

AGENDA
CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD NEWBERG, OREGON
JANUARY 27, 2022 6:00 P.M.

JOIN WEBINAR <https://us02web.zoom.us/j/89209572170>

Webinar ID: 892 0957 2170 Passcode: 313753

- I. Call To Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Approval of Consent Agenda**
 - A. Approve Minutes Regular Board Meeting December 02, 2021.
 - B. Approval of Bills Payable
 - C. Approval of Financials
 - D. Approval of Resolution 01-01-22
- V. Public Participation**
 - A. Audit 2020-21
 - B. Pickleball Complex Presentation
 - C. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Budget Committee Appointment
 - B. Personnel Handbook Approval
 - C. Reports and Comments from Board Members
- VII. Old Business**
 - A. Updates on Projects and Questions
 - B. Pickleball Advisory Committee Report
 - C. Trails Advisory Committee Report
- VIII. From the Superintendent's Desk**
 - A. Superintendent's Report
 - B. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next regular Board meeting is February 24, 2022.

JOIN WEBINAR <https://us02web.zoom.us/j/89209572170> Webinar ID: 892 0957 2170 Passcode: 313753

To: Board of Directors
From: Superintendent
Date: January 21, 2022
Re: Background information for January 27, 2022 Board Meeting

Number corresponds to Agenda Item

- II. ROLL CALL – We need 3 present for the meeting. Please call if you cannot attend. PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE. YOU CAN CALL IN FOR MEETING. YOU CAN ATTEND REMOTELY, VIA ZOOM. Kat will send information needed 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 (5-11) for Regular Meeting Minutes of December 02, 2021

RECOMMENDATION: Approval of Regular Board Meeting Minutes for December 02, 2021

- B. Approval of Bills Payable – See pages (12-13). General Fund \$842,757.35. SDC FUND \$21,731.81. LOAN SERVICE FUND \$0.00. POOL BOND \$0.00. FOUNDATION \$2,932.65

RECOMMENDATION: APPROVAL OF BILLS PAYABLE.

- C. Approval of Financial – Please see page (14). We did not have to borrow for the 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 budget. It is projected we will not borrow for the 2022-23 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 \$25,251,238 outstanding long term debt obligations. Revenue is up in SDC fees. 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.

GENERAL FUND SUMMARY

DESCRIPTION	AS OF 12/31/20-21	AS OF 12/31/21-22	DIFFERENCE
TOTAL EXPENDITURES	\$ 2,588,443.08	\$ 2,900,387.26	\$ 311,944.18
TOTAL OPERATION EX.	\$ 2,558,612.36	\$ 2,848,466.75	\$ 289,854.39
TOTAL CAP/AQ/DEV/TRS	\$ 29,830.72	\$ 51,920.51	\$ 22,089.79
TOTAL REVENUE	\$ 8,257,121.12	\$ 9,887,764.20	\$ 1,630,643.08
TOTAL TAXES	\$ 2,990,130.96	\$ 3,200,749.35	\$ 210,618.39
TOTAL FEES & CHARGES	\$ 1,489,275.59	\$ 1,941,437.67	\$ 452,162.08
TOTAL OTHER REVENUE	\$ 217,375.16	\$ 158,949.78	\$ < 58,425.38>
BEGINNING BALANCE	\$ 3,560,339.41	\$ 4,586,627.40	\$ 1,026,287.99
<u>BALANCE</u>	<u>\$ 5,668,678.04</u>	<u>\$ 6,987,376.94</u>	<u>\$ 1,318,698.90</u>

SDC FUND SUMMARY

DESCRIPTION	AS OF 12/31/20-21	AS OF 12/31/21-22	DIFFERENCE
BEGINNING BALANCE	\$ 2,508,611.31	\$ 1,941,451.07	\$ < 567,160.24>
INTEREST	\$ 5,819.33	\$ 5,978.29	\$ 158.96

CITY OF NEWBERG	\$ 273,825.72	\$ 2,226,788.34	\$ 1,952,962.62
CITY OF DUNDEE	\$ 7,205.94	\$ 63,206.20	\$ 56,000.26
COUNTY OF YAMHILL	\$ 87,945.91	\$ 55,659.11	\$ < 32,286.80
TRANSFERRED IN	\$ 0.00	0.00	\$ 0.00
TOTAL REVENUE	\$ 2,883,408.21	\$ 4,293,083.01	\$ 1,409,674.80
TOTAL EXPENDITURE	\$ 470,941.67	\$ 396,028.91	\$ < 74,912.76>
<u>BALANCE</u>	<u>\$ 2,412,466.54</u>	<u>\$ 3,897,054.10</u>	<u>\$ 1,484,587.56</u>

Please note the operational cost in the General Fund is up. The operational revenue Fees & Charges are up, SDC Fund is up. Please remember the debt was to come out of SDC's for the 2020-21 budget and the 2021-22 budget. It will be planned to take debt out of SDC's for the 2022-23 budget.

RECOMMENDATION: Approve Financials as submitted

D. Approval of Resolution 01-01-22 – Please see page (15) for resolution.

RECOMMENDATION: Approve Resolution 01-01-22 Staff Salary Increase

V. PUBLIC PARTICIPATION

- A. Audit 2020-21 – The auditors will be on zoom to update the Board on the 2020-21 audit. Please see Page (16-75) for draft of the audit.
- B. Pickleball Complex Presentation – The committee will make a presentation. Please see pages (76-88).
- C. Others not on agenda – We have no other request at this time.

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

- A. Budget Committee Appointment – Please see pages (89)
RECOMMENDATION: Appoint Committee members as prescribed.
- B. Approve Personnel Handbook – Please see pages (90-162).
- C. Reports and Comments from Board Members – Given at meeting

VII. OLD BUSINESS

- A. Update on Projects, Operation and Coronavirus Pandemic – Will discuss at meeting. Staff will be present to answer questions.
- B. Pickle Ball Advisory Committee – Please see pages (163-164)
- C. Trails Advisory Committee – Please see pages (165-170)

VIII. FROM THE SUPERINTENDENTS DESK

- A. Superintendent Report – Master Plan for discussion, Please see pages (171-196).
SDC annual increase. Please see page (197)
- B. Staff Reports – Please see pages (198-210).

IX. CORRESPONDENCE

- A. Citizens Comments/Evaluations – Please see Pages (211-228)
- B. Miscellaneous Information – Please see pages (229-233).

X. ADJOURNMENT

Next Regular Board Meeting February 24, 2022

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
December 2, 2021
MINUTES

I. **Lisa Rogers called the meeting to order 6:00 p.m.**

II. **Roll Call**

Board members:

 Gayle Bizeau
 Don Loving
 Jim McMaster
 Bart Rierson (remotely)
 Lisa Rogers

CPRD Staff:

 Don Clements, Superintendent
 Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor (remotely)
 Julie Petersen, Special Services Supervisor/Recreation Supervisor
 Kellan Sasken, Special Services/Golf Director—excused
 Kayla McElligott, Events Marketing Coordinator
 Heidi Smith, Administration Coordinator
 Richard Cornwell, IT Specialist (remotely)

Public:

Carol Foley, Friends of Yamhelas-Westsider Trail Board (remotely)
 Wayne Wiebke, Friends of Yamhelas-Westsider Trail Board (remotely)
 Steve Wick (remotely)
 Tom Hammer, YCRP
 Jim Talt, CPRD Budget Committee
 Ed Fredenburg, unaffiliated

III. **Approval of or changes to agenda –**

Motion: To approve agenda.

 Moved Gayle Bizeau
 Second Jim McMaster
 Passed unanimously

IV. **Approval of consent agenda**

- a. Approval of minutes of regular Board meeting Oct. 28, 2021
- b. Approval of bills payable

- c. Approval of October financials
Motion: To approve consent agenda.
Moved Jim McMaster
Second Don Loving
Passed unanimously

V. Public participation

Jim Talt (CPRD Budget Committee):

- Has come to explain why CPRD should not be involved in Yamhelas-Westsider Trail. Says the trail exists outside the district, that it's not in CPRD's budget, that there are no line items specific that he can find for the trail, and that it's inappropriate to spend money on this. Talt also said that CPRD has enough projects to do already. He believes CPRD is being manipulated and says that the original group needs to go back to their own negotiation and they need to make it happen for themselves. He continues, saying that CPRD will never be the same if it continues involvement with the trail, and that the District will be sucked into political battles with both county and state politics. Talt says it's fundamentally inappropriate to get involved with the trail. He says that he still hopes to one day walk the trail, but urges the board to bring it back up and vote it down so CPRD can get on with its own business.
 - **Don loving:** Says he's been upfront about how he feels about the project and agrees mostly with what Talt has said, but clarifies that CPRD has not spent any money on the trail except for some staff time.

Ed Fredenburg:

- A retired citizen who moved here ten years ago, Fredenburg has come to the meeting to say that he is in favor of the Yamhelas-Westsider Trail. He is fearful of taxpayers having to pay for a refund on the project if it gets abandoned, and encourages CPRD to move forward with the project if they can.

VI. Action items/committee reports/Board comments

- a. *Approval of Resolution (Budget Calendar approval and Approval of Budget Officer for 2022-2023 Budget*

Don Clements: Says there are a few errors in the packet, but nothing major, just wanted them aware of it. He is recommending Casey Creighton to be the budget officer rather than himself. He will work with Casey.

Motion to approve the budget calendar and Casey being the budget officer.

Moved Don Loving

*Second Bart Rierson
Passed unanimously*

Lisa Rogers wants Clements to consider employee raises to help make up for inflation.

b. Reports and Comments from Board Members

Don Loving: He and Anne will be grandparents once again.

Gayle Bizeau: N/A

Jim McMaster:

- Wants to put the Trail Advisory Committee reports under Old Business since they meet monthly. Says there is a lot of interest in the trails both District and state-wide. The Trail Advisory Committee is working to get organized, with about 12 to 13 people in the group. The committee is very interested in the bypass trail, Parrett Mountain trails, and winery trails. One thing they want the District to do is put together a current inventory of all trails and what shape they are in.
 - **Lisa Rogers:** Asks if there are any sub-committees, because it might be a good idea to create some since there are so many trails throughout the District.
 - **Jim McMaster:** Says they are still trying to get organized right now but are meeting again soon and hoping to get more organized then.

Bart Rierson:

- Says he is thinking the trail committee is going to create sub-committees for both maintenance and fundraising needs. Wants to thank Casey Creighton and his crew for all of the work they have done. He said he walked the Ewing Young trail recently and the leaves are blown off, new chips are down, it's not very muddy and in good condition. Rierson also wants to state that we have good resources and people, and it's the people that make the District and that they don't make a lot of money and he doesn't want to lose anyone. There's a lot more pressure now, it's a job seeker's market and we need to be fair to employees.
 - **Don Clements:** Talked about CPRD's already existing trails inventory.
 - **Julie Petersen:** Talked about how CPRD's Trails guide book that has a list of all the trails could be a good resource to use for trails inventory.
- **Bart Rierson:** Says there was a group that lived on N Valley Road that talked about putting a path in that area and tried to raise funding for that area. He wants Clements to refresh the Board on that.
 - **Don Clements:** Says the neighbors came to CPRD about the path and that they would have to dedicate the

easement to CPRD. Clements says CPRD would also have to involve the county and the neighbors in doing that. Is going to get with the property owners and make sure CPRD is up to date on everything.

- **Jim McMaster:** Says it's a horrible road and it needs to be made safe.
- **Bart Rierson:** Mentions that the Newberg landfill has been closed for roughly 35 years and he wants to see CPRD use that as the paddle launch.
 - **Don Clements:** Agrees and says Yamhill County planner met up with him and they talked about including the landfill as a lease and is asking for 99 years on that.

Lisa Rogers:

- Chehalem Cultural Center received a \$500,000 grant to finish the building. This has gotten them to \$4.5 out of \$5 million to finish the theater.

VII. Old business/project updates

a. Updates on Projects and Questions

Casey Creighton:

- *Chehalem Cultural Center:* SEA met with CPRD recently and wants to get projects going. Trying to start on the most recent project in January 2022.
- *Sander Estate:* Dundee City Council approved the plan then everyone met on how to move forward. CPRD is looking for grants, but there are a lot of requirements before anything gets done.
 - **Lisa Rogers:** Asks if the City of Dundee has put money into the project.
 - **Casey Creighton:** Says there is money coming from tourism tax, but Dundee will get a new City Manager soon, and that's when things could change. Creighton reassures that CPRD is moving forward.
- *Crabtree Park:* Still working on putting culverts in—that it will be expensive. The goal is to split the cost with the county.
- *Aquatic & Fitness Center:* Says pumps are ordered but because of the backed-up supply chain, it won't be here until the first week of January. It will cost about \$80,000 to retrofit the aquatic center to make it work as it was intended. Creighton says CPRD isn't responsible, and that it's on the engineers.
 - **Jim McMaster:** Asks if our energy costs will go down when the units get back online?
 - **Casey Creighton:** Is hopeful for that.

- *Campground*: Says it's going to be a lot of work, but thinks it is doable. Surveying is done and now they need to talk with someone about drilling wells.
- *Chehalem Glenn Golf Course*: Says the course is doing well. Everything is wrapping up so they are cleaning up leaves and doing repairs.

b. Pickle Ball Advisory Committee Report

Gayle Bizeau:

- The committee has met three times this past month and is looking for a location and community support, and is coming up with plans to network. They want to start construction fall of 2022.
 - **Julie Petersen**: The committee is working on a survey, feasibility study, and doing a lot of outreach. They are talking about a 24 court covered facility with bathrooms.
 - **Don Clements**: Suggested the golf course as a location, but doesn't know if the courts will fit. He recommended, for now, to build just 12 courts with the idea to build an additional 12 in the future if needed. Says there's no other facility being built for this in the state of Oregon, and the sport is becoming very popular, so CPRD could be a trailblazer in this. Clements made a suggestion of charging an hourly fee for use of the courts.
 - **Jim McMaster**: Suggested underneath the bypass.
 - **Don Clements**: Talked about it with ODOT. There are some issues with that. They didn't say no, but things would need to be figured out first.
 - **Gayle Bizeau**: ODOT had said the noise was a dealbreaker.
 - **Lisa Rogers**: Brought up the old landfill as a possible location.
 - **Bart Rierson**: Suggested that there is the potential to make the future clubhouse more sustainable if we had pickleball and golf course together.

c. Master Plan Update

Don Clements: There's a copy in the board packet. If there are any questions, give him a call.

Lisa: Asks what the master plan update is going to do.

Don Clements: It has an inventory. The master plan is going to define the types of parks we have—unincorporated and incorporated areas. It will also have other inventories like school grounds and other recreation areas open to the public.

VIII. From the superintendent's desk

a. **Financial report** – *Don Loving*: Says this is supposed to come off of the template. *Don Clements*: Says this is just for questions.

b. **Superintendent's report** –

Don Clements: States that Dundee is getting a new elementary school and that he talked with Larry Hampton, and let him know that CPRD might be interested in the current school building. Clements wants CPRD and the Board to begin to discuss purchasing that. Some ideas for the space include an agricultural museum, a wine museum, a 24hr daycare facility, a kitchen-all of our senior meals come out of, with space left over to potentially lease out to other groups. Clements would like to have Jan Sanders a part of this conversation. The time frame for the school moving out of the current building is three years.

Clements brought up the Newberg-Dundee bypass trail and that there was an ODOT article released about it. Goes on to talk about a pedestrian bridge being built in the next phase and it is being moved a little north to fit in with the trail system. Before anything gets finalized, the board will get to look over it all.

c. **Staff reports** –

Julie Petersen: Spoke about a code red that happened at the pool. Says a young man went down the slide and ended up going underwater for too long. The lifeguard responded quickly and it was a successful rescue. TVFR wants to celebrate and give an award to the staff there. Petersen would like to acknowledge that in a time when it's hard to find staff, the training Wendy Roberts and Tara Franks are doing is incredible. Petersen also talked about the facility being used by the swim teams and the water polo tournaments. GFU football team is swimming there for recovery and swim lessons are in full force.

The care program is up and running and open in all elementary schools. CPRD just finish fall sports season. The senior center is going well. The golf course has been very busy and they have all done a great job there.

Kayla McElligott: Report that the "All are Welcome" signs are completed and printed and up around the district at various locations.

Heidi Smith: Announces that SDAO provided a employee handbook template. Says that CPRD has gone over it and sent it out to get reviewed. Smith also says they are waiting to hear from the school district for when the audits must be completed. Says they submitted an extension on CPRD's behalf, so when all the school district audits are filed, CPRD is next.

IX. Correspondence

- A. Citizen comments/evaluations – N/A
- B. Miscellaneous Info – N/A

X. Adjournment – Don Loving moved to adjourn at 7:35 p.m.

Next regular Board meeting is January 27, 2022

Respectfully Submitted,

Kayla McElligott

**ACCOUNTS PAYABLE AND PAYROLL
FROM NOVEMBER 24, 2021
UP TO JANUARY 21, 2021**

ACCOUNTS PAYABLE FOR GERNERAL FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
125111-125279	\$ 574,244.65	ACCOUNTS PAYABLE
125307 was voided		
125280-125308,125370,125415-16,125442-43, 125942 were payroll checks		
	\$ 4,011.22	PAYROLL
WIRE TRANSFER PAYROLL	\$ 249,326.09	PAYROLL
2144-2156	\$ 15,175.39	MANUAL/ACH TRANSFERS
GRAND TOTAL	<u>\$ 842,757.35</u>	

BREAKOUT

<u>ACCOUNTS PAYABLE</u>	\$ 574,244.65
<u>PAYROLL</u>	\$ 253,337.31
<u>WIRE TRANSFER & ACH</u>	\$ 15,175.39

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1025	\$ 1,277.50	ANGELO PLANNING GROUP, INC
1026	\$ 9,608.38	GREEN WORKS
1027	\$ 2,930.00	SEA
1028	\$ 3,937.50	AKS
1029	\$ 3,478.43	INLIGHT ELECTRIC LLC
1030	\$ 500.00	OREGON DEPART OF STATE LAND
GRAND TOTAL	<u>\$ 21,731.81</u>	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

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

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

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

BREAKOUT

<u>CAPITAL POOL CONST.</u>	\$ 00.00
<u>POOL BOND DEBT</u>	\$ 00.00

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
185	\$ 29.60	TECH SOUP US BANK
186	\$ 99.69	OREGON DEPT OF JUSTICE
187	\$ 2,775.00	R MICHAEL MARR
188	\$ 28.26	TECH SOUP US BANK
GRAND TOTAL	\$ 2,932.55	

FINANCIAL OVERVIEW
GENERAL FUND SUMMARY

DESCRIPTION	AS OF 12/31/20-21	AS OF 12/31/21-22	DIFFERENCE
Total Operational Expense	\$ 2,558,612.36	\$2,848,466.75	\$ 289,854.39
Total Capital Outlay & Transfers	\$ 29,830.72	\$ 51,920.51	\$ 22,089.79
GRAND TOTAL EXPENSES	\$ 2,588,443.08	\$2,900,387.26	\$ 311,944.18
Total Tax Revenue	\$ 2,990,130.96	\$3,200,749.35	\$ 210,618.39
Total Fees & Charges Revenue	\$ 1,489,275.59	\$1,941,437.67	\$ 452,162.08
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Beginning Balance	\$ 3,560,339.41	\$4,586,627.40	\$ 1,026,287.99
GRAND TOTAL REVENUE	\$ 8,257,121.12	\$9,887,764.20	\$ 1,630,643.08

SDC FUND SUMMARY

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GRAND TOTAL REVENUE	\$2,883,408.21	\$ 4,293,083.01	\$ 1,409,674.80

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 12/31/20-21	AS OF 12/31/20-21	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
REVENUE TRANSFERS	\$ 0.00	\$ 0.00	\$ 0.00
INTREST	\$ 135.65	\$ 191.55	\$ 55.90
BEGINNING BALANCE	\$ 33,567.32	\$ 33,702.97	\$ 135.65
GRAND TOTAL REVENUE	\$ 33,702.97	\$ 33,894.52	\$ 191.55

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 12/31/20-21	AS OF 12/31/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

CAPITAL PROJECT POOL FUND SUMMARY

DESCRIPTION	AS OF 12/31/20-21	AS OF 12/31/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 497,933.83	\$ 0.00	\$ < 497,933.83>
GRAND TOTAL REVENUE	\$ 386,374.84	\$ 0.00	\$ < 386,374.84>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 12/31/20-21	AS OF 12/31/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 326,987.56	\$ 310,486.10	\$ < 16,501.46>
GRAND TOTAL REVENUE	\$ 1,333,914.00	\$ 1,593,745.79	\$ 259,831.79

Resolution No 01-01-22

**A RESOLUTION APPROVING A TWO-AND-HALF
PERCENT (2.5%) PAY INCREASE**

The Chehalem Park and Recreation District (CPRD) adopted a budget for 2021-22. The Board of Directors wish to give the staff a 2.5% pay increase beginning January 1, 2022; and

The added increase will come from the contingency in the General Fund.

Adopted by the Chehalem Park and Recreation District Board of Directors at its regular meeting held January 27, 2022.

President of the Board

Secretary of the Board

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2021

CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON

2020-21 FINANCIAL REPORT

BOARD MEMBERS

TERM EXPIRES

Lisa Rogers, President

June 30, 2021

Mike Ragsdale, Vice President

June 30, 2021

Peter Siderius, Secretary / Treasurer

June 30, 2021

Bart Rierson

June 30, 2023

Don Loving

June 30, 2023

Board members receive mail at the District address listed below

ADMINISTRATION

W. Don Clements, Superintendent and Registered Agent
125 S Elliott Road
Newberg, Oregon 97132

CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON

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CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON

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**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

BASIC FINANCIAL STATEMENTS

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**STATEMENT OF NET POSITION
June 30, 2021**

ASSETS

Cash and Cash Equivalents	\$ 6,631,583
Accounts Receivable	306,143
Taxes Receivable	190,180
Interest Receivable	22,344
Supply Inventory	34,227
Prepaid Expenses	81,075
Capital Assets not being depreciated	39,207,082
Capital Assets, net of accumulated depreciation	4,704,095
Total Assets	51,176,729

DEFERRED OUTFLOWS OF RESOURCES

Deferred Charge on Refunding	19,490
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Total Assets and Deferred Outflows of Resources

51,196,219

LIABILITIES

Current Liabilities:

Accounts Payable	270,560
Payroll Liabilities	37,057
Accrued Interest Payable	44,172
Unearned Revenue	59,899
Compensated Absences	103,530
Long-term Debt - Current Portion	1,408,240
NET OPEB Liability - Health Insurance	27,301

Total Current Liabilities

1,950,759

Noncurrent Liabilities:

Long-term Debt	22,564,758
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Total Liabilities

24,515,517

NET POSITION

Net Investment in Capital Assets	19,957,669
Restricted for Debt Service	72,206
Restricted for Acquisition and Development	1,941,451
Unrestricted	4,709,376
Total Net Position	\$ 26,680,702

See accompanying notes to the basic financial statements

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2021**

FUNCTIONS	EXPENSES	PROGRAM REVENUES		NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
		CHARGES FOR SERVICES	OPERATING GRANTS AND DONATIONS	
Parks	\$ 6,134,581	\$ 4,040,840	\$ 161,581	\$ (1,932,160)
Interest on Long-term Debt	983,083	-	-	(983,083)
Total Governmental Activities	<u>\$ 7,117,664</u>	<u>\$ 4,040,840</u>	<u>\$ 161,581</u>	<u>\$ (2,915,243)</u>
General Revenues:				
Property Taxes, Levied for General				3,302,201
Property Taxes, Levied for Debt Service				1,380,151
Interest and Investment Earnings				<u>49,150</u>
Total General Revenues				<u>4,731,502</u>
Loss on Disposal of Assets				(13,552)
Changes in Net Position				1,802,707
Net Position – Beginning as Restated				<u>24,877,995</u>
Net Position – Ending				<u>\$ 26,680,702</u>

See accompanying notes to the basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**BALANCE SHEET – GOVERNMENTAL FUNDS
June 30, 2021**

	GENERAL FUND	SYSTEM DEVELOPMENT FUND	DEBT SERVICE FUND	2015 BOND DEBT SERVICE FUND	TOTAL
ASSETS					
Cash and Investments	\$ 4,520,388	\$ 1,627,913	\$ 33,703	\$ 449,579	\$ 6,631,583
Accounts Receivable	182,566	97,567	-	26,010	306,143
Taxes Receivable	132,924	-	-	57,256	190,180
Interest Receivable	5,594	16,222	-	528	22,344
Prepaid Expenditures	81,075	-	-	-	81,075
Due from Other Funds	440,971	250,000	-	-	690,971
Total Assets	\$ 5,363,518	\$ 1,991,702	\$ 33,703	\$ 533,373	\$ 7,922,296
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE					
Liabilities					
Payroll Liabilities	\$ 37,057	\$ -	\$ -	\$ -	\$ 37,057
Accounts Payable	220,309	50,251	-	-	270,560
Due to Other Funds	250,000	-	-	440,971	690,971
Deferred Revenue	59,899	-	-	-	59,899
Total Liabilities	567,265	50,251	-	440,971	1,058,487
Deferred Inflows of Resources					
Unavailable Revenue - Property Taxes	124,857	-	-	53,899	178,756
Total Liabilities and Deferred Inflows	692,122	50,251	-	494,870	1,237,243
Fund Balance					
Nonspendable	81,075	-	-	-	81,075
Restricted for Acquisition and Development	-	1,941,451	-	-	1,941,451
Restricted for Debt Service	-	-	33,703	38,503	72,206
Unassigned	4,590,321	-	-	-	4,590,321
Total Fund Balance	4,671,396	1,941,451	33,703	38,503	6,685,053
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 5,363,518	\$ 1,991,702	\$ 33,703	\$ 533,373	\$ 7,922,296

See accompanying notes to the basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2021**

Total Fund Balances - Governmental Funds		\$ 6,685,053
<p>The cost of capital assets (land, buildings, furniture and equipment) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets as a whole.</p>		
Net Capital Assets		43,911,177
<p>Inventory is not accounted for in the governmental funds as it is recorded on the purchase method instead of the consumption method.</p>		
Inventory		34,227
OPEB Liability for Health Insurance		(27,301)
<p>Long-term liabilities applicable to the governmental activities are not due and payable in the current period, and accordingly, are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the Statement of Net Position.</p>		
Long term Liabilities		
Bonds payable	\$ (23,515,000)	
Bond premium	(457,998)	
Deferred charge on refunding	<u>19,490</u>	(23,953,508)
Compensated Absences Payable not accounted for in governmental funds		(103,530)
Accrued Interest Payable not accounted for in governmental funds		(44,172)
<p>Property taxes receivable and other receivables will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are reported as deferred inflows of resource in the fund financial statements.</p>		
		<u>178,756</u>
Net Position		<u>\$ 26,680,702</u>

See accompanying notes to the basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
June 30, 2021**

