort to Transform the Right-of-Way*, Urban Ecology and Conservation Symposium, February 2015

*Evaluation of Restoration Design with Regard to Floodplain Management – A Holistic Perspective*, River Restoration Northwest, February 2012

Adam is a professional engineer and certified water rights examiner with 20 years of professional experience. He has expertise in low impact site design particularly for parks and natural areas, water quality and stormwater management facilities, splash pad design support, bank restoration, trail design, and environmental permitting. He combines his strong background in biological and natural sciences with traditional civil engineering to effectively navigate environmental regulations and identify cost-sensitive design solutions. Adam provides a unique skillset that complements both civil engineering and environmental permitting leads with specific expertise in floodplain regulations, river hydraulics, geomorphology, fish passage design, and permit-friendly, bio-engineering design approaches. Much of Adam's design and permitting experience has been in support of public projects and understands the importance of detailed construction drawings and project specifications to support a public bidding process and manage contractor costs.

#### Relevant Experience

**Cooper Mountain Nature Park, Metro Regional Parks and Greenspaces, Washington County, OR.** *Civil and Water Resources Engineer.* While at a previous firm, Adam was the civil engineer for the design of Cooper Mountain Nature Park. The trailhead design includes a Nature House and restrooms, gathering plaza, demonstration gardens, innovative stormwater features, a 40-car parking lot, bus drop-off zones, a maintenance facility, native plantings, and roadway improvements. Adam's responsibilities for this project included: stormwater design and calculations for the low-impact stormwater design; conveyance calculations for existing drainage ways and culverts; evaluation of the proposed pedestrian bridge to avoid any flood impacts; and sizing and designing the drainage along the site's roadway frontage. In addition, Adam engineered an on-site wastewater facility and treated effluent distribution system, as public sewer service is unavailable at the site. Stormwater and wastewater management design accounted for the site's natural hydrology in order to sustain its many ecological functions.

**Milwaukie Bay Park, North Clackamas Parks & Recreation District, Milwaukie, Oregon**  
Adam is currently supporting a landscape architectural led team with the final design of the Milwaukie Bay Park, a 6.8 acre park located on the banks of the Willamette River in downtown Milwaukie. This project represents the final phase of park development and needs to conform to previously approved land use and environmental permitting requirements. Adam is leading the team's civil and utility design as well as providing floodplain and environmental permitting support.

**Washington Park Entry Improvements, Portland Parks & Recreation, Oregon**  
Adam is currently providing stormwater management and design expertise on site improvements to the one of the main entrances to Washington Park. With the requirement to provide stormwater treatment for over an acre of impervious area, the design team is tasked to develop an improved entry experience that focuses around the stormwater management elements. Adam is helping to size and incorporate the stormwater features into the overall design.

## BRETT SHIPTON, PE, GE : Principal Geotechnical Engineer



### **Education/Credentials**

*MS, Geotechnical Engineering,  
Oregon State University, 1997*

*B.Eng, Civil Engineering,  
University of Pretoria,  
South Africa, 1994*

*Professional Engineer,  
OR, WA, ID*

*Geotechnical Engineer, OR*

*Earthquake Engineering  
Research Institute (EERI)*

Brett Shipton has practiced geotechnical engineering for 22 years in the Pacific Northwest. He specializes in foundation design, seismic hazard assessments, earth retention, and earthquake engineering. Brett has provided geotechnical engineering services for projects that include utility and transportation infrastructure, slope stability, and residential, commercial, and mixed-use developments. He has worked on a range of recreational assignments for public agencies, including new parks and improvements, park facilities, trail alignments, and trails over wetlands.

### **RELEVANT EXPERIENCE**

**Portland Parks and Recreation, Cully Park (former Killingsworth Landfill) Development, Portland, Oregon.** From 2008 to 2018, GeoDesign assisted the City, stakeholders, and Paul Agrimis' team with this park master plan and development. This project initially involved preparation of a master plan for the proposed park covering nearly 25 acres of the former Killingsworth Fast Disposal Landfill. GeoDesign provided geotechnical and environmental services for the two final conceptual plans. Brett led GeoDesign's geotechnical scope, which included recommendations outlining the key geotechnical constraints for development that involved landfill settlement and slope stability. As part of site preparation for development, 60,000 cubic yards of fill were imported, graded, and stockpiled.

**Tualatin Hills Park & Recreation District, Bluffs Park Pedestrian Path Improvements, Washington County, Oregon.** Brett served as project manager for the geotechnical reconnaissance conducted for this proposed pedestrian pathway through Bluffs Park. The path is 600-foot-long and connects the park entrance at Haskell Court to a playground in the park's northeast quadrant. Plans called for stairs to be constructed in three locations where the path was steepest. GeoDesign's scope involved assessing the slope stability in the immediate path area and evaluating the impact that proposed construction would have on slope stability. Brett's team also provided construction observation of earthwork.

**Ridgewood View Park Reservoir, Portland, Oregon.** As principal engineer, Brett spearheaded a peer review of the soil nail wall design and contractor means and methods of construction for this project. GeoDesign also conducted a slope stability evaluation for the site.

**Tryon State Park, Iron Mountain Trail Pedestrian Bridge Replacement, Portland, Oregon.** Brett led a geotechnical consultation for the replacement of a pedestrian bridge over Nettle Creek in Tryon State Park. Plans called for the existing rock bridge to be replaced with a wooden bridge, and for the bridge to be supported on a Diamond Pier® Foundation System. Design of the foundation system required the following geotechnical engineering soil properties for each soil layer within the foundation influence zone: soil description, unit weight, friction angle, and cohesion.

**Camp Rilea, Building 7116 Seismic Evaluation, Warrenton, Oregon.** Brett was principal-in-charge of geotechnical services for the seismic upgrade of this single-story building (300 feet long by 130 feet wide) constructed in 1995. It includes space for offices, conference rooms, equipment shops, laboratories, and storage area. Renovation plans included replacing the building roof and HVAC system, interior improvements, and minor office and laboratory renovations.

**Merwin Dam Park, Cowlitz County, Washington.** Brett and his team developed geotechnical engineering recommendations for the Lewis River ADA improvements at Merwin Dam Park in Cowlitz County. The scope included subsurface investigation and a report summarizing findings, conclusions, and recommendations relating to subsurface soil and groundwater conditions, site preparation, foundation recommendations, slabs, pavements, and seismic design parameters.



# Conrad Brown, PE, LEED AP

## Principal in Charge

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An engineer who is passionate about sustainable design, Conrad has more than 25 years of experience in mechanical system design and was the seventh person in Oregon to become a LEED Accredited Professional. Conrad's innovative designs have featured cutting edge systems including wood pellet heating, geothermal heating and cooling, and solar water heating. Having led hundreds of projects through design, construction and post occupancy services, Conrad's insight into designing integrated systems that are successfully installed and operated makes him an asset to any project team.



### EXPERIENCE

USDA Forest Service, Spring Mountain National Recreation Area, Middle Kyle Complex, Clark County, NV

Girl Scout Frias Frontier Camp, Las Vegas, NV

Northgate Urban Park, Portland, OR

Forest Park Gateway and Nature Center, Portland, OR

Pacific Park, Vancouver, WA

National Park Service, Sequoia National Park Master Plan, Visalia, CA

Florence Affordable Housing, Florence, OR

Eureka Veterans Village, Veteran & Homeless Housing Project, Eureka, CA

Santa Rosa Housing First Project, Santa Rosa, CA

REACH Orencó Housing, Hillsboro, OR

Campbell Community Center Renovation, Eugene, OR

Northgate Community Center & Library, Seattle, WA (LEED Gold)

Oregon Department of Forestry, Tillamook Forest Interpretive Center, Tillamook, OR

### EDUCATION

Diploma in HVAC Engineering  
Technology, Southern Alberta  
Institute of Technology, Calgary, AB

### REGISTRATIONS

Professional Engineer: OR, WA, CA,  
NV, AZ, HI

US Green Building Council LEED  
Accredited Professional

Certified GeoExchange Designer  
through the International Ground  
Source Heat Pump Association

# Robert Mills, PE

## Senior Associate, Project Manager

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Robert is a skilled electrical engineer with 15 years of experience designing systems for government buildings, higher education spaces, K-12 schools, commercial offices and healthcare facilities. Through his diverse project experience and analytical savvy, Robert is skilled at providing innovative, maintainable, and reliable engineering solutions. As a Revit and AutoCAD subject matter expert, Robert utilizes computer modeling and analysis to fully develop construction documents.

### EXPERIENCE

Eugene Riverfront Park, Eugene, OR

Albany Waterfront Redevelopment, Albany, OR

Eugene Town Square, Park Blocks, Eugene, OR

Girl Scout Frias Frontier Camp, Las Vegas, NV

Campbell Community Center Renovation, Eugene, OR

Florence Affordable Housing, Florence, OR

Eureka Veterans Village, Veteran & Homeless Housing Project, Eureka, CA

Santa Rosa Housing First Project, Santa Rosa, CA

Myrtle Avenue, Senior Housing, Eureka, CA

Portland Housing Bureau, East Portland Affordable Family Housing Developments, Portland, OR



### EDUCATION

Bachelor of Science, Electrical Engineering, University of Texas, San Antonio, TX

### REGISTRATIONS

Professional Engineer: OR, WA, TX, AZ, NV





**Subject:** RE: SDC waiver proposed for second Habitat request  
**Date:** Thursday, August 6, 2020 at 3:14:22 PM Pacific Daylight Time  
**From:** Doug Rux  
**To:** Kat Ricker

Kat,

I spoke with my Finance Director. He indicated that Habitat had paid the Parks SDC and that we were cutting a check to CPRD for the July SDC payments. The Habitat payment will be part of that distribution. If your Board approves the waiver then it would be CPRD reimbursing Habitat directly.

Thanks

Doug Rux, AICP  
Community Development Director  
City of Newberg  
O: 503.537.1212  
C: 503.550.4517  
[Doug.Rux@newbergoregon.gov](mailto:Doug.Rux@newbergoregon.gov)

-----Original Message-----

**From:** Kat Ricker [<mailto:krickr@cprdnewberg.org>]  
**Sent:** Friday, July 31, 2020 10:05 AM  
**To:** [rick@newberghabitat.org](mailto:rick@newberghabitat.org); Doug Rux <[Doug.Rux@newbergoregon.gov](mailto:Doug.Rux@newbergoregon.gov)>  
**Cc:** Don Clements <[dclements@cprdnewberg.org](mailto:dclements@cprdnewberg.org)>  
**Subject:** Re: SDC waiver proposed for second Habitat request

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Rick and Doug,

We have taken an informal poll with the Board of Directors, and we are assured that the motion will pass to grant the request from Habitat to waive SDC fees for the requested property located at 1205 E. 5th St. This motion will be scheduled for the Aug. 27th meeting agenda. We hope this reassurance will suffice until then; however, if you need further action, please let us know.

--

Kat Ricker  
Public Information Director  
Chehalem Park & Recreation District  
971.832.4222 cprdnewberg <<http://cprdnewberg.org/>> | Instagram  
<<https://www.instagram.com/chehalemparkandrecreationdistrict/?hl=en>> | Facebook  
<<https://www.facebook.com/Chehalem-Park-and-Recreation-District-122193347719/>>

On 7/31/20, 9:46 AM, "[rick@newberghabitat.org](mailto:rick@newberghabitat.org)" <[rick@newberghabitat.org](mailto:rick@newberghabitat.org)> wrote:

Kat:

65

**Subject:** Re: SDC waiver proposed for second Habitat request  
**Date:** Friday, July 31, 2020 at 10:04:55 AM Pacific Daylight Time  
**From:** Kat Ricker  
**To:** rick@newberghabitat.org, Doug Rux  
**CC:** Don Clements

Hello Rick and Doug,

We have taken an informal poll with the Board of Directors, and we are assured that the motion will pass to grant the request from Habitat to waive SDC fees for the requested property located at 1205 E. 5th St. This motion will be scheduled for the Aug. 27th meeting agenda. We hope this reassurance will suffice until then; however, if you need further action, please let us know.

--

Kat Ricker  
Public Information Director  
Chehalem Park & Recreation District  
971.832.4222 cprdnewberg <<http://cprdnewberg.org/>> | Instagram  
<<https://www.instagram.com/chehalemparkandrecreationdistrict/?hl=en>> | Facebook  
<<https://www.facebook.com/Chehalem-Park-and-Recreation-District-122193347719/>>

On 7/31/20, 9:46 AM, "rick@newberghabitat.org" <[rick@newberghabitat.org](mailto:rick@newberghabitat.org)> wrote:

Kat:

Greetings. Hope you are well.

Sorry but the city is asking if there is any chance of moving this question prior to 8/27?

They are trying to get us settled up. If it is a pain - no worries.

Thank you so much.

Rick

On 2020-07-24 08:38, Rick Rogers wrote:

> -----  
>  
> From: Kat Ricker <[kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org)>  
> Sent: Thursday, July 23, 2020 10:51 AM  
> To: Rick Rogers  
> Cc: Don Clements  
> Subject: SDC waiver proposed for second Habitat request  
>  
> This email originated from outside the City of Newberg's  
> organization. Do not click links or open attachments unless you  
> recognize the sender and know the content is safe.  
>  
> Hello, Rick,  
>  
> We will schedule a request and the superintendent's recommendation



Greetings. Hope you are well.

Sorry but the city is asking if there is any chance of moving this question prior to 8/27?

They are trying to get us settled up. If it is a pain - no worries.

Thank you so much.

Rick

On 2020-07-24 08:38, Rick Rogers wrote:

> -----

>

> From: Kat Ricker <[kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org)>

> Sent: Thursday, July 23, 2020 10:51 AM

> To: Rick Rogers

> Cc: Don Clements

> Subject: SDC waiver proposed for second Habitat request

>

> This email originated from outside the City of Newberg's  
> organization. Do not click links or open attachments unless you  
> recognize the sender and know the content is safe.

>

> Hello, Rick,

>

> We will schedule a request and the superintendent's recommendation  
> for approval, on the Aug. 27th Board meeting agenda, from Newberg  
> Habitat for Humanity, to waive SDC fees for 1205 E. 5th St. Don and I  
> confirmed that the Board voted to approve waiving of SDC fees for the  
> 8th St. location, at the October, 2017 Board meeting.

>

> Please let me know if you have any questions.

>

> --

>

> Kat Ricker

>

> \_Public Information Director\_

>

> \_Chehalem Park & Recreation District\_

>

> \_971.832.4222 \_\_cprdnewberg [1]\_\_ | \_\_Instagram [2]\_\_ | \_\_Facebook\_

> [3]

>

>

>

> Links:

> -----

> [1] <http://cprdnewberg.org/>

> [2] <https://www.instagram.com/chehalemparkandreccdistrict/?hl=en>

> [3]

> <https://www.facebook.com/Chehalem-Park-and-Recreation-District-122193347719/>



# Oregon

Kate Brown, Governor

## Department of Transportation

Region 2 Right of Way  
455 Airport Road SE, Building A  
Salem, OR 97301-5397  
Phone: (503) 986-2601  
Fax: (503) 986-2622  
Toll Free: (888) 769-7342

July 7, 2020

Chehalem Park & Rec District  
125 S. Elliott Road  
Newberg, Oregon 97132

<b>File No.:</b>	9220-LF027
<b>Grantor:</b>	Chehalem Park & Rec District
<b>Section:</b>	OR18: NEWBERG-DUNDEE BYPASS (PHASE 2)
<b>Highway:</b>	039 - SALMON RIVER
<b>County:</b>	Yamhill
<b>FAP No.:</b>	S039(052)e.d.07/31/23

RE: Permission to enter your property

County Tax No.: Yamhill 3.2.21 - 4200  
Address: Tax Lot 4200  
Newberg, Oregon 97132

Dear Property Owner:

The State of Oregon through its Department of Transportation is designing the highway improvement project, OR18: NEWBERG-DUNDEE BYPASS (PHASE 2). This project is intended to improve the connectivity between Highway 219 and Highway 99W. This project is not funded for construction but only funded for design.

As your property lies within the project area boundary (see attached sketch map), the Department of Transportation requests a right of entry onto your property to gather information for the project. The types of investigations that are needed on your property are identified on the enclosed Exhibit A form, which is an attachment to the Right of Entry form. Your signature on the Right of Entry form gives permission to ODOT and/or consultants under contract with ODOT to do the required investigative activities. The form also identifies a contact name and phone number for each investigation type as well as a time frame during which the investigation will be performed. We will notify you by telephone at least 48 hours prior to entering your property. The Right of Entry will expire at the completion of all activities listed or the date(s) set forth in on the Exhibit A, whichever occurs first.

**Please sign the Right of Entry and return it along with the Exhibit A within seven days.** A self-addressed, stamped envelope is enclosed for your convenience.

The State or its agents will make every effort to minimize the effects this project will have on your property, and will ensure that your property will be left in as good or better condition when any or all activities are complete. Additional details pertinent to specific activities are shown on the Exhibit A form.

68

If you have any questions regarding this form, please call Robin Carlson at (503) 986-2620.

Thank you for your assistance.

A handwritten signature in black ink that reads "Regina Thompson". The signature is written in a cursive, flowing style.

Regina Thompson  
Senior Right of Way Agent  
Oregon Department of Transportation

RT:RC

**RIGHT OF ENTRY**

<b>File Number:</b>	9220-LF027
<b>Grantor:</b>	Cehalem Park & Rec District
<b>Section:</b>	OR18: NEWBERG-DUNDEE BYPASS (PHASE 2)
<b>Highway:</b>	039 - SALMON RIVER
<b>County:</b>	Yamhill
<b>FAP No.:</b>	S039(052)e.d.07/31/23

In order to proceed with a highway project, the undersigned grant(s) to the State of Oregon, by and through its Department of Transportation, its employees, agents, or contractors, the right to enter upon real property described below for the following purpose(s) as described in the attached Exhibit A:

**Property Description:** (TRS is Township, Range, Section)

State	County	TRS	Tax Map	Tax Lot
Oregon	Yamhill	3, 2, 21	3.2.21	4200

(The area subject to this Right of Entry is outlined in yellow on the attached map).

The State agrees to be responsible for damages, subject to the limitations of the Oregon Tort Claims Act, arising from the activity of the State, its officers and employees on said land and exercise of rights under this Right of Entry either by repairing such damage or, at the option of the State, by making an appropriate settlement with the above named, in lieu thereof.

The undersigned grant a Right of Entry to ODOT for the stated purposes. ODOT will contact the undersigned regarding the date that ODOT or its consultants plans to enter upon the property.

**Right of Entry is for the purpose of entering onto the property to give State the right to walk the property for a visual look only to complete tasks on pages 4 through 8. State will not disturb soil or vegetation on the property.**

Cehalem Park & Rec District  
Phone:  
Email:

\_\_\_\_\_ Date

## RIGHT OF ENTRY EXHIBIT A

<b>File Number:</b>	9220-LF027
<b>Grantor:</b>	Chehalem Park & Rec District
<b>Section:</b>	OR18: NEWBERG-DUNDEE BYPASS (PHASE 2)
<b>Highway:</b>	039 - SALMON RIVER
<b>County:</b>	Yamhill
<b>FAP No.:</b>	S039(052)e.d.07/31/23

Property entry is needed to perform preliminary project-related research in the following specialty areas:

### Archaeological Investigations and Curation of Specimens:

I, Chehalem Park & Rec District, hereinafter referred to as "Grantor," do hereby grant permission to the Oregon State Museum of Anthropology at the University of Oregon the right and license to go upon the real property described below for the following purpose(s):

Purpose: To conduct archaeological investigations, including test excavations as described in the Archaeological Permit Application(s) form, on the described property and to remove specimens and samples recovered during the excavations (pursuant to ORS 358).