	GENERAL FUND	SYSTEM DEVELOPMENT FUND	DEBT SERVICE FUND	2015 BOND DEBT SERVICE FUND	TOTALS
REVENUES					
Taxes	\$ 3,299,304	\$ -	\$ -	\$ 1,375,985	\$ 4,675,289
Earnings on Investments	30,938	12,050	136	6,026	49,150
Parks	22,908	-	-	-	22,908
Concession Income	7,866	-	-	-	7,866
Sports Receipts	265,148	-	-	-	265,148
Recreation	48,458	-	-	-	48,458
Preschool	37,966	-	-	-	37,966
Community School	1,555	-	-	-	1,555
Community Center/Scout House	40,283	-	-	-	40,283
Pool Receipts	456,308	-	-	-	456,308
Playgrounds/Centers	361,664	-	-	-	361,664
Golf Club Maintenance	4,331	-	-	-	4,331
Golf Club House	1,834,536	-	-	-	1,834,536
SDC Income	-	886,222	-	-	886,222
Grants/Donations	161,581	-	-	-	161,581
Miscellaneous Income	46,138	-	-	27,457	73,595
Total Revenues	6,618,984	898,272	136	1,409,468	8,926,860
EXPENDITURES					
Current:					
Personal Services	2,749,485	-	-	-	2,749,485
Materials and Services	2,446,791	-	-	-	2,446,791
Capital Outlay	189,660	322,517	-	-	512,177
Debt Service	-	945,636	660	1,313,975	2,260,271
Total Expenditures	5,385,936	1,268,153	660	1,313,975	7,968,724
Excess of Revenues Over (Under) Expenditures	1,233,048	(369,881)	(524)	95,493	958,136
OTHER FINANCING SOURCES (USES)					
Transfers In	-	-	660	-	660
Transfers Out	(660)	-	-	-	(660)
Total Other Financing Sources (Uses)	(660)	-	660	-	-
Net Change in Fund Balance	1,232,388	(369,881)	136	95,493	958,136
Beginning Fund Balance	3,439,008	2,311,332	33,567	(56,990)	5,726,917
Ending Fund Balance	\$ 4,671,396	\$ 1,941,451	\$ 33,703	\$ 38,503	\$ 6,685,053

See accompanying notes to the basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and
Changes in Fund Balances to the Statement of Activities
For the Year Ended June 30, 2021**

Total Net Changes in Fund Balances - Governmental Funds		\$ 958,136
<p>Repayment of bond principal, capital leases and post-retirement obligations is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. Additions to bond principal, capital leases and post-retirement obligations is an expense for the Statement of Net Position, but not the governmental funds.</p>		
Long-term Debt Principal Reduction	\$ 1,255,000	
Reduction in Premium	23,240	
Deferred Charge on Refunding	(4,873)	1,273,367
Compensated Absences		(1,642)
Change in Net OPEB Liability for Health Insurance		-
<p>Capital asset additions are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense. This is the amount by which capital asset additions exceeds depreciation.</p>		
Capital Asset Additions	225,805	
Depreciation Expense	(655,247)	(429,442)
<p>Capital asset deletions are reported as a proceed from the disposal of assets. In the Statement of Activities, the disposal of capital assets is reported as loss or gain. This is the amount by which the capital asset deletions exceed the proceeds from the sale of assets.</p>		
Loss on Disposal of Assets	13,552	
Capital Asset Deletions	(15,665)	
Accumulated Depreciation Deletion	2,113	-
<p>In the governmental funds, inventory is accounted for with a reserve account. In the Statement of Activities, the changes in inventory during the year is recognized as an expense. In prior years, prepaid was handled the same way, but is removed in this reconciliation as it is reported in the governmental funds.</p>		
Change in Inventory		4,956
Change in accrued interest		3,821
<p>Because some property taxes will not be collected for several months after the District's fiscal year end, they are not considered as "available" revenues in the governmental funds, and are instead recorded as unavailable revenue. They are, however, recorded as revenue in the Statement of Activities.</p>		
General Fund Beginning Fund Balance - PY deferred revenue	(121,960)	
General Fund - Unavailable Property Tax Revenue	124,857	2,897
Debt Service Fund Beginning Fund Balance - PY deferred revenue	(49,733)	
Debt Service Fund - Unavailable Property Tax Revenue	53,899	4,166
Change in Net Position of Governmental Activities		\$ 1,816,259

See accompanying notes to the basic financial statements

CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON

NOTES TO THE BASIC FINANCIAL STATEMENTS

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of Chehalem Parks and Recreation District (the District) have been prepared in accordance with Generally Accepted Accounting Principles (GAAP) in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The basic financial statements include all relevant Governmental Accounting Standards Board (GASB) pronouncements.

A. THE FINANCIAL REPORTING ENTITY

The Chehalem Parks and Recreation District is a municipal corporation governed by an elected board. Accounting principles generally accepted in the United States of America require that these financial statements present Chehalem Parks and Recreation District (the primary government) and all component units, if any. Component units, as established by the GASB Statement No. 61, are separate organizations that are included in the reporting entity because of the significance of their operational or financial relationships with the District. There are no component units.

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

The Statement of Net Position and Statement of Activities display information about the District as a whole.

The Statement of Net Position and Statement of Activities are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program revenues included in the Statement of Activities derive directly from the program itself or from parties outside the District's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the general revenues.

All direct expenses are reported by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

In the process of aggregating data for the Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities.

FUND FINANCIAL STATEMENTS

The accounts are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

FUND EQUITY

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*, is followed. The objective of this statement was to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, there are five balance classifications: *non-spendable*, *restricted*, *committed*, *assigned* and *unassigned*.

- Non-spendable represents amounts that are not in a spendable form. The Non-spendable fund balance represents prepaid items.
- Restricted represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirement or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as *restricted* or *committed*. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body.
- Unassigned is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The District has approved the following order of spending regarding fund balance categories: restricted resources are spent first when both restricted and unrestricted (*committed*, *assigned* or *unassigned*) resources are available for expenditures. When unrestricted resources are spent, the order of spending is *committed* (if applicable), *assigned* (if applicable) and *unassigned*.

There were no assigned or committed fund balances as of June 30, 2021.

GOVERNMENTAL FUNDS

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measureable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, fees and interest associated with the current fiscal period are all considered to be susceptible to accrual, except as noted above, and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable that is due within the current fiscal period is considered to be measureable to accrue as revenue of the current period.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

All other revenue items are considered to be measureable and available only when cash is received.

The District maintains the following major funds:

GENERAL FUND

This fund accounts for all financial resources and expenditures, except those required to be accounted for in another fund. The principal revenue sources are property taxes, pool receipts, golf receipts, recreational income and state grants.

SYSTEM DEVELOPMENT FUND

The System Development Fund was established to handle monies received from new homes built within the District limits. It helps fund expansions due to a larger volume of residents in the area utilizing the facilities.

DEBT SERVICE FUND

The Debt Service Fund was established to account for payments made to retire lease purchases. The principal financing source is transfers from the General Fund.

2015 BOND DEBT SERVICE FUND

This fund provides for the payment of principal and interest on the 2015 General Obligation Bond. The principal revenue source is property taxes.

C. BUDGET

A budget is prepared and legally adopted for each governmental fund type on the modified accrual basis of accounting in the main program categories required by Oregon Local Budget Law. The budgets for all budgeted funds are adopted on a basis consistent with generally accepted accounting principles, except for budgetary purposes; depreciation is not recorded; capital outlay, prepaid items and supply inventory are expensed when purchased; taxes are recorded as revenue when received and debt is an expenditure when paid.

Expenditure budgets are appropriated at the following levels for each fund:

Personnel Services
Materials and Services
Capital Outlay, Development, Improvement and Acquisition

Interfund Transfers
Debt Service
Contingency

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Expenditures cannot legally exceed appropriations except in the case of grants which could not be estimated at the time of budget adoption. Appropriations lapse at the fiscal year-end. Management may amend line items in the budget without Board approval as long as appropriation levels (the legal levels of control) are not changed. Supplemental appropriations may occur if the Board approves them due to a need which exists which was not determined at the time the budget was adopted.

Budget amounts shown in the basic financial statements include the original budget amounts and approved transfers between appropriations. Appropriations lapse at the end of the year.

Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2021.

D. PROPERTY TAXES RECEIVABLE

In the government-wide financial statements, uncollected property taxes are recorded in the Statement of Net Position. In the fund financial statements, property taxes that are collected within 60 days after year-end are considered measurable and available and, therefore, are recognized as revenue. The remaining balance is recorded as unavailable revenue because it is not deemed available to finance operations of the current period. An allowance for doubtful accounts is not deemed necessary by management, as uncollectible taxes become a lien on the property. Property taxes are levied on all taxable property as of July 1, the beginning of the fiscal year, and become a lien on that date. Property taxes are payable on November 15, February 15 and May 15. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

E. CAPITAL ASSETS

Capital assets are recorded at their original or estimated original cost. Donated capital assets are recorded at their estimated fair market value on the date donated. Capital assets are defined as assets with an initial cost of more than \$5,000 and an estimated life in excess of one year. Interest incurred during construction, maintenance and repairs that do not add to the value of the asset or materially extend assets' lives is not capitalized. Costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and Improvements	30 years
Vehicle and Equipment	5 to 20 years
Land Improvements	5 to 51 years

F. PENSION PLAN

A defined contribution 401(k) pension plan is participated in through Principal Mutual Life Insurance Company. See Note 4 for more information.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. VESTED COMPENSATED ABSENCES

It is the policy to permit employees to accumulate earned unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since there is no policy to pay any amounts when employees separate from service. All unused vacation pay is accrued when earned in the government-wide financial statements.

H. SUPPLY INVENTORIES

Inventories purchased are valued at cost (first-in, first-out method). Any donated inventories are valued at their estimated fair market value. Inventories purchased have been charged as expenditures in the financial statements when purchased in the budgetary statements.

I. ESTIMATES

The preparation of the basic financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from those estimates.

J. LONG-TERM OBLIGATIONS

In the government-wide financial statements, long-term obligations are reported as liabilities in the Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method, which approximates the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, bond premiums and discounts are recognized when incurred and not deferred. The face amount of the debt issued, premiums received on debt issuances and discounts are reported as other financing sources and uses.

K. NET POSITION

Net position comprises the various net earnings from operations, nonoperating revenues, expenses and contributions of capital. Net position is classified in the following three categories:

Net Investment in Capital Assets – consists of all capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted – consists of external constraints placed on asset use by creditors, grantors, contributors or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – consists of all other assets that are not included in the other categories previously mentioned.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

When both restricted and unrestricted assets are available, it is policy to first use restricted assets, then unrestricted as needed.

L. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the basic financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods, and so will not be recognized as an outflow of resources (expenditure) until then. The District has only one item that qualifies for reporting in this category. It is the deferred charge on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

In addition to liabilities, the basic financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The District has only one type of item which qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

M. CASH AND CASH EQUIVALENTS

The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

N. FAIR VALUE INPUTS AND METHODOLOGIES AND HIERARCHY

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based upon the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs)

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund's own assumptions used in determining the fair value of investments)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

2. CASH AND INVESTMENTS

Cash and investments at June 30, 2021 (recorded at fair value) consisted of:

Deposits with Financial Institutions	
Demand Deposits	\$ 425,729
Investments	6,205,854
Total	<u>\$ 6,631,583</u>

There are the following investments and maturities:

Investment Type	Fair Value	Maturity (in months)		
		Less than 3	3 - 17	18 - 59
State Treasurer's Investment Pool	\$ 6,205,854	\$ 6,205,854	\$ -	\$ -

DEPOSITS

Deposits with financial institutions consist of bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury.

CREDIT RISK – DEPOSITS

In the case of deposits, this is the risk that in the event of a bank failure, the deposits may not be returned. There is no deposit policy for custodial credit risk. As of June 30, 2021, the bank balance of \$411,495 was fully insured or collateralized under the Oregon Public Funds Collateralization Program.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS (Continued)

INVESTMENTS

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund's compliance with all portfolio guidelines can be found in their annual report when issued. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value. The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. The audited financial reports of the Oregon Short Term Fund can be found here:

[http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx)

If the link has expired please contact the Oregon Short Term Fund directly.

INTEREST RATE RISK

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. There are no investments that have a maturity date beyond three months.

CUSTODIAL CREDIT RISK

Oregon Revised Statutes do not limit investments as to credit rating for securities purchased from U. S. Government agencies or USGSE. The State Investment Pool is not rated.

CONCENTRATION OF CREDIT RISK

At June 30, 2021, 100% of total investments were in the State Treasurer's Investment Pool. State statutes do not limit the percentage of investments in either of these instruments. Oregon Revised Statutes require no more than 25% of the monies of a local government to be invested in banker's acceptances or any qualified financial institution. At June 30, 2021, investments appeared to be in compliance with all percentage restrictions.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

3. CAPITAL ASSETS

The changes in capital assets for the year ended June 30, 2021 are as follows:

	Balance July 1, 2020	Adjustments	Additions	Deletions	Balance June 30, 2021
Non-Depreciable:					
CIP	\$ 26,299,051	\$ 195,306	\$ -	\$ -	\$ 26,494,357
Land	12,712,725	-	-	-	12,712,725
Depreciable:					
Land Improvements	2,051,960	-	-	-	2,051,960
Buildings and Improvements	7,517,731	-	-	-	7,517,731
Golf Course	-	-	-	-	-
Equipment	6,664,442	-	30,499	(15,665)	6,679,276
Vehicles	559,622	-	-	-	559,622
Total Capital Assets	55,805,531	195,306	30,499	(15,665)	56,015,671
Accumulated Depreciation					
Land Improvements	1,502,330	-	46,765	-	1,549,095
Buildings and Improvements	5,325,749	-	195,758	-	5,521,507
Golf Course	-	-	-	-	-
Equipment	4,268,318	50,058	370,973	(2,113)	4,687,236
Vehicles	253,979	50,926	41,751	-	346,656
Total Accumulated Depreciation	11,350,376	100,984	655,247	(2,113)	12,104,494
Capital Assets, Net	\$ 44,455,155				\$ 43,911,177

Depreciation of \$655,247 was allocated to the Parks function.

All CIP relates to Pool Bond Fund expenditures for pool and gym construction.

Adjustments were made to depreciation to reconcile and update the books to actual. A total of \$100,984 in depreciation was added in the current year due to under-depreciated assets in prior years.

Deletions were made for \$15,665 of disposed assets in the current year, due to theft. At the time of the disposal, the assets were 13% depreciated.

4. PENSION PLAN

Pension benefits are provided to all full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. A 401(k) plan offered through Principal Mutual Life Insurance is available to employees. Employees may contribute 1 to 10 percent of their salary to the plan. In addition, the District will pay 8 percent of the employee's salary if the employee contributes 4 or more percent. If the employee contributes less than 4 percent, the District will pay according to a sliding scale. Contributions paid by the District were \$142,150, \$128,059, and \$153,018, respectively, for the years ended June 30, 2021, 2020, and 2019. The plan was fully funded on June 30, 2021. The assets of the plan are held by the Plan Administrator for the benefit of the employees and thus are not included in the District's basic financial statements.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

5. OTHER POST EMPLOYMENT BENEFITS – HEALTH INSURANCE

Post-Employment Health Care Benefits

Plan Description:

The District maintains a single employer retiree benefit plan that provides post-employment health, dental, vision and life insurance benefits to eligible employees and their spouses. Both active and retired members are eligible for the plan. Benefits and eligibility for members are established through the collective bargaining agreements. The plan does not issue separate basic financial statements.

The District's post-retirement healthcare plan was established in accordance with Oregon Revised Statutes (ORS) 243.303. ORS stipulated that for the purpose of establishing healthcare premiums, the rate must be based on all plan members, including both active employees and retirees. The difference between retiree claims cost, which because of the effect of age is generally higher in comparison to all plan members, and the amount of retiree healthcare premiums represents the District's implicit employer contribution.

The District reports Other Postemployment Benefits under GASB Statement No. 75. This allows the District to report its liability for other post-employment benefits consistent with established generally accepted accounting principles and to reflect an actuarially determined liability for the present value of projected future benefits for retired and active employees on the financial statements.

Annual OPEB Cost and Total OPEB Liability – The annual other postemployment benefit (OPEB) cost is calculated based on the Total OPEB Liability, an amount actuarially determined in accordance with the parameters of GASB Statement No. 75. For detailed information and a table showing the components of the District's annual OPEB costs and liabilities, see page 23.

Total Other Post Employment Benefit Liability

The District's total other post-employment benefits were measured as of June 30, 2020 and determined by an actuarial valuation as of June 30, 2019.

Actuarial Methods and Assumptions – The total other post-employment benefit liability in the June 30, 2019 actuarial valuation was calculated based on the discount rate and actuarial assumptions below, and was then projected forward/backward to the measurement date. Discount Rate 3.50%, Inflation 2.50%, Salary Increases 3.0%, and Actuarial Cost Method is Entry Age Normal Level Percent of Pay. The annual premium increase was assumed to fluctuate between 5% to 6.6% until 2038, in accordance with the Society of Actuaries – Getzen Long Term Healthcare Trends Resource Model, updated 2017. Mortality rates are based on RP 2014, Employee/Healthy Annuitant, sex distinct, generational. Turnover, Disability and Retirement rate assumptions are based off the valuation of benefits under Oregon PERS.

As of the June 30, 2019 valuation date, the following employees were covered by the benefit terms:

	Total
Participant Counts	
Number of Active Participants	24
Number of Inactive Participants	0
Total Number of Participants	<u>24</u>

The district did not receive an actuarial valuation for the 2020 – 2021 fiscal year.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

6. JOINT VENTURES

During the year ended June 30, 1995, an inter-governmental agreement was entered into with the Newberg School District and the City of Newberg. The agreement was made to undertake the Combined Crater Site Projects, which includes, among other things, construction of an elementary school, a middle school, a Senior Center and four official tournament-sized softball fields on property owned by the School District and the District. The District is responsible for costs related to operation of the Senior Center and softball fields. The agreement also includes an operating lease whereby the District leases the property for the Senior Center from the School District for \$1 per year for a term of 99 years.

The School District shall have sole responsibility for the cost of maintenance of the facilities located upon the school site, except that the District shall have the sole responsibility for the cost of maintenance for the Senior Center on property leased from the School District. The District and the School District have each capitalized their own portion of the above projects; therefore, there is no separate financial statement for the joint venture.

7. RISK MANAGEMENT

There is exposure to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omission; injuries to employees; or natural disasters. Commercial insurance is purchased to minimize exposure to these risks. Settled claims for the last three fiscal years have not exceeded this commercial coverage.

8. PROPERTY TAX LIMITATIONS

The voters of the State of Oregon imposed a constitutional limit on property taxes for schools and non-school government operations. School operations include community colleges, local school districts and education service districts. The limitation provides that property taxes for non-school operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt.

The state voters further reduced property taxes by replacing the previous constitutional limits on tax bases with a rate and value limit in 1997. This reduction was accomplished by rolling property values back to their 1995-96 values, less 10%, and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The State Constitution sets restrictive voter approval requirements for most tax and many fee increases and now bond issues, and requires the State to minimize the impact to school districts from the impact of the tax cuts.

9. SHORT-TERM DEBT

The District has an available line of credit agreement with KeyBank which can be used to borrow up to \$300,000. Interest rates are based on the prime rate of the bank for the month(s) outstanding. As of June 30, 2021, there was \$0 outstanding.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

10. LONG-TERM OBLIGATIONS

All long-term debt obligations are payable from the General Fund and the Debt Service Fund. Interest rates vary between 3.0 percent and 6.5 percent.

The following changes occurred in long-term debt for the year ended June 30, 2021:

	Outstanding 7/1/2020	Issued	Matured and Redeemed	Outstanding 6/30/2021	Due Within One Year
Governmental Activities:					
Full Faith and Credit 2014 Refunding	900,000	-	170,000	730,000	175,000
Pool GO Bond 2015	17,255,000	-	660,000	16,595,000	715,000
Full Faith and Credit 2018 Refunding	6,615,000	-	485,000	6,130,000	495,000
Total Debt	24,770,000	-	1,315,000	23,455,000	1,385,000
Bond Premium	64,418	-	4,294	60,124	4,294
Full Faith and Credit 2018 Premium	416,820	-	18,946	397,874	18,946
Total Premium	481,238	-	23,240	457,998	23,240
Total governmental activities	<u>\$ 25,251,238</u>	<u>\$ -</u>	<u>\$ 1,338,240</u>	<u>\$ 23,912,998</u>	<u>\$ 1,408,240</u>

Future Governmental bonds debt service requirements are as follows:

Year ending June 30	Bonds		Year ending June 30	FF & Credit 2018 Refunding	
	Principal	Interest		Principal	Interest
2022	\$ 715,000	\$ 620,975	2022	\$ 670,000	\$ 271,525
2023	770,000	585,225	2023	550,000	246,530
2024	825,000	546,725	2024	565,000	225,979
2025	890,000	505,475	2025	585,000	204,543
2026	950,000	460,975	2026	410,000	185,513
2026-2031	5,960,000	1,806,688	2026-2031	1,010,000	768,163
2031-2035	6,485,000	605,175	2031-2036	1,225,000	548,925
			2036-2041	1,505,000	269,450
			2042	340,000	14,450
Total	<u>\$ 16,595,000</u>	<u>\$ 6,619,038</u>	Total	<u>\$ 6,860,000</u>	<u>\$ 2,735,078</u>

Year Ending June 30	FF & Credit 2014 Refunding		Year ending June 30	Premiums Amortization	Year ending June 30	Refunding Charge 2014 Amortization
	Principal	Interest				
2022	\$ 175,000	\$ 20,412	2022	\$ 23,241	2022	\$ 4,872
2023	180,000	15,217	2023	23,241	2023	4,873
2024	185,000	9,466	2024	23,241	2024	4,873
2025	190,000	3,230	2025	23,241	2025	4,872
			2026	23,241		
Total	<u>\$ 730,000</u>	<u>\$ 48,325</u>	2026-2031	116,204	Total	<u>\$ 29,236</u>
			2031-2036	116,205		
			2036-2041	94,732		
			2042	18,946		
			Total	<u>\$ 462,292</u>		

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

10. LONG-TERM OBLIGATIONS (CONTINUED)

In February 2002, a refunding certificate of participation was issued. The proceeds of the new debt were placed in an irrevocable trust to provide for future debt service payments on the 1995, 1996 and 1997 capital leases. Accordingly, the trust account assets and liability for the defeased capital leases are not included in the basic financial statements.

FULL FAITH AND CREDIT BONDS

Full faith and credit obligation bonds are direct obligations and pledge the full faith and credit of the District. Full faith and credit obligation bonds are issued to provide funds for the acquisition and construction of a golf course and an aquatic and fitness center.

In May 2014, \$1,735,000 of full faith and credit obligation bonds were issued to refinance \$1,640,000 of the 2004 full faith and credit obligation bonds. A portion of the net proceeds of \$1,676,528 were deposited in an irrevocable trust with an escrow agent to provide funds for the future debt service payments on the refunded bonds.

In June 2018, \$7,540,000 of full faith credit obligation bonds were issued to refinance the 2006 and 2007 full faith and credit obligation bonds. A portion of the net proceeds of \$2,259,664 were deposited in an irrevocable trust with an escrow agent to provide funds for the future debt service payments on the refunded bonds.

The following full faith and credit obligations were outstanding at June 30, 2021:

<u>Amount</u>	<u>Rates</u>	<u>Maturity</u>	<u>Balance</u>
1,735,000	4.00-4.75%	2024	730,000
7,540,000	3.00-4.25%	2042	6,130,000
Total			<u>\$ 6,860,000</u>

POOL GENERAL OBLIGATION BOND 2015

In April of 2015, general obligation bonds-Series 2015 were issued in the amount of \$19,900,000 with current interest bonds at 4%. Bond interest payments began June 15, 2016 and end June 15, 2035.

There are no significant default remedies for any obligations requiring disclosure under GASB 88.

11. OPERATING AND OTHER LEASES

Several parks are leased from the City of Newberg at no cost. During the year ended June 30, 1995 these leases were extended for 99 years. Crabtree Park is leased from Yamhill County at no cost for a 25-year period, which ended on May 9, 2018. The District is leasing Crabtree Park on a month to month basis. Leasehold improvements made to these parks will revert to the owners of the property in the event of non-renewal of the lease.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

11. OPERATING AND OTHER LEASES (CONTINUED)

Operating lease agreements have been entered into for copiers and printers. The monthly payments include amounts of \$134, \$210, and \$700. Lease payments for the year ending June 30, 2021 were \$12,543.

The future minimum operating lease payments are as follows:

Year Ended June 30,	Amount
2022	11,523
2023	4,550
Total	<u>\$ 16,073</u>

As of June 30, 2021, the District potentially had tax abatements through various state allowed programs that impacted levied taxes. Based on the information available from the county as of the date of issuance of these financial statements, the amount of abatements for the year ended June 30, 2021 is deemed immaterial by management.

13. INTERFUND TRANSFERS AND INTERFUND RECEIVABLES/PAYABLES

Interfund transfers for the year ended June 30, 2021, consisted of the following:

Fund	Transfers Out	Transfers In
General Fund	\$ 660	\$ -
Debt Service Fund	-	660
Total	<u>\$ 660</u>	<u>\$ 660</u>

Interfund receivables/payables at June 30, 2021, consisted of the following:

Fund	Due from	Due to
General Fund	\$ 440,971	\$ 250,000
System Development Fund	250,000	-
2016 Bond Debt Service Fund	-	440,971
Total Funds	<u>\$ 690,971</u>	<u>\$ 690,971</u>

Transfers and receivables/payables activities are used to move unrestricted revenues to finance various programs that the District must account for in other funds in accordance with budgetary authorization.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

NOTES TO BASIC FINANCIAL STATEMENTS

14. RELATED PARTIES

The Chehalem Park Foundation is a 501(c)3 nonprofit organization that collects donations committed to the District that are designated for certain purposes that donors wish to support. The District shares management personnel with the Foundation as well as oversight of the Foundation by the District Board. Foundation funds are not considered available to the District for general purposes and are not included or disclosed in the District financial statements.

15. CONTINGENCIES

The COVID-19 outbreak in the United States has caused substantial disruption to business and local governments due to mandated and voluntary suspension of operations and stay at home orders. There is considerable uncertainty around the duration of the outbreak and the long-term impact to the overall economy. However, the impact of the reduction of economic activity is not determinable.

16. PRIOR PERIOD ADJUSTMENT

Due an adjustment for under depreciated assets in the prior year, a restatement of the prior year net position was required to correctly record net position at the prior measurement date.

Net Position - Beginning as previously reported	\$ 24,978,979
Capital Assets Depreciation adjustment for June 30, 2021	(100,984)
Net Position - Beginning as restated	<u>\$ 24,877,995</u>

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

REQUIRED SUPPLEMENTARY INFORMATION

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY OREGON
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
OTHER POST EMPLOYMENT BENEFITS**

June 30, 2021

**OPEB: (HEALTH INSURANCE)
SCHEDULE OF FUNDING PROGRESS**

Year Ended June, 30	OPEB Liability Beginning of Year	Service Cost	Liability Interest	Changes of Benefit Terms	Changes of Assumptions	Benefit Payments	OPEB Liability End of Year	Estimated Covered Payroll	Total OPEB Liability as a % of Covered Payroll
2021	\$ 27,301	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A	N/A	N/A
2020	24,490	2,402	932	-	-	(\$23)	27,301	1,147,542	2.38%
2019	21,330	2,332	828	-	-	-	24,490	1,114,118	2.20%
2018 **	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2017 *	N/A	N/A	N/A	N/A	N/A	N/A	-	N/A	N/A

The above table presents the most recent calculation of the post-retirement health insurance under GASB 75 and it provides information about the total plan unfunded liability. This Schedule is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

* Client's valuation in FY 2017 estimated \$0 in OPEB liability
** Client elected not to receive a valuation in FY 2018 or FY 2021

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL**

June 30, 2021

GENERAL FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
REVENUES:				
Property Tax:	\$ 3,348,350	\$ 3,348,350	\$ 3,299,304	(49,046)
Earnings on Investments	30,000	30,000	30,938	938
Parks	-	-	22,908	22,908
Sports:				
Concession Income	-	-	7,866	7,866
Sports Receipts	-	-	265,148	265,148
Recreation:				
Recreation	2,925,306	2,925,306	48,458	(2,876,848)
Preschool	-	-	37,966	37,966
Community School	-	-	1,555	1,555
Community Center/Scout House	-	-	40,283	40,283
Pool Receipts	933,700	933,700	456,308	(477,392)
Playgrounds/Centers	-	-	361,664	361,664
Golf Club Maintenance	-	-	4,331	4,331
Golf Club House	-	-	1,834,536	1,834,536
Grants/Donations	-	-	161,581	161,581
Miscellaneous Income	50,000	50,000	46,138	(3,862)
Total Revenues	<u>7,287,356</u>	<u>7,287,356</u>	<u>6,618,984</u>	<u>(668,372)</u>

Continued on page 23b

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
June 30, 2021**

	<u>GENERAL FUND</u>			<u>VARIANCE WITH FINAL BUDGET</u>
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES				
Personnel Services	\$ 3,624,588	\$ 3,624,588 (1)	\$ 2,749,485	\$ 875,103
Materials and Services	3,480,528	3,480,528 (1)	2,446,791	1,033,737
Capital Outlay, Development, Improvement and Acquisition	1,082,240	1,082,240 (1)	189,660	892,580
Contingency	100,000	100,000 (1)	-	100,000
Total Expenditures	<u>8,287,356</u>	<u>8,287,356</u>	<u>5,385,936</u>	<u>2,901,420</u>
Excess of Revenues Over (Under) Expenditures	<u>(1,000,000)</u>	<u>(1,000,000)</u>	<u>1,233,048</u>	<u>2,233,048</u>
OTHER FINANCING SOURCES (USES)				
Transfers Out	-	- (1)	(660)	(660)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>(660)</u>	<u>(660)</u>
Net Change in Fund Balance	<u>(1,000,000)</u>	<u>(1,000,000)</u>	<u>1,232,388</u>	<u>2,232,388</u>
Beginning Fund Balance	<u>1,000,000</u>	<u>1,000,000</u>	<u>3,439,008</u>	<u>2,439,008</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>4,671,396</u>	<u>\$ 4,671,396</u>

(1) Appropriation level

Continued from page 23a

* Expenditure detail by Department follows on pages 29A through 29N.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

SUPPLEMENTARY INFORMATION

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
June 30, 2021**

SYSTEM DEVELOPMENT FUND				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
REVENUES:				
SDC Income	\$ 650,000	\$ 650,000	\$ 886,222	\$ 236,222
Interest Earned	2,500	2,500	12,050	9,550
Total Revenues	652,500	652,500	898,272	245,772
EXPENDITURES:				
Debt Service	-	- (1)	945,636	(945,636)
Improvement & Acquisition	710,975	710,975 (1)	322,517	388,458
Total Expenditures	710,975	710,975	1,268,153	(557,178)
Excess of Revenues Over (Under) Expenditures	(58,475)	(58,475)	(369,881)	(311,406)
OTHER FINANCING SOURCES (USES):				
Transfers Out	(941,525)	(941,525)	-	941,525
Total Other Financing Sources (Uses)	(941,525)	(941,525)	-	941,525
Net Change in Fund Balance	(1,000,000)	(1,000,000)	(369,881)	630,119
Beginning Fund Balance	1,000,000	1,000,000	2,311,332	1,311,332
Ending Fund Balance	\$ -	\$ -	\$ 1,941,451	\$ 1,941,451

(1) Appropriation level

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
June 30, 2021**

<u>DEBT SERVICE FUND</u>				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
REVENUES:				
Interest Earned	\$ 150	\$ 150	\$ 136	\$ (14)
Total Revenue	150	150	136	(14)
EXPENDITURES:				
Capital Outlay	37,125	37,125 (1)		37,125
Debt Service	941,525	941,525 (1)	660	940,865
Total Expenditures	978,650	978,650	660	977,990
Excess of Revenues Over (Under) Expenditures	(978,500)	(978,500)	(524)	977,976
OTHER FINANCING SOURCES (USES):				
Transfers In	941,525	941,525	660	(940,865)
Total Other Financing Sources (Uses)	941,525	941,525	660	(940,865)
Net Change in Fund Balance	(36,975)	(36,975)	136	37,111
Beginning Fund Balance	37,125	37,125	33,567	(3,558)
Ending Fund Balance	\$ 150	\$ 150	\$ 33,703	\$ 33,553

(1) Appropriation level

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
June 30, 2021**

<u>2015 BOND DEBT SERVICE FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
REVENUES:				
Property Tax	\$ 1,582,097	\$ 1,582,097	\$ 1,375,985	\$ (206,112)
Miscellaneous	-	-	27,457	27,457
Interest Earned	-	-	6,026	6,026
Total Revenue	<u>1,582,097</u>	<u>1,582,097</u>	<u>1,409,468</u>	<u>(172,629)</u>
EXPENDITURES:				
Debt Service	<u>1,582,097</u>	<u>1,582,097</u> (1)	<u>1,313,975</u>	<u>268,122</u>
Total Expenditures	<u>1,582,097</u>	<u>1,582,097</u>	<u>1,313,975</u>	<u>268,122</u>
OTHER FINANCING SOURCES (USES):				
Transfers In	<u>157,947</u>	<u>157,947</u>	<u>-</u>	<u>(157,947)</u>
Total Other Financing Sources (Uses)	<u>157,947</u>	<u>157,947</u>	<u>-</u>	<u>(157,947)</u>
Net Change in Fund Balance	<u>157,947</u>	<u>157,947</u>	<u>95,493</u>	<u>(62,454)</u>
Beginning Fund Balance	<u>(157,947)</u>	<u>(157,947)</u>	<u>(56,990)</u>	<u>100,957</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,503</u>	<u>\$ 38,503</u>

(1) Appropriation level

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF PROPERTY TAX TRANSACTIONS AND BALANCES
OF TAXES UNCOLLECTED
June 30, 2021**

TAX YEAR	ORIGINAL LEVY OR BALANCE UNCOLLECTED 7/1/2020	DEDUCT DISCOUNTS	ADJUSTMENTS TO ROLLS	ADD INTEREST	CASH COLLECTION BY COUNTY TREASURER	BALANCE UNCOLLECTED/ UNSEGREGATED 06/30/21
GENERAL FUND						
CURRENT						
2020-21	\$ 3,408,906	\$ 89,753	\$ (13,312)	\$ 1,890	\$ 3,239,041	\$ 68,690
PRIOR YEARS						
2019-20	73,290	(8)	(4,190)	2,801	43,641	28,268
2017-18	28,062	(6)	(2,922)	2,143	11,651	15,638
2016-17	17,763	(5)	(3,474)	2,771	9,477	7,588
2015-16	7,614	(1)	(1,768)	1,415	4,019	3,243
Prior	12,782	(1)	(3,063)	735	960	9,495
Total Prior	139,511	(21)	(15,417)	9,865	69,748	64,232
Total	\$ 3,548,417	\$ 89,732	\$ (28,729)	\$ 11,755	\$ 3,308,789	\$ 132,922

RECONCILIATION OF REVENUE

Cash Collections by County Treasurer Above
Accrual of Receivables
June 29, 2020
June 30, 2021
Net change from Prior years unearned revenue, see pg. 10

Total Revenue

GENERAL FUND	
\$	3,308,789
	(17,552)
	8,067
	2,897
\$	3,302,201

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF PROPERTY TAX TRANSACTIONS AND BALANCES
OF TAXES UNCOLLECTED
June 30, 2021**

TAX YEAR	ORIGINAL LEVY OR BALANCE UNCOLLECTED 7/1/2020	DEDUCT DISCOUNTS	ADJUSTMENTS TO ROLLS	ADD INTEREST	CASH COLLECTION BY COUNTY TREASURER	BALANCE UNCOLLECTED/ UNSEGREGATED 06/30/21
2015 BOND DEBT SERVICE FUND						
CURRENT						
2020-21	\$ 1,418,581	\$ 37,350	\$ (5,539)	\$ 787	\$ 1,347,894	\$ 28,585
PRIOR YEARS						
2019-20	32,006	(4)	(1,830)	1,223	19,058	12,345
2017-18	12,480	(2)	(1,300)	953	5,181	6,954
2016-17	8,145	(3)	(1,593)	1,271	4,345	3,481
2015-16	3,578	-	(831)	665	1,888	1,524
Prior	1,189	-	3,284	338	442	4,369
Total Prior	57,398	(9)	(2,270)	4,450	30,914	28,673
Total	\$ 1,475,979	\$ 37,341	\$ (7,809)	\$ 5,237	\$ 1,378,808	\$ 57,258

RECONCILIATION OF REVENUE

Cash Collections by County Treasurer Above
Accrual of Receivables
June 29, 2020
June 30, 2021
Net change from Prior years unearned revenue, see pg. 10

Total Revenue

**DEBT SERVICE
FUND**

\$ 1,378,808
(6,181)
3,358
4,166
<u>\$ 1,380,151</u>

CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON

OTHER INFORMATION

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL
June 30, 2021**

	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES - Department 413				
ADMINISTRATION				
Personnel Services				
Superintendent	\$ 114,900	\$ 114,900	\$ 114,904	\$ (4)
Administrative Coordinator	52,500	52,500	52,736	(236)
Public Information Coordinator	60,778	60,778	55,843	4,935
Event Marketing/Admin Specialist	74,632	74,632	35,341	39,291
Part-time Clerk	98,124	98,124	62,065	36,059
Payroll Taxes and Benefits	163,790	163,790	129,878	33,912
Total Personnel Services	564,724	564,724	450,767	113,957
Materials and Services				
Office Supplies	11,600	11,600	4,757	6,843
Postage Supplies	1,500	1,500	448	1,052
Program Supplies	9,300	9,300	1,084	8,216
Promotional Supplies	1,000	1,000	220	780
Classifieds	1,000	1,000	1,190	(190)
Brochures	2,000	2,000	-	2,000
Flyers and Schedules	1,000	1,000	-	1,000
Publicity	1,000	1,000	-	1,000
Directors Fees	360	360	-	360
Professional Dues	9,000	9,000	7,564	1,436
Conferences/Workshops	5,500	5,500	585	4,915
Staff Mileage	1,000	1,000	-	1,000
Staff Expenses	7,750	7,750	4,549	3,201
Telephone	4,500	4,500	4,939	(439)
Internet and Communication	2,194	2,194	4,923	(2,729)
Fees	7,000	7,000	5,777	1,223
Maintenance	1,000	1,000	-	1,000
Legal Services	50,000	50,000	9,911	40,089
Audit Services	27,500	27,500	42,183	(14,683)
Program Contracts	15,000	15,000	25,309	(10,309)
Insurance Services	11,000	11,000	11,814	(814)
Interest	1,500	1,500	-	1,500
Equipment Maintenance Contracts	1,500	1,500	-	1,500
Consultants	32,000	32,000	-	32,000
Property Taxes	17,500	17,500	16,062	1,438
Elections	28,000	28,000	19,271	8,729
Rental/Lease	750	750	-	750
Total Materials and Services	251,454	251,454	160,586	90,868
TOTAL ADMINISTRATION	816,178	816,178	611,353	204,825

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

GENERAL FUND				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
EXPENDITURES - Department 450				
PARKS DEPARTMENT				
Personnel Services				
Park Director	\$ 73,882	\$ 73,882	\$ 67,887	\$ 5,995
Building Coordinator	45,365	45,365	41,893	3,472
Park Grounds Coordinator Lead	47,632	47,632	45,138	2,494
Maintenance/Basic Service Supervisor	76,977	76,977	73,972	3,005
Park Specialist/Ground/Bldg/IT System Technicians	82,285	82,285	73,821	8,464
Park Laborer/Secretaries	148,473	148,473	133,868	14,605
Overtime	-	-	992	(992)
Payroll Taxes and Benefits	248,616	248,616	180,816	67,800
Total Personnel Services	723,230	723,230	618,387	104,843
Materials and Services				
Office Supplies	2,256	2,256	6,009	(3,753)
Postage Supplies	1,048	1,048	315	733
Program Supplies	8,473	8,473	7,128	1,345
Small Tools	6,686	6,686	8,415	(1,729)
Janitorial Supplies	25,542	25,542	15,783	9,759
Chemical and Agricultural Supplies	76,547	76,547	19,482	57,065
Gas and Oil Supplies	12,357	12,357	14,594	(2,237)
Flyers	2,600	2,600	188	2,412
Professional Dues	4,975	4,975	2,572	2,403
Conferences/Workshops	3,750	3,750	986	2,764
Staff Mileage	112	112	130	(18)
Staff Expense	260	260	2,389	(2,129)
Electricity	72,946	72,946	65,625	7,321
Natural Gas	26,464	26,464	21,893	4,571
Water/Sewer	204,900	204,900	184,037	20,863
Fees/Computer Cable Internet&CO	7,257	7,257	921	6,336
Telephone	4,980	4,980	4,915	65
Garbage Expense	21,323	21,323	15,492	5,831
Internet & Communication	7,257	7,257	17,255	(9,998)
Building Maintenance	49,024	49,024	21,057	27,967
Structure Maintenance	21,012	21,012	1,695	19,317
Equipment Maintenance	49,120	49,120	36,558	12,562
Grounds Maintenance	56,776	56,776	36,757	20,019
Program Contracts	364,428	364,428	256,295	108,133
Insurance Services	39,000	39,000	40,951	(1,951)
Equipment Maintenance Contracts	-	-	2,620	(2,620)
Equipment Rental	5,100	5,100	2,426	2,674
Buildings and Structures	5,000	5,000	-	5,000
Total Materials and Services	1,079,193	1,079,193	786,488	292,705
TOTAL PARKS DEPARTMENT	1,802,423	1,802,423	1,404,875	397,548

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL
June 30, 2021**

	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES - Department 451				
AQUATICS				
Personnel Services				
Special Service Supervisor	\$ 20,363	\$ 20,363	\$ 18,087	\$ 2,276
Aquatic Coordinator	47,632	47,632	47,888	(256)
Aquatic Specialist	39,188	39,188	74,031	(34,843)
Guards, Instructors and Cashiers/Fitness S	296,775	296,775	131,963	164,812
Coaches	1,540	1,540	1,541	(1)
Fitness Staff/Child Minder	52,004	52,004	29,656	22,348
Payroll Taxes and Benefits	133,977	133,977	98,111	35,866
Total Personnel Services	591,479	591,479	401,277	190,202
Materials and Services				
Office Supplies	5,510	5,510	4,221	1,289
Postage Supplies	450	450	132	318
Program Supplies	15,520	15,520	16,358	(838)
Small Tools	-	-	76	(76)
Chemical and Agricultural Supplies	29,900	29,900	33,708	(3,808)
Store Supplies	7,500	7,500	2,404	5,096
Classifieds	625	625	-	625
Brochures	1,450	1,450	-	1,450
Flyers	4,850	4,850	677	4,173
Professional Dues	4,980	4,980	4,164	816
Conferences/Workshops	1,450	1,450	179	1,271
Staff Mileage	350	350	83	267
Staff Expenses	1,000	1,000	1,397	(397)
Electricity	274,500	274,500	224,768	49,732
Natural Gas	24,650	24,650	47,457	(22,807)
Water/Sewer	53,042	53,042	46,855	6,187
Telephone	4,200	4,200	4,377	(177)
Computer & Cable	62,625	62,625	31,981	30,644
Internet and Communication	1,584	1,584	1,651	(67)
Program Contracts	22,000	22,000	403	21,597
Insurance Services	39,175	39,175	36,553	2,622
Refunds	450	450	1,089	(639)
Total Materials and Services	555,811	555,811	458,533	97,278
TOTAL AQUATICS	1,147,290	1,147,290	859,810	287,480

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES - Department 452				
RECREATION - ADULT SPORTS				
Personnel Services				
Special Services Supervisor	\$ 4,073	\$ 4,073	\$ 3,694	\$ 379
Sports Coordinator	7,501	7,501	2,577	4,924
Facility Leaders	1,275	1,275	-	1,275
Payroll Taxes and Benefits	8,707	8,707	3,337	5,370
Total Personnel Services	21,556	21,556	9,608	11,948
Materials and Services				
Office Supplies	1,600	1,600	1,483	117
Postage Supplies	175	175	25	150
Program Supplies	12,685	12,685	8,251	4,435
Brochures/Classified Add/ Fyers	900	900	-	900
Professional Dues	1,700	1,700	201	1,499
Staff Expenses	250	250	1,023	(773)
Electricity	4,000	4,000	-	4,000
Telephone/Computer and Cable	2,050	2,050	662	1,388
Fees	-	-	238	(238)
Internet and Communication	750	750	470	280
Equipment Maintenance	200	200	-	200
Program Contracts	15,390	15,390	12,240	3,150
Insurance	4,300	4,300	3,445	855
Refunds	500	500	-	500
Equipment Rental	200	200	-	200
Total Materials and Services	44,700	44,700	28,037	16,663
TOTAL ADULT SPORTS	66,256	66,256	37,645	28,611

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT -- BUDGET AND ACTUAL
June 30, 2021**

GENERAL FUND				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
EXPENDITURES - Department 453				
RECREATION - YOUTH SPORTS				
Personnel Services				
Special Services Supervisor	\$ 16,291	\$ 16,291	\$ 14,922	\$ 1,369
Sports Coordinator	42,503	42,503	42,244	259
Sports Leaders/Secretaries	44,625	44,625	941	43,684
Payroll Taxes and Benefits	51,411	51,411	38,955	12,456
Total Personnel Services	154,830	154,830	97,062	57,768
Materials and Services				
Office Supplies	3,200	3,200	3,177	23
Postage Supplies	175	175	144	31
Program Supplies	91,280	91,280	31,999	59,281
Gas and Oil Supplies	400	400	-	400
Classifieds	100	100	-	100
Brochures	800	800	-	800
Flyers	1,000	1,000	-	1,000
Professional Dues	1,916	1,916	376	1,540
Conferences/Workshops	300	300	200	100
Staff Mileage	700	700	-	700
Staff Expenses	1,200	1,200	1,362	(162)
Electricity	2,500	2,500	4,383	(1,883)
Telephone	1,500	1,500	1,140	360
Fees/Computer & Cable	8,000	8,000	2,763	5,237
Internet and Communication	2,036	2,036	470	1,566
Equipment Maintenance	1,000	1,000	224	776
Program Contracts	81,500	81,500	63,469	18,031
Insurance Services	5,500	5,500	3,526	1,974
Refunds	1,000	1,000	4,728	(3,728)
Equipment Rental	10,000	10,000	-	10,000
Total Materials and Services	214,107	214,107	117,961	96,146
TOTAL YOUTH SPORTS	368,937	368,937	215,023	153,914

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	<u>GENERAL FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
EXPENDITURES - Department 454				
RECREATION - CLASSES & ACTIVITIES				
Personnel Services				
Special Services Supervisor	\$ 8,145	\$ 8,145	\$ 7,533	\$ 612
Recreation Coordinator	25,002	25,002	16,218	8,784
Instructors/Secretaries	32,250	32,250	6,117	26,133
Payroll Taxes and Benefits	30,492	30,492	12,521	17,971
Total Personnel Services	95,889	95,889	42,389	53,500
Materials and Services				
Office Supplies	2,000	2,000	1,234	766
Postage Supplies	600	600	162	438
Program Supplies	7,500	7,500	2,196	5,304
Gas and Oil Supplies	100	100	-	100
Classifieds	150	150	28	122
Brochures	100	100	-	100
Flyers	250	250	-	250
Professional Dues	400	400	376	24
Conferences/Workshops	1,400	1,400	100	1,300
Staff Mileage	200	200	-	200
Staff Expenses	800	800	919	(119)
Telephone	400	400	-	400
Fees/ Computer & Cable	4,000	4,000	649	3,351
Internet and Communication	1,600	1,600	679	921
Program Contracts	20,000	20,000	1,987	18,013
Insurance Services	5,000	5,000	3,478	1,522
Refunds	150	150	-	150
Total Materials and Services	44,650	44,650	11,808	32,842
TOTAL CLASSES & ACTIVITIES	140,539	140,539	54,197	86,342

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES - Department 455				
RECREATION - PLAYGROUNDS & CENTERS				
Personnel Services				
Special Services Supervisor	\$ 8,145	\$ 8,145	\$ 7,533	\$ 612
Recreation Coordinator	10,001	10,001	24,074	(14,073)
Care Technician	29,245	29,245	277,994	(248,749)
Care Director/Staff	311,000	311,000	26,253	284,747
Overtime	-	-	19	(19)
Payroll Taxes and Benefits	89,517	89,517	80,422	9,095
Total Personnel Services	447,908	447,908	416,295	31,613
Materials and Services				
Office Supplies	3,500	3,500	998	2,502
Postage Supplies	900	900	448	452
Program Supplies	25,000	25,000	5,557	19,443
Gas and Oil Supplies	300	300	-	300
Summer Playground Supplies	4,000	4,000	1,302	2,698
Classifieds	300	300	-	300
Brochures	1,000	1,000	894	106
Flyers	500	500	-	500
Professional Dues	815	815	287	528
Conferences/Workshops	700	700	-	700
Staff Mileage	200	200	-	200
Staff Expenses	2,000	2,000	1,191	809
Telephone	5,500	5,500	4,646	854
Care Snacks	14,000	14,000	667	13,333
Fees/Computer & Cable	16,000	16,000	17,346	(1,346)
Internet and Communication	1,600	1,600	680	920
Program Contracts	5,000	5,000	929	4,071
Insurance Services	4,000	4,000	3,478	522
Refunds	3,000	3,000	5,487	(2,487)
Contracts - Admissions	14,000	14,000	-	14,000
Equipment Rental	5,000	5,000	-	5,000
Total Materials and Services	107,315	107,315	43,910	63,405
TOTAL PLAYGROUNDS & CENTERS	555,223	555,223	460,205	95,018

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	<u>GENERAL FUND</u>			<u>VARIANCE WITH FINAL BUDGET</u>
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 456				
COMMUNITY CENTER/SCOUT HOUSE				
Personnel Services				
Special Services Supervisor	\$ 4,073	\$ 4,073	\$ -	\$ 4,073
Recreation Coordinator	10,001	10,001	5,560	4,441
Senior Center Specialist	30,701	30,701	34,641	(3,940)
Building Leaders	10,830	10,830	-	10,830
Payroll Taxes and Benefits	28,885	28,885	20,271	8,614
Total Personnel Services	84,490	84,490	60,472	24,018
Materials and Services				
Office Supplies	1,000	1,000	410	590
Postage Supplies	400	400	25	375
Program Supplies	4,000	4,000	355	3,645
Gas and Oil Supplies	100	100	-	100
Classifieds	450	450	132	318
Brochures	1,000	1,000	980	20
Flyers	250	250	-	250
Professional Dues	540	540	201	339
Conferences/Workshops	600	600	-	600
Staff Mileage	1,100	1,100	813	287
Staff Expense	300	300	998	(698)
Electricity	8,000	8,000	5,143	2,857
Natural Gas	1,400	1,400	1,354	46
Water/Sewer	20,000	20,000	22,476	(2,476)
Telephone	1,900	1,900	1,573	327
Fees/Computer & Cable	3,500	3,500	207	3,293
Internet and Communication	1,600	1,600	679	921
Equipment Maintenance	200	200	-	200
Program Contracts	7,000	7,000	919	6,081
Insurance Services	39,000	39,000	39,318	(318)
Senior Trips	5,000	5,000	-	5,000
Refunds	4,000	4,000	391	3,609
Total Materials and Services	101,340	101,340	75,974	25,366
TOTAL COMMUNITY CENTER/ SCOUT HOUSE	185,830	185,830	136,446	49,384

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES - Department 457				
COMMUNITY SCHOOLS				
Personnel Services				
Special Services Supervisor	\$ 9,774	\$ 9,774	\$ 9,694	\$ 80
Part-time, Temporary and Full-time	23,800	23,800	-	23,800
Recreation Coordinator	5,000	5,000	-	5,000
Payroll Taxes and Benefits	13,346	13,346	3,266	10,080
Total Personnel Services	51,920	51,920	12,960	38,960
Materials and Services				
Office Supplies	2,000	2,000	1,070	930
Postage Supplies	400	400	11	389
Program Supplies	5,000	5,000	31	4,969
Snacks and Food	500	500	-	500
Classifieds	100	100	-	100
Brochures	50	50	-	50
Flyers	250	250	-	250
Professional Dues	800	800	201	599
Conferences/Workshops	275	275	-	275
Staff Mileage	100	100	-	100
Staff Expense	400	400	909	(509)
Telephone	500	500	318	182
Fees/Computer & Cable	1,000	1,000	103	897
Internet and Communication	1,600	1,600	735	865
Program Contracts	11,000	11,000	919	10,081
Insurance Services	1,750	1,750	1,573	177
Refunds	100	100	-	100
Total Materials and Services	25,825	25,825	5,870	19,955
TOTAL COMMUNITY SCHOOLS PROGRAM				
	77,745	77,745	18,830	58,915