### Please check one of the following boxes.

Should any archaeological materials be recovered from my property:

- I authorize the Oregon State Museum of Anthropology, pursuant to ORS 390, to permanently curate any such materials for scientific study and public display after the appropriate laboratory analysis has been conducted;
- I choose to retain possession of the recovered materials after the appropriate laboratory analysis has been conducted\*. Government agencies cannot choose this box.

I understand that if any human remains, funerary objects, sacred objects, or objects of cultural patrimony are discovered during excavation that the Oregon State Museum of Anthropology shall report the discovery to the appropriate Native American Tribe(s), the Commission on Indian Services, and the State Historic Preservation Office to arrange for the return of any human remains or sacred objects to the appropriate Native American Tribe as per state laws and regulations (ORS358-905-358.961 and ORS97.740-97.760).

\*The State Historic Preservation Office encourages private landowners to donate artifact collections to the Oregon Museum of Natural and Cultural History, which is affiliated with the University of Oregon. This museum is the principal repository for archaeological materials recovered from sites in Oregon and donations to this institution ensure perpetual access for research, education, public interpretation and appreciation.

Legal description of property: 3.2.21 tax lot 4200.



IT IS UNDERSTOOD AND AGREED: That this right and license shall continue for one year from the date this document was signed or until the work is completed unless expressly revoked by grantor before completion. It is further understood that Oregon State Museum of Anthropology shall, to the extent permitted by Oregon law, be responsible for any damages arising from the activity of the State, its officers and employees, on said land and exercise of rights under this Right of Entry either by repairing such damage or, at the option of the State, by making an appropriate settlement with the above named Grantor in lieu thereof.

Grantor hereby represents and warrants that they are the owners of said real property or otherwise have the right to grant this Right of Entry.

Dated the \_\_\_\_ Day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Signature Title

By: \_\_\_\_\_  
Signature Title

Grantor's printed name: \_\_\_\_\_

Grantor's contact phone number(s): \_\_\_\_\_

Grantor's mailing address: \_\_\_\_\_

**Contact Name:** Kurt Roedel  
**Contact Phone Number:** (503) 986-6571  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Biological:** Botanist(s) will walk the project area up to three times during various blooming seasons looking for Endangered Species Act listed and sensitive plant species. Multiple walk-throughs are needed because different plants bloom at various times of the year.

**Contact Name:** Corissa Anderson-Horvath  
**Contact Phone Number:** (503) 986-5821  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Design:** Designers and engineer specialist(s) will walk the project area to observe terrain, drainage, physical features, etc.

**Contact Name:** Doug Johson - Bridge  
**Contact Phone Number:** (503) 480-1309  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Design:** Designers and engineer specialist(s) will walk the project area to observe terrain, drainage, physical features, etc.

**Contact Name:** Shari Bunnell – Roadway  
**Contact Phone Number:** (503) 499-0276  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Design:** Designers and engineer specialist(s) will walk the project area to observe terrain, drainage, physical features, etc.

**Contact Name:** Steve Boice – Traffic  
**Contact Phone Number:** (503) 243-3500  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Geotechnical Exploration:** Geologists and technical engineers will enter onto the property to complete soils exploration by performing tests by hand, and collect soil samples with a shovel, auger, or drill. Several 10" drill holes may be drilled to verify sub-surface soils and geology. These drill holes are to be filled in according to applicable rules. The soil cuttings may be distributed on site.

**Contact Name:** Chris Ell  
**Contact Phone Number:** (503) 641-3478  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Historic Resources:** Inspection for cultural resources (buildings and other features, such as rock walls, that are 50 years old or older) entail visual assessments and may require field staff to enter and walk around your property.

**Contact Name:** Hayli Reff  
**Contact Phone Number:** (503) 986-2654  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Noise:** This consists of setting up a portable noise monitoring terminal on your property, usually using a lock and chain around a tree or fence for security. The equipment will only record sound level in decibels, not

actual sound. Equipment is normally installed for two nights (approximately 48 hours), after which a technician will retrieve the equipment.

**Contact Name:** John Roberts  
**Contact Phone Number:** (503) 986-2933  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Other:** Utility Survey

**Contact Name:** Marcus Reedy  
**Contact Phone Number:** (503) 278-5000  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Other:** Utility Relocation Planning

**Contact Name:** Fulgence Buggingo  
**Contact Phone Number:** (503) 560-5979  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Vegetation Removal:** A crew will need to mow and clear vegetation to enable a survey crew and other specialists to make the described studies in the areas affected by the project.

**Contact Name:** Rob Lennox  
**Contact Phone Number:** (503) 499-0422  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Water Resources:** Needed to determine potential placement of storm water facilities.

**Contact Name:** Julie McCaskill  
**Contact Phone Number:** (503) 499-0574  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Waterways:** Specialists will walk waterways (rivers, streams, creeks) to mark the ordinary high water mark, map stream profile and cross-sections, assess habitat features, determine presence/absence of aquatic species, etc. Flagging and/or lath may be placed to demark features that will be mapped by land surveyors.

**Contact Name:** Julie McCaskill

**Contact Phone Number:** (503) 499-0574

**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Wetlands:** Wetland specialist(s) will walk the area to assess potential wetlands (based on soil, vegetation and hydrology conditions) within and immediately adjacent to the project area. Investigations may include digging several small, shallow (less than 2 feet deep) test holes to assess soil characteristics. All test holes will be back filled and foot tamped to ensure that no hole or depression is left. Test holes and wetland boundaries may be identified by flagging and/or lath. Land surveyors may record the locations of flagging and/or lath as part of the wetland delineation.

**Contact Name:** Ron Francis

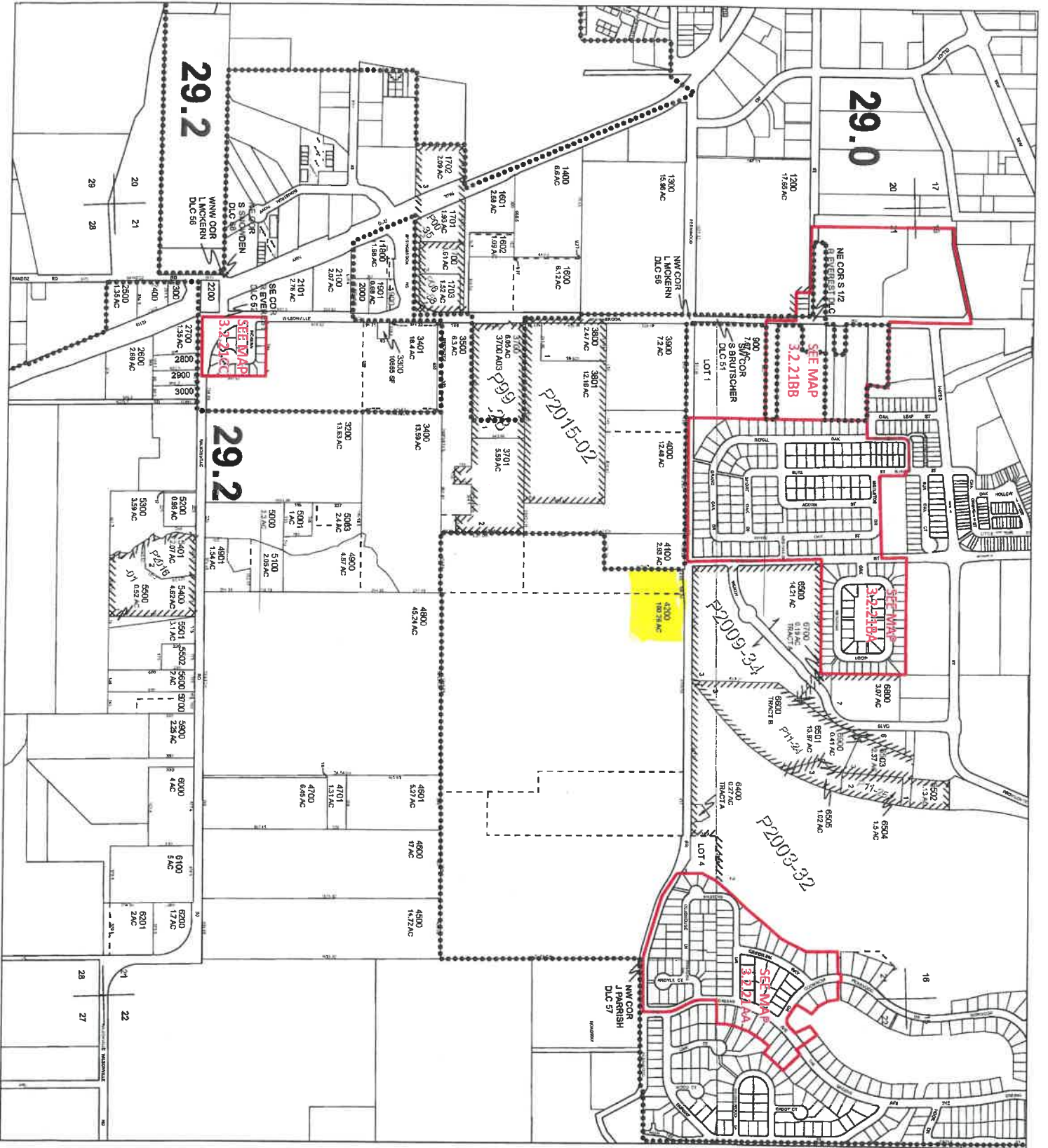
**Contact Phone Number:** (503) 986-2817

**Start Date:** 07/07/2020 **End Date:** 07/07/2021



ASSESSMENT & TAX  
CARTOGRAPHY

SECTION 21 T.3S., R.2W., W.M.  
YAMHILL COUNTY OREGON  
1" = 400'



CANCELLED TAX LOTS:

- 1700 AD1
- 6300
- 5800
- 5602
- 4400
- 4391
- 4390
- 4302
- 4301
- 4300
- 3800
- 3700
- 1802
- 1801
- 1500
- 1100
- 1001
- 1000
- 700
- 600
- 500
- 401
- 400
- 300
- 200
- 3700 AD2

DATE PRINTED: 6/29/2017

This product is for assessment and taxation (A&T) purposes only. It is not to be used for engineering, surveying or any purpose other than assessment and taxation.



# Oregon

Kate Brown, Governor

Department of Transportation  
Region 2 Right of Way  
455 Airport Road SE, Building A  
Salem, OR 97301-5397  
Phone: (503) 986-2601  
Fax: (503) 986-2622  
Toll Free: (888) 769-7342

July 7, 2020

Chehalem Park & Rec District  
125 S. Elliott Road  
Newberg, Oregon 97132

<b>File No.:</b>	9220-LF028
<b>Grantor:</b>	Chehalem Park & Rec District
<b>Section:</b>	OR18: NEWBERG-DUNDEE BYPASS (PHASE 2)
<b>Highway:</b>	039 - SALMON RIVER
<b>County:</b>	Yamhill
<b>FAP No.:</b>	S039(052)e.d.07/31/23

RE: Permission to enter your property

County Tax No.: Yamhill 3.2.16 - 2014  
Address: Tax Lot 2014  
Newberg, Oregon 97132

Dear Property Owner:

The State of Oregon through its Department of Transportation is designing the highway improvement project, OR18: NEWBERG-DUNDEE BYPASS (PHASE 2). This project is intended to improve the connectivity between Highway 219 and Highway 99W. This project is not funded for construction but only funded for design.

As your property lies within the project area boundary (see attached sketch map), the Department of Transportation requests a right of entry onto your property to gather information for the project. The types of investigations that are needed on your property are identified on the enclosed Exhibit A form, which is an attachment to the Right of Entry form. Your signature on the Right of Entry form gives permission to ODOT and/or consultants under contract with ODOT to do the required investigative activities. The form also identifies a contact name and phone number for each investigation type as well as a time frame during which the investigation will be performed. We will notify you by telephone at least 48 hours prior to entering your property. The Right of Entry will expire at the completion of all activities listed or the date(s) set forth in on the Exhibit A, whichever occurs first.

**Please sign the Right of Entry and return it along with the Exhibit A within seven days.** A self-addressed, stamped envelope is enclosed for your convenience.

The State or its agents will make every effort to minimize the effects this project will have on your property, and will ensure that your property will be left in as good or better condition when any or all activities are complete. Additional details pertinent to specific activities are shown on the Exhibit A form.

If you have any questions regarding this form, please call Robin Carlson at (503) 986-2620.

Thank you for your assistance.

A handwritten signature in black ink that reads "Regina Thompson". The signature is written in a cursive, flowing style.

Regina Thompson  
Senior Right of Way Agent  
Oregon Department of Transportation

RT:RC

78

**RIGHT OF ENTRY**

<b>File Number:</b>	9220-LF028
<b>Grantor:</b>	Chehalem Park & Rec District
<b>Section:</b>	OR18: NEWBERG-DUNDEE BYPASS (PHASE 2)
<b>Highway:</b>	039 - SALMON RIVER
<b>County:</b>	Yamhill
<b>FAP No.:</b>	S039(052)e.d.07/31/23

In order to proceed with a highway project, the undersigned grant(s) to the State of Oregon, by and through its Department of Transportation, its employees, agents, or contractors, the right to enter upon real property described below for the following purpose(s) as described in the attached Exhibit A:

**Property Description:** (TRS is Township, Range, Section)

State	County	TRS	Tax Map	Tax Lot
Oregon	Yamhill	3, 2, 16	3.2.16	2014

(The area subject to this Right of Entry is outlined in yellow on the attached map).

The State agrees to be responsible for damages, subject to the limitations of the Oregon Tort Claims Act, arising from the activity of the State, its officers and employees on said land and exercise of rights under this Right of Entry either by repairing such damage or, at the option of the State, by making an appropriate settlement with the above named, in lieu thereof.

The undersigned grant a Right of Entry to ODOT for the stated purposes. ODOT will contact the undersigned regarding the date that ODOT or its consultants plans to enter upon the property.

**Right of Entry is for the purpose of entering onto the property to give State the right to walk the property for a visual look only to complete tasks on pages 4 through 8. State will not disturb soil or vegetation on the property.**

\_\_\_\_\_  
Chehalem Park & Rec District  
Phone:  
Email:

\_\_\_\_\_  
Date



**RIGHT OF ENTRY EXHIBIT A**

<b>File Number:</b>	9220-LF028
<b>Grantor:</b>	Chehalem Park & Rec District
<b>Section:</b>	OR18: NEWBERG-DUNDEE BYPASS (PHASE 2)
<b>Highway:</b>	039 - SALMON RIVER
<b>County:</b>	Yamhill
<b>FAP No.:</b>	S039(052)e.d.07/31/23

Property entry is needed to perform preliminary project-related research in the following specialty areas:

**Archaeological Investigations and Curation of Specimens:**

I, Chehalem Park & Rec District, hereinafter referred to as "Grantor," do hereby grant permission to the Oregon State Museum of Anthropology at the University of Oregon the right and license to go upon the real property described below for the following purpose(s):

Purpose: To conduct archaeological investigations, including test excavations as described in the Archaeological Permit Application(s) form, on the described property and to remove specimens and samples recovered during the excavations (pursuant to ORS 358).

**Please check one of the following boxes.**

Should any archaeological materials be recovered from my property:

- I authorize the Oregon State Museum of Anthropology, pursuant to ORS 390, to permanently curate any such materials for scientific study and public display after the appropriate laboratory analysis has been conducted;
- I choose to retain possession of the recovered materials after the appropriate laboratory analysis has been conducted\*. Government agencies cannot choose this box.

I understand that if any human remains, funerary objects, sacred objects, or objects of cultural patrimony are discovered during excavation that the Oregon State Museum of Anthropology shall report the discovery to the appropriate Native American Tribe(s), the Commission on Indian Services, and the State Historic Preservation Office to arrange for the return of any human remains or sacred objects to the appropriate Native American Tribe as per state laws and regulations (ORS358-905-358.961 and ORS97.740-97.760).

\*The State Historic Preservation Office encourages private landowners to donate artifact collections to the Oregon Museum of Natural and Cultural History, which is affiliated with the University of Oregon. This museum is the principal repository for archaeological materials recovered from sites in Oregon and donations to this institution ensure perpetual access for research, education, public interpretation and appreciation.

Legal description of property: 3.2.16 tax lot 2014.

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IT IS UNDERSTOOD AND AGREED: That this right and license shall continue for one year from the date this document was signed or until the work is completed unless expressly revoked by grantor before completion. It is further understood that Oregon State Museum of Anthropology shall, to the extent permitted by Oregon law, be responsible for any damages arising from the activity of the State, its officers and employees, on said land and exercise of rights under this Right of Entry either by repairing such damage or, at the option of the State, by making an appropriate settlement with the above named Grantor in lieu thereof.

Grantor hereby represents and warrants that they are the owners of said real property or otherwise have the right to grant this Right of Entry.

Dated the \_\_\_\_ Day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Signature Title

By: \_\_\_\_\_  
Signature Title

Grantor's printed name: \_\_\_\_\_

Grantor's contact phone number(s): \_\_\_\_\_

Grantor's mailing address: \_\_\_\_\_

**Contact Name:** Kurt Roedel  
**Contact Phone Number:** (503) 986-6571  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Biological:** Botanist(s) will walk the project area up to three times during various blooming seasons looking for Endangered Species Act listed and sensitive plant species. Multiple walk-throughs are needed because different plants bloom at various times of the year.

**Contact Name:** Corissa Anderson-Horvath  
**Contact Phone Number:** (503) 986-5821  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Design:** Designers and engineer specialist(s) will walk the project area to observe terrain, drainage, physical features, etc.

**Contact Name:** Doug Johson - Bridge  
**Contact Phone Number:** (503) 480-1309  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Design:** Designers and engineer specialist(s) will walk the project area to observe terrain, drainage, physical features, etc.

**Contact Name:** Shari Bunnell – Roadway  
**Contact Phone Number:** (503) 499-0276  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Design:** Designers and engineer specialist(s) will walk the project area to observe terrain, drainage, physical features, etc.

**Contact Name:** Steve Boice – Traffic  
**Contact Phone Number:** (503) 243-3500  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Geotechnical Exploration:** Geologists and technical engineers will enter onto the property to complete soils exploration by performing tests by hand, and collect soil samples with a shovel, auger, or drill. Several 10" drill holes may be drilled to verify sub-surface soils and geology. These drill holes are to be filled in according to applicable rules. The soil cuttings may be distributed on site.

**Contact Name:** Chris Ell  
**Contact Phone Number:** (503) 641-3478  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Historic Resources:** Inspection for cultural resources (buildings and other features, such as rock walls, that are 50 years old or older) entail visual assessments and may require field staff to enter and walk around your property.