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	<u>GENERAL FUND</u>			<u>VARIANCE WITH FINAL BUDGET</u>
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 458				
GOLF COURSE MAINTENANCE				
Personnel Services				
Golf Course Supervisor	\$ 8,553	\$ 8,553	\$ 8,548	\$ 5
Golf Course Technician	29,245	29,245	39,548	(10,303)
Golf Mechanic	45,365	45,365	45,285	80
Golf Course Maintenance Director	45,365	45,365	22,798	22,567
Part-time and Temporary	139,230	139,230	102,786	36,444
Overtime	-	-	13,883	(13,883)
Payroll Taxes and Benefits	121,465	121,465	78,911	42,554
Total Personnel Services	389,223	389,223	311,759	77,464
Materials and Services				
Office Supplies	1,781	1,781	2,685	(904)
Postage Supplies	448	448	35	413
Program Supplies	15,772	15,772	6,870	8,902
Small Tools	6,547	6,547	1,935	4,612
Janitorial Supplies	2,007	2,007	136	1,871
Chemical and Agricultural Supplies	113,313	113,313	63,789	49,524
Gas and Oil Supplies	39,595	39,595	25,526	14,069
Snacks and Food	660	660	151	509
Uniforms	720	720	104	616
Classifieds	530	530	-	530
Professional Dues	1,930	1,930	238	1,692
Conferences & Workshops	3,330	3,330	-	3,330
Staff Mileage	112	112	-	112
Staff Expense	260	260	1,147	(887)
Electric	20,151	20,151	42,683	(22,532)
Natural Gas	3,600	3,600	5,341	(1,741)
Water & Sewer	143,000	143,000	157,075	(14,075)
Telephone	2,660	2,660	2,711	(51)
Fees/Garbage	720	720	-	720
Internet and Communication	1,457	1,457	431	1,026
Buildings	6,744	6,744	1,114	5,630
Equipment	45,356	45,356	22,600	22,756
Grounds	111,184	111,184	59,649	51,535
Vehicles	2,650	2,650	835	1,815
Program Contracts	39,498	39,498	36,356	3,142
Insurance Services	11,000	11,000	9,436	1,564
Equipment Maintenance Contracts	7,188	7,188	290	6,898
Consultant Services	2,500	2,500	-	2,500
Equipment Rentals	600	600	-	600
Total Materials and Services	585,313	585,313	441,137	144,176
TOTAL GOLF COURSE MAINTENANCE	974,536	974,536	752,896	221,640

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	GENERAL FUND			
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET
EXPENDITURES - Department 459				
GOLF CLUB HOUSE				
Personnel Services				
Special Services Supervisor	\$ 10,589	\$ 10,589	\$ 9,694	\$ 895
Golf Course Director	70,367	70,367	-	70,367
Golf Course Specialist	37,316	37,316	66,708	(29,392)
Club House Assistants	-	-	33,677	(33,677)
Golf Clerks	203,428	203,428	-	203,428
Outside Service Staff	-	-	51,573	(51,573)
Golf	-	-	515	(515)
Snack Bar Clerk	-	-	939	(939)
Beverage Cart Clerk	-	-	4,539	(4,539)
Payroll Taxes and Benefits	96,706	96,706	65,557	31,149
Total Personnel Services	418,406	418,406	288,789	129,617
Materials and Services				
Office Supplies	1,000	1,000	875	125
Postage Supplies	1,000	1,000	196	804
Program Supplies	421,250	421,250	38,552	382,698
Small Tools	200	200	173	27
Janitorial Supplies	6,000	6,000	4,061	1,939
Store Supplies	173,250	173,250	158,809	14,441
Gas and Oil Supplies	250	250	34	216
Snacks and Food	500	500	280	220
Uniforms	3,500	3,500	128	3,372
Classifieds	200	200	-	200
Flyers	26,900	26,900	3,588	23,312
Prof Dues/ Fees/ Mag/ Books	3,350	3,350	2,558	792
Conferences/Workshops	4,000	4,000	510	3,490
Staff Mileage	750	750	11	739
Staff Expense	750	750	1,497	(747)
Electric	15,000	15,000	-	15,000
Water/Sewer	8,000	8,000	-	8,000
Telephone	3,400	3,400	795	2,605
Fees	-	-	50,033	(50,033)
Computer and Cable	38,000	38,000	2,105	35,895
Garbage Expense	5,500	5,500	5,022	478
Internet and Communication	1,427	1,427	488	939
Buildings Maintenance	-	-	378	(378)
Structures	5,000	5,000	-	5,000
Equipment/Building	15,000	15,000	13,133	1,867
Grounds	3,000	3,000	40	2,960
Program Contracts	1,500	1,500	11,499	(9,999)
Insurance Services	7,500	7,500	8,041	(541)
Consultant Services	5,000	5,000	-	5,000
Refunds	2,500	2,500	-	2,500
Total Materials and Services	753,727	753,727	302,806	450,921
TOTAL GOLF CLUB HOUSE	1,172,133	1,172,133	591,595	580,538

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES - Department 472				
JAQUITH CONCESSION				
Personnel Services				
Concession Attendant	\$ 21,216	\$ 21,216	\$ -	\$ (21,216)
Payroll Taxes and Benefits	3,322	3,322	-	3,322
Total Personnel Services	24,538	24,538	-	24,538
Materials and Services				
Office Supplies	60	60	-	60
Postage	30	30	-	30
Program Supplies	16,100	16,100	-	16,100
Classifieds	75	75	-	75
Flyers	125	125	-	125
Conferences/Workshops	700	700	-	700
Professional Dues	1,050	1,050	-	1,050
Staff Mileage	200	200	-	200
Telephone	1,400	1,400	-	1,400
Insurance	1,650	1,650	1,573	77
Electricity	1,600	1,600	-	1,600
Equipment Maintenance/Building	500	500	-	500
Total Materials and Services	23,490	23,490	1,573	21,917
TOTAL JAQUITH CONCESSION	48,028	48,028	1,573	46,455

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL
June 30, 2021**

	GENERAL FUND			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
EXPENDITURES - Department 474				
PRESCHOOL				
Personnel Services				
Special Service Technician	\$ 29,245	\$ 29,245	\$ 3,819	\$ 25,426
Preschool Instructors	9,180	9,180	22,075	(12,895)
Payroll Taxes and Benefits	17,970	17,970	13,824	4,146
Total Personnel Services	56,395	56,395	39,718	16,677
Materials and Services				
Office Supplies	900	900	128	772
Postage	300	300	15	285
Program Supplies	2,735	2,735	1,267	1,468
Classifieds	150	150	132	18
Brochures	500	500	328	172
Flyers	200	200	-	200
Dues	450	450	201	249
Staff Mileage	200	200	-	200
Staff Expenses	100	100	807	(707)
Electricity	450	450	475	(25)
Natural Gas	975	975	886	89
Water/Sewer	1,200	1,200	1,349	(149)
Telephone	1,200	1,200	931	269
Fees/Computer & Cable	2,500	2,500	2,119	381
Internet and Communication	1,600	1,600	680	920
Refunds	200	200	870	(670)
Insurance	2,000	2,000	1,922	78
Total Materials and Services	15,660	15,660	12,110	3,550
TOTAL PRESCHOOL	72,055	72,055	51,828	20,227

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL
June 30, 2021**

	<u>GENERAL FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
EXPENDITURES - Department 470				
ACQUISITION AND IMPROVEMENT				
Capital Outlay, Development, Improvement, and Acquisition	<u>\$ 1,082,240</u>	<u>\$ 1,082,240</u>	<u>189,660</u>	<u>\$ 892,580</u>
TOTAL ACQUISITION AND IMPROVEMENT	<u>1,082,240</u>	<u>1,082,240</u>	<u>189,660</u>	<u>892,580</u>
MISCELLANEOUS DEPARTMENTS				
Materials and Services				
Babe Ruth League - Department 504	8,000	8,000	-	8,000
Quilt Club - Department 506	1,500	1,500	-	1,500
Newberg Theatre Group - Department 507	10,000	10,000	-	10,000
Tualatin Valley Youth Football - Department 509	22,000	22,000	-	22,000
Lacrosse REPMT - Department 510	10,000	10,000	-	10,000
TOTAL MISCELLANEOUS DEPARTMENTS	<u>51,500</u>	<u>51,500</u>	<u>-</u>	<u>51,500</u>
CONTINGENCY	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>
TOTAL EXPENDITURES	<u>\$ 8,660,913</u>	<u>\$ 8,660,913</u>	<u>\$ 5,385,936</u>	<u>3,274,977</u>

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

Chehalem Park & Recreation District
Outstanding Indebtedness
(As of June 30, 2021)

Obligation	Date of Issue	Date of Maturity	Amount Issued	Outstanding Principal Amount
Long-term Indebtedness				
<i><u>Voter-Approved Unlimited Property Tax Supported</u></i>				
General Obligation Bonds, Series 2015	6/4/2015	6/15/2035	19,900,000	16,595,000
<i><u>Limited Property Tax Supported</u></i>				
Full Faith & Credit Refunding Obligations, Series 2014	5/12/2014	8/1/2025	1,735,000	730,000
Full Faith & Credit Refunding Obligations, Series 2018	6/20/2018	6/15/2042	7,540,000	6,130,000
Total Long-Term Debt				23,455,000

Source: The District

**CHEHALEM PARK AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

Outstanding Indebtedness
June 30, 2021

General Obligation Bonds Series, 2015

Base CUSIP	Maturity Date	Interest Rate	Principal Amount
16310F	15-Jun		
CN5	2022	5.00%	715,000
CP0	2023	5.00%	770,000
CQ8	2024	5.00%	825,000
CR6	2025	5.00%	890,000
CS4	2026	3.00%	950,000
CT2	2027	3.00%	1,025,000
CU9	2028	3.25%	1,105,000
CV7	2029	3.38%	1,190,000
CW5	2030	3.50%	1,275,000
CX3	2031	3.50%	1,365,000
CY1	2032	3.50%	1,465,000
CZ8	2033	3.625%	1,565,000
DA2	2034	3.625%	1,670,000
DB0	2035	3.625%	1,785,000
			\$ 16,595,000

Full Faith & Credit Refunding Obligations, Series 2014

Base CUSIP	Maturity Date	Interest Rate	Principal Amount
16310F	1-Aug		
CC9	2021	2.80%	175,000
CD7	2022	3.05%	180,000
CE5	2023	3.25%	185,000
CF2	2024	3.40%	190,000
			\$ 730,000

Full Faith & Credit Refunding Obligations, Series 2018

Base CUSIP	Maturity Date	Interest Rate	Principal Amount
16310F	15-Jun		
DF1	2022	4.00%	495,000
DG9	2023	4.00%	370,000
DH7	2024	4.00%	380,000
DJ3	2025	4.00%	395,000
DK0	2026	4.00%	410,000
DL8	2027	4.00%	185,000
DM6	2028	4.00%	195,000
DN4	2031	4.00%	630,000
DP9	2034	4.00%	705,000
DQ7	2038	4.25%	1,085,000
DR5	2042	4.25%	1,280,000
			\$ 6,130,000

Chehalem Park & Recreation District
Major Taxpayers - 2020-21 Fiscal Year

Owner of Record (Taxpayer)	Taxes Imposed ⁽¹⁾	Taxable Assessed Value ⁽²⁾	Percent of Value
Portland General Electric Co.	\$ 77,235	\$ 85,098,000	2.03%
The Allison Inn & Spa LLC	27,471	30,268,221	0.72%
Northwest Natural Gas Co.	23,933	26,370,001	0.63%
Providence Health System	23,781	26,201,528	0.63%
Aspen Way West LLC	23,049	25,395,443	0.61%
A to Z Wineworks LLC	22,548	24,843,505	0.59%
ADEC Inc.	21,423	23,604,291	0.56%
K&J Real Estate LLC	20,532	22,622,092	0.54%
Friendsview Manor Inc.	19,245	21,204,668	0.51%
Fred Meyer Stores Inc.	17,565	19,353,055	0.46%
Subtotal - Top Ten of District's Largest Taxpayers		304,960,804	7.29%
All Other District Taxpayers		3,879,641,101	92.71%
Total District		4,184,601,905	100.00%

(1) Tax amount is the total paid by by the taxpayer within the boundaries of the County. This amount is distributed to individual local governments by Yamhill County

(2) Assessed value does not exclude offsets such as urban renewal and farm tax credits

Source: Yamhill County Assessment and Taxation

Yamhill County
Major Taxpayers - 2020-21 Fiscal Year

Owner of Record (Taxpayer)	Taxes Imposed ⁽¹⁾	Taxable Assessed Value ⁽²⁾	Percent of Value
Portland General Electric Co.	\$ 482,485	\$ 187,191,000	1.65%
Cascade Steel Rolling Mills Inc.	213,838	82,963,385	0.73%
MPT of McMinnville-Capella LLC	161,721	62,743,369	0.55%
Northwest Natural Gas Co.	138,409	53,699,001	0.47%
Stoller Vineyards Inc	100,882	39,139,407	0.34%
Foxglove Properties	81,157	31,486,665	0.28%
The Allison Inn & Spa LLC	78,016	30,268,221	0.27%
Providence Health System	67,534	26,201,528	0.23%
Aspen Way West LLC	65,457	25,395,443	0.22%
A To Z Wineworks LLC	64,034	24,843,505	0.22%
Subtotal - Top Ten of County's Largest Taxpayers		563,931,524	4.96%
All Other County Taxpayers		10,805,200,957	95.04%
Total County		11,369,132,481	100.00%

(1) Tax amount is the total paid by the taxpayer within the boundaries of the County. This amount is distributed to individual local governments by Yamhill County

(2) Assessed value does not exclude offsets such as urban renewal and farm tax credits

Source: Yamhill County Assessment and Taxation

Chehalem Park & Recreation District
Tax Rate History and Tax Collection Record
(Yamhill County, Oregon)

Fiscal Year	Real Market Value	Taxable Assessed Value Used to Compute Rates	Tax Rates per \$1,000 of Assessed Value				Percentage of Taxes Collected	
			Operating Tax Rate	Local Option Tax Rate	Bond Tax Rate	Taxes Imposed (1)	Year of Levy	As of 30-Jun-21
2020-21	\$ 7,633,677,839	\$ 3,930,825,584	0.9076	-	0.4042	\$ 4,827,487	95.02%	95.02%
2019-20	6,510,524,047	3,589,894,257	0.9076	-	0.3879	4,668,921	97.74%	97.74%
2018-19	6,050,663,269	3,381,807,410	0.9076	-	0.4042	4,440,903	94.41%	94.41%
2017-18	5,555,570,014	3,280,613,131	0.9076	-	0.4132	4,333,034	97.16%	98.64%
2016-17	4,312,924,281	3,153,599,588	0.9076	-	0.4202	4,207,019	96.78%	99.12%
2015-16	3,830,818,773	2,987,874,460	0.9076	-	0.4190	3,967,987	96.40%	99.68%
2014-15	3,698,673,773	2,866,377,271	0.9076	-	-	2,601,524	95.92%	99.91%

N/A - Not Available

(1) Amount to be raised from the District's permanent operating tax rate of \$0.9076/\$1,000 of taxable assessed value plus a bond rate of \$0.4042/\$1,000 of taxable assessed value.

(2) In process of collections.

**CHEHALEM PARKS AND RECREATION DISTRICT
YAMHILL COUNTY, OREGON**

INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS

POST FIELDWORK MEMORANDUM - Chehalem Park and Rec District

To: Chehalem Park and Recreation District
 From: Pauly Rogers and Co., P.C.
 Date: January 20, 2022

We'd like to thank you and your staff for the time and effort put into getting this year's audit process started. This summary provides a timeline for the audit, and a list of our preliminary findings.

IN ATTENDANCE

Don Clements	Superintendent
Heidi Smith	Administrative Coordinator

YOUR AUDIT TEAM

Roy Rogers	Managing Partner	RoyR@rascpas.com
Michael Aloï	Compliance Manager	MichaelA@rascpas.com
Sean Chamberlin	Team Lead	SeanC@rascpas.com
Megan Henderson	Associate	MeganH@rascpas.com

AUDIT COMPLETION TIMELINE

Audit Agenda Item	Date
Interim Fieldwork	October 2021
Final audit fieldwork	January 2022

AUDIT FINDINGS - SCHOOL DISTRICT

		Finding Type
*	In reviewing fidelity insurance (employee honesty) coverage, we noticed the the District carries cash and investment balances that exceed the fidelity insurance coverage of \$50,000. We recommend that the Board re-examine this exposure risk and make a determination each year as to the amount of insurance coverage they feel is prudent in regard to their oversight.	Best Practice
*	Segregation of duties - Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or to all phases of a transaction (Management override of controls). Specifically, the Admin Coordinator has full access to Accounts Payable process in Springbrook, and also processes payroll, modifies pay rates, and inputs employees into the system. Consequently, the possibility exists that unintentional or intentional errors or regularities could exist and not be promptly detected. We recommend that the Board continually monitor the financial activities to mitigate this risk and consider obtaining additional fidelity insurance coverage to compensate for this risk.	Best Practice
*	We noted the District has not obtained an actuarial valuation determining the Implicit Health Subsidy Liability as required by the GASB 75 pronouncement rule. The rule seeks to conduct the Implicit Heath Subsidy study in order to forecast and measure the implied health insurance benefits (OPEB liability) as the Oregon statute (ORS 243.303) requires an option to provide for insurance buyback for the District's retirees and/or former employees. We recommend going-forward, for the Board to consider getting the actuarial valuation done for the next fiscal year audit.	Best Practice
*	During our testing of journal entries, we noted that 4 JE's tested did not have the date of approval included with the approval signature. We recommend that all JE's be approved by including an approval signature and date to ensure all JE's are being reviewed and approved within a timely manner. We also were unable to find 5 of the original JE's in the documents provided. Copies were tested, but we were unable to test whether the JE's were reviewed, and if they were timely. We suggest storing all manually entered journal entries sequentially in their given monthly binders.	Exit Comment
*	During our testing of Bank reconciliations, we noted that bank reconciliations were not being prepared until May 2021, when the new Administrative Coordinator took over. Auditor reviewed all bank reconciliations from new preparer, and suggests separating cleared & outstanding deposits for clarity, no discrepancies noted.	Exit Comment
*	Per review of controls walkthrough, the auditors noticed that the District kept checks were pre-signed in office in locked safe. The check stub and the receipt were returned to the Administrative Coordinator for record keeping, once a purchase is made. Reconciliation of check payments were done regularly. Superintendent reviews the monthly reconciliation and will inquire when check numbers were skipped.	Exit Comment

FINDINGS KEY

- ML** { Material Weakness - a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.
- { Significant Deficiency - a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
- BL** { OMS - Oregon Minimum Standards comment which will be included within the 'Independent Auditors' Report Required by Oregon State Regulations' letter in the back of the financial report.
- { Best Practice - a method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark. Often, a best practice is a communication of risk for the Governing Body to be aware of when considering future action or changes in practice.
- Exit Comment - a finding or deficiency less severe than a significant deficiency yet still important enough to merit attention by management.

ML = Management Letter. Requires the entity to send an action plan including time frames (approved by the Governing Body and recorded in the minutes) to all Material Weakness and Significant Deficiencies directly to the Division of Audits of the Secretary of State within 30 days of filing the financial report, per ORS 297.466

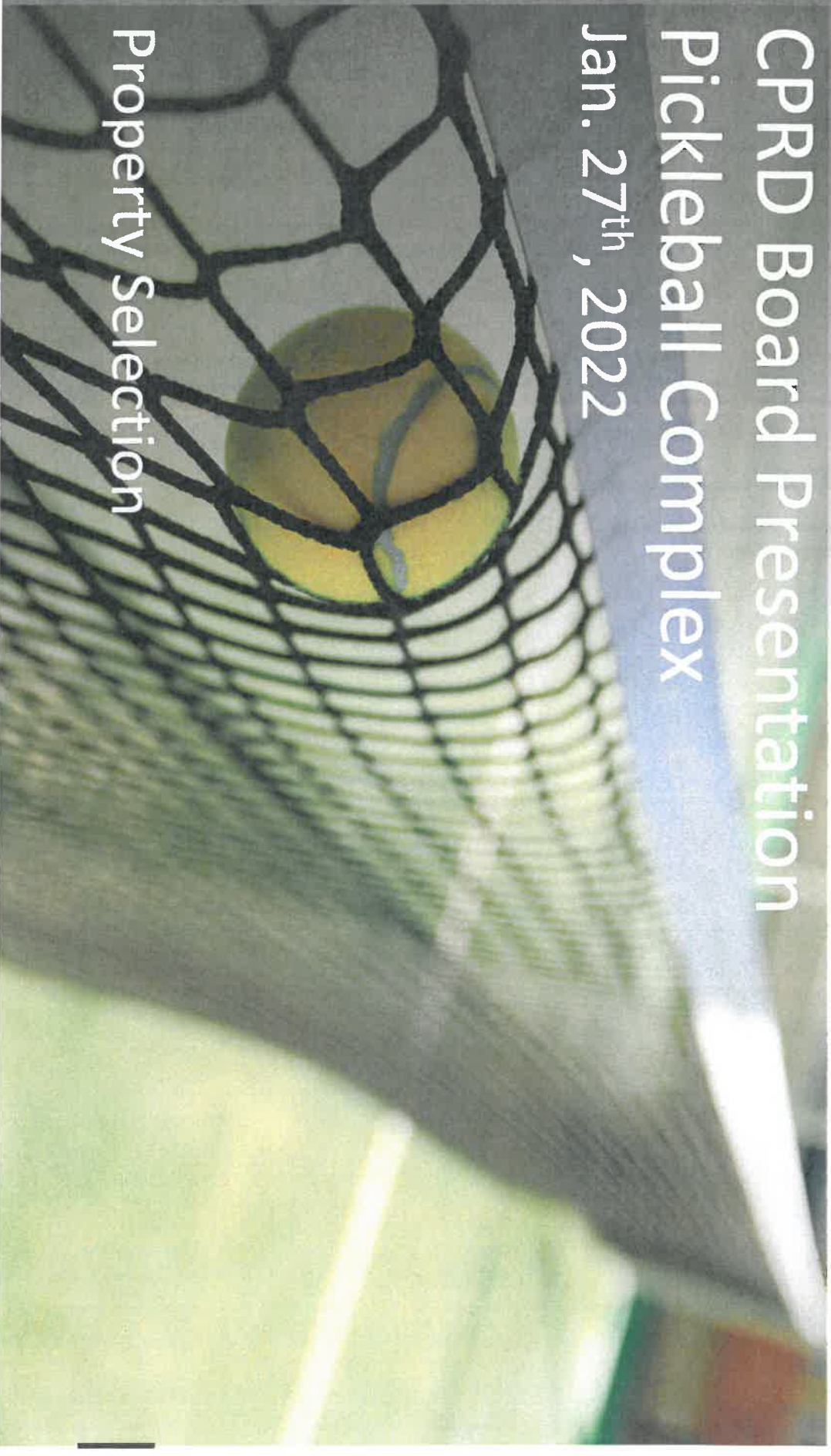
BL = Board Letter. Requires no further action from any parties involved.

OUTSTANDING ITEMS

- * Management's Discussion and Analysis
- * Representation Letter

CPRD Board Presentation Pickleball Complex Jan. 27th, 2022

Property Selection



Properties Evaluated

1. Behind Chehalem Valley Middle School – 5 acres - Control/use given to Newberg School District
2. Dundee Elementary – not available for years, too small
3. Friends Park - Candidate – access issues may require new road/entrance 9 acres interferes with bridge?
4. Jaquith – No parking, too small – would require removal of all park features
5. Rite Aid Bldg – Not available to non-retail, too small
6. Austin Industry by Museum – not suitable for any construction, fill material has to be removed
7. Chehalem Glenn 9-hole expansion – Candidate, keeps original hole design and moves via CAD 4 holes slightly 7-8 acres, all hole design integrity stays in tact
8. Dundee Property – bad location and too hard to get to
9. School District Properties – Wilsonville Road (2) – EFU land use issues - etc, Rennie – not available?
10. Schaad Park – significant elevation terracing issues – conditional use modification required
11. Old Yamhill landfill – prohibited by Yamhill County government

Grants require property:

1. Grant for \$4 million in funding. Grant issued 12-3-2021 and due by 1-31-22 with decision by Feb 2022 – OHA no matching funds. Fund pool over \$30 Million set aside
2. Travel Oregon Spring 2022 ~ 200K matching grant
3. Oregon Department of Parks and Recreation – Spring/Summer \$750K matching grant
– current status of existing grants unclear
4. Nike Community Grants – under investigation at this time

Site Issues: Chehalem Glenn

- Concerns over present design integrity given reduction in space. Current designer, John Steidel, indicated he would be available to make changes. Given the CAD hole design characteristics/layouts/measurements are not changing costs should not be significant. Current design awaits irrigation design for completion.
- A request for modification of “Conditional Use” must be applied for with Yamhill County - \$3,600 cost and will take about 6 weeks assuming no major roadblocks. Denial will leave the existing conditional use permits in place and unaffected – (Researched and reported by Ken Friday, Dir of Planning Yamhill County 1-21-22) Mr. Friday is familiar with Pickleball and was informed of the total scope of the project prior to research.