**Contact Name:** Hayli Reff  
**Contact Phone Number:** (503) 986-2654  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Noise:** This consists of setting up a portable noise monitoring terminal on your property, usually using a lock and chain around a tree or fence for security. The equipment will only record sound level in decibels, not

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actual sound. Equipment is normally installed for two nights (approximately 48 hours), after which a technician will retrieve the equipment.

**Contact Name:** John Roberts  
**Contact Phone Number:** (503) 986-2933  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Other:** Utility Survey

**Contact Name:** Marcus Reedy  
**Contact Phone Number:** (503) 278-5000  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Other:** Utility Relocation Planning

**Contact Name:** Fulgence Busingo  
**Contact Phone Number:** (503) 560-5979  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Vegetation Removal:** A crew will need to mow and clear vegetation to enable a survey crew and other specialists to make the described studies in the areas affected by the project.

**Contact Name:** Rob Lennox  
**Contact Phone Number:** (503) 499-0422  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Water Resources:** Needed to determine potential placement of storm water facilities.

**Contact Name:** Julie McCaskill  
**Contact Phone Number:** (503) 499-0574  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Waterways:** Specialists will walk waterways (rivers, streams, creeks) to mark the ordinary high water mark, map stream profile and cross-sections, assess habitat features, determine presence/absence of aquatic species, etc. Flagging and/or lath may be placed to demark features that will be mapped by land surveyors.

**Contact Name:** Julie McCaskill  
**Contact Phone Number:** (503) 499-0574  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021

**Wetlands:** Wetland specialist(s) will walk the area to assess potential wetlands (based on soil, vegetation and hydrology conditions) within and immediately adjacent to the project area. Investigations may include digging several small, shallow (less than 2 feet deep) test holes to assess soil characteristics. All test holes will be back filled and foot tamped to ensure that no hole or depression is left. Test holes and wetland boundaries may be identified by flagging and/or lath. Land surveyors may record the locations of flagging and/or lath as part of the wetland delineation.

**Contact Name:** Ron Francis  
**Contact Phone Number:** (503) 986-2817  
**Start Date:** 07/07/2020 **End Date:** 07/07/2021



AMMENDED

AGENDA

JUNE 25, 2020

- VI. Action Items/Committee Reports/Board Comments
- E. Election of officers, Committee Appointments and Liaison Appointment

I. Election of Officers

- A. President of Board *Lisa Rogers*
- B. Vice President of Board *Mike Ragsdale*
- C. Secretary/Treasurer *Peter Siderius*

2. Committee Appointments

- A. Financial & Personnel ?
- B. Recreation Programming ?
- C. Parks & Development ?

3. Liaison Appointment

- A. County of Yamhill *Don Louing*
- B. Special District of Oregon *Don Louing*
- C. Council of Governments *Lisa Rogers*
- D. City of Dundee *Pete Siderius*
- E. City of Newberg *Mike Ragsdale*
- F. Newberg Schools *Bart Peterson*
- G. Chamber of Commerce *Don Louing*
- H. Cultural Committee *Lisa Rogers*
- I. Dundee Committees *Pete Siderius*
- J. Newberg Committees *Mike Ragsdale*

## MEETING NOTES

**Job:** Sander Estate Community Park  
**Date:** July 13, 2020  
**Time:** 10:00 am  
**Location:** Sander Estate, 359 SW 5<sup>th</sup> St., Dundee, OR  
**Prepared By:** Brooks Ostendorf, Jennifer Marsicek  
**Attendees:** Don Clements, Casey Creighton, Bryan Stewart, CPRD  
Jan Sander, John Kester, Greg Mears  
Jennifer Marsicek, S|EA  
Brooks Ostendorf, Lango Hansen Landscape Architects

**Subject:** Concept Design Review

- Notes:**
1. The existing site and project specific imagery was discussed first.
    - a. Jan expressed concern over site drainage and mentioned there may be natural springs on-site. She also mentioned that deer are prevalent in the area and plantings should be chosen accordingly.
    - b. John was drawn to the precedent images of structures showing a strong indoor-outdoor connection.
    - c. Don noted the site is within Dundee's urban renewal area and that funding is available for required improvements to SW 5<sup>th</sup> including new sidewalks, planting strip, drainage and a bike lane
  2. An extended conversation was had about incorporating fruiting plants into the planting design as a tribute to the site history and for teaching purposes. The proposed program should include educational components that could include canning and cooking classes.
    - a. CPRD is also interested in hosting a Farmer's Market on site as soon as this year.
    - b. CPRD will be discussing programming for both the existing and new buildings and anticipates class and meeting room space in the existing home and eventually a staffed office.
  3. Proposed parking was discussed and the question was posed about locating parking in a linear arrangement along 5<sup>th</sup> Street. The design team expressed a concern that site grading and accessibility would be significant challenges to making this work. Consensus was reached that splitting the parking between the east and west side, as shown in Option 2, was the preferred direction.
  4. For Option 2, Don suggested moving the upper parking lot to the southwest corner and connecting it to SW Graystone Place rather than 5<sup>th</sup> Street.
  5. The group discussed how to combine Options 1 and 2 into a single option. In addition to the preference for the parking in Option 2, the following was discussed:



- a. The arrangement of the play area in Option 1 was preferred. The play area in Option 2 is too spread out and would be more difficult for a parent/guardian to observe their children.
- b. The pathway layout in option 2 was viewed positively, especially the different routes available, but concerns were expressed about if they are able to made fully accessible based on the topography. Some slight modifications may be needed in order to do so.
- c. The linear buffer shown in Option 1 along the south side of the site was preferred. One of Jan's priorities in the development of the park is not creating any conflicts with the neighbors.
- d. The arrangement of proposed buildings and plaza in Option 2 were more desirable, particularly how the front of the barn is more of a focal point and the community building opens up to the plaza to the east and the open lawn area to the west.
- e. CPRD expressed an interest in incorporating ecoroofs into the proposed buildings.
- f. For the proposed planting, CPRD suggested that they provide all the planting, which would be grown in-house.
- g. Jan advised the team to revisit the list of park amenities compiled by Dundee councilor, Jannette Adlong.

6. Next Steps:

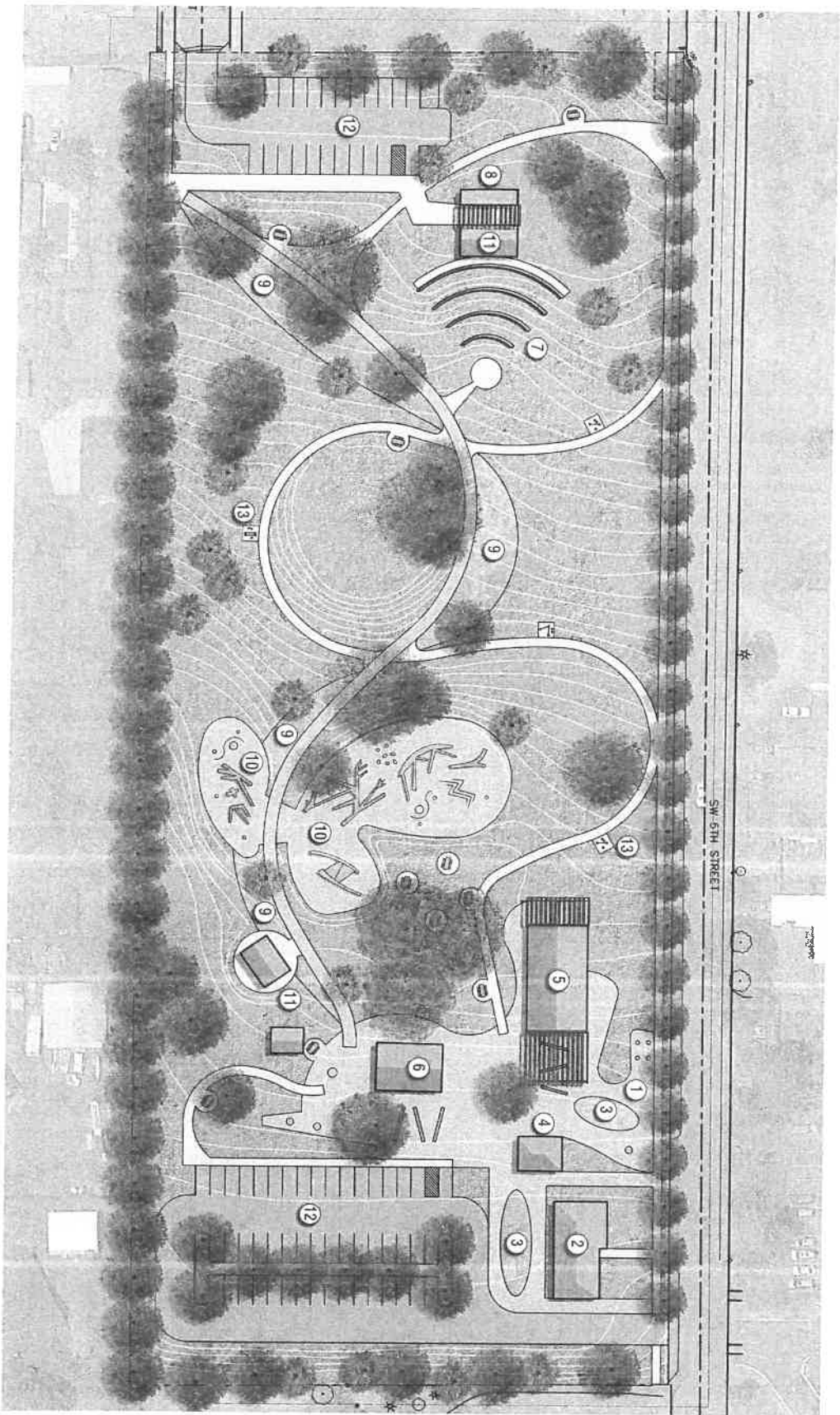
- a. The design team will synthesize feedback from the meeting into one concept plan. Once the revised concept plan is approved by the group, it will be used to initiate a pre-application meeting with the City of Dundee and public outreach.
- b. The design team will also prepare the land use submittal package working with the civil engineer and develop conceptual building designs. The land use package will be used for cost estimating as well.
- c. Cost estimates to be reviewed by CPRD, Jan's team and the design team to discuss project phasing and schedule.



**Next Meeting:** TBD

**Distribution:** All attendees, Kat Ricker, CPRD; Erica Baggen, S|EA; Kurt Lango, Lango Hansen; Alex Simpson, HHPR (civil engineer)

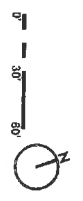
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- LEGEND**
- ① ENTRY PLAZA
  - ② FAMILY HOME
  - ③ FRAN AND JAN'S GARDEN
  - ④ GARAGE
  - ⑤ COMMUNITY BUILDING
  - ⑥ BARN
  - ⑦ AMPHITHEATER
  - ⑧ BATHROOM AND STORAGE
  - ⑨ ORNAMENTAL GARDENS
  - ⑩ PLAY AREA
  - ⑪ PICNIC SHELTER
  - ⑫ PARKING LOT
  - ⑬ PAR COURSE

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**SANDER ESTATE PARK**  
MASTER PLAN



Nature Parks & Natural Areas	Acres	Parking Stalls	Facilities & Amenities	Management	Dogs Off-leash Area
Spring Park	7	3	Playground Trails Picnic Tables	NCPRD	Yes
Lowami Hart Woods Park	28	9	Restroom Trails Playground Sports Fields Tennis Court Volleyball Court Picnic Shelter Restrooms	Tualatin Hills Parks & Recreation District	Yes
Stewart Park	35	42	Dog Area Playground Basketball Court Picnic Shelter Dog Area	City of Roseburg	Yes
Holmes Park	13	21	Dog Area Playground Sports Fields Tennis Court Skate Park Picnic Shelter Trails	City of Medford	Yes
Bear Creek Natural Area	37	90	Restroom Trails Picnic Tables Dog Area Trails	City of McMinnville	No
Rotary Nature Preserve at Tice Woods	25	16	Restroom Trails Picnic Tables Dog Area Trails	City of McMinnville	No
Airport Park	14	14	Restroom Trails Picnic Shelter Trails	City of McMinnville	Yes
Noble Woods Park	39	42	Restroom Picnic Shelter Trails Playground Disc Golf Restrooms Trails	Hillsboro P&R	Yes
Orchard Park	21	28	Restroom Trails Picnic Shelter Playground Restrooms Trails	Hillsboro P&R	No
Orenco Woods Nature Park	42	30	Restroom Trails Picnic Shelter Playground Restrooms Trails	Hillsboro P&R / Metro	No

Oregon City Parks	Acres	Parking Stalls	Facilities & Amenities	Management	Dogs Off-leash Area
Wesley Lynn Park	17.5	63	Playground Picnic Shelter Sports Fields Restrooms Dog Area	Oregon City P&R	Yes
Hillendale Park	16	56	Playground Picnic Shelter Sports Fields/Courts Wetland Observation Deck Restrooms	Oregon City P&R	No
Chaplin Park	18.5	64	Playground Picnic Shelter Sports Fields Restroom	Oregon City P&R	No
Park Place Park	18.5	11	Playground Restroom Dog Area	Oregon City P&R	Yes
Stafford Park	1.5	8	Picnic Table	Oregon City P&R	No
Abernathy Creek Park	2.5	3	Picnic Area	Oregon City P&R	No
Atkinson Park	5.5	3	BBQ Grills Playground	Oregon City P&R	No
Canemah Children's Park	0.3	8	Picnic Shelter Sports Fields/Courts Restrooms	Oregon City P&R	No
Tyrone S. Woods Memorial Park	9	25	Playground Picnic Shelter Skate Spot Multi-Use Courts BBQ Grills Restroom	Oregon City P&R	Yes

**From:** Janis Sander <jesfrc@gmail.com>

**Sent:** Friday, July 31, 2020 2:15 PM

**To:** Kat Ricker <kricker@cprdnewberg.org>; Jennifer Marsicek <Jennifer@seallp.com>; Greg Mears <greg@newbergtax.com>; Don Clements <dclements@cprdnewberg.org>; Casey Creighton <ccreighton@cprdnewberg.org>; Bryan Stewart <bstewart@cprdnewberg.org>; Brooks Ostendorf <Brooks@langohansen.com>; 73jkes@gmail.com

**Cc:** Alex Simpson <alexs@hhpr.com>; Kurt Lango <Kurt@langohansen.com>; Erica Baggen <ebaggen@seallp.com>

**Subject:** Re: Sander Estate Concept Plan Update

Thank you for the new draft. My thoughts are for review, revision and/or delete.

**1. Is the uphill parking lot truly intended at Graystone or 5th street?**

In the previous round of concepts we showed a small parking lot off of 5<sup>th</sup> Street. It was suggested by CPRD that we should instead show the parking lot off of Graystone while anticipating that we may get push back from the community. If the team feels like it should revert back to the previous location off of 5<sup>th</sup> Street we are happy to do so.

**2. On a clear day, the higher ground has such a good view of Cascade Range, Hood and Jefferson. Any suggestion for any additional feature to take even more advantage of this benefit... e.g., maybe an even larger picnic shelter or perhaps coordinated with a small building for classes, events, senior area... other ideas???**

We will look into enlarging the picnic shelter currently shown. Our sense is that any additional building space should be integrated into the picnic shelter and can be flexible to accommodate a range of uses like those you mentioned.

**3. I would like to have something for handicap adults and children but am not familiar with alternatives... any suggestions?**

This is a great idea and one that will be explored further as we get into the specific details. For example, the play equipment can be designed to accommodate handicap children, par course equipment and tables will be accessible, and raised garden beds can be designed to allow for universal access. The ornamental gardens along the accessible pathway can also be designed to engage multiple senses. We have also designed the hardscape and pathways to be fully accessible.

**4. Can the draft's "Community Building" be named differently? ...since Dundee Woman's Club is also known as Dundee Community Center.**

Yes – Jennifer suggested "Reception Hall." We are open to other suggestions.

**5. Could #10 Play Area be further from neighbors?**

We think if we remove the smaller section of play area south of the pathway we will have sufficient distance from the neighboring property. The ornamental planting area can then be extended and provide more buffering/screening from the neighbors. The remaining section of play area can still accommodate a wide-range of play types.

**6. Could more play activities be added from Dundee city survey results... suggestions?**

The most strongly supported "active recreation" elements in the city survey were a Splash Pad/Water Feature, a Climbing Rock Wall, and All-Abilities Playground. We can certainly incorporate these features if desired. The most strongly supported "passive recreation" elements were Perimeter Trail, Picnic Tables, Nature Play, and both Ornamental and Community Gardens, all of which have been incorporated to some degree. Though not shown on this plan, our thinking is that the Community Garden aspect will be expressed through fruiting trees/shrubs and community classes (i.e. harvesting and canning classes). Some of the most popular write-in elements were sport courts/fields and a dog park, which we understood were not appropriate for this site.

7. How about an additional bathroom around the barn area? ...i.e., one at both ends of property?

We are assuming the community building will have bathrooms.

8. Plantings at property lines will hopefully not overhang neighbor property, i.e., leaves blowing and falling.

The trees at the property line will likely be evergreen trees to create a better buffer and minimize leaf litter.

9. Will paths be wide enough for emergency vehicles and able to enter and leave property?

Both parking areas will be designed so that emergency vehicles can safely access and maneuver around the lot while accessing each of the buildings. They will also be able to access most of the site from 5<sup>th</sup> Avenue. We do not typically engineer park pathways to accommodate emergency vehicles because they would be too wide and require a thicker section of paving.

10. #13 Par Course is shown twice with "#13" but a couple of others are similarly included but just without "#13" indicated. Is that correct? And also, regarding the other circles with brown items, are these benches, tables or something similar? One more, a couple of brown rectangles are attached to the path at upper left and upper middle... just wondering what they represent?

We are currently showing four Par Course nodes along the trail, though two of them are not labeled.

The circles with brown items are intended to be tables. The small brown rectangles along the pathway are intended to be benches.

I truly like and appreciate your work on this project. Thank you.

Jan Sander 503 554 7529



503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
[cprdnewberg.org](http://cprdnewberg.org)

## **June Report**

***As of June 12, all CPRD playgrounds are now open. CPRD will not be sanitizing playgrounds. Know your risks and how COVID - 19 spreads. Be informed, follow CDC guidelines, and use caution for the safety of everyone.***

***How to use the playground during the COVID-19 pandemic:***

- 1. Wash your hands before and after you use the playground, and/or use hand sanitizer.***
- 2. Bring your necessities - hand sanitizer, soap & water, face coverings, etc.***
- 3. Maintain social distancing. Keep at least 6' away from people you do not live with.***
- 4. Cloth face masks are encouraged but not required. Cloth face coverings should not be placed on children under age two, or anyone who has trouble breathing.***

***Aquatics phased opening began June 22***

***CPRD will do a phased opening of the aquatics wing of Chehalem Aquatic and Fitness Center. While we are excited to welcome our patrons back, we ask that you take time to familiarize yourself with the new policies and best practices that we have put into place. We have made many changes which will affect how you use the facility, from requiring reservations for all pool visits, to asking that you not congregate in the lobby as you wait your turn. A special summer schedule is designed to spread usage out over the course of each day, to ensure social distancing is observed in the pools and the waiting area. We appreciate your understanding. Public health sanitation and safety are our top priority. We hope you will feel confident and comfortable in our facility when you choose to return.***

***Locker rooms and drinking fountains will remain closed. Please bring what you will need and plan to arrive dressed for your activity. we are asking our patrons to arrive and depart in their swim attire. We suggest arriving with a swimsuit under comfortable clothes such as a sweatsuit. Use the deck shower before entering the water. Once your swim session is complete, rinse in the deck shower, towel dry, and don your sweatsuit over top of you swimsuit for the journey home.***





503-537-2909  
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***BEFORE YOU GO - Check the new schedule, read the best practices guidance including policies on facemasks, sanitation, and other details on our website. All visits are by reservation only; reserve your time in person, by phone.***

***The opening is happening in three stages:***

- 1. Monday, June 22 - Lap swim by reservation only, in the competition pool. Aquatic teams may return to the competition pool as well; check with your coach.***
- 2. Monday, June 29 - Leisure pool opens for Lap Swim, Fitness Swim, Senior Swim, and Water Exercise. Lap Swim and aquatic teams continue in the competition pool.***
- 3. Monday, July 6 - Public Swim and Swim Lessons will open on a special summer schedule. The schedule will be posted soon on our website. Swim lessons will be run differently than before, in order to observe social distancing. More details on that will be coming soon.***

## **A note on COVID-related public health precautions related to sports activities at Jaquith and Crater Parks**

**Summer sports events and other park activities involve hundreds of people over the course of each weekend and attract visitors into our community. Therefore, we want to let you know what you can expect to see in the parks and also what precautions are being taken that you may not see; how public health risks are being addressed during this pandemic; in order to observe health and social distancing precautions and comply with all regulations, including contact tracing.**

### **What activities are happening in the park?**

**NAFA (Northwest American Fastpitch Association) softball tournaments are scheduled to take place each weekend in July. Local softball players practice on the ballfields throughout the week. Adult softball leagues and Newberg High School softball and baseball teams also practice and play games.**

**This Independence Day holiday weekend, NAFA softball games are scheduled to take place July 4th and 5th on ballfields at Crater and Jaquith Parks in Newberg.**

**Unscheduled outdoor recreation remains in place for walkers and persons not affiliated with the sports activities.**

### **How can CPRD allow public events in the park during a pandemic? Is this safe?**

**All events and activities hosted by CPRD must adhere to the orders and requirements of the Office of Governor Kate Brown and the Oregon Health Authority, as well as Yamhill County Health Department.**

**CPRD communicates closely with event organizations in order to ensure that regulations are observed. In keeping with Governor Kate Brown' Phase 2 guidance for indoor/outdoor facilities:**

- **Social distancing for persons not living within the same household is mandatory, and event personnel monitor distancing compliance.**
- **The number of people per facility is limited.**
- **Games are scheduled to increase breaks between games.**
- **NAFA requires spectators to remain outside the complex/facility during play.**
- **The owner/operator of NAFA Softball is a certified COVID-19 Contact Tracer, and is on site at every game. NAFA ensures that players are screened, tracked and traced before they are admitted into games.**
- **Additionally, CPRD works with NAFA to ensure that sports activities are conducted in such a way that social distancing is respected for all persons using the park, including walkers.**

**CPRD prioritizes public health and safety of everyone in our community, residents and visitors alike. Outdoor recreation plays a vital role in people's mental health and their quality of life, and our mission dedicates us to enhancing recreational opportunities. CPRD works together with health authorities and event personnel to ensure that these activities meet current guidelines and requirements.**

**For additional information on what NAFA is doing internally to ensure the safety of its players and attendees, visit the NAFA website: [www.youthfastpitch.org](http://www.youthfastpitch.org).**



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## July Highlights

**Safety Town has been cancelled** this year, as a health precaution. This was a difficult decision, but CPRD, together with event co-hosts at City of Newberg Police Department, made the decision in order to assist with public health during the pandemic, at a time when Newberg School District is struggling to adapt to the beginning of a most unusual school year.

**Face coverings became mandatory** July 1, and that mandate increased on July 25th. Currently, the order mandates that face coverings (masks) must be worn in indoor spaces - even while exercising (except for in water) - and outdoor spaces where social distancing cannot be maintained.

**Chehalem Aquatic and Fitness Center is open** on a reservation-only basis. Lap and public swim times and capacities have been adjusted since we began our adaptive strategy when we opened our doors on June 22nd. The face covering requirement now extends to exercisers in the fitness areas; the only exercisers who are excluded are those who are in the pools, while they are in the pools. Swim lessons are taking place in an adapted format; instructors teach from the deck, while parents and student Locker rooms and drinking fountains remain closed.

**NAFA Softball Tournaments continued throughout July.** They expanded from Jaquith and Crater Parks to include Dundee-Billick Park. Summer sports events and other park activities involve hundreds of people over the course of each weekend and attract visitors into our community. CPRD has been busy conducting outreach about these tournaments as the public and other agencies have been closely watching them take place - how public health risks are being addressed during this pandemic; in order to observe health and social distancing precautions and comply with all regulations, including contact tracing. These are now finished, with the end of July. The next softball games to take place are scheduled for Fall Ball in September, which are a smaller scale of events.

**Aquatic and Fitness Center**

When Enviser began their maintenance on the Aermec 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. Proctor sales brought up the issue of compromised flow from when we first started the units when the facility was partially open to when we fully opened and how that could have affected the lifespan of the units overall. Troy Lowell and Aermec collaborated on the system design and had given the okay for the units to work with reduced flow. CPRD even paid over \$43,000 to increase the flow rates to the units with a result of only a 10% increase in flow. Proctor sales then told us that because we have the units working in a sequence with two on and one off that when switching from one unit to the next we would have to meet precise times to maximize the flow we have in relation to the phasing up and down of the units, more recommendations came from Aermec regarding controls. While Proctor Sales was still working on the units ASHP-1 was connected to Aernet to allow the factory to monitor the unit and recommend adjustments to the system parameters. During the monitoring the factory made some setting suggestions to reduce the vibrations on the units, these changes were advised to be made on all three units but that has not been done as of yet. Proctor sales then came back to our compromised flow stating that the flow had a direct correlation to compressor pressure therefore when we had less flow we would see high pressures in the compressors thus sending them into alarm. Aermec stated the warranty would cover the compressor but not the \$23,461 in labor and other supplies. Enviser is currently working on getting the necessary Parts from Aeromec to complete repairs and then we will be able to commission the HVAC system at the Aquatic Center.

**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**

Playground equipment has been delivered for Friends Park Playground, waiting for install. Some Tree planting and landscaping has been ongoing. The Irrigation system 95% is complete. Will be starting Playground and seeding the Park by labor Day.

**Edwards School Playground**

Russ has prepared the site for installation. Hope for completed install in September early October. 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 will see what happens if nothing else I learned a lot more about the trails and all of the meetings/studies that took place before I took over for Jim in the parks. 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, enclosed in the Board Packet will need Board approval to move forward. We met with Jan and the architects in Dundee outside to discuss the park proposal and make some changes to the original Park Layout. See notes and revised editions of the Sander concept plan included in Board Packet. Next step would be to meet 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 of the master plan to move forward.

**Parks**

We have opened Ewing Young Skate, Dog Park and BMX to the public with rules and sanitation practices in place. We have lost a portion of our County work program due to the recent crisis and will need to fill some voids in the process to keep our Parks maintained. We continue to work in the parks, mowing, making repairs, preparing fields, painting benches and tables, pressure washing, pruning and removing hazardous trees, repairing lights, organizing and clearing district buildings, cleaning gutters and developing Friends Park.

**Chehalem Glenn**

Golf Course is doing well. Play is steady day to day even with reduced tee times available, cart rentals are up. No complaints on the bunkers since the renovation. I am working with Aaron on the maintenance standards expected since he got Back from his Maternity leave in July. It's a girl.

## Parks Summary

Month of: July/August 2020

Park Name	Hours worked
Armory	36.00
Billick/Dundee	20.50
CAFC	87.00
Cultural Center	30.50
Chehalem Valley M.S	16.00
College	9.00
Community Center	9.50
Crabtree	6.00
Crater Ballfields	71.50
Dundee Park	4.50
Dundee River Park	0.00
Elliott Road	12.00
Ewing Young	27.50
Falcon Crest Park	12.00
Fortune Park	4.50
Friends Park	256.00
Tom Gail Park	13.00
Gladys Park	19.00
Chehalem Glenn G.C.	56.00
Herbert Hoover Park	42.50
Jaquith Park	49.00
Jaquith Ball Fields	56.00
Memorial/Scout House	23.50
Mountainview	0.00
Oak Knoll Park	4.00
Oaks Park	9.50
Other District Land	68.00
Pre-School	20.00
Pride Gas	6.00
Renne Fields	21.00
Riley Park	72.00
Rotary Park	35.00
Sander Park	18.50
Schaad Park	36.00
Scott Leavitt Park	9.00
Senior Center	15.00
Spring Meadow	12.50
Waste Mngt	6.50
vacation/holiday/sick/comp	96.00
Wilsonville Property	2.00
Youth Building	8.00
<i><u>Total</u></i>	1300.50

Activity Report  
Department 451  
Report Period: June 2020

Administrative

- Re-Hire: Solicit for returning staff  
Paperwork & Wages
- Schedules: Create new scheduling templates (based on modified summer schedules)  
Weekly Schedules Group Fitness, Water X, Lifeguard, Facility Monitor (FC Monitor)  
Timesheets
- Refunds: Continuing to do refunds for memberships and programs
- Media: Update as timelines, schedules, programs are developed  
Monument, Facebook, Website, Flyers, and ActiveNet
- COVID-19: Keep abreast of announcements and new documents  
Create a document binder
- Cost
- Recovery: Competition Pool Rentals  
Updated competition pool rental rates  
LOSC, TTSC, Reinets LLC (Sherwood), MAC Masters, Villa Sport
- Contracts: Created a generic document for competition pool rentals  
Based on a document created years ago by Allyn Brown
- Informational
- Documents: Essentially job descriptions and shift flow charts  
FC Monitor, Competition Pool Lifeguard, Leisure Pool Lifeguard, Water X Programs
- Reservation
- Check-in: Develop and prep binders with reservation and check-in protocols

Staff

Roster:	Lifeguards/FC Monitor	30
	WSI	10
	Water X	3
	Group Fitness	7

- Trainings &  
Meetings: Prep for lifeguard in-service training, in-service training (5 days),  
Receptionist Meetings (2 days)  
ORPA Aquatic Section Meetings  
Attend ADT Webinar Trainings

### Facility

EENW – repairs on fitness center equip

Replaced aging belts

Checked other equipment

Developed COVID traffic flow patterns

Lap Swim, Lap/Fitness Swim, Water X, Swim Lessons, Special User Groups (rentals)

Socially distant gear storage

Making use of bleachers benches with Xs

Cubbies assigned to specific user groups

Aqua colored chairs are also used

Developed facility signage

Kat assisted with color copies and lamination

Signage hung

Patio Prep

Included: power washing, lounge chairs and patio umbrellas

### Supplies

COVID Products

Research, order and receive

Disinfectant, gloves (food handler), wipes, hand sanitizer

Laundry detergent

Fanny Packs/Pocket Masks/BVM Viral Filters

Facemasks

Thermometers

Waste Baskets

### Aquatic & Fitness Center Re-Opening

Multi-Step Process:

May 18

**Fitness Wing Opens**

Admission by Drop-In

Basketball, Sky-Track, Cardio Row, Weight Room

June 1

**Fitness Studio Opens**

Select Group Fitness Classes Begin

Drop-In for classes in the Sport Court

Reservations required in Fitness Studio

Slow to pick up speed

Non-viable programs cancelled; new ones created



- June 15 Additional Fitness Classes Begin
- June 22 **Competition Pool Opens**  
Lap Swim by reservation only  
Many visitors coming from out-of-district  
Chehalem Swim Team, Newberg Water Polo Club begin  
modified practices  
Lake Oswego Swim Team, and Rieniets LLS Swimmers, rent exclusive use of the  
competition pool
- June 29 **Leisure Pool Opens**  
All activities by reservation only  
Lap/Fitness Swim and Senior Swim  
Water X (Stretch Pool) and Deep X (Deep Tank) begins  
Additional user groups (rentals) join the competition pool schedule  
Tigard-Tualatin Swim Club, MAC Masters', Villa Sports
- July 6 Additional programs are added  
Swim Lessons, Public Swim, Aqua-Zumba

Activity Report  
Department 451  
Reporting Period: July 2020

Lap Swim: We host eight 45-minute lap swim session per day, Monday – Friday and three each on Saturday and Sunday. Most days we were filled to capacity. Many guests form other counties are making use of our facility as their local pools are not yet open.

Public Swim: We have ten 75-minute public swim sessions per week. Participation was slow to get started but has picked up speed as the summer has progressed. We are limiting our swim sessions to a maximum of 45 people. We are wrist banding families together to aid in policing “social distancing”.

Swim Lessons: Our modified program with social distancing, instruction from the deck, and parental assistance (in the water) has a new five lesson session begin each Monday. We are averaging between 25 and 30 participants per week. Those families who were willing to embrace the program have given favorable reviews; many families come back for additional weeks. We are very aware that this format is unable to meet the needs of many of our community’s families. We look forward to when we can return to more traditional programming.

Water Exercise Classes: We offer nine classes per week and all have had good attendance. We limit the shallow water classes to 15 and the deep-water classes to 10 people.

Senior Swim: These ten 45-minutes sessions like public swim were slow to get started but have picked up momentum as the summer has progressed. It is heartwarming to know that our COVID protocols have put our senior population at ease in as much as they feel safe to participate in our programs.

Reservations: Reservations are required for all aquatic activities. On Fridays our patrons are encouraged to reserve their two time slots (per activity) for the coming week. They may reserve several different types of activities throughout the week allowing them to come multiple times. Reservations are done in person and over the telephone.

Weight Room: The weight room and cardio equipment continue to be well used. Most of our patrons have adapted their activity level such that they are able to continue to work out even with face mask use becoming mandatory.

Group Fitness Classes: We offered a wide variety of group fitness classes through the month of July. These programs were not as well as attended as we would have liked. The facemask mandate made it very difficult to participate at the desired level without becoming overheated and short of breath.

Basketball Gym: The gym has had sparce attendance as many outdoor courts became available in the nice weather. We do not allow scrimmaging and face masks are a must so fewer people have been inclined to attend.

Staff: Our staff have really embraced the new “COVID” workplace. We have raised the standard and they have not only met but exceeded our expectations. We receive comments almost daily as to how courteous, organized, and efficient they have become in their new cross section of duties.

Respectfully,  
Tara Franks, Coordinator

Activity Financial Report - June 2020  
COVID-19

Department - Aquatics 451

EXPENDITURES	June '2019	June '2020	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
<b>Aquatics - 451:</b>							
<b>Personnel Services</b>							
Aquatic Supervisor	\$1,434.12	\$1,532.50	\$17,209.44	\$18,161.41	\$3,565.30	\$17,209.44	\$18,029.00
AQ Coordinator 451.110032		\$0.00		\$503.70			
Secretary I	\$1,319.57	\$2,891.32	\$18,760.83	\$27,906.97	\$14,093.85	\$18,760.83	\$23,400.00
Secretary II	\$2,536.16	\$0.00	\$30,126.77	\$21,614.91	\$28,365.87	\$30,126.77	\$31,463.00
Aquatic Coordinator	\$3,513.61	\$3,761.49	\$42,098.37	\$44,146.56	\$40,500.98	\$42,098.37	\$44,272.00
Aquatics Specialist	\$2,887.85	\$3,090.66	\$34,510.41	\$35,985.33	\$3,920.10	\$34,510.41	\$36,423.00
Guards	\$17,206.38	\$3,610.09	\$181,090.90	\$146,903.66	\$80,079.31	\$181,090.90	\$215,616.94
Cashiers	\$6,240.41	\$3,015.31	\$57,179.60	\$62,866.10	\$39,227.41	\$57,179.60	\$80,888.00
Instructors	\$4,659.14	\$158.77	\$58,787.83	\$45,056.24	\$41,042.78	\$58,787.83	\$49,025.00
Coaches	\$223.07	\$0.00	\$1,143.07	\$725.34	\$5,641.23	\$1,143.07	\$3,456.00
Group Fitness Instructors		\$409.46	\$503.63	\$10,725.12		\$503.63	\$31,611.06
Personal Trainer				\$866.75			\$3,375.00
FC Monitor		\$5,141.77		\$5,211.29			\$7,224.00
<b>Total Personnel Services</b>	\$40,020.31	\$23,611.37	\$441,410.85	\$420,673.38	\$256,456.83	\$441,410.85	\$544,783.00
<b>Materials &amp; Services:</b>							
Office Supplies	\$515.48	\$117.48	\$4,229.19	\$4,524.37	\$3,221.11	\$4,229.19	\$5,510.00
Postage Supplies	\$133.84	\$3.85	\$278.84	\$273.40	\$1,019.15	\$278.84	\$4,450.00
Program Supplies	\$3,309.14	\$490.00	\$11,688.40	\$12,627.25	\$7,282.11	\$11,688.40	\$15,000.00
Chemical & Agricultural Supplies	\$2,613.61	\$1,644.09	\$28,883.48	\$26,447.01	\$15,707.09	\$28,883.48	\$29,900.00
Store Supplies	\$1,356.39		\$6,572.47	\$3,099.92	\$1,769.71	\$6,572.47	\$7,500.00
Gas & Oil Supplies					\$769.54		
Classifieds				\$57.25	\$24.91		\$625.00
Brochure	\$19.09		\$386.09		\$733.43	\$386.09	\$1,450.00
Flyers	\$56.00	\$59.35	\$1,241.25	\$1,318.30	\$1,437.74	\$1,241.25	\$4,850.00
Professional Dues	\$239.60	\$45.70	\$4,289.68	\$3,487.28	\$1,772.00	\$4,289.68	\$3,810.00
Conference/Workshops			\$1,178.67	\$902.50	\$1,101.95	\$1,178.67	\$1,200.00
Staff Mileage		\$176.75	\$176.75	\$270.28	\$180.23	\$176.75	\$350.00
Staff Expenses			\$1,114.86	\$673.69	\$520.71	\$1,114.86	\$1,000.00
<b>Utilities:</b>							
Electricity	\$42,345.68	\$12,844.81	\$245,129.42	\$232,937.77	\$66,446.12	\$245,129.42	\$62,920.00
Natural Gas	\$0.00	\$2,268.19	\$33,649.02	\$12,494.45	\$67,856.07	\$33,649.02	\$77,055.00
Water/Sewer	\$4,793.18	\$6,711.53	\$37,750.63	\$48,717.38	\$35,804.59	\$37,750.63	\$45,375.00
Telephone	\$586.22	\$608.91	\$4,156.44	\$4,089.38	\$2,896.60	\$4,156.44	\$3,780.00
Fees (activenet/bank/cc)	\$4,580.37	\$2,567.80	\$48,912.30	\$50,894.60	\$34,085.46	\$48,912.30	\$37,910.00
Internet & Communication		\$27.27		\$393.94			
Data Storage & Backup							
Video & Online Photography				\$133.57			
Online Advertising				\$82.91			
Ground Maint/Repairs			\$2,574.40		\$468.77	\$2,574.40	\$22,000.00
Program Contracts 451.360.003	\$2,240.25	\$288.75	\$7,623.76	\$13,531.53	\$20,020.94	\$7,623.76	\$33,766.00
Insurance Services		\$605.00	\$48,439.49	\$37,819.66	\$26,528.09	\$48,439.49	\$33,766.00
Refunds			\$131.00	\$6,200.76	\$108.60	\$131.00	\$450.00
<b>Total Materials &amp; Services</b>	\$62,788.85	\$28,282.73	\$488,406.14	\$460,977.20	\$289,754.92	\$488,406.14	\$358,901.00
<b>TOTAL AQUATIC EXPENDITURES</b>	\$102,809.16	\$51,894.10	\$929,816.99	\$881,650.58	\$546,211.75	\$929,816.99	\$903,684.00