Site Issues: Friends Park

- The biggest issue is safe access to the property. Highly congested narrow streets may not safely accommodate an additional 200- 500 cars per day. Children are ever present. Alternate access through the south end of the property may be required.
- Southern access roads will conflict with the pedestrian bridge in planning currently
- Reviewed the existing Wynooski Road Bridge that will be bordering the proposed new bridge
- Both bridges:
 - Terminate at the exact same place
 - Are feet apart for over half their length
 - Offer the exact same functionality

Site Issues: Friends Park (continued)

- Benefits of Wynyoski Road and Bridge
 - Immediate trail implementation and use
 - No cost and no ownership responsibilities - \$1.8 million freed up for immediate trail needs
 - Immediate trail access and use of Dog Ridge Road and access to CPRD planned campground properties and boat launch facilities at the Highway 219 bridge
 - Immediate trail access to and around the Paper Mill development over the existing at grade asphalt road going between the redesignated storm water detention ponds – North and South
 - Immediate access to the building site of the future *Heritage Trail Riverview Promenade*. The highest retail value portion of the trail.
- Bypasses the Bypass wall between the Bypass and the Paper Mill properties

What the Wynooski bridge offers today

- No cost and no cost of ownership
- Immediate use
- Immediate access to Dog Ridge Rd and the CPRD property adjacent to the highway 219
Willamette Bridge properties
- Immediate access to the paper mill properties across the road between the ponds and beyond
- Access to the Heritage Trail River View Promenade – the highest value and most profitable
CPRD easement on the paper mill complex (net value to retailers)

Decision

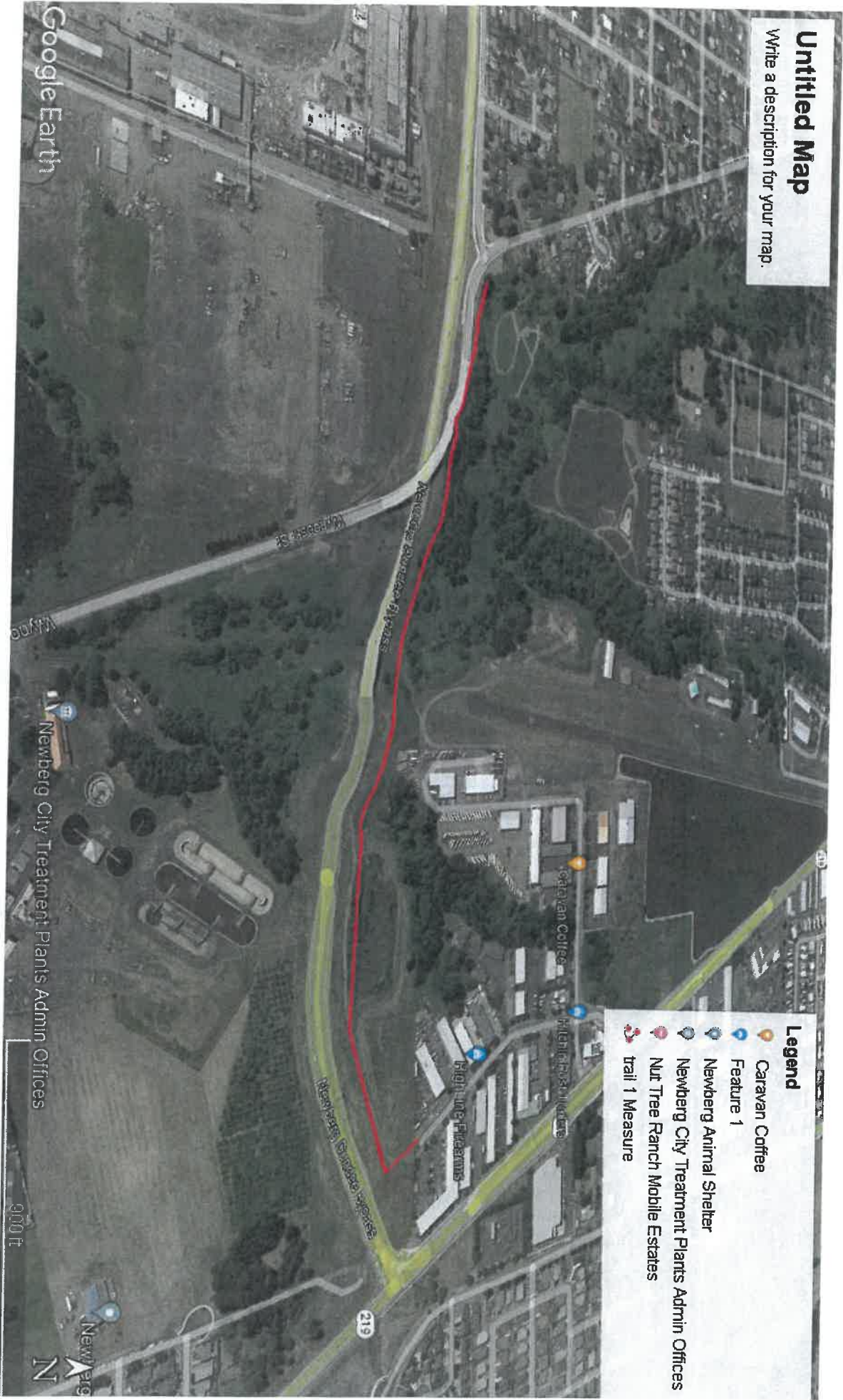
- Grants require land
- \$4 M grant request will be submitted 1-31-22

Write a description for your map.



Untitled Map

Write a description for your map.



Legend

- Caravan Coffee
- Feature 1
- Newberg Animal Shelter
- Newberg City Treatment Plants Admin Offices
- New Tree Ranch Mobile Estates
- Trail 1 Measure

Google Earth

Newberg City Treatment Plants Admin Offices

900 ft

N

Untitled Map

Write a description for your map.

Legend

- Caravan Coffee
- Feature 1
- Newberg Animal Shelter
- Newberg City Treatment Plants Admin Offices
- Nur Tree Ranch Mobile Estates
- trail 1 Measure



Untitled Map

Write a description for your map.



Write a description for your map.



- Caravan Coffee
- Feature 1
- Newberg Animal Shelter
- Newberg City Treatment Plants Admin Offices
- Nur Tree Ranch Mobile Estates
- trail 1 Measure

2022-23 BUDGET COMMITTEE PUBLIC CITIZEN MEMBERS

2020-21

1. **Andrew Yinger, 2020 - 2022**
2. **Mike McBride, 2021 - 2022**
3. Elizabeth Comfort, 2021 - 2024
4. Jim Talt, 2021 - 2024
5. Elijah Dickson, 2020 - 2023

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CHEHALEM PARK & RECREATION DISTRICT

EMPLOYEE HANDBOOK



JANUARY 2022

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INTRODUCTION

WELCOME TO CHEHALEM PARK AND RECREATION DISTRICT!

We're happy to welcome you to **Chehalem Park and Recreation District (CPRD)** – we're glad you've joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We have defined values that we encourage from ourselves and all employees of CPRD. CPRD is short for Chehalem Park and Recreation District. Please remember "C" in CPRD stands for Cooperation. "P" in CPRD stands for Professionalism. "R" in CPRD stands for Responsiveness. "D" in CPRD stands for Dedication. We encourage staff to be **"cooperative", "professional", "responsive" and "dedicated"** in all endeavors at CPRD.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our organization values two-way communication, and our "open door" policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

W. Don Clements, Superintendent

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all of our employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask the supervisor of your department.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we'll try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in Chehalem Park and Recreation District's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by CPRD or you for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

You and Chehalem Park and Recreation District are engaged in an “at-will” employment relationship. Therefore, employment at Chehalem Park and Recreation District is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the Superintendent. It cannot be altered, except when in writing and signed by the President and Secretary of the Board and you. Chehalem Park and Recreation District will not make and will not be bound by any oral promises concerning the length or terms of your employment.

Equal Employment Opportunity

Chehalem Park and Recreation District is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to Management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to the Superintendent. We also encourage that you document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act [ADA], amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function [walking, seeing, hearing, breathing, bodily functions, etc.];
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone [parent, sibling, child, spouse, friend, etc.] with a disability.

Chehalem Park and Recreation District offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Department Supervisor and Administrative Coordinator.

HARASSMENT

Chehalem Park and Recreation District will not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employee's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment;

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at Chehalem Park and Recreation District. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of Chehalem Park and Recreation District, you have the responsibility to immediately report any actions or words, which you find

to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to the Superintendent or your Department Supervisor/Director. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

External Complaint Procedure

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal services
- Counseling and Support Services and/or Employee Assistance Services

WORKPLACE PROFESSIONALISM

While harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

Chehalem Park and Recreation District defines unprofessionalism as *"repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship."* Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Chehalem Park and Recreation District will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action.

We will consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making comments on Facebook, texting, misuse of other forms of social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any Chehalem Park and Recreation District employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action.

DISPUTE RESOLUTION

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your supervisor will generally follow-up to your concern, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances [*i.e.*, a concern involves an immediate supervisor], you may go directly to the next level of management or to the Superintendent for assistance.

Appeal Process

Honest differences of opinion occur, and some situations will require the review or decision of a higher management level. A higher-management review, however, is intended to occur after you have discussed a situation with your immediate supervisor and a satisfactory solution has not been reached.

If you believe a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by your immediate supervisor, you may present the matter to your Department Supervisor. That official will review the issue and make a decision. If you are not satisfied with this decision, you may present the matter to the Superintendent for review and settlement. The decision of the Superintendent will be final. All cases will be reviewed on an individual basis and without regard to precedent.

EMPLOYMENT

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or in utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

Our goal will always be to select the most qualified person for each available job.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

New Employee Orientation

New employees are expected to attend a thorough orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

Introductory Period

As a new employee, you are hired on a six (6)-month introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the introductory period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. This period may be extended only by approval of the Department Supervisor. The request for an extension won't be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete an introductory period of six (6) months to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job

we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Re-employment

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees.

Rehires shall be considered new employees, except where federal or state law requires otherwise [e.g., the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement].

Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered introductory, full-time or part-time, temporary, or on-call as described below:

- Introductory*:** Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, benefits. (*NOTE: Sick time accrued may be used starting the 91st day of employment. Other benefit eligibility depending on individual classification may begin prior to Introductory period conclusion.*)
- Regular Full-time:** An employee who is regularly scheduled to work 30 hours or more per week. Classification normally is eligible for benefits.
- Regular Part-time:** An employee who is regularly scheduled to work less than 30 hours per week. This classification is normally not eligible for benefits. (For health insurance coverage, consistent scheduling of 30 hours per week *may* be treated similarly to full-time for specific benefits, depending upon plan benefit criteria.)
- Temporary*:** An employee who is hired for a specified period of time, usually no more than one year. This classification is typically not eligible for benefits, except for those mandated by law.
- On-Call*:** An employee who does not have a set schedule and works only when called upon.

** May be eligible for certain benefits under the Affordable Care Act or if otherwise mandated by law.*

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your department supervisor.

- Exempt:** An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

The organization maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies or any management representative involved in a pending personnel action.

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with the Superintendent or Administrative Coordinator. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Administrative Coordinator or your immediate supervisor. Most of the items listed below can be updated by the employee directly in their payroll account, and would not require notification if the employee completes the updates online:

- Name (notification required for proper documentation)
- Marital status (if in a position with benefits)
- Address (employee may self-update in system)
- Telephone number (employee may self-update in system)
- Dependents (if in a position with benefits)
- Person to be notified in case of emergency (employee may self-update in system)
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the states Ethics laws found in ORS 244. Employees who violate the Ethics Policy or who create an equally detrimental impact on the organization will be subject to corrective action, depending upon the circumstance, up to and including termination

Public Officials

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an "agent." An "agent" means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization you became a Public Official.

Gifts

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.

- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

Financial Interest in Public Contracts

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

CONFIDENTIALITY

Organization and Customers

At Chehalem Park and Recreation District, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from Chehalem Park and Recreation District, except in the ordinary course of performing duties on behalf of Chehalem Park and Recreation District. Additionally, the contents of organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

Chehalem Park and Recreation District's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Superintendent. The Superintendent or an appointed designee has the responsibility to investigate the incident and take corrective

action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates [*i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates].
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers/co-workers in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

WORKPLACE RULES

Chehalem Park and Recreation District believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate the work behaviors considered important to Chehalem Park and Recreation District.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. Chehalem Park and Recreation District records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Chehalem Park and Recreation District or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol consumption when representing Chehalem Park and Recreation District in a business or social capacity.
5. You are expected to maintain the confidentiality of organization information or customer information in your possession (*i.e.*, personnel information, trade secrets, etc.).
6. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found elsewhere in this Handbook.

WHISTLEBLOWER PROTECTIONS

Chehalem Park and Recreation District encourages any employee with knowledge of an illegal or dishonest activity to report it to the Superintendent. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Superintendent.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the Superintendent. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. Chehalem Park and Recreation District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Superintendent immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Superintendent who is responsible for investigating and coordinating corrective action.

DRESS CODE

Employees contribute to the atmosphere and reputation of Chehalem Park and Recreation District in the way they present themselves. A professional appearance is essential to a favorable impression with customers and clients. Good grooming and appropriate dress reflect employee pride and inspire customer, client and citizen confidence.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly-revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

Additionally, clothing, jewelry, and hair should not be loose or dangle in such a way that creates any kind of safety hazard.

Body piercing jewelry and body art that does not convey a professional image should not be visible.

Management may make exceptions to the Dress Code for special occasions. An employee unsure of what is appropriate should check with the designated manager or supervisor.

Some departments may require specific guidelines. People who need to leave work to change clothes for meetings must utilize personal unpaid time or vacation time. If you are meeting clients, business dress is always appropriate. These policies may be changed as fashion trends in clothing for the business world change.

Electronic Communications Systems

Chehalem Park and Recreation District provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only during business hours. Use of company systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of Chehalem Park and Recreation District to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does

not guarantee confidentiality; all passwords to company systems must be disclosed to the organization's Superintendent or Administrative Coordinator.

Organization-owned Personal Computers/Laptops/other similar computer type devices

To protect the integrity of our systems, all software used on our computers, laptops, and similar computer type devices, must be approved by the Superintendent or Department Supervisor. Personal or downloaded software may only be installed after authorization from that individual. A virus check of all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the written authorization of the Superintendent.

Laptop Security/other applicable equipment

Laptops and other applicable equipment will only be replaced by the company if the laptop and other equipment were secured by two anti-theft devices at the time they were stolen. For example, a computer camera stored in a locked cabinet within a locked office; a laptop locked in a safe in a locked motel room; a laptop secured in a locked drawer within a locked residence. An exception applies for a laptop or equipment taken during an assault situation.

In other situations, a deductible may apply to lost or stolen laptops and computer equipment in which the employee may be billed. The Superintendent will make the final determination if the employee will be billed for the deductible if/when the equipment is replaced.

Mobile Devices

Allowing Remote Wipe Provisions/Data Liability

If you are connected to the organization's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. In order to protect this information, the organization retains the right to delete data and applications from any device that contains the organization's information. **This right to delete such information may be exercised remotely or on-site if the organization determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the organization's ability to delete this information at any time.** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly sync any personal data [e.g., applications, information, photos] to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

Mobile devices should be set to lock after every ten [10] minutes or less for security reasons. A PIN-based lockout is required, and the PIN must be given to the Information Technology department.

Obviously, it is critical that any loss or theft of a mobile device, including laptops, be immediately reported to the Superintendent and your immediate supervisor. Security of these devices should always include two (2) levels (i.e., locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of company-related information addressed in this policy, and further corrective action, up to and including termination.

Use of Internet, Virtual Private Network, and Commercial Online Systems

Although Chehalem Park and Recreation District recognizes that the Internet may have useful applications to our business, you may not engage in Internet use without prior written approval from your Department Supervisor, unless a specific business purpose requires such use. Absent such approval or business directly related to your position, you may not access the Internet using our computer systems at any time or for any reason.

Also, management approval is required before anyone can post any information on commercial online systems, the VPN, or the Internet. Any material not owned by Chehalem Park and Recreation District that will be posted must have received all proper copyright and trademark permissions from its originators prior to approval. For newly generated material, an employee should obtain copyright and trademark designations, as appropriate, prior to posting any content; the posted content should include copyright and trademark notices. Absent prior approval to act as our official representative from Chehalem Park and Recreation District, you must include the following disclaimer with any information you post: "Views expressed by the author do not necessarily represent those of Chehalem Park and Recreation District."

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, Instagram and Tik Tok are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to market Chehalem Park and Recreation District products and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. Chehalem Park and Recreation District wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations.

As employees of Chehalem Park and Recreation District, it is expected that we act professionally when representing the District. Refrain from wearing logo uniforms and ID badges while off duty, especially when engaging in social activities. No unauthorized social media photos are to be taken or posted while in uniform or at your place of employment. Inappropriate content should not be posted anywhere, including social media sites and any such posts should be immediately removed. Posting of inappropriate material will lead to corrective action, up to and including termination.

If an employee wishes to post information, opinions, or statements that might include information about the District on their private social media, absent prior approval to act as our official representative from Chehalem Park and Recreation District, you must include the following disclaimer with any information you post: "Views expressed by the author do not necessarily represent those of Chehalem Park and Recreation District."

Business Use

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

To have authority to post on social media platforms, on behalf of Chehalem Park and Recreation District to promote, advertise, communicate about, and encourage use of Chehalem Park and Recreation District social media post, you must sign the Chehalem Park and Recreation District Social Media Posting Agreement. The Chehalem Park and Recreation District Social Media Posting Agreement is available at the administrative office and will become part of the personnel file.

Ownership of Social Media Accounts

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from Chehalem Park and Recreation District, the organization has the right to assume control of this account.

Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. All posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

Chehalem Park and Recreation District realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at Chehalem Park and Recreation District is the property of the organization and is provided for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of Chehalem Park and Recreation District. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. Chehalem Park and Recreation District, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the Superintendent or designee.

Cell Phones

Where job or business needs necessitate immediate access to an employee, the organization may provide/require a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

Employees should not use handheld cell phones for business purposes while driving. Should an employee need to make a business call while driving, a lawfully designated area to park should be located and the individual should pull over to make the call. Employees may use hands-free cell phones to make business calls, but only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather, unfamiliarity with area), the employee should locate an appropriate area to pull over to continue the call.

PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which Chehalem Park and Recreation District can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations annually.

The objectives of our performance management and formal appraisal process are to:

- Ensure that employees know their individual performance against established performance standards;
- Determine how well the organization is doing in assisting employees with work performance and meeting goals;
- Ensure communication and two-way feedback;
- Provide a consistent, objective, and fair method of making compensation decisions;
- Provide a tool for career planning; and,
- Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of Chehalem Park and Recreation District to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Demotion, which will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling, verbal warning and written warnings may be undertaken by a Coordinator, Director, or Supervisor without prior approval from the Superintendent. However, the Superintendent must be informed by the Coordinator, Director or Supervisor of any such actions taken. Suspension with or without pay, demotion and discharge require prior approval from the Superintendent before the action is taken, unless a safety issue necessitates an immediate discharge from employment. In such an instance, the Superintendent is to be notified as soon as possible.

COMPENSATION

PAY ADMINISTRATION

Chehalem Park and Recreation District values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, and education. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

Refer to the current approved and adopted budget document for the fiscal year personnel synopsis which will include position and pay grade plans. Questions regarding this document should be referred to your supervisor.

Pay Increases

It is Chehalem Park and Recreation District's policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by both the next level of management and the Superintendent.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

PAY PRACTICES

Paydays

You will be paid twice each month. Paydays are generally on the 15th and last day of each month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed on the Friday prior to the established payday. If a payday falls on an organizational holiday, you will receive your check on the last workday prior to the holiday.

Payroll Deductions

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

Pay Advances

Pay advances are not provided by the organization. Employees are encouraged to find other appropriate resources for any financial difficulties.

Delivery of Paychecks

If you elect direct deposit, your paycheck stub will be available through your individual employee log in through our payroll system portal. Those not on direct deposit will have their paycheck made available at a designated site each payday. Paychecks will not be released to anyone else without your written request. In all situations, paychecks will be signed for by the person receiving the paycheck after identification is verified (photo or personally known) unless the paycheck is mailed.

Method of Payment

A statement showing gross earning, deductions and net salary will accompany each paper paycheck and will also be available in the employee's individual log in through our payroll system portal. Employees with direct deposit will have this information available in their personal log in account for payroll.

Reissuance of Paychecks

In the event an employee requests a check reissued due to damage, loss, or failure to deposit the check prior to the check becoming "stale" (financial institutions normally consider checks stale 6 months from the date of the check's creation) any reissuance, stop payment or similar fees charged the District may be billed to the employee. Similarly, issues and fees associated with failed and reissuing direct deposits may be treated similarly where fees are associated with the reissuance process.

Please understand that reissuance carries with it direct expenses and the reissuance process adds to the administrative workload as well. For this reason, we encourage you to avoid situations that might result in a request to reissue your paycheck(s).

Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire through your onboarding process. You may file a new W-4 form any time by logging in to your individual account for payroll. When you update your Form W-4, the organization will implement the desired changes by the start of the first payroll period after submission. We encourage employees to seek tax advice if they have questions about withholding amounts.

Time Records for Non-Exempt Employees

The time card/time sheet is a record of time worked and must be filled out daily. It provides a permanent record of time spent on the job, indicating the exact time you worked. Currently, this is recorded electronically through your individual payroll log-in.

Time card entries should be reviewed carefully for completeness and accuracy at the end of each shift, as they will be used to calculate pay. Supervisors will review and electronically approve time cards each pay period. Time cards must be completed via Chehalem Park and Recreation District's current payroll system. If an error needs to be corrected, the time card should be taken to the manager/supervisor for appropriate action. All entries or corrections must be reviewed and electronically approved by the supervisor or other appropriate management member. Time cards should be reviewed for completeness and electronically approved by the employee at the end of the pay period. Your electronic approval each working shift verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt do fill out time cards and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because Chehalem Park and Recreation District does have vacation, sick pay and in some instances comp time benefits programs for exempt employees, if you have earned time in these bank(s), you must use this time first to cover any time off that is less than your normal work period.

Dispute Resolution Process for Paycheck Errors

If you have any questions regarding your pay or believe a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the Superintendent or Administrative Coordinator if you are unable to resolve the manner with your immediate supervisor.

Final Paycheck

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued, vested, and unused vacation time due and payable at separation.

HOURS OF WORK AND WORK SCHEDULES

Organization Hours

The general office hours at Chehalem Park and Recreation District are 8:00 a.m. to 5:00 p.m., Monday through Friday, or as set by the department supervisor.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate manager based on the organization's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

The normal workday is 8 hours. The total hours in a normal workweek are 40, Monday through Sunday. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor. We realize that some situations and positions may be required to remain at their work stations longer than originally scheduled when client/customer needs mandate it. These situations should be addressed with your supervisor when they do occur.

Overtime

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times [1.5] the regular rate of pay for all hours worked in excess of 40 in a regular workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. Your department supervisor must approve any overtime hours in advance or else you may face corrective action, up to termination. The supervisor must also notify the Superintendent as soon as practical when unscheduled overtime is required.

Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation, is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

Lactation

Chehalem Park and Recreation District promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

Chehalem Park and Recreation District will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with your immediate supervisor. Hand washing facilities will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in a refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

NOTE: Since breast milk is a bodily fluid, and as such, could harbor certain communicable diseases, it is important it be labeled with the employee's name.

Social and Recreational Activities

Participation in off-duty social or recreational activities such as organization picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office.

In the event that Chehalem Park and Recreation District makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email from the Information Director. A closure message will also be recorded on Chehalem Park and Recreation District's general voice message line. It is the responsibility of each employee to check e-mail, call the voice message line, or contact their immediate supervisor for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via e-mail, directly from the employees' supervisor, or other method.

Exempt employees will be paid for all absences related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available vacation time may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two [2] hours, whichever is greater.

TELEWORK OR TELECOMMUTE

Both telework and telecommute are a flexibility that may be available to some positions within the organization. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee's residence. Telecommute is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee's residence.

All telework and telecommute arrangement require the prior approval of the employee's supervisor and Superintendent, and may be changed at the discretion of supervisor. Telework and telecommute may be permissible for some jobs, but not all jobs. Each request will be on a case by case basis and full details involving equipment, security, availability, and all aspects of the job duties will be determined, if approved.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

Chehalem Park and Recreation District will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made.

Expense Reimbursement Procedure and Reports

Requests for expense must be submitted within five (5) days following the end of the month when the expense was made. Supporting documentation and/or itemized receipts must be provided to each request. Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense, provided the employee supervisor pre-approved the expense. Transportation, meal, travelling expenses must be pre-approved by the employee's supervisor on a case by case basis. Chehalem Park and Recreation District expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

Mileage Reimbursement

While in the course and scope of duties on behalf of Chehalem Park and Recreation District, employees, with their Department Supervisor's approval, may use their vehicle for business purposes.

When you use your own vehicle for organization business, you may be reimbursed for organization-related business travel at the current IRS determined rate per mile. Employee assumes liability for their vehicle when used for business purposes. Employee must have their own comprehensive and collision coverage on vehicles used for Chehalem Park and Recreation District business, which is considered primary and the cost is at the employee's non-reimbursable expense.

In order to recover these costs, an expense report must be signed by you and dated, initialed by your supervisor/manager, and submitted to the Administrative Coordinator for processing according to policy. If you have questions about expense reports and mileage allowances, please ask. Mileage reimbursement requests should be done on a monthly basis, and in all instances, must meet an end of the fiscal year deadline of July 5th of each year. Your supervisor may require mileage reimbursement to be turned in as often as monthly.

Credit Card Payment

Chehalem Park and Recreation District

If a credit card is provided to you, the employee, all receipts must be provided monthly to the Administrative Coordinator for the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the Administrative Coordinator, which may change depending upon credit card processes and/or due dates.

Employees may not use company provided credit card for personal use. Employees issued a company card may not use a personal card for business use.

PAY EQUITY

Chehalem Park and Recreation District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on Chehalem Park and Recreation District's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, step and grade scale, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Superintendent to obtain clarification.

BENEFITS

PURPOSE AND POLICY

Chehalem Park and Recreation District strives to provide the most equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary or on-call employees.

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Benefit Pro-ration and Employee Cost Sharing

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by Chehalem Park and Recreation District. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share (up to the full amount) in the cost of your coverage.

Benefit Design and Modification

Chehalem Park and Recreation District reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the Superintendent or designee for your review. We ask that you refer any questions about this information to the Superintendent.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

Chehalem Park and Recreation District currently provides health insurance coverage for full time employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Administrative Coordinator.

Eligibility

This benefit is provided for all regular full time employees. If otherwise eligible, you may begin to participate in the plan after you have completed 30 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 30 days of employment. Part-time, temporary, and on-call employees are generally not eligible to participate in the health insurance plan.

Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the Administrative Coordinator. Currently, enrollment is done completely online. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The organization pays the full monthly premium for eligible regular full-time enrolled employees.

Coverage for dependents of employees may also be available. The organization currently pays the premium cost associated with this coverage for eligible employees.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage.

Medical information is covered by HIPAA regulations. Chehalem Park and Recreation District realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

Premium Cost

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the organization will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. This may include but is not limited to eligible additional items an employee may choose, such as supplemental life insurance. Chehalem Park and Recreation District determines the payroll deduction schedule.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period of time, depending upon plan documents. Eligibility can be lost due to a prolonged absence from work or if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events are termination of employment, a reduction in hours, divorce or legal separation, entitlement to benefits under Medicare,

a dependent child reaching the age of 26, or a leave of absence. You must notify us or the plan when a dependent child loses eligibility or in the event of divorce or legal separation.

You, your spouse, and dependents may continue group health insurance for a certain period of time at your own expense under COBRA. However, continuation does not occur automatically. You and any dependents have 60 days to enroll in the plan, which starts on the later of a) the date the election notice is received or b) the date you and any dependent would otherwise lose coverage; you have 45 days to pay the initial premium. Coverage will be retroactive to the date of the qualifying event. You and any covered dependent will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

Portability/Conversion of Health Plan

If you've been continuously covered under our group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

DENTAL INSURANCE BENEFIT

Chehalem Park and Recreation District provides a Dental Insurance plan for employees.

Eligibility

Employees regularly scheduled to work 30 hours or more per week are eligible for dental insurance coverage on the first day of the month after 30 days of continuous employment. Part-time, temporary, and on-call employees are generally not eligible to participate in dental insurance.

Cost

At the time of eligibility and during open enrollment each year, you will be notified of how much the organization will contribute towards monthly premiums.

Employees may enroll dependents in the dental care plan. Chehalem Park and Recreation District will pay for dependents coverage on the dental plan if the employee is a regular full-time employee.

OTHER INSURANCE BENEFITS

Group Life Insurance

We provide group life insurance coverage for eligible employees. Employees who are regularly scheduled to work 30 hours per week or more become eligible for this coverage when they become eligible for health insurance. The amount of insurance coverage is \$10,000. Chehalem Park and Recreation District pays the full premium. Employees may elect more benefits but will pay the difference.