Activity Financial Report - June 2020		Department - Aquatics 451						
COVID-19	REVENUE	June 2019	June 2020	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
<b>Aquatics - 451:</b>								
451.003 Youth Fitness					\$1,379.00	\$430.00	\$204.00	\$600.00
451.004 Gray & Golden								
451.006 Group Fitness (Studio)			\$31.00	\$124.00	\$3,624.00	\$4,107.25	\$7,766.50	\$4,930.00
451.007/291 Water Exercise	\$424.50		\$42.00	\$7,766.50	\$22,848.50	\$21,696.75	\$13,641.00	\$23,500.00
451.008 Weight Training	\$2,579.50		\$356.50	\$61,166.69	\$35,393.00	\$35,134.75	\$61,166.69	\$58,000.00
451.011 Private Swim Lessons	\$3,235.00		\$15.00	\$5,585.00	\$15,892.00	\$660.00	\$5,585.00	\$14,146.00
451.012 Optum Fitness Advantage*	\$1,280.00		\$232.00	\$2,789.82	\$5,375.35	\$5,068.00	\$2,789.82	\$4,425.00
451.013 Water Safety	\$216.00		\$700.00	\$1,842.50	\$4,291.00	\$3,036.50	\$1,842.50	\$5,150.00
451.014 SilverSneakers - Tivity*	\$308.00			\$22,578.00	\$59,067.02	\$21,049.55	\$22,578.00	\$32,740.00
451.015 Silver&Fit - ASH*	\$4,722.00		\$2,478.00	\$21,433.46	\$16,357.20	\$20,736.64	\$21,433.46	\$14,375.00
451.016 Water Polo	\$3,266.25			\$39,484.00	\$39,072.25	\$10,000.00	\$39,484.00	\$35,600.00
451.017 GFU				\$81.00			\$81.00	
451.018 Newberg High School				\$4,301.00	\$812.00	\$5,510.00	\$4,301.00	\$4,400.00
451.019 School Districts	\$2,080.00							
451.020 Locker Income				\$33.00		\$1,427.50	\$33.00	\$17,650.00
451.021 Locker Rental				\$20,347.70	\$19,431.00	\$13,922.76	\$20,347.70	\$10,550.00
451.023 Pool Rental	\$3,011.20		\$2,590.00	\$12,301.00	\$7,501.01	\$3,440.50	\$12,301.00	\$6,975.00
451.024 Classroom Rental	\$1,707.50			\$6,412.90	\$4,757.10	\$5,109.70	\$6,412.90	
451.025 Sauna/Spa	\$363.00			\$80.00	\$100.00		\$80.00	
451.026 Special Events				\$150.00		\$2,459.36	\$150.00	\$750.00
451.027 Repasses				\$1,140.48		\$25.00	\$1,140.48	
451.061 Vending				\$200.00		\$6,174.76	\$200.00	\$6,200.00
451.200 Aquatics Misc				\$7,065.00	\$10,855.95	\$12,544.50	\$7,065.00	\$21,300.00
451.280 Sales	\$764.50		\$177.00	\$15,430.00	\$102,088.91	\$126,291.39	\$15,430.00	\$145,500.00
451.281 CST/CVA				\$151,807.90	\$15,525.25	\$8,937.45	\$151,807.90	\$15,525.00
451.282 Swim Lessons	\$15,306.00		\$527.00	\$16,778.42	\$85,411.00	\$46,059.22	\$16,778.42	\$128,875.00
451.283 Lap Swim	\$1,256.50		\$10.00	\$231,824.64	\$284,774.00	\$109,348.50	\$231,824.64	\$126,924.00
451.284 Public Swim	\$19,000.84			\$7,481.00	\$14,545.50	\$8,186.48	\$7,481.00	\$9,250.00
451.285 Equipment Rental	\$27,466.30		\$12,956.50	\$29,174.90	\$32,136.51	\$11,324.00	\$29,174.90	\$22,795.00
451.286 Membership Sales	\$1,457.00							
451.287 Weight Room	\$2,436.50							
451.289 Punch Cards - General								
451.290 Gift Certificates								
451.292 Preschool Swim Lessons								
451.294 SUP Yoga/Fencing	\$270.00				\$13,512.20	\$1,095.00	\$270.00	\$3,000.00
451.296 Patio Rental	\$432.50			\$640.00	\$3,999.75	\$550.00	\$640.00	\$3,200.00
451.293/425 Basketball Court	\$652.00		\$154.50	\$3,868.30	\$11,663.75	\$485.50	\$3,868.30	\$6,500.00
451.285/426 Pickleball Court	\$79.50			\$214.00	\$6.50	\$214.00	\$79.50	\$1,540.00
451.021/427 Volleyball Court	\$34.00			\$14.00	\$890.30	\$14.00	\$14.00	\$350.00
451.428 SkyTrack					\$555.31			\$50.00
451.429 Fencing								
451.666 CC Fees								
<b>TOTAL AQUATIC REVENUE</b>	\$92,348.59	\$25,171.30	\$837,860.35	\$819,066.28	\$484,784.56	\$837,860.35	\$725,000.00	

Activity Financial Report - July 2020  
COVID-19

Department - Aquatics 451

EXPENDITURES	July 2019	July '2020	Yr to Date '19	Yr to Date '20	Year End 18/19	Year End 19/20	Est June 20/21
<b>Aquatics - 451:</b>							
<b>Personnel Services</b>							
Aquatic Supervisor	\$1,468.36	\$1,532.50	\$1,468.36	\$1,532.50	\$17,209.44	\$18,161.41	\$19,166.00
AQ Coordinator 451.10032						\$503.70	
Secretary I	\$1,438.13	\$1,445.66	\$1,438.13	\$1,445.66	\$18,760.83	\$27,906.97	\$27,906.97
Secretary II	\$2,420.88	\$3,761.48	\$2,420.88	\$3,761.48	\$30,126.77	\$21,614.91	\$44,146.56
Aquatic Coordinator	\$3,513.62	\$3,090.66	\$3,513.62	\$3,090.66	\$42,098.37	\$34,510.41	\$35,985.33
Aquatics Specialist	\$2,887.86	\$2,110.02	\$2,887.86	\$2,110.02	\$181,090.90	\$146,903.66	\$178,471.00
Guards	\$20,110.02	\$2,679.74	\$6,345.80	\$2,679.74	\$57,179.60	\$62,866.10	\$67,429.00
Cashiers	\$6,345.80	\$966.16	\$8,473.19	\$966.16	\$58,787.83	\$45,056.24	\$1,710.00
Instructors	\$8,473.19	\$33.75	\$33.75	\$33.75	\$1,143.07	\$725.34	\$18,638.00
Coaches	\$33.75	\$1,511.51	\$441.94	\$1,511.51	\$503.63	\$10,725.12	\$2,750.00
Group Fitness Instructors	\$441.94	\$51.00	\$50.00	\$51.00	\$866.75	\$5,211.29	\$12,012.00
Personal Trainer	\$50.00	\$2,804.25	\$2,804.25	\$2,804.25	\$238.93	\$420,673.38	\$36,039.00
FC Monitor		\$238.93		\$238.93			\$422,003.00
Lead Guard	\$47,183.55	\$30,185.80	\$47,183.55	\$29,946.87	\$441,410.85	\$420,673.38	\$422,003.00
<b>Total Personnel Services</b>							
<b>Materials &amp; Services:</b>							
Office Supplies	\$260.07	\$105.22	\$260.07	\$105.22	\$4,229.19	\$4,524.37	\$5,510.00
Postage Supplies	\$8.80	\$7.70	\$8.80	\$7.70	\$278.84	\$273.40	\$4,450.00
Program Supplies	\$745.95	\$1,968.19	\$745.95	\$1,968.19	\$11,688.40	\$12,627.25	\$15,000.00
Chemical & Agricultural Supplies	\$1,831.07	\$37.00	\$1,831.07	\$37.00	\$28,883.48	\$26,447.01	\$29,900.00
Store Supplies					\$6,572.47	\$3,099.92	\$7,500.00
Gas & Oil Supplies							
Classifieds						\$57.25	\$625.00
Brochure					\$386.09	\$1,318.30	\$4,850.00
Flyers	\$105.95	\$59.35	\$105.95	\$59.35	\$1,241.25	\$3,487.28	\$3,810.00
Professional Dues	\$898.41	\$86.65	\$898.41	\$86.65	\$1,178.67	\$902.50	\$1,200.00
Conference/Workshops					\$176.75	\$270.28	\$350.00
Staff Mileage	\$22.65	\$20.15	\$22.65	\$20.15	\$1,114.86	\$673.69	\$1,000.00
Staff Expenses							
<b>Utilities:</b>							
Electricity		\$16,918.14		\$16,918.14	\$245,129.42	\$232,937.77	\$257,816.00
Natural Gas					\$33,649.02	\$12,494.45	\$24,516.00
Water/Sewer					\$37,750.63	\$48,717.38	\$54,783.00
Telephone	\$317.49	\$330.75	\$317.49	\$330.75	\$4,156.44	\$4,089.38	\$3,780.00
Fees (activenet/bank/cc)	\$5,303.97	\$1,927.55	\$5,303.97	\$1,927.55	\$48,912.30	\$50,894.60	\$37,910.00
Internet & Communication						\$393.94	\$712.00
Data Storage & Backup							\$38.00
Video & Online Photography		\$19.08		\$19.08		\$133.57	\$237.00
Online Advertising						\$82.91	\$262.00
Ground Maint/Repairs					\$2,574.40	\$13,531.53	\$22,000.00
Program Contracts 451.380.003					\$7,623.76	\$37,819.66	\$33,766.00
Insurance Services					\$48,439.49	\$6,200.76	\$450.00
Refunds	\$9,494.36	\$21,479.78	\$9,494.36	\$21,479.78	\$131.00	\$460,977.20	\$511,915.00
<b>Total Materials &amp; Services</b>							
<b>TOTAL AQUATIC EXPENDITURES</b>	\$56,677.91	\$51,665.58	\$56,677.91	\$51,426.65	\$929,816.99	\$881,650.58	\$933,918.00

Activity Financial Report - July 2020		Department - Aquatics 451						
COVID-19	REVENUE	July '2019	July '2020	Yr to Date '19	Yr to Date '20	Year End 18/19	Year End 19/20	Est June 2021
	<b>Aquatics - 451:</b>							
	451.003 Youth Fitness							
	451.004 Gray & Golden	\$272.00		\$272.00	\$28.00	\$124.00	\$1,379.00	\$2,050.00
	451.006 Group Fitness (Studio)		\$28.00		\$28.00	\$7,766.50	\$3,624.00	\$5,750.00
	451.007/291 Water Exercise	\$545.50	\$140.00	\$545.50	\$694.00	\$13,641.00	\$22,848.50	\$32,500.00
	451.008 Weight Training	\$1,649.00	\$694.00	\$1,649.00	\$821.00	\$61,166.69	\$35,393.00	\$54,000.00
	451.011 Private Swim Lessons	\$7,149.00	\$821.00	\$7,149.00	\$504.00	\$5,585.00	\$15,892.00	\$19,900.00
	451.012 Optum Fitness Advantage*	\$1,220.00	\$504.00	\$1,220.00	\$120.00	\$2,789.82	\$5,375.35	\$4,425.00
	451.013 Water Safety	\$1,038.35	\$120.00	\$1,038.35	\$15.78	\$1,842.50	\$4,291.00	\$5,150.00
	451.014 SilverSneakers - Tivity*	\$383.50	\$15.78	\$383.50	\$1,377.00	\$22,578.00	\$59,067.02	\$72,500.00
	451.015 Silver&Fit - ASH*	\$4,553.00	\$1,377.00	\$4,553.00	\$7,379.50	\$21,433.46	\$16,357.20	\$18,650.00
	451.016 Water Polo	\$7,379.50		\$7,379.50		\$39,484.00	\$39,072.25	\$35,600.00
	451.017 GFU	\$56.25		\$56.25		\$81.00		
	451.018 Newberg High School					\$4,301.00	\$812.00	
	451.019 School Districts							
	451.020 Locker Income					\$33.00		
	451.021 Locker Rental	\$310.00	\$12,370.00	\$310.00	\$12,370.00	\$20,347.70	\$19,431.00	\$22,500.00
	451.023 Pool Rental	\$287.51	\$150.00	\$287.51	\$150.00	\$12,301.00	\$7,501.01	\$12,550.00
	451.024 Classroom Rental	\$502.00		\$502.00		\$6,412.90	\$4,757.10	\$7,850.00
	451.025 Sauna/Spa					\$80.00	\$100.00	
	451.026 Special Events					\$150.00		
	451.027 Repasses					\$1,140.48		\$2,150.00
	451.061 Vending					\$200.00	\$25.00	\$9,830.00
	451.200 Aquatics Misc	\$993.50	\$209.00	\$993.50	\$209.00	\$7,065.00	\$6,024.49	\$21,300.00
	451.281 CST/CVA	\$11,707.25	\$2,151.50	\$11,707.25	\$2,151.50	\$15,430.00	\$10,855.95	\$148,325.00
	451.282 Swim Lessons	\$12,630.49	\$5,056.50	\$12,630.49	\$5,056.50	\$16,778.42	\$15,525.25	\$16,775.00
	451.283 Lap Swim	\$2,178.50	\$3,732.50	\$2,178.50	\$3,732.50	\$151,618.64	\$65,411.00	\$128,875.00
	451.284 Public Swim							
	451.285 Equipment Rental	\$24,449.41	\$8,733.45	\$24,449.41	\$8,733.45	\$231,824.64	\$284,774.00	\$250,125.00
	451.286 Membership Sales	\$1,340.50	\$752.59	\$1,340.50	\$752.59	\$7,481.00	\$14,545.50	\$18,320.00
	451.287 Weight Room	\$2,318.00	\$1,837.00	\$2,318.00	\$1,837.00	\$29,174.90	\$32,136.51	\$38,125.00
	451.289 Punch Cards - General							
	451.290 Gift Certificates							
	451.292 Preschool Swim Lessons	\$255.00		\$255.00			\$13,512.20	\$2,250.00
	451.294 SUP Yoga/Fencing	\$210.00		\$210.00			\$3,999.75	\$7,025.00
	451.296 Patis Rental	\$794.00	\$146.50	\$794.00	\$146.50	\$3,868.30	\$11,663.75	\$14,875.00
	451.293/425 Basketball Court	\$50.50		\$50.50		\$485.50	\$1,429.05	\$1,540.00
	451.285/426 Pickleball Court	\$33.00		\$33.00		\$214.00	\$403.00	\$350.00
	451.021/427 Volleyball Court	\$6.50		\$6.50		\$14.00	\$6.50	\$50.00
	451.428 SkyTrack		\$60.00		\$60.00		\$890.30	\$2,250.00
	451.429 Fencing						\$555.31	
	451.666 CC Fees							
	<b>TOTAL AQUATIC REVENUE</b>	\$90,331.01	\$50,486.07	\$90,331.01	\$50,486.07	\$837,860.35	\$819,066.28	\$955,590.00



## Adult Sports

August 2020 Activity Report, Department 452

<b>Department 452 Participation Tracking</b>	<b>July 2020</b>	
<b>Activity</b>	<b>Participants</b>	<b>Participant Hours</b>
Men's Softball	110	1200
<b>Department 452 Financial Tracking</b>	<b>July 2020</b>	
Supervisory Staff Expense	275	
Administrative Staff Expense	650	
Part Time Staff Expense		
Material Expense	4820	
Total Expense	5745	
Program Revenue	1985	
Net	(3760)	
Cost Per Participant	<b>(34.18)</b>	
Cost Per Participant Hour	<b>(3.13)</b>	

### Department 452 – Adult Sports

The men's softball league ended play on July 27. We had 9 teams each playing a double header on Wednesday evenings. Co-Ed softball registration is open and we plan to start the season on August 11.



## Youth Sports

August 2020 Activity Report, Department 453

Department 453 Participation Tracking		July 2020	
Activity	Participants	Participant Hours	
Lacrosse camp	15	90	
Pee Wee camp	35	210	
Football camp	75	450	
Totals	125	750	

Department 453 Financial Tracking		July 2020	
Supervisory Staff Expense	4600		
Administrative Staff Expense	3200		
Part Time Staff Expense	60.00		
Program/Materials Expense	11420		
Total Expense	19280		
Program Revenue	21635		
Net	2355		
Cost Per Participant	18.84		
Cost Per Participant Hour	3.14		

### Department 453 – Youth Sports

CPRD offered 3 more camps in the month of July. We have 3 more camps ready to go in August. The NAFA softball National tournaments competed the last 3 weekends in July. A record number of teams have flocked to our fields due to our willingness to host events during these difficult times. Fall sports registration is offering youth soccer and flag football. Our middle school sports programs have been postponed until late February.



## July 2020 Activity Report

455 Care	July 2020	Fiscal Year To Date
Supervisory Staff	636.48	636.48
Recreation Coordinator	933.1	933.1
Care Director	2121.68	2121.68
Care Technician	0	0
Part Time Staff Expense	26705.08	26705.08
Fringe	5808.28	5808.28
program Expense	1484.77	1484.77
Utilities Expense	0	0
Total Expense	37698.39	37698.39
Program Revenue	7869.9	7869.9
Rental Revenue	0	0
Net	29828.49	29828.49

474 Pre School	July 2020	Fiscal Year To Date
Supervisory Staff	0	0
Admin Staff Expense	0	0
Pre School Instructor	2121.68	2121.68
Fringe	1145.19	1145.19
program Expense	350.42	350.42
Utilities Expense	177.26	177.26
Total Expense	3794.55	3794.55
Program Revenue	0	0
Rental Revenue	0	0
Net	3794.55	3794.55

On March 17<sup>th</sup> we decided to open up an emergency daycare service for those families and others in need. We had no way of knowing if families would actually participate. By March 24<sup>th</sup> we had a plan for opening our Camp Care Essentials Daycare at the Chehalem Youth Building. That program ran until May 29<sup>th</sup>.

Due to our Emergency Daycare service, CPRD became eligible for a grant being administered by the Department of education. We submitted an application for that program in Mid April. We are still waiting an update on that grants status.

On June 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 7<sup>th</sup> at Bob and Crystal Riley Park.

School year care is the hot button issue right now. CPRD will operate an all day grade school care program at Mable Rush Elementary and a Pre-k program at the community center. Registration is open. This program is significantly different then our typical school year program. Both in terms of registration and in terms of activity. Until further notice we will be operating groups of 10 or less. We will adapt to new guidance as it is released. Families are not required to register for specific day they will use the program rather than registering for a monthly drop in program. This is the only way that we can plan our pods and staff the program within department of education parameters. CPRD Care will still honor a %40 discount on care for staff and school district personnel.

Respectfully submitted by Matt Compton  
Recreation and Care Coordinator

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

454 Recreation July-20 Fiscal year

	July-20	Fiscal year
Supervisory Staff Expense	636.48	636.48
Recreation Coordinator	1895.28	1895.28
Part Time Staff Expense	850.03	850.03
Fringe	1888.82	1888.82
program Expense	182.16	182.16
Utilities Expense	0	0
Total Expense	5452.77	5452.77
Program Revenue	612	612
Rental Revenue	0	0
Net	4840.77	4840.77
456 Senior Center	July-20	Fiscal year
Recreation Coordinator	1215.98	1215.98
Senior Center Specialist	2425.02	2425.02
Part Time Staff Expense	0	0
Fringe	2075.68	2075.68
program Expense	148.72	148.72
Utilities Expense	470.56	470.56
Total Expense	6335.96	6335.96
Program Revenue	3000	3000
Rental Revenue	0	0
Net	3335.96	3335.96
457 Community School	July-20	Fiscal year
Supervisory Staff Expense	777.92	777.92
Admin Staff Expense	0	0
Part Time Staff Expense	0	0
Fringe	388.24	388.24
program Expense	145.37	145.37
Utilities Expense	0	0
Total Expense	1311.53	1311.53
Program Revenue	0	0
Rental Revenue	0	0
Net	1311.53	1311.53

Notes:

Facility reservations have remained at a standstill. We have had to process a number of refunds for groups that were larger than the state sanctioned group sizes. The state later on changed social gatherings to 10 or less indoors regardless of space size. The Armory was used for a funeral service in Early August. But facility requests have slowed considerably.

Community groups such as the Scouts and the American Legion are allowed to conduct in person meetings. These are classified differently than social gatherings. American legion and scouts are allowed to use facility space but both groups seem to be utilizing online meetings more and more.

Senior Center:

All senior center programing has been put on hold/canceled since Mid March with exception of Meals on Wheels and some of our service clinics. Polly's volunteer crew has been wonderfully consistent during this time. The center is open to the public in limited capacity. Everyone is required to wear a mask.

The Newberg Wednesday Market continues to grow. The month of July we are averaging 40 vendors a week and 700 people in attendance. Revenues are projected to reach 20,000 this season. Over triple what it was last season. CPRD and the NDC intend to share revenues of this program after the season concludes.

Summer camp registration has been spotty. New mandates were being released often and July saw increased Covid numbers. A lot of families are hesitant to register their children for group programs. Especially indoor programs. Our Gymnastics programs and our wilderness survival camps did make min registration and were able to run.

CPR Certification has been tricky although with the help of Wendy Roberts and Krista Miller, we do have a plan for offering a cpr hybrid certification for staff and the public. Respectfully submitted by Matthew Compton



**Subject:** Re: Hello from CPRD  
**Date:** Wednesday, July 15, 2020 at 11:21:29 PM Pacific Daylight Time  
**From:** Alex Chiper  
**To:** Kat Ricker  
**Attachments:** IMG\_20200712\_145558.jpg, IMG\_20200711\_085814.jpg, IMG\_20200711\_085853.jpg

Hi Kat,

It was nice chatting with you today. I'll attach as many videos and pictures as I can.

I just wanted to say one thing: our little lovely neighborhood has had it enough.

- 200-300 individuals every weekend for 3 days straight (Friday to Sunday starting 06:30-07:00 in the morning)
- trash everywhere
- parking everywhere
- occupying the whole park, including sidewalks, tennis courts, residential backyards
- using trees and bushes as restroom areas
- spreading their viruses and germs, on and around playground
- ETC. the list can keep going.

Lets protect things and places, we as local residents pay for, and come up with a solution not now, but the day all this started.

Thank you for your time and consideration!

On Wed, Jul 15, 2020, 16:40 Kat Ricker <[kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org)> wrote:

Thank you for your time today, Alex. Please send your photos my way and I will forward your concerns to our parks and sports staff supervisors.

--

**Kat Ricker**

*Public Information Director*

*Chehalem Park & Recreation District*

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**Subject:** FW: Pickleball courts painted on tennis courts at Jaquith Park  
**Date:** Thursday, July 16, 2020 at 1:58:10 PM Pacific Daylight Time  
**From:** Front Desk  
**To:** Kat Ricker

**From:** Ken Dawe [mailto:kdawe2@juno.com]  
**Sent:** Tuesday, July 14, 2020 12:58 PM  
**To:** Front Desk <DistrictOffice@cprdnewberg.org>  
**Subject:** Pickleball courts painted on tennis courts at Jaquith Park

Dear CPRD folks.

On one of the other CPRD web pages, I see that Peter Renwick wants to deface all four of the tennis courts at Jaquith Park with yellow paint. As a tennis player, I wish to register a strong objection to such a scheme. The harm previously done to courts 1 and 2 is an obscenity. The bright yellow lines laid on top of tennis court markings make those 2 courts un-usable for serious tennis play. I should point out also that courts 3 and 4 are already marked (in blue), for pickleball play. Please don't allow any further yellow lines to be put down.

Respectfully,

Ken Dawe  
1210 S. College St #228  
Newberg, OR 97132

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- [New York Adds 4 States to Quarantine List](#)
- [Newborn Infected With COVID in Womb](#)

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**Subject:** Re: The next email goes to KGW and the Oregonian urgent  
**Date:** Monday, July 13, 2020 at 10:43:49 AM Pacific Daylight Time  
**From:** Jeannette Andress  
**To:** Kat Ricker

On Sunday at the Dundee park, there were 100's of people there attending sporting events not social distancing and not wearing masks. If you asked them to social distance, they would laugh at you. Even the adults were rude. How many deaths do you need before you pay attention.

Jeannette Andress

On Tue, Jun 30, 2020, 11:18 AM Kat Ricker <[kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org)> wrote:

Hello Jeanette,

Thank you for taking the time to contact us with your concerns about the tournaments. We appreciate the concern, and this is in the forefront of our focus. You are correct that this is the only area that is currently available. We as a staff and Board are actively discussing this subject, and indeed, discussion is including possible mitigation measures just as you are suggesting, in order to alleviate the traffic flow. We are in communication with Yamhill County Health officials this week about this subject, and we are working on releasing a public statement in time for the weekend. Thank you again for contacting us.

--

**Kat Ricker**

*Public Information Director*

*Chehalem Park & Recreation District*

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**Subject:** Re: The next email goes to KGW and the Oregonian urgent  
**Date:** Monday, July 13, 2020 at 10:51:53 AM Pacific Daylight Time  
**From:** Kat Ricker  
**To:** Jeannette Andress  
**CC:** Julie Petersen, Casey Creighton, Don Clements

Dear Jeanette,

Thank you for contacting us with your concerns. We value your feedback and continue to monitor the situation. Here is our statement on what is taking place.

## ***A note on COVID-related public health precautions related to sports activities at Jaquith and Crater Parks***

***Summer sports events and other park activities involve hundreds of people over the course of each weekend and attract visitors into our community. Therefore, we want to let you know what you can expect to see in the parks and also what precautions are being taken that you may not see; how public health risks are being addressed during this pandemic; in order to observe health and social distancing precautions and comply with all regulations, including contact tracing.***

### ***What activities are happening in the park?***

***NAFA (Northwest American Fastpitch Association) softball tournaments are scheduled to take place each weekend in July. Local softball players practice on the ballfields throughout the week. Adult softball leagues and Newberg High School softball and baseball teams also practice and play games.***

***This Independence Day holiday weekend, NAFA softball games are scheduled to take place July 4th and 5th on ballfields at Crater and Jaquith Parks in Newberg.***

***Unscheduled outdoor recreation remains in place for walkers and persons not affiliated with the sports activities.***

### ***How can CPRD allow public events in the park during a pandemic? Is this safe?***

***All events and activities hosted by CPRD must adhere to the orders and requirements of the Office of Governor Kate Brown and the Oregon Health Authority, as well as Yamhill County Health Department.***

***CPRD communicates closely with event organizations in order to ensure that regulations are observed. In keeping with Governor Kate Brown' Phase 2 guidance for indoor/outdoor facilities:***

- ***Social distancing for persons not living within the same household is mandatory, and event personnel monitor distancing compliance.***
- ***The number of people per facility is limited.***
- ***Games are scheduled to increase breaks between games.***
- ***NAFA requires spectators to remain outside the complex/facility during play.***
- ***The owner/operator of NAFA Softball is a certified COVID-19 Contact Tracer, and is on site at every game.***

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**NAFA ensures that players are screened, tracked and traced before they are admitted into games.**

- **Additionally, CPRD works with NAFA to ensure that sports activities are conducted in such a way that social distancing is respected for all persons using the park, including walkers.**

**CPRD prioritizes public health and safety of everyone in our community, residents and visitors alike. Outdoor recreation plays a vital role in people's mental health and their quality of life, and our mission dedicates us to enhancing recreational opportunities. CPRD works together with health authorities and event personnel to ensure that these activities meet current guidelines and requirements.**

**For additional information on what NAFA is doing internally to ensure the safety of its players and attendees, visit the NAFA website: [www.youthfastpitch.org](http://www.youthfastpitch.org).**

--

**Kat Ricker**  
Public Information Director  
Chehalem Park & Recreation District  
971.832.4222 [cprdnewberg](http://cprdnewberg.org) | [Instagram](#) | [Facebook](#)

---

**From:** Jeannette Andress <jnetty17@gmail.com>  
**Date:** Monday, July 13, 2020 at 10:44 AM  
**To:** "Kricker@cprdnewberg.org" <kricker@cprdnewberg.org>  
**Subject:** Re: The next email goes to KGW and the Oregonian urgent

On Sunday at the Dundee park, there were 100's of people there attending sporting events not social distancing and not wearing masks. If you asked them to social distance, they would laugh at you. Even the adults were rude. How many deaths do you need before you pay attention.

Jeannette Andress

On Tue, Jun 30, 2020, 11:18 AM Kat Ricker <[kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org)> wrote:

Hello Jeanette,

Thank you for taking the time to contact us with your concerns about the tournaments. We appreciate the concern, and this is in the forefront of our focus. You are correct that this is the only area that is currently available. We as a staff and Board are actively discussing this subject, and indeed, discussion is including possible mitigation measures just as you are suggesting, in order to alleviate the traffic flow. We are in communication with Yamhill County Health officials this week about this subject, and we are working on releasing a public statement in time for the weekend. Thank you again for contacting us.

--

**Kat Ricker**  
Public Information Director  
Chehalem Park & Recreation District  
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**Subject:** Re: Noise Ordinance  
**Date:** Friday, July 10, 2020 at 9:05:43 AM Pacific Daylight Time  
**From:** Casey Creighton  
**To:** Don Clements, Kat Ricker

Don,  
I spoke with Bryan, Mike and Aaron about this . It should not happen again from our crew.

Casey

---

**From:** Don Clements <dclements@cprdnewberg.org>  
**Sent:** Friday, July 10, 2020 7:11 AM  
**To:** Casey Creighton <ccreighton@cprdnewberg.org>; Kat Ricker <kricker@cprdnewberg.org>  
**Subject:** Fwd: Noise Ordinance

Sent from my iPhone

Begin forwarded message:

**From:** GARY BLISS <ggblisspe@comcast.net>  
**Date:** July 9, 2020 at 1:09:29 PM PDT  
**To:** Don Clements <dclements@cprdnewberg.org>  
**Cc:** "Jones, Arlene" <A-B.Jones@sbcglobal.net>, "Longfellow, Neil" <neil.eunie@gmail.com>, Rick McGill <rickmcgil@msn.com>, "Smith, Trevor" <trevsmith82@gmail.com>, "Stucki, Marvin" <marvinspdx@aol.com>  
**Subject:** Noise Ordinance

Don: I live in the development of Oak Meadows next to the PCC Campus. Early this week, your crews were mowing the area between our neighborhood and the PCC Campus, at 5:30 AM. I believe this is in violation to City Ordinance Chapter 8.15 NUISANCES. In particular sections 8.15.150.A.I and 8.15.150.E.1, and 8.15.150.E.F.2.

This is not the first time that mowing of this area has been accomplished prior to 7:00AM. I also refer you to section 8.15.150.F.2, which states that ".....domestic power tools for lawn care, landscaping, and leaf removal, ".... is allowed between 8:00AM and dusk.

Our residences would appreciate if your crews would observe the City's Noise Ordinance so as not to disturb them in the early hours of the day.

Sincerely,  
Gary G. Bliss, PE,(retired)F.ASCE

3866 Oak Meadows Loop  
Newberg, OR 97132  
503-351-8108

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**Subject:** Fwd: Darnell Wright Sports Complex  
**Date:** Friday, July 10, 2020 at 7:16:03 AM Pacific Daylight Time  
**From:** Don Clements  
**To:** Kat Ricker

Sent from my iPhone

Begin forwarded message:

**From:** "northernmomm@aol.com" <northernmomm@aol.com>  
**Date:** July 7, 2020 at 10:55:13 PM PDT  
**To:** Don Clements <dclements@cprdnewberg.org>, Jon Tromblay <jtromblay@cprdnewberg.org>, Joshua Danner <jdanner@cprdnewberg.org>, Shy Montoya <smontoya@cprdnewberg.org>  
**Subject:** Darnell Wright Sports Complex

To All:

Thank you, thank you, thank you! My husband and I watched our son-in-law play softball last Wednesday and were pleasantly surprised by the change in the complex. We (and the rest of the spectators) were able to focus on the game. We heard cheering and encouragement from spectators and players. They were not distracted by animals and worried about children. The players were able to remain on the field and in their dugouts to cheer each other on and to know when it was their turn to bat. We are looking forward to attending another game.

Side note: Google still states in red letters that the complex is permanently closed.(:

Again, Thank You,

Karen Steve

Sent from AOL Mobile Mail

**Subject:** Fwd: Noise Ordinance

**Date:** Friday, July 10, 2020 at 7:11:14 AM Pacific Daylight Time

**From:** Don Clements

**To:** Casey Creighton, Kat Ricker

Sent from my iPhone

Begin forwarded message:

**From:** GARY BLISS <ggblisspe@comcast.net>

**Date:** July 9, 2020 at 1:09:29 PM PDT

**To:** Don Clements <dclements@cprdnewberg.org>

**Cc:** "Jones, Arlene" <A-B.Jones@sbcglobal.net>, "Longfellow, Neil" <neil.eunie@gmail.com>, Rick McGill <rickmcgil@msn.com>, "Smith, Trevor" <trevsmith82@gmail.com>, "Stucki, Marvin" <marvinspdx@aol.com>

**Subject:** Noise Ordinance

Don: I live in the development of Oak Meadows next to the PCC Campus. Early this week, your crews were mowing the area between our neighborhood and the PCC Campus, at 5:30 AM. I believe this is in violation to City Ordinance Chapter 8.15 NUISANCES. In particular sections 8.15.150.A.1 and 8.15.150.E.1, and 8.15.150.E.F.2.

This is not the first time that mowing of this area has been accomplished prior to 7:00AM. I also refer you to section 8.15.150.F.2, which states that ".....domestic power tools for lawn care, landscaping, and leaf removal,".... is allowed between 8:00AM and dusk.

Our residences would appreciate if your crews would observe the City's Noise Ordinance so as not to disturb them in the early hours of the day.

Sincerely,  
Gary G. Bliss, PE, (retired) F.ASCE

3866 Oak Meadows Loop  
Newberg, OR 97132  
503-351-8108

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## Don Clements

---

**From:** Don Clements  
**Sent:** Friday, July 10, 2020 7:16 AM  
**To:** Kat Ricker  
**Subject:** Fwd: Darnell Wright Sports Complex

Sent from my iPhone

Begin forwarded message:

**From:** "northernmomm@aol.com" <northernmomm@aol.com>  
**Date:** July 7, 2020 at 10:55:13 PM PDT  
**To:** Don Clements <dclements@cprdnewberg.org>, Jon Tromblay <jtromblay@cprdnewberg.org>, Joshua Danner <jdanner@cprdnewberg.org>, Shy Montoya <smontoya@cprdnewberg.org>  
**Subject:** Darnell Wright Sports Complex

To All:

Thank you, thank you, thank you! My husband and I watched our son-in-law play softball last Wednesday and were pleasantly surprised by the change in the complex. We (and the rest of the spectators) were able to focus on the game. We heard cheering and encouragement from spectators and players. They were not distracted by animals and worried about children. The players were able to remain on the field and in their dugouts to cheer each other on and to know when it was their turn to bat. We are looking forward to attending another game.

Side note: Google still states in red letters that the complex is permanently closed.(:

Again, Thank You,

Karen Steve

Sent from AOL Mobile Mail

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**Subject:** Fwd: Summer Soccer Camp

**Date:** Wednesday, August 12, 2020 at 5:54:57 PM Pacific Daylight Time

**From:** Julie Petersen

**To:** Kat Ricker

We will take it, is this something you can add to board packet?

Get [Outlook for iOS](#)

---

**From:** Registration <registration@cprdnewberg.org>

**Sent:** Wednesday, August 12, 2020 5:11:25 PM

**To:** Jon Tromblay <jtromblay@cprdnewberg.org>; Julie Petersen <jpetersen@cprdnewberg.org>

**Subject:** Summer Soccer Camp

Hello,

I had Penny Whipple (503-625-1425) call this afternoon in regards to the soccer camp this summer. She wanted to express how happy she was with all of our volunteers and noted that they were very kind to her grandson. Just thought I would pass on the message!

Kaitlyn Young

Front Desk

Chehalem Aquatic & Fitness Center

1802 Haworth Road

Newberg, OR 97132

Phone: (503) 537-2909

Fax: (503) 538-6397

Mailing address:

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

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Hello Casey ,

I have a long account of an experience that I had with my husband at the Chehalem Glenn course on 8/1/2020 and am hoping for some reconciliation that was unable to be achieved when attempting to speak with management.

I apologize for the long account.

My husband is a seasoned golfer and I am a novice, but I fully understand golf etiquette and have played on private and public courses in the past.

We rented golf carts with 2 friends yesterday at Chehalem Glenn. The course was backed up and we started 3 minutes past our tee time. No one was goofing around as we are all a naturally competitive group. We had each teed off the first hole, when a Marshall came running over telling us in a rude tone to pick up the pace. I did not get his name but he was older, longer, stringy gray hair with a thick mustache, and rounded abdomen. I didn't think much as we had only been on the fairway for a few minutes. I continued on and was about to take my second stroke, when on my back swing the marshall screamed at me "Hey! You can't be practicing down here (sarcastically)". I was confused and yelled back up the hill back "we aren't practicing we are just newer golfers." He then yelled again "you need to move along". We just picked up our balls and planned to skip the first hole of 9 that we purchased to move on and enjoy golf. We figured once we got going it would be easier. My husband told us to go ahead to the next hole while he ran back up to our vehicle to tape his wrists. He planed to meet up wherever we were to avoid slowing the game down. The same marshall stopped him and would not allow him to go back to his own vehicle to tape his wrists and told my husband not to bring novice golfers on a Saturday or Sunday again. I decided to attempt to speak with a manager about this while the rest of our group continued golfing. There were no golfers waiting on us, we were playing with appropriate pace.