VACATION BENEFIT

All regular full-time employees are eligible for vacation based on the schedule below. No vacation time may be taken or paid during the introductory period, unless specific arrangements have been made at the time of hire, or approved by the Superintendent.

You will earn vacation benefits according to the following schedule:

Up to 5 years employment	6.67 hours/month
During 6 th year of employment	7.33 hours/month
During 7 th year of employment	8.00 hours/month
During 8 th year of employment	8.67 hours/month
During 9 th year of employment	9.33 hours/month
During 10 th year of employment	10.00 hours/month
During 11 th year of employment	10.67 hours/month
During 12 th year of employment	11.33 hours/month
During 13 th year of employment	12.00 hours/month
During 14 th year of employment	12.67 hours/month
During 15 th year of employment and beyond	13.33 hours/month

Continuous service will be calculated from the first of the month nearest your date of hire.

Employees may accumulate a maximum of twice their annualized vacation accrual time (as an example, up to 5 years employment, 160 hours maximum). Once an employee reaches their cap, the amount will no longer accumulate (freeze) until hours drop below the cap.

We provide vacation so you can enjoy periods of time away from work. Vacation is intended for rest and recreation and vacation pay may not be taken instead of time off. Vacation accrual will be paid out at separation in accordance with this policy and any applicable law.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing (through our current electronic time off request system through our current payroll provider) and submitted to your supervisor. Generally, employees won't be allowed more than two (2) weeks off at a time. We'll try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

SICK LEAVE

Chehalem Park and Recreation District provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the Administrative Coordinator or Superintendent.

The accrual of sick time begins on the first day of employment at the rate of one hour of sick time earned for every 30 hours worked, up to a maximum of 40 hours in one year for employees who are not regular full time employees. Regular full time employees will accrue 4 hours per pay period. However, for regular full time employees, their accrual rate will be adjusted to the same accrual rate that all non-regular full time employees accrue sick time at, if there are non-paid hours during the pay period (such as during an unpaid leave of absence), to an adjusted rate of 1 hour of sick time earned for every 30 hours worked during a pay period. Any employee may use accrued sick time beginning on the 90th calendar day of employment. Sick time may be used as it is accrued moving forward.

Employees who are not regular full time employees may carry over up to 40 hours of unused sick time from one leave year to the next, but sick leave balances may never exceed 80 hours at a time. Regular full time employees may carry over annually up to 800 hours' worth of unused sick time. The Superintendent has authority to grant additional sick time on a case by case basis in extreme situations.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, or to care for an immediate family member with an illness. Chehalem Park and Recreation District does not allow employees to donate sick time to other employees. Unused sick time is not paid out upon separation from employment.

PAID HOLIDAY BENEFIT

Chehalem Park and Recreation District observes the following holidays each year and our offices are officially closed on these days:

New Year's Day	Labor Day
Martin Luther King Jr Day	Veteran's Day
Presidents Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving Day
Juneteeth Day	Christmas Eve Day
Independence Day	Christmas Day

The days that the organization will observe these holidays or any additional time observed, such as New Year's Eve, will be determined each year at management's discretion.

Eligibility

Employees regularly scheduled to work 40 hours or more per week will receive paid time off for the above observed holidays. If an eligible employee is not able to utilize the observed paid holiday off on the actual day due to work needs of the District, they may exchange it for another work day with prior supervisor approval. It must be utilized within 30 days either before or after the actual holiday.

VETERANS DAY HOLIDAY

Eligible employees have the option of taking Veterans Day off by requesting it as a holiday during any year it falls on a scheduled work day. This time will be paid for their normal daily work hours.

Establishing Eligibility

Employees are eligible if they fall within specific parameters outlined by law. Generally, an individual must have been deployed for at least one (1) day or must have served on active duty with the Armed Forces for at least 178 days and received an honorable discharge, if no longer a member of the military. Please inquire about additional qualifying circumstances. We may request that you provide documents establishing your eligibility.

Request Procedure

You must notify your manager or supervisor of your request at least 21 calendar days prior to the holiday. Your manager or supervisor will respond to your request no less than 14 calendar days prior to the holiday.

Employer Response

Due to situations where providing time off would create a significant economic or operational disruption, or undue hardship would occur, the decision may be made not to allow anyone to take the day off or to allow only the minimum amount of employees to avoid such a situation. If a veteran does not receive time off for Veterans Day, the employee may choose a single day off within the same year with supervisory approval.

OTHER BENEFITS

401[k] Retirement Plan

Regular full-time benefit-eligible employees may participate in the 401[k] Retirement Plan on January 1st or July 1st following six (6) calendar months from the date of hire. Contributions are made through voluntary pre-tax salary deduction. A Roth (post tax) option is also available. Employees may elect and adjust their contribution amounts as desired, not to exceed the maximums allowed by applicable law. Chehalem Park and Recreation District may elect to make contributions to the plan on your behalf depending on the financial wellbeing of the organization. In order to be eligible for any employer contribution to the plan, you must have been employed with us for six (6) months and have worked more than 1,000 hours. Your contributions to the plan are always 100% vested. Any contributions made to your account by Chehalem Park and Recreation District are vested gradually based on years of service. You will be provided more detailed information upon eligibility. After 6 months you become eligible at the next open enrollment. It is the responsibility of the employee to notify the Administrative Coordinator when they plan to participate. Employees who were previously employed and vested, may be eligible to begin contributions sooner, depending on the plan documents.

Chehalem Park and Recreation District Employee Perks and Discounts

Chehalem Park and Recreation District Employee Perks and Discounts are available for all employees who work regularly on at least a one day a month basis. Benefits are subject to change at any time. Ask your immediate supervisor if you have questions regarding these specific discounts/perks. *All discounts/perks apply to employee and their immediate family living within their household.*

Recreation:

- 25% off recreation and sports classes and activities.

CARE and Preschool:

- 40% off Grade School and Pre-K childcare . Contact the CARE/Preschool Coordinator for details and application of discount.

Chehalem Glenn Golf Course:

- Driving range and putting course use. Employee MUST be present at all times.
- Golf Course play allowed for employee if space is available (family members pay regular rates).

Aquatic and Fitness Center***Part-Time Employees – Senior/Adult/Student Quarterly Membership***

- This package is for part-time hourly (temporary or seasonal) employees. It includes fitness center (including group fitness classes), pools (schedules permitting, including water exercise classes), hot tub, and sauna (age restrictions may apply).
- It is an employee-only membership (family members are not included).

Full-Time Employees – Family Quarterly Membership

- This package is for full-time hourly or salaried personnel and may include tenured seasonal full-time employees; our Board of Directors and their families qualify for this package.
- Employee/Board Member and spouse plus all children, or full-time students living at home, will be eligible to use fitness center (including group fitness classes), pools (schedules permitting, including water exercise classes), hot tub, and sauna (age restrictions may apply).

Membership Upgrade – part-time employees

- To upgrade from an individual (adult or senior) employee to one of the following memberships, contact your supervisor or the aquatic reception desk for most current rates.

LEAVES OF ABSENCE

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave	Disability Leave [Non-FMLA]	Family and Medical Leave
Civic Duty	Military Leave	Leave to Donate Bone Marrow
Personal Leave	Crime Victims' Leave	Domestic Violence Leave

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Administrative Coordinator or your Supervisor.

BEREAVEMENT LEAVE

You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent/Parent-in-law
- Sibling/Sibling-in-law
- Grandparent/Grandchild
- Another person of "in Loco Parentis" relation

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management. This leave may be taken to attend the funeral (or alternative) of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. Leave must be completed within 60 days after the date on which you received notice of the death of your family member. The Superintendent may grant an extension on a case by case basis.

Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you qualify for OFLA, at a minimum, you are allowed to take up to two weeks off per death of an immediate family member. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

Request Procedure

You are expected to give us as much notice as possible of the need for time-off so that we can make arrangements to cover your absence. If your leave is not protected by applicable law, your supervisor will decide whether or not to grant leave after consulting with management. You may be asked to verify your family relationship to and the death of your family member.

Pay While on Leave

You will continue to receive regular pay based on straight-time work hours missed up to eight (8) hours a day for up to three (3) days, which is the maximum company-paid absence allowed without extenuating circumstances granted by the Superintendent. Employees may choose to cover an additional period of absence with any available sick or vacation time.

Status of Benefits

Company-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our OFLA policy.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you received it.

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to one week if you are a non-exempt employee; after that period, you may utilize paid time off if available. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

Voting Leave

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

Request Procedure

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

Pay While on Leave

Time off to vote will be without pay for non-exempt employees, unless you have earned hours of vacation that you can use for that purpose.

CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave, and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued vacation or sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

NOTE: Oregon Sick Time may apply.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility

All Chehalem Park and Recreation District employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

The Company will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking.

Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or work station, installing new locks, and other accommodations.

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued vacation or sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by domestic violence leave.

NOTE: Oregon Sick Time may apply.

FAMILY AND MEDICAL LEAVE (FMLA AND OFLA)

Purpose

Our Family and Medical Leave policy allows you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, spouse or registered same-gender domestic partner, parent, parent-in-law, grandchild, or grandparent with a serious health condition and for the care of a sick child with a non-serious illness, military exigency and bereavement due to the death of a family member. This handbook language is intended to outline our practices regarding this leave.

Eligibility

You are eligible for Oregon specific family leave act as soon as the following requirements are met:

- You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child, there is no hours-worked requirement.
- Rarely, an employee may otherwise be eligible. Speak to the Administrative Coordinator for additional details.

You are eligible for Federal specific family and medical leave as soon as the following requirements are met:

- You have been employed for at least one year (12 months weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 1250 or more hours in the previous year.
- Rarely, an employee may otherwise be eligible. Speak to the Administrative Coordinator for additional details.

Some situations, such as military caregiver leave, are covered only by the federal Family and Medical Leave Act. This type of leave requires that an employee worked at least 1,250 hours in the preceding 12 months of employment.

Reasons for Family and Medical Leave

The following situations qualify for family and medical leave:

- To care for an infant, adopted child, or newly placed foster child under the age of 18, or older than 18 if incapable of self-care due to a mental or physical disability, within 12 months of the event (parental leave);
- To care for a family member with a serious health-condition or your own serious health condition. Oregon covers child, parent, parent-in-law, grandchild, grandparent, spouse, registered same-gender domestic partner, and "in loco parentis" relationships. Federal law covers only child, parent, spouse, and "in loco parentis" relationships. This means an employee may be eligible for 12 weeks under Oregon law and an additional 12 weeks of federal leave in some situations;
- For a pregnancy-related disability or prenatal care, including morning sickness. Employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks leave for any OFLA qualifying purpose;

- To care for a sick child who does not have a serious health condition but requires home care. Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave;
- The death of a family member, which is bereavement leave under Oregon law;
- To care for a qualified family member or “next of kin” as defined under Federal law who is in the military; and,
- A military exigency, which is when a family member is called to active duty. Oregon includes spouse and registered same-gender domestic partners and time when a service member is on leave from active duty; federal legislation includes spouse, sons, daughters, and parents.

Length of Leave

You may take up to twelve (12) weeks of family and medical leave during a 12-month period. The 12-month period will be measured forward from the date leave begins; a week is defined as your normal work week schedule. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the “Request for Family Leave” form and should be verified by the certifying health care professional on the “Health Care Provider Certification” form, if applicable. In certain situations, you may be eligible for additional leave including pregnant employees, new parents, and employees taking military caregiver leave, for example.

You may be required to provide periodic status reports to the organization while on a family and medical leave.

Request and Certification Procedure

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all the benefits to which you are entitled; however, you are expected to adhere to our workplace rules and make every effort to communicate your situation to us immediately. So that we can best work with you, it’s important that you complete all requested leave documentation.

In situations where the need for medical leave is known, you must give at least thirty (30) days’ written notice of your intent to take family and medical leave by filling out and turning in the “Request for Family and Medical Leave” form. Failure to provide 30 days’ notice can impact your eligibility and the timing of the leave. Upon submitting the completed leave request, you may be required to provide verification of the need for the leave. Examples of such documentation include a “Health Care Provider Certification” form, deployment orders, adoption papers, a birth certificate, or confirmation of a death.

Requests for family and medical leave for a serious health condition, except parental leave, must be verified by a health care professional by using the “Health Care Provider Certification” form, which needs to be returned within 15 days of our request. You are required to provide sufficient information for us to determine if your situation qualifies for leave. If sufficient information is not provided, we may request that you provide additional information within seven (7) days. If you fail to return the form at all, your leave request may be denied.

If you are taking family and medical leave related to the birth of a child or to care for a family member with a serious health condition, you may be asked to provide proof of your relationship

to this person. Please check with the Administrative Coordinator to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any documentation provided, including medical information provided for either a personal health condition or the health condition of a family member, is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Administrative Coordinator.

Subsequent medical verification may be requested in connection with an ongoing absence, but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Additional recertification exceptions may apply in the event your leave is covered only by the federal Family and Medical Leave Act (FMLA).

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You are required to use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.

The organization will continue to pay our share of your medical benefits during family and medical leave, as allowed in the plan documents. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment if plan documents do not allow for the organization to pay its full portion. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four (4) weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave (OFLA & FMLA). You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the Administrative Coordinator.

Military Caregiver Leave Under FMLA

An extension of our Family and Medical Leave Policy provides a leave of absence for up to 26 weeks to care for a family member who is a covered servicemember or veteran. This leave requires that an employee worked 1,250 hours in the preceding 12 months of employment. Eligibility for this leave is also based upon the specific family relationship and the existence of a certain situation or conditions.

Family Relationship: This leave is available for care of your spouse, parent, or son or daughter of any age, or if you are designated as “next of kin” by, or qualify as the nearest blood relative to, the covered family member.

Qualifying Condition or Situation: Care for a qualified family member who has a serious injury or illness requiring such care.

You may be required to provide documentation supporting both the required family relationship and the qualifying condition or situation. You will be required to complete and return a certification completed by an authorized health care provider within 15 days. If caring for a covered servicemember, however, a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to a member of your family can be used instead.

LEAVE TO DONATE BONE MARROW

Eligibility

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off paid or unpaid may be granted by a supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor’s verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

PERSONAL LEAVE OF ABSENCE

Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

Eligibility

You become eligible for a personal leave of absence after 12 months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor.

Length of Leave

The leave may be requested for any time over 5 consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 60 days.

Request Procedure

A written request, using the Leave of Absence Request Form (currently electronic through the employee's log in for payroll), should be submitted at least one-week [five [5] working days] before time off that will exceed five (5) days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three [3] days of that date and no extension has been requested, we'll assume you have resigned.

Pay While on Leave

Personal leaves of absence are without pay.

Status of Benefits

Insurance coverage will **not** be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through COBRA. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence, but are instead retained at the same level.

Reinstatement

Chehalem Park and Recreation District will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis as agreed upon to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for leave.

Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

- 1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.
- 31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Chehalem Park and Recreation District, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.
- 181 days longer: You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Chehalem Park and Recreation District, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, Chehalem Park and Recreation District will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

OREGON MILITARY FAMILY LEAVE

An employee may be eligible to take leave beginning on the first day of employment, if the employee's spouse/registered domestic partner is notified of an impending call to active duty and when the spouse/registered domestic partner is on leave from deployment.

Eligibility

You will be eligible to take military family leave if you work an average of at least 20 hours per week for the organization.

Length of Leave

The amount of leave time available is up to 14 days of unpaid leave per deployment.

Leave Interaction with the Oregon Family Leave Act (OFLA)

If an employee is also eligible for OFLA, generally at least 6 months on the job and working at least 25 hours per week, this time will run concurrently with OFLA leave, reducing the 12 weeks of leave available in any leave year.

Request Procedure

An employee accessing this leave provision needs to request time off from the designated manager or supervisor within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable. Obviously, the more advance notice given, the easier it is to handle scheduling issues. These types of leave situations, however, arise with little forewarning at times.

Pay While on Leave

Oregon military family leave is unpaid; however, eligible employees who take this type of leave may use any accrued vacation or sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week.

Status of Benefits

Benefits are not affected by Oregon military family leave.

HEALTH AND SAFETY

EMPLOYEE HEALTH AND SAFETY

Chehalem Park and Recreation District is committed and legally responsible to provide our employees with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location (such as an employee's home). To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

While we respect personal taste in clothing, jewelry, and body modification, when any of these areas have the potential to make an employee more vulnerable to injury, we reserve the right to prohibit the attire or body alteration or ask the employee to take some steps for safety.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject Chehalem Park and Recreation District to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury or illness occurs, you are required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury or illness as soon as possible.
3. Fill out the report form and workers' compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with your supervisor or the Superintendent.

Early Return to Work Program

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury or job related illness. The program is not intended to be a substitute for a reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

The Return to Work program consists of a team effort by supervisors, employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning an employee to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except

where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries or illness may be covered in the Leave section.

Smoking in the Workplace

Chehalem Park and Recreation District is a non-smoking facility. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the appropriate supervisor.

Employee Right to Know/Hazard Communication Program

Chehalem Park and Recreation District provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or the Superintendent.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The Supervisors or department managers will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see a member of the Safety Team.

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the Basic Services Supervisor's Office. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact your Supervisor before using the chemical or the machine containing it.

Employee Information and Training

Depending upon your job classification and duties, you may be required to receive additional training.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The Supervisor is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

The Safety Committee meets each month and minutes are kept. We encourage employees to volunteer to serve on the committee or appear before the committee with suggestions and/or concerns.

SUBSTANCE AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, Chehalem Park and Recreation District has a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employer this includes marijuana);
- Reporting for or being at work while impaired by the use of alcohol, drugs, or controlled substances.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact your immediate supervisor or the Superintendent before returning work. Any medical issues discussed will be kept confidential.

If you have a problem with substance or alcohol use and wish to undertake rehabilitation, you may be granted an unpaid leave of absence (after sick time is used and depleted) for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Superintendent. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination. We also reserve the right to involve law enforcement officials for any conduct that we believe might be in violation of state or federal law.

WORKPLACE VIOLENCE

Chehalem Park and Recreation District recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this organization specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area. The prohibitions of this section do not apply to handguns lawfully carried by persons exempt from local regulation under ORS 166.173. The prohibitions of this section also do not apply to anything possessed or used to carry out lawful actions authorized by any contract or permit.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the Superintendent or their immediate Supervisor.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concern about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the organization's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

EMERGENCY PREPAREDNESS

Chehalem Park and Recreation District may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. Chehalem Park and Recreation District will try to provide emergency and limited services during periods of disruptions. The Board of Directors or Superintendent shall make the determination to close the organization, suspend activities, or make the organization available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact your immediate supervisor or the Superintendent.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available vacation time. Please refer to weather related closures for additional information.

Should a threat to company property or an employee be received, it should be reported immediately to your immediate supervisor and Superintendent.

EMPLOYMENT SEPARATION

SEPARATION FROM EMPLOYMENT

Separation from employment with Chehalem Park and Recreation District occurs when you voluntarily resign, are laid off, abandon the position, or are discharged by the organization.

Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. For supervisors and management-level personnel, at least thirty (30) days’ notice of a resignation is required.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work for three (3) consecutive shifts or days, job abandonment and voluntary resignation will be assumed.

Job Elimination, Reduction in Work Hours

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, and safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the organization, co-workers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services, if applicable.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of six (6) months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, physical address, and re-employment status (ie: employment obtained elsewhere and will no longer return). The offer will identify the available job and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found elsewhere in this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, cell phones, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization. Any items not returned, the employee may be responsible for replacement costs at the current fair market value. If a lock must be re-keyed due to failure to return key(s), the employee may be responsible for the cost of the re-key service and all key replacements for that door. Failure to pay for any invoiced items may result in legal action including, but not limited to, collections.

Chehalem Park and Recreation District

HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

NOTE: This signed form will be inserted into your personnel file.

As an employee of Chehalem Park and Recreation District, I acknowledge the following:

I have been given access to the Employee Handbook. I understand that the Handbook contains important information about Chehalem Park and Recreation District's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked my supervisor or the Administrative Coordinator for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The Superintendent is the only persons authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is "at-will" and either the organization or I can end the relationship at any time, with or without reason or notice. The Board of Directors of the Chehalem Park and Recreation District are the only person(s) who have the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of Chehalem Park and Recreation District and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature

Date

Print Employee's Name



CPRD Pickleball Advisory Committee

January 10th, 2022

Meeting begins at 7:10 at the Chehalem Valley Aquatic Center

Attendance: Hunter Wylie, Linda Sandberg, Mike Kringlen, Nick Konen, & Gayle Bizeau (Representing the CPRD Board)

Meeting minutes from 12/13/2021 approved.

- Survey has been posted on SPRD website
 - Lance: Survey needs to be distributed to the Columbia River Pickleball Club and other clubs in the greater Portland area.
- Three letters of support have been submitted
 - Need to upload letters to google drive.
- Did an in-depth analysis (pros and cons, feasibility, etc.) of the following properties:
 - Under the bypass
 - Behind Shehalem Valley School
 - Schaad Park
 - River Park Property in Dundee
 - Jaquith Park
 - Austin Family Properties
 - Various School Properties
 - Friends Park
- Reviewed Linda's message geared toward tourism and Nick's message geared toward Specific Stakeholders.
- Hunter gave updates on his experience at the grant writing workshop he attended and also current grants he is looking into.
 - Oregon Health Authority
 - Nike Community Grants
 - Oregon Dept. of Parks and Rec

Assignments to complete for next meeting:

- Linda: Connect Hunter with Ted Crawford of Dundee and Loni Parish
- Lance: Distribute survey as mentioned above
- Hunter: Confirm details for CPRD board presentation with Kat for 1/27 meeting.
- Nick: Reorganize the google drive
- Sheryl: Complete messaging assignment.

All available committee members plan to attend the CPRD Board Meeting on January 27th at 6PM.

Next meeting will be held on 1/24/2022 at the Chehalem Valley Aquatic Center.

Meeting adjourned at 8:15PM

-Nick Konen

Secretary

CPRD Pickleball Advisory Committee Minutes

December 13th, 2021

Meeting began at the Aquatic Center at 7:00PM

Minutes from our November 29th were approved.

Six members attending: Linda Sandberg, Nick Konen, Sheryl Greiner, Mike Kringlen, Lance Trantham, and Hunter Wylie

Gayle Bizeau from the CPRD Board was in attendance

- Nick will set up a meeting with Ryan Howard in January
- The survey Lance put together is finalized and ready for distribution
 - We decided to wait until after the holidays to distribute. We will discuss strategy at the next meeting.
- Scott Parker of Chehalem Valley Chamber of Commerce Submitted his letter of support.
- Leslie Caldwell will be reviewing the letter of support and is expected to sign and submit it shortly.
- Mike Donahue of Providence Hospital submitted a letter of support.
- Gayle gave an update from the last board meeting.
 - Location of the facility is the number one concern.
- Between now and our next meeting, everyone is expected to come up with a general message of purpose for their assigned group of people
- Hunter will come up with an outline for a presentation for the CPRD Board meeting on the 27th of January. We will review this outline at our next meeting.
 - If available all committee members will try to attend the CPRD Board meeting at 6PM on January 27th.

The next meeting will be held on January 10th, 2021 at 7:00PM at the Aquatic Center
Meeting finished at 7:50PM

Nick Konen
Secretary

Chehalem Heritage Trails Advisory Committee

MINUTES

January 12, 2022 | 6pm

[View Recorded Zoom Meeting](#)

I.Attendance Roll Call

In Person:

- Gayle Bizeau – CPRD Board Member
- Michelle Colvin
- Jill Bilka
- Martin Peters
- Allen Holstein
- Matt Dolphin
- Don Clements

Via Zoom:

- Bart Rierson
- Quentin Comus
- Erin Robinson
- Bob Oleson
- Brian Bowman
- Kimberly Lanier
- Justin Patterson

Not Present:

- Erin Chen
- Kristina Ernstrom
- Lisa Jackson
- Lacy Mendoza
- Cindy Riggs
- Peter Siderius
- Dustin Wolfe

II.Approval of minutes from December meeting - available online ([Draft Minutes](#)

[12/08/21](#))

Motioned – Seconded and Approved

III.Proposed Bypass Trail Presentation - *Paul Agrimis of GreenWorks*

Power Point presentation regarding overview of trail and parties involved.

- Hess Creek crossing and wetlands discussed.
- Spreadsheet of timeframe and steps provided in the slideshow.
- Summer of 2023 is the projected start point.
- *Jill Bilka* asks what the funding outlook is like? Response: phase 1 is fully funded by ODOT and District. The portion from River Road to Dundee is not fully funded – but ODOT Community Pathways Program is a target for funding.
- *Justin Patterson* asks between the high construction costs and possible short come of funding what is the confidence level – Answer: Unknown, more will be known after design is 30% complete this Spring. – follow up question: Most significant gaps to stop this trail from being shovel ready response: Chehalem Creek crossing, right of way and coordination with the City (no major obstacles seen)
- *Quentin* – Grant Agreement says the project completion should be Spring of 2024? – Response: Yes
- *Martin Peters* – Signage, artwork, noise abatement plans? Response: No current plans for noise/art, but some structures in place will be refracted due to the location of the trail. Feeling is that the noise off the highway won't be offensive.
- *Jill Bilka* – name for the trail? Response – another name could work, but Kat is the definitive answer – *Kat* says that it would be a good idea to

name the trail something that ties the locations due to grant funding attractiveness. *Paul* confirms that it is longterm strategy for funding

- *Quentin* – This seems like a good model for the grant program – have you thought about publishing this project on a website to showcase and gain grant, community support? Response: *Paul* and *Kat* would really like this. They have been very busy with development, but would love the Committee to partner.
- *Matt Dolphin* – what is the cost estimate for Phase 2 – and how could we help? Answer: Those number are not accurate or up to date – rough estimate 4-5 million to complete to Dundee. *Matt Dolphin* – How does the ODOT Grant work? Answer: Requirement is 20% match from ODOT – rest would be from CPRD the ODOT grant is new – and our initial success is a good sign – could use our support and next round is in July – letters of support, especially from Dundee would be very helpful.
- *Jill Bilka* – what kinds of individuals would letters of support be useful from? Answer: City counselors – connections to educational facilities, Fred Meyer, Hospital – people who understand multiple forms of transportation – could come up with a list *Jill Bilka* serves on Parks Committee in Dundee, would that be helpful? Answer: Yes – and *Kat* has some sample letters to get started.

IV. Discussion on meeting and minutes format - *Jill Bilka*

- Do not have to follow DOJ meeting formats.
- Transcription format that Zoom offers.