In the club house I asked to speak with a manager, when a gentleman named AC told me that I could only speak with him. I proceeded to tell him how the marshall had behaved. His response was "Well you know what, we pride ourselves on 2 things here and thats our greens and our pace of play". I had explained to him that we had only been on the first hole for 4 minutes before being yelled at. He then stated that they were just flustered because the group ahead of us was off pace, and he comped our golf cart. At that point we met back up with our friends who were swinging and running to each ball to hit the next swing. We were still on pace from our tee time, no other golfers were behind us pushing us to play faster. On hole 3 we had each teed off again, when 2 Marshalls rode their cart directly over to us and again told us that we needed to play faster and if we weren't on the green in 3 swings, to pick up our balls and move along. AGAIN we were not being yelled at after we swung multiple times, they were not even allowing us to swing twice before scolding us to move along, not allowing us to even play an entire hole. I explained to the marshall that the score card recommended times per hole were 12-20 minutes and we were more than on pace. No one was behind us. His response was "Well the card states that, but it's a worse case scenario and we need you to be playing 8 to 10 minutes per hole." My husband is a well seasoned golfer, and believes this is a difficult time standard for this course. Even for those who golf regularly. We had already skipped a 1.5 holes out of the 9 we purchased

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and we weren't going to continue to skip more. Our group was so frustrated that we decided to call it quits.

On the way back, passing the club house, my friend overheard the first 2 Marshalls that gave us a hard time discussing which groups they wanted to get off the course next.

When turning in our golf carts, my husband and friend went back into the club house to talk with AC to attempt reconciliation. We are all owners of 4 separate businesses in town. We are all extremely involved in the community, and truly wanted a peaceful resolve. We all love Newberg and this is not something that we would expect from a public facility that we support through our taxes.

They asked AC for a refund, which he agreed to. My husband shared with AC that due to this experience he was concerned this would sour golf for us. Our friend kindly asked AC what we could do to be allowed to play on this course in the future as we were moving very fast and skipped a hole to keep the Marshalls content. Then AC responded with "you just need to play faster (in a rude tone)". Then our friend kindly asked, "Is this a public golf course?" AC confirmed. Then our friend responded with "We are all a part of this community and would love to be able to use it. So what can our group do to improve our golfing as we are newer golfers?" To which AC responded with "Well this is the 7th hardest golf course in Oregon and you just need to learn to play faster."

I am very disappointed from this entire experience and have never experienced anything like this on other courses. We have been treated kinder on private courses than what we experienced at Chahalem Glenn. This golf course should be friendly for the community to use.

As tax payers, we do not agree with how this public course is being run. When attempting to talk with a manager we also discovered that this course is scheduling groups every 10 minutes on holes that take 12-20 minutes according to the score cards. This was difficult to achieve in golf carts let alone for other groups who were attempting to walk the course.

I am the owner of Voda Integrative Medical Clinic in Newberg and my husband is the owner of Deselms Carpentry Building & Remodels. The other 2 in our group are the owners of a very large staffing company and a local farm. As local business owners we love supporting our community and programs like this for the community to enjoy. I am sad to say, that this experience makes us uninterested in supporting Chahalem Glenn or recommending it to others in the community. It has also persuaded us not to hold any business meeting or work events at this course.

Is there anything that can be done to resolve this issue and make sure that this publically owned course is friendly for the community to use?

Thank you for your time in reading this lengthy account.

Chelsea DeSelms

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**Subject:** Acknowledgement

**Date:** Tuesday, July 28, 2020 at 2:13:19 PM Pacific Daylight Time

**From:** Sally Rice

**To:** Kat Ricker

Hello Kat,

Thank you for your time today to hear my feedback on the Chehalem Park & Recreation Dept. Below is an outline of my comments:

We have lived in the Greens for almost 7 years.

We love being able to walk the Gettman Loop, because of its beauty and because the District Staff and Volunteers maintain the path very well. We especially appreciate the added trash containers and the informational signs. Also, thank you for cutting back the English Ivy that was killing some of the trees in the forest. (Not an easy job!)

We love walking up Fernwood to Brutcher and see all the beautiful flowers and bushes the District has planted and maintains. It makes each of our daily walks more enjoyable.

We love that you modified/enlarged the Aquatic Center. My grandkids LOVE going there, and so do we!

Please pass along to all within the District who would appreciate hearing this input.

Sally Rice

Sent from [Mail](#) for Windows 10

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**Subject:** Crab tree Park

**Date:** Sunday, July 26, 2020 at 4:14:46 PM Pacific Daylight Time

**From:** Michael Fotre

**To:** Kat Ricker

Hello, I just wanted to reach out and say thank you to you and your staff for the wonderful crabtree park. My church, The Church Of The Vine has held outdoor social distancing worship services there the last 3 weeks. We appreciate the use of the park, and I wanted to send you a couple of pics of our time. I have a questions for you, regarding electricity. The panel at the meter seems to be in good order, however the outlet just below it, could be replaced as only the top outlet works. We are worried that that one may stop working soon as it feels fragile when you engage a plug to it. At the covered area, there are 4 outlets, 2 work 2 do not. The 2 that work are at the cement island, farthest from the bbq and on the post near that island. The outlet at the bbq cement island, and the one on the post near it are both dead, the circuit breakers are all in good order at the panel visually. We are fine and very grateful for things just the way they are, however if this is something that can be addressed we would feel blessed. Thank you for getting this information to those in charge of these things Kat.

Michael. 🍷

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**Subject:** Re: Softball Tournaments

**Date:** Tuesday, June 30, 2020 at 11:01:57 AM Pacific Daylight Time

**From:** Kat Ricker

**To:** Tina Oathes

---

**From:** Tina Oathes <etoathes@gmail.com>

**Date:** Tuesday, June 30, 2020 at 10:40 AM

**To:** "Kricker@cprdnewberg.org" <kricker@cprdnewberg.org>

**Subject:** Softball Tournaments

I want to start this email by saying I understand the importance of sports to kids. Our kids were heavily involved in sports for years and I could not imagine what it would be like to have sports taken away so unexpectedly. That being said, something needs to change. My husband and I went for a walk up to the Darnell Wright Complex Friday night around 7:00 or so. Much to our surprise there were about 200 cars in the parking lot and I can only assume that some games were ending as others were beginning to start. Needless to say, there were hundreds of people all grouped together inside the facility(entering into the softball fields). In addition, teams were warming up side by side with no social distancing happening. Very few face coverings were seen.

Now I do not think the tournaments need to end, but it seems like Yamhill county is the only area that is actually letting games be played which makes it overwhelming for our community. I just wonder if spacing games out more so that there is a larger time span for games to end and teams to leave the facility before other teams arrive would be feasible? I understand it is hard to know when games will end, but spacing games out would prevent such large groups of people being there at one time.

I thank you for listening and just hope you know that the concern is for our community. I work in the school system and it worries me because all I want is for our students to be back in our building this fall, but with more and more outbreaks happening, I do not want these tournaments adding to the burden. I know the importance of sports and just hope that tournament directors can figure out a way to satisfy both teams and the community.

Thank you,

Tina Oathes

**Subject:** Re: Softball Tournaments

**Date:** Tuesday, June 30, 2020 at 11:16:09 AM Pacific Daylight Time

**From:** Kat Ricker

**To:** Tina Oathes

Hello Tina,

Thank you for taking the time to contact us with your concerns about the tournaments. We appreciate the concern, and this is in the forefront of our focus. You are correct that this is the only area that is currently available. We as a staff and Board are actively discussing this subject, and indeed, discussion is including possible mitigation measures just as you are suggesting, in order to alleviate the traffic flow. We are in communication with Yamhill County Health officials this week about this subject, and we are working on releasing a public statement in time for the weekend. Thank you again for contacting us.

--

**Kat Ricker**

*Public Information Director*

*Chehalem Park & Recreation District*

*971.832.4222 [cprdnewberg](mailto:cprdnewberg) | [Instagram](#) | [Facebook](#)*

---

**From:** Tina Oathes <etoathes@gmail.com>

**Date:** Tuesday, June 30, 2020 at 10:40 AM

**To:** "Kricker@cprdnewberg.org" <kricker@cprdnewberg.org>

**Subject:** Softball Tournaments

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Now I do not think the tournaments need to end, but it seems like Yamhill county is the only area that is actually letting games be played which makes it overwhelming for our community. I just wonder if spacing games out more so that there is a larger time span for games to end and teams to leave the facility before other teams arrive would be feasible? I understand it is hard to know when games will end, but spacing games out would prevent such large groups of people being there at one time.

I thank you for listening and just hope you know that the concern is for our community. I work in the school system and it worries me because all I want is for our students to be back in our building this fall, but with more and more outbreaks happening, I do not want these tournaments adding to the burden. I know the importance of sports and just hope that tournament directors can figure out a way to satisfy both teams and the community.

Thank you,

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**Subject:** Fwd: Sports at the Dundee Park  
**Date:** Monday, June 29, 2020 at 4:56:34 PM Pacific Daylight Time  
**From:** Julie Petersen  
**To:** Jon Tromblay, Kat Ricker

Keeping you in the loop!

Get [Outlook for iOS](#)

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**From:** Front Desk <DistrictOffice@cprdnewberg.org>  
**Sent:** Monday, June 29, 2020 4:55:29 PM  
**To:** Julie Petersen <jpetersen@cprdnewberg.org>  
**Subject:** FW: Sports at the Dundee Park

**From:** Jeannette Andress [mailto:jnetty17@gmail.com]  
**Sent:** Monday, June 29, 2020 4:55 PM  
**To:** Front Desk <DistrictOffice@cprdnewberg.org>  
**Subject:** Sports at the Dundee Park

Since sports were opened up again, I have some concerns I feel should be addressed. The people attending these games are not social distancing and are not wearing masks. My husband and I like to walk in that park but because we are in the elder category, we do not feel safe when the games are going on. I am afraid we could have more outbreaks of Covid 19 if this continues.

I felt enough concern that I felt it was imperative that I share this with you.

Thank you in advance for your consideration of this matter.

Jeannette Andress

**Subject:** Fw: HORSES on the trail  
**Date:** Thursday, June 25, 2020 at 12:32:27 PM Pacific Daylight Time  
**From:** mary hammond  
**To:** Kat Ricker  
**Attachments:** IMG\_0599.jpeg

Kat,

I spoke with you the other day about the horses along the golf course trail. This morning I saw these two girls on the fringe and thought they were just riding along the field next to the city trail. Unfortunately, they used the entrance to the trail to get to the field and their horses left a big mess right in the narrow part of the path. Those pics will follow. I didn't get a chance to talk to the ladies as they had passed by, but my friend took these pictures.

Mary Hammond  
503 319 8636  
marehamm@yahoo.com



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**Subject:** Re: Sander Estate Concept Plan Update

**Date:** Thursday, August 20, 2020 at 2:34:05 PM Pacific Daylight Time

**From:** Casey Creighton

**To:** Jennifer Marsicek, Brooks Ostendorf, Janis Sander, Kat Ricker, Greg Mears, Don Clements, Bryan Stewart, 73jkes@gmail.com

**CC:** Alex Simpson, Kurt Lango, Erica Baggen

Good afternoon All,

I spoke with Rob Daykin this morning about this pre-application process with the City of Dundee and he mentioned he does not have a planner contracted with the City. It may take some time for Dundee to respond to our request. I believe the sooner we request a formal pre-application conference with the City the better. Jennifer could you please set up and schedule the pre-app meeting with the City of Dundee.

There were some questions brought up in the Parks meeting but were answered by the responses that Brooks had answered for Jan. They are looking forward to the project. Minutes from that Zoom meeting will be transcribed in the near future. I will forward to you when received. Take care and stay safe!

Best regards,

Casey Creighton  
Park Supervisor  
Chehalem Park & Recreation District

---

**From:** Jennifer Marsicek <Jennifer@seallp.com>

**Sent:** Wednesday, August 19, 2020 4:48 PM

**To:** Brooks Ostendorf <Brooks@langohansen.com>; Janis Sander <jesfrc@gmail.com>; Kat Ricker <kricker@cprdnewberg.org>; Greg Mears <greg@newbergtax.com>; Don Clements <dclements@cprdnewberg.org>; Casey Creighton <ccreighton@cprdnewberg.org>; Bryan Stewart <bstewart@cprdnewberg.org>; 73jkes@gmail.com <73jkes@gmail.com>

**Cc:** Alex Simpson <alexs@hhpr.com>; Kurt Lango <Kurt@langohansen.com>; Erica Baggen <ebaggen@seallp.com>

**Subject:** RE: Sander Estate Concept Plan Update

Hi Everyone,

Brooks and I were just chatting about your project and wondering if you had any additional questions or follow-up. I think Kat had sent the plan to the Mayor as well. Do you know if he has any comments or questions? As I mentioned when this plan update was distributed our next step is to set up a formal pre-application conference with the City to get a better understanding of their requirements for land use approval of the master plan.

I know Zoom calls are not ideal, but it is a good way to get everyone together if there are questions or some discussion needed about our next steps. I want to make sure we're meeting CPRD's and Jan's expectations for progress as well.

Hope everyone is well and enjoying the summer!

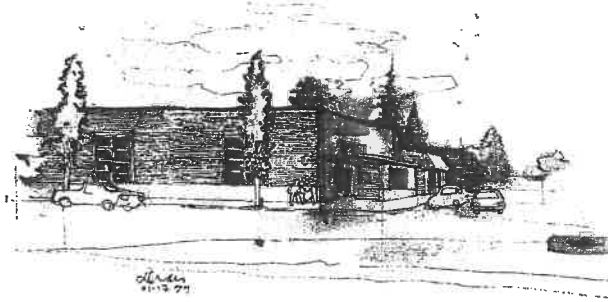
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**BROWN, TARLOW, BRIDGES & PALMER, PC**  
Attorneys at Law

JOHN T. BRIDGES  
STEPHEN C. PALMER  
RICHARD P. BROWN  
LOREN G. GAUKROGER

ALLYN E. BROWN  
DONALD O. TARLOW  
Retired



515 E. FIRST STREET  
NEWBERG, OREGON 97132  
TELEPHONE: (503) 538-3138  
FACSIMILE: (503) 538-9812  
[www.newberglaw.com](http://www.newberglaw.com)

August 8, 2020

Pauly, Rogers and Co., P.C.  
Attn: Danny Brakebush  
12700 SW 72<sup>nd</sup> Avenue  
Tigard, OR 97223

*Sent via First Class Mail only*

*FCM only*

**Re: Chehalem Park and Recreation - Annual Audit**

Dear Mr. Brakebush:

Shy Montoya, Business Manager for Chehalem Park and Recreation District (the District), has requested that we furnish you with certain information in connection with your examination of the accounts of the District as of the date of this letter.

While this firm represents the District on a regular basis, our engagement has been limited to specific matters as to which we were consulted by the District.

Subject to the foregoing and to the last paragraph of this letter, we advise you that as of June 30, 2019 we have not been engaged to give substantive attention to, or represent the District in connection with any material loss contingencies coming within the scope of clause FASB ASC 450-20 (c) and (e).

The information set forth herein is as of the date of this letter, the day on which we commenced our internal review procedures for purposes of preparing this response, except as otherwise noted, and we disclaim any undertaking to advise you of changes which thereafter may be brought to our attention.

This response is limited by, and in accordance with, the ABA Statement of Policy Regarding Lawyer's Responses to Auditor's Requests for Information (December 1975); without limiting the generality of the foregoing, the limitations set for in such Statement on the scope and use of this response (Paragraphs 2 and 7) are specifically incorporated herein by reference, and any description

Pauly, Rogers and Co., P.C.  
Attn: Danny Brakebush  
RE: Chehalem Park and Recreation District - Annual Audit  
August 8, 2020  
Page 2 of 2

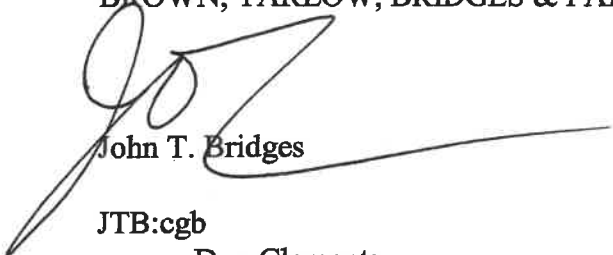
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herein of any "loss contingencies" is qualified in its entirety by Paragraph 5 of the Statement and the accompanying Commentary (which is an integral part of the Statement). Consistent with the last sentence of Paragraph 6 of the ABA Statement of Policy and pursuant to the District's request, this will confirm as correct the District's understanding as set forth in its audit inquiry letter to us that whenever, in the course of performing legal services for the District with respect to a matter recognized to involve an unasserted possible claim or assessment that may call for financial statement disclosure concerning such possible claim or assessment, we, as matter of professional responsibility to the District, will so advise the District and will consult with the District concerning the question of such disclosure and the applicable requirements of FASB ASC 450.

As of the date of this letter, the District was not indebted to our firm.

Yours Truly,

BROWN, TARLOW, BRIDGES & PALMER, P.C.



John T. Bridges

JTB:cgb

cc: Don Clements  
Shy Montoya



## Office of the Comptroller of the Currency

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July 6, 2020

Mr. John Bridges  
515 E. First St.  
Newberg OR 97132

Re: Case # 03256662  
Represents: Chehalem Parks and Recreation District  
KEYBANK NATIONAL ASSOCIATION

Dear Mr. Bridges:

This letter acknowledges that a case has been opened in the Customer Assistance Group (CAG) of the Office of the Comptroller of the Currency (OCC) on behalf of your client. Please make note of the case number listed above and reference it on any future correspondence or contact with our office. We will review your client's information, contact the bank, if necessary, and notify you once we have completed our review. While complaint processing times vary, the average complaint is usually completed within 60 days.

If you would like to check the status of your case online, please visit [www.helpwithmybank.gov](http://www.helpwithmybank.gov) and click on the "Check Case Status" link. If you have any questions, please contact this office at the telephone number listed below and reference the case number shown above.

Sincerely,

*Customer Assistance Group*

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Customer Assistance Group, 1301 McKinney Street, Suite 3450, Houston, Texas 77010  
Phone: (800) 613-6743, FAX: (713) 336-4301  
Internet Address: [www.HelpWithMyBank.gov](http://www.HelpWithMyBank.gov)

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## **Shy Montoya**

---

**From:** John Bridges <John@NewbergLaw.com>  
**Sent:** Tuesday, August 4, 2020 2:45 PM  
**To:** Shy Montoya  
**Subject:** RE: CPRD

Hi Shy,

I did send my letter to Pauly Rogers in mid June. Do they need another one? It is possible they didn't want it until after July 1 so it covered your fiscal year.

I do feel like I will have to list the claim about the quincinera at this juncture, so it will be different. It won't change the audit., in my opinion.

Let me know if you have questions.

John T. Bridges  
Brown Tarlow Bridges & Palmer, PC  
515 East First Street  
Newberg, Oregon 97132  
(503) 538-3138  
(503) 538-9812 Fax  
[www.newberglaw.com](http://www.newberglaw.com)

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**From:** Shy Montoya [mailto:[smontoya@cprdnewberg.org](mailto:smontoya@cprdnewberg.org)]  
**Sent:** Monday, August 3, 2020 3:12 PM  
**To:** [john@newberglaw.com](mailto:john@newberglaw.com)  
**Cc:** Danny Brakebush <[DannyB@rascpas.com](mailto:DannyB@rascpas.com)>  
**Subject:** CPRD

Good afternoon John,

Please respond directly to the auditor (I have cc'd them in this email.)

Respectfully,

*Shy Montoya*

Shy Montoya

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## Don Clements

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**From:** Casey Creighton  
**Sent:** Thursday, August 20, 2020 7:12 AM  
**To:** Ken Huffer  
**Cc:** Don Clements  
**Subject:** County Landfill

Mr. Huffer,

Chehalem Park & Recreation District Superintendent Don Clements and myself would like to meet and discuss how we might be able to use or access parts of the closed County Landfill in Newberg for a trail/kayak launch through the lower part of the property. We met earlier on this request a couple of years ago with County officials to talk about this item. Don, Joe Hannan and myself met earlier in the year with Mary Camarata, and Tim Spencer to discuss the Phase I ESA and talked about what might be the best way to utilize the property knowing the conditions that are present. They said that they would be willing to work with us to find solutions that might benefit both sides. I know these are trying times but would like to move forward for public access. We also have to agree to a lease for Crabtree Park that was never finalized back in 2018. If you could get back to me to talk about these items it would be greatly appreciated. Thank you.

Best regards,

Casey Creighton  
Park Supervisor  
Chehalem Park & Recreation District  
(503)519-6154

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# Oregon

Kate Brown, Governor

## Department of Consumer and Business Services

Oregon Occupational Safety & Health Division (OR-OSHA)

350 Winter St. NE, Room 430

PO Box 14480, Salem, OR 97309-0405

Phone: (503)378-3272

Toll Free: 1-800-922-2689

Fax: (503)947-7461

[osha.oregon.gov](http://osha.oregon.gov)

August 04, 2020

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

Re: Complaint No: 209440404

On August 03, 2020, the Oregon Occupational Safety and Health Division (Oregon OSHA) received notice of safety and/or health hazard(s) at 125 S Elliott Rd, Newberg, Oregon. The specific nature of the alleged hazard(s) is as follows:

**Item 1:** On 8/3 I witnessed a soccer camp for children where there was absolutely no social distancing among players and among coaches. No one was wearing a mask-not coaches, not parents, and not children.

It has not been determined whether the alleged hazard(s) exist at your worksite. No inspection is planned at this time; however we request that you investigate the alleged hazards and make corrections or modifications. Please respond in writing the results of your investigation, no later than five (5) working days from receipt of this letter, indicating actions taken, corrections made or that no hazard existed. Please provide supporting documentation, such as applicable measurements, monitoring results, photographs, etc., which you believe would be helpful. We encourage employee participation in investigating and responding to the alleged hazards. It is Oregon OSHA's goal to assure hazards are promptly identified and eliminated. **If we do not receive a response an inspection will likely be conducted.**

Oregon law also requires that your workers compensation insurance carrier provide consultative services. We encourage you to utilize these services for hazard correction. By copy of this letter, we are advising them of your possible need for their services.

The complainant has been furnished a copy of this letter and will be provided a copy of your response. ORS 654.062(4) of the OSEAct provides protection for employees against discrimination because of their involvement in protected safety and health activity.

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If you have any questions concerning this matter, please contact me at 503-378-3274. Your personal support and interest in the safety and health of your employees is appreciated.

Aaron Colmone  
Enforcement Manager  
OR-OSHA Salem Field Office  
1340 Tandem Ave NE, Suite 160  
Salem, OR 97309-0417  
503-378-3274  
[OSHA.SFOCorrespondence@oregon.gov](mailto:OSHA.SFOCorrespondence@oregon.gov)

209440404-stevens

cc: Central Files  
Field Office Files  
Complainant

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## COVID Complaints & Consultation Services

Oregon OSHA Consultation is available to assist you in developing a program that is compliant with the Governor's Executive Order 20-12, including offering guidance on how to implement and enforce social distancing in your workplace.

Under normal circumstances, Oregon OSHA policy prohibits employers from using consultative services until all enforcement activity is complete; however, we are adapting consultation procedures for a limited period due to the current COVID-19 situation. This change will allow Oregon OSHA Consultation to be used during an active complaint inquiry.

In this case, a complaint has been filed with OR-OSHA enforcement alleging that your company is exposing employees to a hazard or hazards related to COVID-19. What is being offered to you is:

- An Oregon OSHA consultant will work with you to identify any deficiencies in your safety/health programs related to COVID-19 and compliance with Executive Order 20-12.
- We will expedite the service so you can respond back to enforcement within the 5 business day timeframe with what changes have been made to remedy the situation.
- This service is limited to addressing items related to COVID-19, and no enforcement deferral will be provided

If you would like assistance from OR-OSHA Consultation, please call the Salem Field Office consultation main line at 503-373-7819 and indicate that you need assistance with an enforcement complaint related to COVID-19. You may also request this service online at [osha.oregon.gov/consult](https://osha.oregon.gov/consult).



## Front Desk

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**From:** SHERMAN Crystal D \* DCBS <Crystal.D.Sherman@oregon.gov>  
**Sent:** Thursday, August 6, 2020 4:36 PM  
**To:** Front Desk  
**Cc:** STEVENS Sheri \* DCBS  
**Subject:** OSHA complaint 209440404- please respond in 5 days  
**Attachments:** www4.cbs.state.or.us.docx; July 21 Update of Face Covering Advisory Memo Corrected Version.docx; COVID Complaint Consultation Letter.docx

Good afternoon,

Oregon OSHA has received the attached complaint regarding your facility.

We are requesting that you investigate the allegation, and respond to me **within 5 days** at [OSHA.SFOCorrespondence@oregon.gov](mailto:OSHA.SFOCorrespondence@oregon.gov)

Your response should include what action(s) you've taken to correct the hazard, and/or why the concern is not a hazard/violation.

I have attached the complaint letter that was sent from our office to the location that the complaint is related to.

Should you need abatement assistance please contact our consultation department, their information is included within the attachments provided.

Please do not hesitate to contact me if you have questions.

Regards,

Crystal Sherman  
Oregon OSHA  
Compliance Officer  
(503)378-4796

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**Oregon OSHA COVID-19 Workplace Advisory Memo (6.27d)**

***Business/Employer Enforcement of the Oregon Health Authority***

***“Statewide Mask, Face Shield, Face Covering Guidance”***

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>

The State of Oregon recognizes the challenges created by the guidance that directs businesses and others responsible for both indoor and outdoor public spaces to require employees, contractors, volunteers, customers and visitors to wear a mask, face shield, or face covering. In implementing the requirement as it relates to customers or visitors who are not wearing a mask, face shield, or facial covering, Oregon OSHA expects a business or other responsible for indoor and outdoor public spaces to take the following measures:

- If an employee or other representative of the employer encounters a customer or visitor without a mask, face shield or facial covering, they should politely draw the customer or visitor’s attention to the public health requirement to wear a mask, face shield, or face covering.

Best Practice: Arrange to greet customers upon entry so that the issue can be addressed as they enter the store.

Best Practice: Keep a supply of inexpensive disposable face coverings to offer customers or guests who do not have one.

- If an individual declines to wear a mask, face shield or face covering, the employer (or their representative) should politely inquire as to whether the person has a medical condition or disability that prevents them from wearing a mask.
  - If the individual indicates they have a medical condition or disability that prohibits them from wearing a mask, face shield or face covering, the employer may offer them an accommodation – an alternative method of service that would still protect others in the indoor or outdoor space for which the employer is responsible (such as curbside pickup if practical, shopping from a catalog, etc.), or ask them if a face shield would be a suitable option. Such accommodation should not involve simply allowing the individual to enter the space without a face covering and without taking other protective measures.

Best Practice: Keep a supply of face shields that can be loaned and then sanitized between uses.

- If the individual indicates that they do *not* have a relevant medical condition or disability (or refuses to answer) but refuses to wear a mask, face shield or face covering, they should be politely told that the employer cannot serve them and that they need to leave the premises. Under no circumstances should the employer or their representative attempt to physically block an individual from entering or physically remove them from the premises. If the individual refuses to leave, the business or other organization should follow whatever procedures would normally be employed – up to and including contacting local law enforcement – whenever an individual insists on staying when asked to leave.

Best Practice: Offer the same options to shop outside the business to individuals who choose not to wear a mask, face shield or face covering as you would to someone with a disability or medical condition.

Best Practice: Make sure employees know that, if an individual indicates they have difficulty hearing or understanding others wearing a mask or face covering it is appropriate to step farther away, then to lift or remove the mask or face covering.

July 22, 2020

Dear SDAO Member,

Special Districts Association of Oregon recognizes that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

We have developed a program to offer current, in-depth training and education opportunities to our districts' board members. The SDAO Board Leadership Academy has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Our program covers several areas including board member basics, statutory obligations, risk management, and human resources.

Enclosed is an informational brochure for the SDAO Board Leadership Academy. Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

Special district board members who participate in this program will:

- Better understand the roles and responsibilities of being a board member for a special district
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

To participate in the program, participants must be a current board member, director or commissioner of an Oregon special district. The district must be a member of Special Districts Association of Oregon. Eligible individuals will need to complete an enrollment form (enclosed) and submit it to SDAO Member Services ([memberservices@sdao.com](mailto:memberservices@sdao.com)) to enroll. There is no cost to enroll other than those incurred from attending trainings and no obligation to finish.

We encourage you to review the enclosed materials and reach out to us with any questions.

Sincerely,

SDAO Membership Services

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SPECIAL DISTRICTS  
ASSOCIATION OF OREGON

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Special Districts Association of Oregon recognizes that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

The SDAO Board Leadership Academy has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

# PROGRAM BENEFITS

Special district board members who participate in this program will:

- Better understand the roles and responsibilities of being a board member for a special district
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

# ELIGIBILITY & ENROLLMENT

To participate in the program, participants must be a current board member, director or commissioner of an Oregon special district. The district must be a member of Special Districts Association of Oregon. Eligible individuals will need to complete an enrollment form and submit it to SDAO Member Services ([memberservices@sdao.com](mailto:memberservices@sdao.com)) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings.

# PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and approved affiliate organizations. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO Board Leadership Academy logo within the course description and on any course marketing materials.

# MODULES

Below are the program modules and required trainings for each. All trainings must be completed in order to receive credit for the module. Trainings must be provided by SDAO or an approved affiliate organization.

## Module 1: Board Member Basics

*Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

- Powers and Protections
- Roles and Responsibilities
- Representing the Board
- Ordinances and Resolutions
- Ethics
- Public Meetings

## Module 2: Statutory Responsibilities

*Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

- Public Records
- Public Contracting
- Local Budgeting and Finance

## Module 3: Risk Management

*Participants will need to complete modules 1-3 to receive a silver-level certificate.*

- Analyzing Exposure to Risk
- Contingency Plans: Disaster Preparedness & Succession Planning
- ADA Compliance
- General Risk Management

## Module 4: Human Resources

*Participants will need to complete modules 1-4 to receive a gold-level certificate.*

- Evaluating your Executive Director / General Manager
- Harassment and Discrimination
- Wrongful Termination
- Cultural Diversity



Participants can receive a bronze, silver, or gold certificate after completing certain modules. All trainings within a module must be completed to receive credit for that module.

## *Bronze Certificate*

Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.

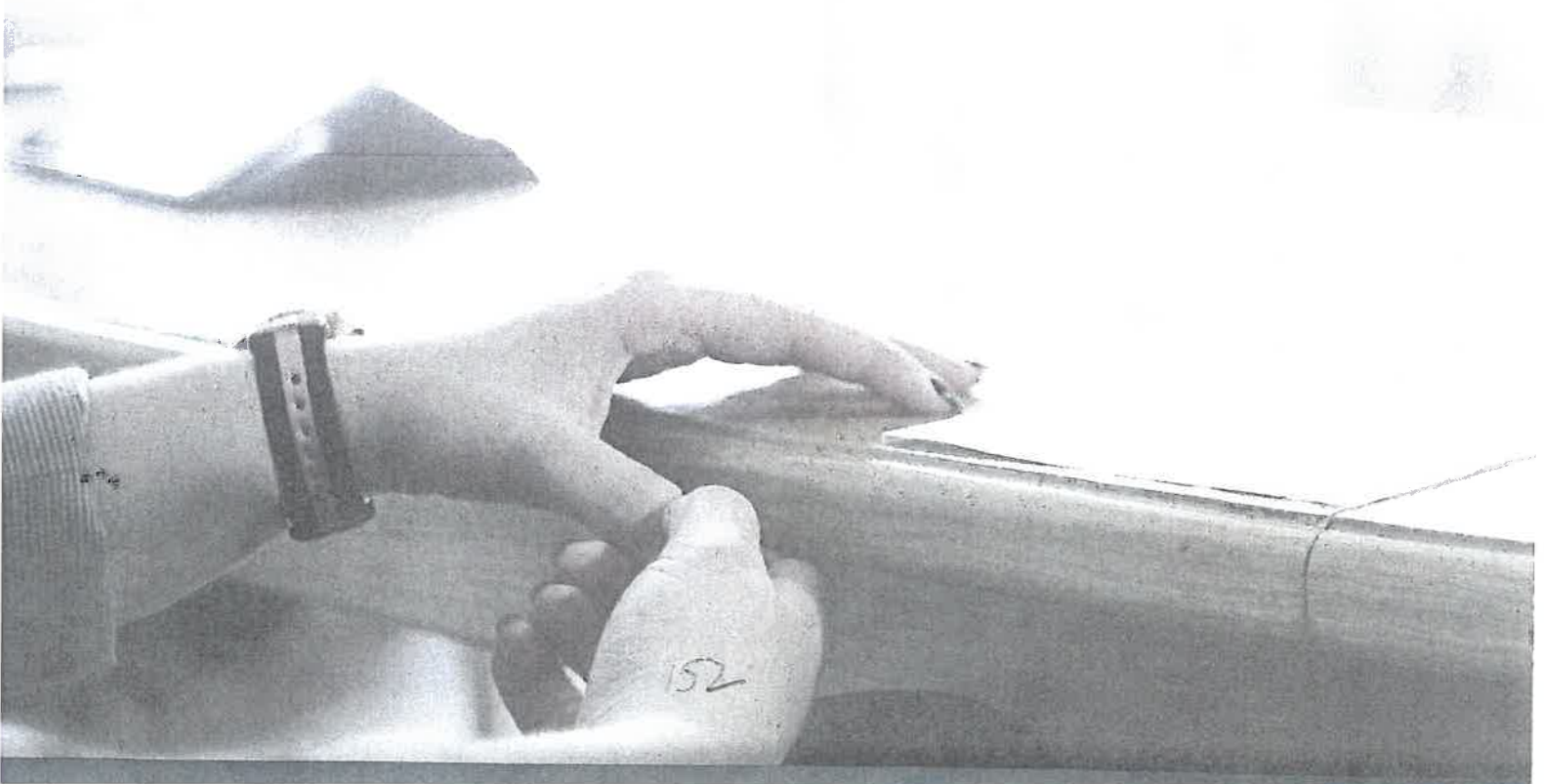
## *Silver Certificate*

Participants will need to complete bronze-level requirements and module 3 to receive a silver-level certificate.

## *Gold Certificate*

Participants will need to complete silver-level requirements and module 4 to receive a gold-level certificate.

Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.



# TRACKING AND COMPLETION

Participants will track their progress by using the self-tracking worksheet. Certificates will be provided to attendees at each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for program certificate(s) by submitting their tracking worksheet and training certificates to [memberservices@sdao.com](mailto:memberservices@sdao.com).

*In order to receive credit for the trainings, participants must:*

- 1.) Complete the self-tracking worksheet
- 2.) Attach copies of certificates of completion for any applicable trainings
- 3.) Submit all documents to [memberservices@sdao.com](mailto:memberservices@sdao.com) or by mail to PO Box 12613 Salem, OR 97309. If materials are sent by mail, we highly encourage you to make copies for your records

# RECOGNITION

Participants who successfully complete the program will receive a certificate of completion, recognition at the SDAO Annual Conference, and a spotlight on SDAO's social media and newsletter.

# QUESTIONS

If you have any questions, please contact SDAO Member Services at 800-285-5461 or email us at [memberservices@sdao.com](mailto:memberservices@sdao.com).



## SDAO BOARD LEADERSHIP ACADEMY

### Participant Application

#### PARTICIPANT INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

District: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- I wish to participate in the SDAO Board Leadership Academy.
- I understand that there is no obligation to complete the program, however the bronze-level requirements must be completed within three years of my enrollment date in order to obtain certification. Once the bronze-level certificate has been received, there is no time limit to complete the silver and gold-level requirements for program completion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### HOW TO APPLY

Please complete this application and send by mail, email, or fax to:

SDAO | PO Box 12613 | Salem, Oregon 97309  
Fax: 503-371-4781 | Email: [MemberServices@sdao.com](mailto:MemberServices@sdao.com)



## Board Leadership Academy Tracking Worksheet

**Participant Name:** \_\_\_\_\_

**District:** \_\_\_\_\_

It is the participant's responsibility to track their progress through the program. Once all required trainings have been taken, please send a copy of this worksheet along with training certificates of completion to SDAO.

MODULE 1: BOARD MEMBER BASICS		
TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
Powers and Protections		
Roles and Responsibilities		
Representing the Board		
Ordinances and Resolutions		
Ethics		
Public Meetings		

*\*Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

MODULE 2: STATUTORY RESPONSIBILITIES		
TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
Public Records		
Public Contracting		
Local Budgeting and Finance		

*\*Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

MODULE 3: RISK MANAGEMENT		
TRAINING TOPIC	TRAINING METHOD (e.g. in-person, online)*	COMPLETION DATE
Analyzing Exposure to Risk		
ADA Compliance		
General Risk Management		
Contingency Plans: Disaster Preparedness & Succession Planning		

*\*Participants will need to complete modules 1-3 to receive a silver-level certificate*

**MODULE 4:  
HUMAN RESOURCES**

<b>TRAINING TOPIC</b>	<b>TRAINING METHOD (e.g. seminar, webinar)*</b>	<b>COMPLETION DATE</b>
Harassment and Discrimination		
Wrongful Termination		
Cultural Diversity		
Evaluating your Executive Director / General Manager		

*\*Participants will need to complete modules 1-4 to receive a gold-level certificate.*

**Participant  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**HOW TO SUBMIT**

Once you have completed this worksheet, please send it along with training certificates of completion to SDAO by mail, email, or fax to:

SDAO | PO Box 12613 | Salem, Oregon 97309  
Fax: 503-371-4781 | Email: [MemberServices@sdao.com](mailto:MemberServices@sdao.com)