- What kind of minutes do we want – people are happy with bullet points.
- Transcript may be helpful if – Kat is looking into whether that is a possibility
- *Quentin Comus* – Closed captioning through Zoom – transcript that would be easy
- *Brian Bowman* – trying to catch up – the availability of the Zoom Meetings is awesome – but 2 or 3 sentences with the bullets would be helpful
- *Erin Robinson* – trying – is better with Agenda – will be better with direction – concern about the time it would take for more in-depth minutes and suggests that YouTube and/or Zoom Transcript might be best for details
- *Matt Dolphin* – minutes in layer
 - o What action was decided upon
 - o Why
 - o Decided for or against
- Searching by key words in transcript is mentioned
- *Jill* mentions that attendance is an issue – minutes are important – but may need to rewatch meeting on Zoom.

V.Tracking & Organization of Community Volunteer Interest/Outreach (link) - *Jill*

Bilka

- There is a Link on the Agenda – this is a basic spreadsheet of people who have shown interest, and their areas of interest.
- Look at the spreadsheet and see if you see anything missing or if you have any suggestions.

VI.Continue Discussion on Group Structure & Expectations - *Matt Dolphin*

Matt Dolphin – Motion: Create an Engagement, Funding and Planning Group –and that the Chair fill the groups with at least 3 people

- 2nd by *Quentin Comus*
- Approved Unanimously
- Tabled who will be on which sub-committee

A. Proposal: Engagement - Funding – Planning

Matt has been thinking about purpose, direction and how will split up – slideshow – at a crossroads. Clarification of purpose – recommendations to the board of directors.

Propose that we expand provide recommendations in support of CPRD regarding trails as well as the concept of those trails are within the CPRD and Heritage Trail System and connecting to. Open to allowing a free flow of ideas to the entire group. Chehalem Heritage Trail Plan in 2010 is important. Connect with neighbors, city, etc. Dig into plans – lots of reading/homework – divide. We also have new ideas. Oregon Trail – Ready, Set, Plan is a good guide. Three groups: Engagement, Funding, Planning. Goal of 100+ miles of trail.

Sub-Committee – can you be in more than one? Do we still meet as a whole committee?

Quentin – Example of how it might work: Trail idea comes in, and then sent to planning – goes back to committee for approval – Board approves – goes back to Committee to be assigned to sub-committee

VII. Review fill in the blank answers to be completed by all committee members

Current Or In Progress Trail Interests

Cindy and *Jill* will talk about updating the spreadsheet

. Future Trail Ideas/Interest

A. Activity Interest

VIII. Conclude Chehalem Heritage Trails Advisory Committee

Justin Patterson: Don Clements should weigh in? He happened to be in the room and approved our direction.

Next meeting is February 9 at 6pm.

Meeting adjourned 7:00pm.



Chehalem Park and Recreation District MASTER PLAN

January 2022

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DISTRICT HISTORY & GEOGRAPHIC SETTING

In early spring of 1963, the Chehalem Park and Recreation District was conceived. A group of thirty-five people met several times and settled down to regular meetings. On June 21, 1965 the concept of the District went to the voters who voted the District into existence and elected five Board members. On November 8, 1966, a tax base was established and on July 1, 1967 the District became operational. The boundaries established then have remained the same, except the City of Dundee originally decided to be excluded, then in 1979, the City of Dundee voted to annex to the District.

The District is located on the eastern side of Yamhill County. Washington County borders the north and eastern sides of the District boundaries with Clackamas County bordering the remaining southeast boundary. The Willamette River borders the south boundary. The southwest border extends from the Willamette River to just outside the Dundee city limits, and then runs slightly northwesterly, to Hwy 240 just west of Ribbon Ridge Road, then runs slightly northeasterly parallel to North Valley Road. The District encompasses 68 square miles. At its widest point, the District is 11 miles north to south, it is 14 miles east to west.

Since 1990, the District has seen an increase of 178 people per square mile. The 2020 population in the District is 35,623. Density, if evenly spread over the District, would be 524 people per square mile. In 2010 the population in the District was 32,719 and density, if evenly spread over the District, would have been 481 people per square mile. In 2000, population in the District was 27,983; density, if evenly spread over the District, would have been 411 people per square mile. In 1990 population in the District was 23508; density, if evenly spread over the District would have been 346 people per square mile.

There are two incorporated cities within the District boundaries, the City of Dundee and City of Newberg located in the southern portion of the District. Newberg as of 2020 encompasses approximately 5.8 square miles and Dundee encompasses approximately 1.3 square miles. Population in Newberg as of 2020 is 24,877 and Dundee is 3,139. The density in the incorporated area is 3,946 people per square mile (Newberg 4,289 people per square mile; Dundee 2,415 people per square mile). The population in the incorporated areas is 7,607 people. The density in the unincorporated area is 125 people per square mile. Density in the unincorporated area is higher in the growth areas labeled Urban Growth Area, Urban Reserve Area and Exception Area. These three areas located around the incorporated areas would have a higher density than the rest of the unincorporated area. For an estimate, the average of 360 people per square mile will be used for areas around the incorporated areas.

The District residents are dependent upon the automobile for most of their transportation needs. There is public transportation available, but it does not operate in the hours needed for many community activities. For this reason it is necessary to correlate future planning of parks and recreation facilities to the roadway system to ensure proper accessibility and safety of parks and recreation participants. The location of new sites should be carefully considered to minimize travel time from major residential areas and reduce conflict with traffic patterns. The Chehalem Heritage Trail Plan links many parks and neighborhoods. The Chehalem Heritage Trail Plan will provide local residents another alternative to using the car. The primary highways in the District converge in the City of Newberg. Highway 99W runs east to west, Newberg/Dundee Bypass for Highway 99W runs east to west and connects Newberg and Dundee, Highway 219 runs south to north, Highway 240 runs west from Newberg to City of Yamhill. Highway 99W provides access to Interstate 5 and City of Portland which is located 24 miles from Newberg. Highway 99W also provides access to the Oregon

Coast. Portland metro area is within 10 miles and coast is an hour's drive. Primary use of Highway 99W is for tourist and freight from Portland to the Oregon Coast. **Please See Appendix (1) for map of District.**

STRUCTURE OF BOARD OF DIRECTORS & DISTRICT

The Chehalem Park and Recreation District is governed by the Board of Directors, composed of five members elected at large in the May election during odd-numbered years. The members are elected to serve a four-year term, with two elected in one election and three in the next election. The Board operates under ORS Chapter 198 and ORS Chapter 266. The Board of Directors appoints a superintendent to be the chief administrative executive of the District, who hires the staff and manages the District.

The Chehalem Park and Recreation District is divided into the Basic Service Division and the Special Service Division. Without one, the other would be less productive, efficient and effective. The Basic Service Division is primarily funded by taxes. The Departments within the Basic Service Division are Administration, Park Maintenance, Golf Course Maintenance, plus all capital and debt service. Debt service is also funded by SDC's. The Special Service Division is primarily funded by fees. The Departments within the Special Service Division are Aquatic, Adult and Youth Sports, Recreation, Playgrounds and CARE, Senior Center and Community School, Golf Club Operations, Ewing Young Park, Concessions and all other special departments.

The Chehalem Park and Recreation District in 2020 is responsible for maintaining 880.46 acres of land and facilities. The 880.46 acres consist of 28 parks, 14 public buildings, 6 tennis courts, 12 outdoor courts, golf course consisting of 18 holes, practice area, driving range and 9-hole putting course, 18 playgrounds and many specialized facilities.

The Chehalem Park and Recreation District is responsible for providing, coordinating and administering various services and programs that enrich patron and citizen leisure time and provide positive and constructive alternatives for youth and adults with free time. These programs consist of over 319 activities. These programs for youth and adults consist of aquatic, sports, physical fitness, special populations, latch key, teens and seniors. In addition, the District is called upon to perform special projects in the community such as community festivals and coordination with community group activities. The District also provides open space and vegetation necessary for the health of the community.

The two Divisions must **cooperate** with each other, patrons and community. They must be **professional** in interactions with each other, patrons and community. They must be **responsive** to each other, patrons and community. They must be **dedicated** to patrons, community and District. The four values of CPRD (cooperation, professionalism, responsiveness and dedication) are the values the District will and have used in delivery of services and facilities to the patrons of the District. **PLEASE SEE APPENDIX (2) DISTRICT ORGANIZATIONAL CHART.**

TAXES AND FINANCE

The District's 1998/99 permanent tax rate limit was established at \$0.9076 per \$1,000.00. Historically, the District's highest tax rate was \$1.54 in 1974/75. The lowest tax rate was \$0.59 when the District received its first tax base in 1967. At formation the District had only three parks leased from the City of Newberg and few community activities. Some fifty-four years later, the tax rate is \$1.2766 per \$1,000.00 with 28 parks and many activities. The question may be asked, is this positive growth or would no growth be preferred? It is evident that growth is preferred by most patrons. The argument would be over how much growth, who pays and at what cost. This is where a realistic plan would be much more beneficial than a plan that ignored these financial questions. It is important to note that since 1967, the District has only had an operating budget except for two bond issues to build aquatic center and fitness area. The first bond was passed in 1969 and was for \$530,000.00 to build an aquatic and fitness area. The second bond was passed in 2017 and was for \$19,900,000.00 to build an aquatic and fitness area.

It is important to note that no bond money has been used to develop the present park and recreation system other than the two bonds passed to build the aquatic and fitness facilities. Since no bond issue had been passed, would the community have accepted the no growth in park acreage and facilities? Bond issues have been proposed but did not pass. Examples of bond issues that were proposed and did not pass were for the cultural center, senior center, sports complexes and golf course. What would the community be like if the District had not developed these facilities because the community did not support a bond issue?

The District has had an assessed value of as follows: 1974/75 \$144,020,716, 2003/04 \$1,750,982,655, 2011/12 \$2,566,933,787, 2020/21 \$3,987,234,136. Currently the District has a tax rate for operation of \$0.9076 and bond debt of \$0.3690. The District does have debt for construction of the public golf course, acquiring park acreage for a campground, and for construction of the fitness area. The debt for construction of the golf course and the acquiring of park acreage for a campground will be paid off by 2025/26. The fitness center will be paid off by 2041/42.

It is important to note money was borrowed to build the two sports complexes and senior center, and also to purchase Chehalem armory, park acreage, High School stadium and current administrative offices. These loans were repaid from the general fund and SDC fund accounts.

PHILOSOPHICAL POINTS

It is important to be mindful of important philosophical points in planning. Every plan must define the group of people for which plans are being made. By its very nature, planning is futuristic. To satisfy this requirement relative to the preparation of a park and recreation plan, one must determine the size and composition of the recreating public. Studies have shown that given the availability of a wide range of park and recreational opportunities, most people of all ages will take advantage of appropriate and pleasing facilities and services. Quantitative data is needed in any plan that illustrates the desires of the group of people for which the plans are being made. The plan must be realistic and a guide. A plan should not be absolute or not flexible. A plan must be flexible, accommodating and it must benefit the people for which

the plan is made. A benefit should be the guide principles of the plan, not the plan's content. A plan should allow for alternatives and opportunities that may appear or become available. A plan assumes growth will occur. A plan's aim is to take a positive approach by understanding, managing and using growth to strengthen the values of the patrons and provide desired services and facilities. **See Appendix (3) for local survey of patron values and vision.** The plan must be integrated into national, state, county, district and city comprehensive plans.

POPULATION AND THE ECONOMY

The following information clearly indicates that population and economic growth will occur in the District. It is important that the District responds to the growth in a positive manner rather than a negative manner. A positive approach is to understand, manage and use the growth to strengthen the values of the patrons and the Chehalem Park and Recreation District. In 1992 a survey was completed for the Chehalem Valley with the cooperation of all the governments.

The populations for both the cities of Dundee and Newberg increased from 1970 to 2020. The average annual rate of population growth was approximately 2.5 percent annually. Based on the same rate of growth the population of the District will increase from 32,219 in 2010 to 46,923 in 2034. At this rate of growth, the population of the District will double in approximately 25 years. The incorporated areas of the District (defined as Cities of Dundee and Newberg) have grown over the last decade. Newberg's population increased by 19 percent and Dundee's population increased by 36 percent. During the last 20 years Newberg's population has more than doubled and Dundee's population has nearly tripled.

There are other population factors to consider. Median age of the national population increased from 30 years in 1980 to 38 years in 2020. Oregon median age is 39.3 in 2020. Yamhill county median age is 37.7 in 2020. City of Dundee median age is 35.8 in 2020. City of Newberg median age is 33.4 in 2020. Newberg's current median age of 33.4 reflects the fact that younger residents make up a sizeable portion of the population. The District remains very homogeneous. It is projected that as the District grows, the area's ethnic diversity will more closely mirror that of the Portland metropolitan area and continue to grow.

CHEHALEM PARK AND RECREATION DISTRICT PROJECTED POPULATION GROWTH

	Actual	Actual	Actual	Actual	Actual	Actual	Projected
AREAS	1970	1980	1990	2000	2010	2020	2045
Incorporated	7,095	10,517	14,749	20,662	25,250	28,016	39,124
Unincorporated	3,370	6,482	*8,759	7,321	7,439	7,607	8,442
<u>TOTAL</u>	<u>10,465</u>	<u>16,999</u>	<u>23,508</u>	<u>27,983</u>	<u>32,719</u>	<u>35,623</u>	<u>47,566</u>

*This was caused by not having an actual count for the unincorporated area. In 2000 we did get an actual count for the unincorporated areas. In 1990 it was estimated.

The District has a diverse and vibrant economy. Historically the region's original economic base revolved around agriculture. While the agricultural economy has remained strong, recently energized by the growing wine industry, a diverse manufacturing and tourism economy has developed.

The District's economic diversity and prosperity distinguish it by maintaining an identity separate from the Portland metropolitan area or exist in the economic shadow of the Portland metropolitan area. The economy is growing and diversifying. As stated at a Chamber of Commerce meeting, "Portland is our favorite bedroom community."

Retail trade is one apparent weakness in the economy; studies have found that the local retailers only capture approximately half of the retail expenditures. The retail trade is projected to increase in the future. Development of Fred Meyers has helped retain part of the retail expenditure.

In recent years the tourist-oriented economy has evolved. The recent development of the wine industry and Allison Inn & Spa is helping the tourist-oriented economy. This is due to the area being the gateway to Oregon's wine country. This may boost the presently weak commercial and service sectors of the economy.

The trends for the economy in the District are:

1. Sustained growth. Area wage and salary employment increased 35 %, Manufacturing employment increased 29%. And nonmanufacturing employment increased 37%. Unemployment was below 6% until the recession hit. We have unemployment rate below the state and national rate.
2. The manufacturing base is continuing to diversify and expand. Strong growth in the manufacturing sector has occurred from 1983 to 1990. Manufacturing employment increased 40 percent. Currently no single industry in the District accounts for more than 26% of the manufacturing employment.
3. Retail expenditures will continue to leak out of the District. A survey in 1985 revealed only a 53.3% capture rate of retail expenditures.
4. Tourism will play a larger role in the economy. The District is the gateway to Oregon's most productive wine region. The rolling hills and scenic vistas are attracting more recreational and competitive bicyclists.
5. The economy will benefit from growth in international trade and investment. Recently one Japanese firm located in the District has already expanded.

PHYSIOGRAPHY

This section presents a summary of the physiographic features of the District. This included to assist in planning and development of future recreation facilities.

Landform and geology in the District fall into one three distinct subareas of the five distinct subareas in Yamhill County. The three Subareas that make up the District are:

1. Chehalem Mountains is a prominent anticlinal structure across the Northern and Eastern portion of the District composed of marine sediments overlain by Columbia River basalt and loess deposits of three to six feet in thickness. Parrett Mountain is composed primarily of Columbia River basalt and is cut by a number of

north-south trending faults which control the drainage pattern. Chehalem and Parrett Mountains range from 1200 feet in elevation in the south to 1600 feet at Bald Peak on the northwesterly extremity of the District. The two ridge formations are divided by Rex Hill, where Highway 99W enters the District at the low summit elevation of 436 feet.

2. The Red Hills of Dundee are a highly dissected area composed of Columbia River basalt overlaying marine sediments and cut by two northwest southeast trending faults. Much of the area is subject to slides, due primarily to the plastic nature of the soil. These hills are heavily eroded with elevations reaching 800 to 1000 feet.

3. The lower slopes of the various hills and valley bottoms, except for areas along major stream courses, are composed of non-marine terrace deposits. The Willamette silt is a major constituent of these deposits and is characterized by an uniform lacustrine silt and is mixed with sand and gravel with some igneous and metamorphic boulders. Elevation is around 100 to 150 feet.

Climate in the District lies within the marine west coast climatic type. Mean daily temperatures in January are in the 30 to 40-degree range, while in July such temperatures are in the 65 to 75 degree range. Few days in winter average less than 20 degrees, and few days in summer exceed 90 degrees. Rainfall averages 40 to 45 inches a year. The frost-free season is about 250 days, and the growing season about 175 days. The climate could be said to be equable and salubrious, it is enclosed by mountains and is poorly ventilated during periods of prolonged temperature inversions.

Soils in the District are composed primarily of fill material. Willamette silt is the principal surface soil and consists predominantly of sandy silt and slightly plastic clayey silt and areas of moderately plastic clay soils. Building foundations and roads, are properly designed and constructed, should be no problems. The Chehalem and Parrett Mountains and the eastern half of the Red Hills of Dundee are underlain at shallow depth by basaltic lava of the Columbia River Basalt formation. These areas are generally not well suited for cultivation, though in the case of the Dundee Hills, they are used for orchards and grapes. The Columbia River Basalt formation will support heavy foundation loads with little or no settlement; however, in the case of the Chehalem Parrett Mountain complex, foundations problems are more serious due to slippage of the thin soil layer over bedrock.

The preceding natural elements provide the basis for dealing with the recreation process as a functional system. This is exemplified in two ways: first, by providing the best basis for planning a creational and open space system aimed at balance in the natural environment; second, floodplains and drainage generally are contained within the limits of such bases. Cooperation between the Soil Conservation Service and the District in planning recreation sites should be used and prove beneficial.

HELPFUL GENERAL INFORMATION

In selection of sites and facilities, public input is important. The ability to involve citizens is a major objective of planning. This objective has difficulties. The first difficulty is securing timely data that addresses wants and needs of the public. The second difficulty is the inability to inform the community of the wants and needs that exist. The third difficulty is the public's resistance to become involved in the planning. The

easiest element of the planning process is determining the needs that exist. The needs are important to securing and developing parks and recreational opportunities. The wants of the community being understood and secured is the challenge to this process in short-term and long-term effectiveness and efficiency.

In the past, the real issue has not been representative government (needs as defined by professionals and elected officials) verses democracy (wants as defined by public). The real issue in making decisions is using sound reasoning. The overall mission of the District is to determine the patron's socioeconomic needs and interest. The socioeconomic characteristics are elements that generally translate into type and level of recreation experience. After type and level of experience is determined, identify the general characteristics of the facilities required to provide the desired experience (i.e. single purpose facility, tennis center, natural resource based – picnicking, trails, unstructured play space, group activity facility, ball fields, courts). Before a site is purchased and facility built, a plan and a budget should be prepared (we need to know the land needed, facilities required to provide activities and experience). In other words, show the number and type of facilities required to provide the desired activity in a cost-effective way. Know the land acreage needed to support the facility, and have a system for project cost for acquisition and development.

CITIZEN INVOLVEMENT

Goal 1 of the Oregon Statewide Planning Goals & Guidelines is citizen involvement. Yamhill County, City of Newberg and City of Dundee are mandated to develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process. The citizen involvement shall be appropriate to the scale of the planning effort. The program shall provide for continuity of citizen participation and information that enables citizens to identify and comprehend the issues. Federal, state and regional agencies and special purpose districts shall coordinate their planning efforts with the affected governing bodies and make use of local citizen involvement programs established by counties and cities. The Chehalem Park and Recreation District has developed a Master Plan Document and shared the document with federal, state, regional and local agencies. The District has the Master Plan Document on its website and available for any citizen or agency to review and make comments. Those comments will be shared with the Board of Directors and made part of the minutes for the Chehalem Park and Recreation District.

The Master Plan is a document that will change with revisions from input by agencies and citizens. In all development stated in the master plan, the District is required to go through the citizen input adopted by the governing agency. Prior to the process the District had its own citizen input efforts. These efforts are Board of Directors meetings, citizen committee meetings, communication (newsletters, mailings, posters, mail-back questionnaires and other available media). In each monthly agenda for the Board of Directors there is time allotted for citizen comments and evaluation.

PARK CLASSIFICATION SYSTEM

A classification system for parks and open spaces is needed. The classification system chosen addresses community special requirements, whereas facility standards address the facilities within the classified park and open space areas. The classification system of NRPA is used in most communities or incorporated areas. There are other systems that lend themselves to the unincorporated areas. We introduce two systems to serve as guides in planning, but not as an absolute blueprint. It is possible examples where one component may occur within the same site (but not on the same parcel of land), particularly with respect to special uses within a community or districtwide park. (To better understand a neighborhood park could exist within a community park or districtwide park.)

The first system for classification of parks and open system follows:

NRPA PARK CLASSIFICATION STANDARDS

<u>PARK CLASSIFICATION</u>	<u>ACREAGE STANDARD</u>	<u>SIZE STANDARD</u>	<u>POPULATION STANDARD</u>	<u>AREA STANDARD</u>
NEIGHBORHOOD	2.5	½ TO 5 ACRES	1,000 TO 5000	½ TO 1 MILE
COMMUNITY	5.0	5 TO 20 ACRES	3,000 TO 25,000	1 TO 5 MILES
DISTRICT WIDE	20	25 + ACRES	25,000 TO 50,000	15 MILES
TRAILS/LINEAR PARKS	n/a	n/a	n/a	n/a

The following is the definition of the existing NRPA Park Classification System, and the system used in the calculations for each Park Classification:

Neighborhood Park is ½ to 5 acres in size. (2.5 acres was used as average). This park serves 1000 to 5000 people (2,500 people was used as average), and is within a 1-mile radius. Facilities are a playground, outdoor basketball multi-purpose court with one or two goals, picnic tables, irrigated open space, accessible by walk ways, water fountain (optional), may have horseshoe or other special areas. Neighborhood parks do not usually have public restrooms or parking lots. These parks may be tax-supported.

Community Park is 5 to 20 acres in size. (5 acres was used as average). This park serves 3,000 to 25,000 people (12,500 people was used as average), and is within a 5-mile radius. Facilities are all/or part of facilities of a neighborhood park, a parking lot, picnic shelter and public restrooms (optional). It may have fields, courts, trails, buildings, outdoor areas and other specialized areas. These parks may be tax and fee supported.

Districtwide parks are 25 acres plus in size, and serves 25,000 to 50,000 people in a 15-mile radius or half hour drive time. Facilities as listed in Neighborhood and Community Parks, Districtwide Parks may have camping facilities or be a specialized facility such as a golf course, aquatic center, community center, physical fitness center, bowling alley and other facilities. Specialized facilities may be located in District wide Park or may be stand along. This park will have use by patrons outside the District and may be fee and tax supported.

Paths, Trails and Linear Parks is a comprehensive path, trail and linear park system providing an extensive network of open areas, canals and urban paths to connect parks and other recreation facilities. This system promotes alternative sources of transportation. Trails are designated routes that provide an opportunity for walking and cycling, and need not be intensely developed to function effectively as a corridor connecting other

parks and recreation facilities. Canal banks, rivers, creeks, or hilly areas can be used and developed with paths, trails or greenway corridors to connect areas of the District and provide places of special interest, as view sheds do. It is difficult to classify linear parks in a quantitative manner, such as one linear park per 2,000 people; therefore, population standards do not apply. It is more effective to classify linear parks on a qualitative manner based on the community's desire to have greenways and bikeways that connect to other parks and key locations throughout the community to form a comprehensive network. **Please See Appendix for a copy of The Chehalem Heritage Trail Plan.**

Linear parks are typically wider and developed as continuous greenway corridors, with trees, viewing areas, rest modes, lighting and multi-use paths. Linear parks may contain multi-use paths, bike paths, pedestrian walkways, equestrian trails, picnic areas, gardens, children play areas, art work, interpretive signage and specialized facilities. Linear parks may also be left in a natural state. To function properly, the linear park should have a minimum of 20 feet of land width available along the respective corridor and should be larger when in proximity to recreational facilities. There is a variety of areas and corridors in the Chehalem Park and Recreation District that can be incorporated into a series of linear parks along the creeks, river and roads. Other park facilities should be located adjacent to linear parks to augment the linear park system and to ensure connectivity within the parks and recreation system. Linear Parks may be fee and tax supported.

BUREAU OF OUTDOOR RECREATION PARK CLASSIFICATION

This system is used by Bureau of Outdoor Recreation. The District covers more than just incorporated areas and this classification system may lend itself to all areas in the District and include other public and private providers of open space and greenways.

Class I High Density Recreation Areas - Characteristics are a high degree of development and heavy investment. Area are usually managed exclusively for recreation purpose. This provide a wide range of activities for a large number of people, and usually include road networks, parking areas, fields, courts, buildings such as restrooms, concessions, community center, aquatic areas etc. Class I usually is located in or close to incorporated or major centers of population. Class I will usually be operated by the District or private provider. This class has no specific size classification.

Class II General Outdoor Recreation Areas - Characteristics are the ability to sustain a large, diverse and varied amount of activity and areas such as picnicking, fishing, water sports, developed camping, nature walks and outdoor games. These areas range in size from several acres to large tracts of land.

Class III Natural Environmental Areas – A characteristic of this class is to encourage users to enjoy resource “as is” in natural environment. Activities associated with this area are hiking, informal camping and picnicking. If water canoeing or boating may be allowed. Emphasize the natural environment rather than provision of structured facilities.

Class IV Unique Natural Areas, Open space and Green Ways - A characteristic of this class is an area with natural scenic or scientific significance. Preservation of these resources in their natural condition is the primary management objective. The recreation activities and use of these sites must be managed based on carrying capacity, not demand or wants. All support facilities such as access roads, parking areas and sanitary facilities should be located on the periphery of this area. Trails may be permitted

Class V Primitive Areas – A characteristic of this area is that it is valued highly for its inspirational, aesthetic and cultural qualities, as well as, its scientific ecological merit. This provides the user with the feeling of a

wilderness experience, a sense of being so far removed from the sights and sounds of civilization that the user can fill alone with nature. Use of the area must be such that the area is allowed to return to a nearly undisturbed and wild condition. There should be a current lack of human activity and mechanized transportation. This area is selected and managed for the sole purpose of maintaining primitive characteristics.

Class VI Historic & Cultural Areas – A characteristic of these sites is that emphasis is on the historical traditional and or cultural heritage of the area. The site is sufficiently significant to merit preservation. The site is set aside and managed to make cultural and historical values available to as many people as possible without structural deterioration. Primary management objectives should be to affect such restoration as may be necessary to protect from deterioration and to interpret the significance to the public.

Neighborhood Parks

Using the above classification system, Newberg in 2020 should have a minimum of five neighborhood parks with a combined acreage of 12.5 to 25. This assumes each park would serve 5,000 residents; each park would be 2.5 or 5 acres in size. Currently the District operates 16 neighborhood parks. Please note some parks are labeled neighborhood parks plus other designations. Dundee should have a minimum of one neighborhood park with a combined acreage of 2.5 to 5 acres. This assumes each park would serve 5,000 residents; each park would be 2.5 or 5 acres in size. Currently (2020) the District operates 4 neighborhood parks. Please note some parks are labeled neighborhood parks plus other designations. We did not count Sander Estate Park and Billick Dundee Park as two separate parks but as one. In the unincorporated area there is one neighborhood park (Schaad Park).

Community Parks

Using the above classification system, Newberg in 2020 should have a minimum of one community park, Dundee should have a minimum of one community park, and an unincorporated area should have a half community park. Currently (2020) the District operates four community parks in Newberg, one community park in Dundee, five community parks in unincorporated area. Minimum numbers of community parks in the District should be one and a half. Currently (2020) the District operates ten community parks.

Districtwide Parks

Using the above classification system, the District would have one Districtwide Park consisting of 25 acres. Currently the District has nine Districtwide Parks.

Trail and Linear Parks

Using the above classification system, the District would have linear parks, paths and trails. Due to explanation, a quantitative manner does not apply. Linear parks should be available throughout the District.

Summary: The District should have, using the average acreage standard and the higher population standard, 7.12 or 7 neighborhood parks, 1.42 or 1 community parks, .71 or 1 districtwide park.

The following is based on the above NRPA park classification System, and are the existing parks in Newberg, Dundee and unincorporated areas. There are nine (9) sub-areas in the District. The unincorporated area has seven (7) sub-areas and the incorporated areas have two (2) sub-areas: City of Dundee and Newberg. **Please see Appendix 1 for map of sub-areas.**

<u>Newberg Park Name</u>	<u>Park Classification</u>	<u>Acreage</u>	<u>Sub-Areas</u>
Hoover Park/Disc Golf	Neighborhood/Community	7.00	9
Scott Leavitt Park	Neighborhood	1.30	9
Memorial Park	Neighborhood/Community	2.50	9
Babe Nicklous Park/Aquatic/Fitness Bld	Neighborhood/Community	5.50	9
Community/Preschool Building	Specialized Facility	1.20	9
Spring Meadow Park	Neighborhood	3.40	9
College Park	Neighborhood	1.10	9
Ewing Young Park/Skate/BMX/Disc Golf	Neighborhood/Districtwide	44.40	9/4
Jaquith Park/Sports Complex	Neighborhood/Community	15.30	9
Crater Park/Sports Complex	Neighborhood/Community	18.00	9
Chehalem Glenn Golf Course	Community/Districtwide	264.41	9/6
Buckley Park	Neighborhood	1.00	9
Chehalem Cultural Center/Rotary Park	Neighborhood/Districtwide	2.50	9
Chehalem Amory Park	Neighborhood/Specialized Facility	2.40	9
Friends Park	Neighborhood	9.08	9
Tom Gail Park	Neighborhood	3.26	9
Oak Knoll Park	Neighborhood/Specialized	.50	9
Gladys Park	Neighborhood	2.03	9
White Oak Park	Neighborhood	1.00	9
Administrative Offices	Specialized Area	1.50	9
Senior Center	Specialized Area	.05	9
210 N Blaine Street Building	Specialized Area	.15	9
Drainways Newberg	Open Space	3.55	9

Summary: Newberg has 17 Neighborhood Parks, 5 Community Parks, 3 Districtwide Parks, 6 Specialized Areas, for a total of 391.13 acres.

<u>Dundee Park Name</u>	<u>Park Classification</u>	<u>Acreage</u>	<u>Sub-Areas</u>
Billick/Dundee School Park	Neighborhood/Community	10.60	8
Falcon Crest Park	Neighborhood	3.80	8
Overlook Park	Specialized Area	.80	8
River Park	Neighborhood	4.90	8
Sander Estate Park	Neighborhood/Community	6.70	8
Fortune Park	Neighborhood	2.22	8
Drainways Dundee	Open Space	1.31	8

Summary: Dundee has 5 neighborhood parks, two community parks, 0 districtwide parks, 1 specialized area for a total of 30.33 acres.

<u>Unincorporated Park Name</u>	<u>Park Classification</u>	<u>Acreage</u>	<u>Sub-Areas</u>
Crabtree Park	Community/Districtwide	12.40	3
Luis Brillis Park	Community/Districtwide	17.44	1
Willamette River Park	Community/Districtwide	92.44	7
Schaad Park	Neighborhood/Community	9.72	6
Bob & Crystal Rilee Park	Community/Districtwide	327.00	6

Summary: Unincorporated Parks have one neighborhood park, four community parks, four Districtwide parks and 0 Specialized area, for a total acreage of 459.00.

As of 2020 the District has a population of 35,623. The breakdown is Newberg 24,817, Unincorporated area 7,607 and Dundee 3,139. The District is approximately 68 square miles. The incorporated area which includes City of Newberg and Dundee is 7.1 square miles and unincorporated area is 60.9 square miles. According to classification system the District would have minimum of 7.12 neighborhood parks. The District would have at the most 35.62 neighborhood parks and the District has 23 neighborhood parks. According to the classification system the District would have a minimum of 1.42 community parks. The District would have at the most 11.87 community parks and the District has 13 community parks. According to the classification system the District would have a minimum of .71 districtwide parks. The District would have at the most 1.42 districtwide parks and the District has 7 districtwide parks. Please note many parks have more than 1 designation. The classification system is population based.

The classification system is also area based. The question is, if the area standard was presented would there be areas not served? It is important to document this effort and reveal where the need may exist or is wanted. For neighborhood parks, each park would be no farther than 1 mile and preferable within a half mile walking distance. The City of Newberg and City of Dundee have neighborhood parks, within the area standard specified. There is no need to recommend additional park acreage due to distance or area standards for neighborhood parks in the incorporated area.

The classification system for community parks has standards of 3 miles and preferably within a mile walking distance in the incorporated areas. Districtwide parks should be within 15 miles. In the incorporated area there is no need to recommend additional park acreage due to distance or area standard for community and district wide parks.

Classification of N.R.P.A. Park Standards

Summary Classification of Number of Parks Summary Based on Population

Neighborhood		Community		Districtwide	
Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
7.12	35.62	1.42	11.87	0.71	1.42

The number of parks, minimum and maximum, are listed for each Park based on population standards.

Summary Classification of Number of Parks Summary Based on Minimum Acreage

Neighborhood		Community		Districtwide	
Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
3.56	17.81	7.10	59.35	17.75	35.50

Please note the minimum acreage needed for the District would be 28.41 with the maximum acreage 112.66 using the minimum acreage.

Summary Classification of Number of Parks Summary Based on Maximum Acreage

Neighborhood		Community		Districtwide	
Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
35.60	178.10	35.50	296.75	35.50	71.50

Please note the minimum acreage needed for the District would be 106.60 with the maximum acreage 546.25 using the maximum acreage.

Please note the District currently has 880.46 acres.

Classification of N.R.P.A. Park Standards

Existing (2020) Number of Parks Summary

Neighborhood	Community	Districtwide
Existing 2020	Existing 2020	Existing 2020
24	14	7

Please note that Community Parks and Districtwide Parks may have all the items needed for a Neighborhood Park.

The District has 880.46 acres being used for two or more purposes in a pure sense of planning and standards this may not be acceptable, but it is a reality. The danger in this practice is the overuse of parks and facilities. The combination of neighborhood, community and districtwide parks is not undesirable. The maintenance of these parks was an important element that leads to the current classification plan. If parks are spread out and it requires a lot of travel time from park to park, the nonproductive time will be increased. When possible, the District has planned to cut down on nonproductive time or travel time. This is a long-term saving to the taxpayers of the District. For this reason, most of the District Parks Classification has evolved as it is today. It would benefit the District to closely plan and coordinate future District facilities with the schools, cities, agencies and other development. With proper coordination, the District will save the taxpayers money in maintenance and replacement cost. For comparable tax rate for services and facilities see appendix (4). **(PLEASE SEE APPENDIX (4) FOR COMPARISON).**

STANDARDS

The section discusses recreation standards and service area parklands developed by the National Park and Recreation Association (NRPA). This section will also discuss the needs and wants derived from the survey of the District citizens on recreation and parks. **(PLEASE SEE APPENDIX (5) STATE AND FEDERAL SURVEY INFORMATION).** The standards used in this plan are based on the population level. The reason for utilization of population as the bases for planning is because it appears to be the most applicable and defensible. The population ratio standard has been developed through observation, evaluation and experience over time. Past experience clearly suggests that parklands acquired through the application of this standard have been judged by professionals and accepted by citizens as adequate. It is important the District recognizes local preferences and takes responsibility for adjusting the standard to accommodate these preferences.

There are other methods to determine standards rather than the population ratio method. These methods are:

1. Recreation space based on area percentage.
2. Needs determined by user characteristics or demand projections.
3. Carrying capacity of land.

These methods are to be considered in the plan and may prove valuable in proper planning. To not recognize these methods would limit flexibility. A plan must have flexibility and not be cast in stone; instead it must be flexible and mixed with the other three methods.

1. The area percentage method suggests dedication of a percentage of the total land within specified areas in the District for recreation use. This method does not deal effectively with different population densities. This method does not cut down on travel time and mileage. Another way to ensure this is to say parks and facilities must be within a certain distance from every patron.

2. The participation rates or recreation demand projections suggest using participation rates (number of visits per year per 1000 people) for any specific activity within the District be used as a standard. This

method is touted as having the most potential and as most relevant to people needs. This method depends totally on developing a credible data for any specific activity. This method currently may be too difficult and sufficient data is not available to use this totally. This method does have validity and must be considered in any plan. This method will assist to planning facilities in each park. As indicated in District surveys certain wants expressed in prior surveys have been met. New wants are evolving. Continuing collecting data is needed to insure success in meeting communitywide wants and needs.

3. The carrying capacity of specific land resources method suggest combination of the three approaches with the standard based on the carrying capacity of specific land resources to accommodate demands. This is not suggested for use in urban areas but does have great use in regional facilities where the balanced ecosystem or a particular resource is basis of attraction. This must be used to some extent in the urban setting also. Example a ballfield can only be used so much and must have time to let the grass regrow. A carpet will wear out, so will the soil and vegetation on a ballfield. This is important in planning the facilities and parks. Because of this, understanding carrying capacity is important and beneficial to use in development of the standard, the District has not tried to avoid setting a high or low standard. A high standard, with and excessive inventory of highly developed and maintained, but lightly used park areas, could in today's economy raise some difficult questions and concerns. Also, a low standard with excessive use could cause problems with the carrying capacity of existing parks and facilities. The District has tried to establish appropriate local standards requiring commitment to gathering valid and reliable data.

ACREAGE STANDARDS

NRPA suggest that a park system, at a minimum, be composed of a "core" system of parklands. It is suggested a total of 6.25 to 10.5 acres per 1,000 populations. Using this as a standard the appropriate parkland acreage is as follows:

CURRENT DISTRICT ACREAGE STANDARDS

STANDARD	EXISTING POPULATION	ACREAGE NEEDED	EXISTING ACREAGE
6.25 ACRES PER 1000	35,623	222.62	880.46
10.50 ACRES PER 1000	35,623	374.01	880.46

The above represents only the Chehalem Park and Recreation District park acreage. There are additional park and open space acreage at schools and other organizations. The District is on the higher side.

FUTURE DISTRICT PARK ACREAGE

STANDARD	EXISTING ACREAGE IN 2020	ACREAGE NEEDED IN 2045
6.25 ACRES PER 1000	880.46	297.25
10.50 ACRES PER 1000	880.46	499.38

FUTURE CITY OF NEWBERG ACREAGE STANDARD

STANDARD	EXISTING ACREAGE IN 2020	ACREAGE NEEDED IN 2045
6.25 ACRES PER 1000	391.13	218.25
10.50 ACRES PER 1000	391.13	366.66

FUTURE CITY OF DUNDEE ACREAGE STANDARD

STANDARD	EXISTING ACREAGE IN 2020	ACREAGE NEEDED IN 2045
6.25 ACRES PER 1000	30.33	26.18
10.50 ACRES PER 1000	30.33	43.99

FUTURE UNINCORPORATED AREA ACREAGE STANDARD

STANDARD	EXISTING ACREAGE IN 2020	ACREAGE NEEDED IN 2045
6.25 ACRES PER 1000	459.00	52.75
10.50 ACRES PER 1000	459.00	88.62

The District will need 13.66 acres in Dundee for parks by 2045. The development of land along the river or the Dundee River Master Plan has parks included in the development of area.

FACILITY STANDARDS

Facilities are the elements in the parks and open spaces. The facilities are furnished by the District, Schools and other Organizations. To gain an understanding of supply and demand, an inventory was done by District staff. It was important to set standards for the facilities. The facilities standard is based on populations. This is where the use data would be extremely important. **(See Appendix (5) for use data and facility development)**. The facilities are located in parks and should be easily accessible to the District patrons. As stated earlier, it is important to recognize all the methods used in setting standards. Again, the primary standard to be used will be population. This standard must be flexible and not an absolute. It should be justified when new facilities are built which exceed the standard while other facilities are at a deficit.

CURRENT FACILITY INVENTORY

<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>OTHER SUPPLY</u>	<u>TOTAL SUPPLY</u>
<u>FIELDS</u>				
BASEBALL	1 PER 15,000	00	05	05
SOFTBALL/YOUTH BB	1 PER 4,000	10	03	13
FOOTBALL	1 PER 10,000	01	03	04

SOCCER/ADULT	1 PER 10,000	00	03	03
SOCCER/YOUTH	1 PER 6,000	00	00	00
LACROSSE	1 PER 20,000	00	00	00
HOCKEY	1 PER 20,000	00	00	00
TRACK	1 PER 20,000	00	03	03

<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>OTHER SUPPLY</u>	<u>TOTAL SUPPLY</u>
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COURTS

BASKETBALL	1 PER 5,000	12	11	23
TENNIS	1 PER 5,000	06	11	17
SHUFFLEBOARD	1 PER 5,000	01	01	02
HORSESHOES	1 PER 5,000	12	01	13
VOLLEYBALL	1 PER 5,000	00	02	02
BADMINTON	1 PER 15,000	00	00	00
BOCCE	1 PER 15,000	00	01	01
CROQUET	1 PER 15,000	00	00	00
PADDLE BALL	1 PER 5,000	00	00	00
PICKLEBALL	1 PER 5,000	00	00	00

<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>OTHER SUPPLY</u>	<u>TOTAL SUPPLY</u>
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BUILDINGS

SWIMMING POOL	1 PER 25,000	01	01	02
RECREATION/YOUTH/SR	1 PER 25,000	03	00	03
COMMUNITY CENTER	1 PER 50,000	00	00	00
GYMNASIUM	1 PER 10,000	02	15	17
AUDITORIUM	1 PER 20,000	00	02	02
PUBLIC RESTROOMS	N/A	06	00	06
PICNIC SHELTERS	1 PER 3,000	05	00	05
CULTURAL CENTER	1 PER 25,000	01	00	01
PERFORMING CENTER	1 PER 25,000	00	02	02

<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>OTHER SUPPLY</u>	<u>TOTAL SUPPLY</u>
<u>SPECIALIZED AREAS</u>				
PLAYGROUNDS	1 PER 4,000	18	11	29
PICNIC TABLES	1 PER 300	188	03	191
AMPHITHEATER	1 PER 50,000	00	01	01
MUSEUM	1 PER 50,000	00	01	01
BOWLING ALLEY	1 PER 50,000	00	00	00
GOLF COURSE	1 PER 50,000	01	00	01
STADIUM	1 PER 50,000	00	02	02
DISC GOLF	1 PER 50,000	02	01	03
ARCHERY	1 PER 50,000	00	00	00
SHOOTING RANGE	1 PER 25,000	01	02	03
DOG PARK	1 PER 25,000	01	00	01
SPRAY PAD	1 PER 50,000	01	00	01
SKATEBOARD	1 PER 50,000	01	00	01
CLIMBING WALL	1 PER 50,000	01	04	05
BMX TRACK	1 PER 25,000	01	00	01
<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>OTHER SUPPLY</u>	<u>TOTAL SUPPLY</u>
<u>CAMPING/TRAILS</u>				
CAMPGROUNDS	1 PER 13,300	00	01	01
TENT CAMPSITE	1 PER 300	00	00	00
R.V./TRAILER CAMPING	1 PER 100	00	?	?
GROUP CAMPING	1 PER 25,000	00	01	01
BOAT RAMP LANES	1 PER 10,000	00	02	02
WALKING/JOGGING TRAILS	1 MI PER 10,000	16	?	16
NATURE TRAILS	1 MI PER 10,000	00	00	00
BIKE TRAILS	1 MI PER 10,000	04	00	04
EQUESTRIAN TRAIL	1 MI PER 10,000	10	00	10

OFF ROAD BIKE/VEHICLE	1 MI PER 10,000	00	00	00
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The above camping and trails should be available within a 25-mile radius.

CURRENT AND FUTURE NEEDS IN FACILITIES

The following are the facility needs as projected by the standards listed above and current inventory. In 1992, prior to 1994 park master plan, the patrons of the District were satisfied with the current services. The District's recent surveys indicate a high rate of satisfaction by the District patrons.

<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>NEEDED 2020</u>	<u>NEEDED 2045</u>
<u>FIELDS</u>				
BASEBALL	1 PER 15,000	05	03	04
SOFTBALL/YOUTH B.B	1 PER 4,000	13	09	12
FOOTBALL	1 PER 10,000	04	04	05
SOCCER/ADULT	1 PER 10,000	03	04	05
SOCCER/YOUTH	1 PER 6,000	00	06	08
LACROSSE	1 PER 20,000	00	02	03
HOCKEY	1 PER 20,000	00	02	03
TRACK	1 PER 20,000	03	02	03

Fields may be interchangeable. For example, baseball fields may be converted into soccer fields. Presently this is being done. The problem with this is overuse of fields. Grass needs to have time to recover. One solution is to turf these fields.

<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>NEEDED 2020</u>	<u>NEEDED 2045</u>
<u>COURTS</u>				
BASKETBALL	1 PER 5,000	23	08	10
TENNIS	1 PER 5,000	17	08	10
SHUFFLEBOARD	1 PER 5,000	02	08	10
HORSESHOES	1 PER 5,000	13	08	10
VOLLEYBALL	1 PER 5,000	02	08	10
BADMINTON	1 PER 15,000	00	03	04
BOCCE	1 PER 15,000	01	03	04
CROQUET	1 PER 15,000	00	03	04
PADDLE BALL	1 PER 5,000	00	08	10

PICKLEBALL	1 PER 5,000	00	08	10
<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>NEEDED 2020</u>	<u>NEEDED 2045</u>
<u>BUILDINGS</u>				
SWIMMING POOL	1 PER 25,000	02	02	02
RECREATION/YOUTH/SR	1 PER 25,000	03	02	02
COMMUNITY CENTER	1 PER 50,000	00	01	01
GYMNASIUM	1 PER 10,000	17	04	05
AUDITORIUM	1 PER 20,000	02	02	03
PUBLIC RESTROOMS	N/A	06	00	00
PICNIC SHELTERS	1 PER 3,000	05	12	16
CULTURAL CENTER	1 PER 25,000	01	02	02
PERFORMING CENTER	1 PER 25,000	02	02	02

<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>NEEDED 2020</u>	<u>NEEDED 2045</u>
<u>SPECIALIZED AREAS</u>				
PLAYGROUNDS	1 PER 4,000	29	09	12
PICNIC TABLES	1 PER 300	191	119	159
AMPHITHEATER	1 PER 50,000	01	01	01
MUSEUM	1 PER 50,000	01	01	01
BOWLING ALLEY	1 PER 50,000	00	01	01
GOLF COURSE	1 PER 50,000	01	01	01
STADIUM	1 PER 50,000	02	01	01
DISC GOLF	1 PER 50,000	03	01	01
ARCHERY	1 PER 50,000	00	01	01
SHOOTING RANGE	1 PER 25,000	03	02	02
DOG PARK	1 PER 25,000	01	02	02
SPRAY PAD	1 PER 50,000	01	01	01
SKATEBOARD	1 PER 50,000	02	01	01
CLIMBING WALL	1 PER 50,000	01	01	01
BMX TRACK	1 PER 25,000	01	02	02

<u>FACILITY</u>	<u>STANDARD/PEOPLE</u>	<u>DISTRICT SUPPLY</u>	<u>NEEDED 2020</u>	<u>NEEDED 2045</u>
<u>CAMPING/TRAILS</u>				
CAMPSITE	1 PER 13,300	00	01	04
TENT CAMPSITE	1 PER 300	00	10	14
R.V./TRAILER CAMPING	1 PER 100	00	360	480
GROUP CAMPING	1 PER 25,000	00	02	02
BOAT RAMP	1 PER 10,000	00	03	04
WALKING/JOGGING TRAILS	1 MI PER 10,000	16	04*	05*
NATURE TRAILS	1 MI PER 10,000	00	04*	05*
BIKE TRAILS	1 MI PER 10,000	04	04*	05*
EQUESTRIAN TRAIL	1 MI PER 10,000	10	04*	05*
OFF ROAD BIKE/VEHICLE	1 MI PER 10,000	00	04*	05*

The above camping and trails should be available within a 25-mile radius.

*The needs are in miles. The District should have 20 miles of trails. Currently the District has about 30 miles of trails. In the future the District will need at least 25 miles of trails.

The District boundaries are about 9 miles along the Willamette River. It is important to note the trail system needs to have 20 miles in 2020 and in 2045 at least 25 miles of trails. It is evident that the District does not have that trail system. The Chehalem Heritage Trail plan would meet this need. Currently the patrons are satisfied, as indicated in the Districts 1992 survey and recent surveys, with the current level of service. It is important to meet the standards listed above. The standards listed above may not meet the need due to higher use of facilities or a particular park. Each item should be evaluated and have the ability to increase or decrease in the needed standards listed above.

BOARD-APPROVED PROJECTS

The Board of Directors is elected to serve the citizens in the Chehalem Park and Recreation District. These members set priorities based on the information given by citizens and staff. There are also wants of individual members of the Board that are added to the priority list. For a project to make this list it must receive a majority of the votes of the Board. Board members have meetings with the public, staff and consultants to develop this project list. A cost is assigned based on the best information available at the time. Sometimes this list is prioritized and dates for construction are applied. The list may change from year to year based on the Board's desire and funding available. The list should be updated yearly or as needed and made part of the plan.

The list as of 7-1-2020 is as follows:

PROJECT LIST	PROJECT COST
POOL PROJECT	\$ 1,000,000.00
POOL FITNESS AREA & GYM	\$ 2,500,000.00
THIRD NINE GOLF COURSE	\$ 3,000,000.00
GOLF CLUB HOUSE	\$ 2,000,000.00
CAMPGROUND	\$ 3,000,000.00
SOCCER COMPLEX	\$ 3,000,000.00
SANDER ESTATE PARK & COMMUNITY CENTER	\$ 3,000,000.00
RILEY PARK DEVELOPMENT	\$ 9,000,000.00
DUNDEE RIVERFRONT DEVELOPMENT	\$ 5,500,000.00
NEWBERG RIVERFRONT DEVELOPMENT	\$ 5,500,000.00
CHEHALEM HERITAGE TRAIL	\$ 80,000,000.00
CHEHALEM CULTURAL CENTER & DISTRICT	\$ 9,000,000.00
<u>TOTALS</u>	\$126,500,000.00

All park master plans for the District are listed in Appendix (6). The SDC methodology report is listed in Appendix (7). The SDC methodology report is to be updated every 5 years or sooner. The next time to update the SDC methodology report will be 2022.

SUMMARY AND RECOMMENDATIONS

The District service area is 68 square miles with a population of 35,623 in 2020. In 2020 the incorporated area is 7.1 square miles with a population of 28,016 or 78% of the District's population. In 2020 the unincorporated is remaining 60.9 square miles with a population of 7,607. Just outside the 7.1 square mile area, a large portion of the remaining 22% or 7,806 of the patrons resided.

In 2020, the District has 880.46 acres of park land or 24.71 acres of parkland per 1000 patrons. If the population grows to 47,566 in 2045, the District will need to acquire 245.57 acres of parkland to remain at the current standard of 24.71 acres per 1,000. It is not recommended to try and meet the 24.71 acre per 1000. Instead it is recommended to meet the standard of 18.6 acres per 1000 population. To meet the 18.6 acres per 1000 standard the District will need to acquire an additional 5-acres of parkland will be needed. It is recommended to acquire 5 to 245.57 acres of parkland.

In the next 25 years the District is projected to add about 12,000 new patrons. The 12,000 new patrons will result in 5,715 new houses or multi-family dwellings units being added to the District. Currently the District

assesses a fee of \$7,705.00. This will result in the District receiving about \$44,000,000.00 in the next 25 years or about \$1,760,000.00 annually. Please remember we committed to pay the debt out of the SDC Fund. In 2021-22 budget the debt will be \$941,525.00. That will leave about \$9,599,397.00 owed. Please See Appendix 8 for copy of Loan Debt.

According to standards set in this document the District needs the following acreage and facilities are recommended:

RECOMMENDED		
ITEM	AMOUNT	COST
Park Acreage	100 acres	\$10,000,000.00
Soccer Complex	9 fields	\$ 4,500,000.00
Bocce	2 courts	\$ 200,000.00
Croquet	3 courts	\$ 200,000.00
Picnic Shelters	2 shelters	\$ 900,000.00
Bowling Alley	18 lanes	\$ 6,000,000.00
Archery	1 site	\$ 300,000.00
Dog Park	1 site	\$ 400,000.00
Spray Pad	1 pad	\$ 750,000.00
Campground	90 sites	\$ 6,000,000.00
Trails	3 miles	\$ 4,400,403.00
Pickle Ball	9 courts	\$ 750,000.00
Debt Payment		\$ 9,599,597.00
TOTALS		\$44,000,000.00

The District would spend 1,760,000.00 annually for the next 25 years. This is assuming our projections on SDC's and population are correct.

There are other items that are wanted or needed to be developed in the District which the Board has set as priorities. These suggested items are:

SUGGESTED		
ITEM	AMOUNT	COST
Additional golf holes	9 holes	\$ 3,000,000.00

Club house	2 to 4 thousand square feet	\$ 3,000,000.00
Dundee Community Center	Dundee Elementary School	\$ 4,000,000.00

The above items could be added to a bond issue or done by debt payments. Some of the elements will generate revenue and may help pay for the increase in operation and debt payment. The above could replace park acreage of \$10,000,000.00.

The economy must be stabled for the above to be recommended and suggested to occur.

January 28, 2022

County of Yamhill

535 N.E. 5th Street

McMinnville, Oregon 97128

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2022. The increase will be as follows:

- Single Family -- \$8,432.00
- Multi Family -- \$7,426.00
- Mobile Home -- \$5,796.00
- Accessory Dwelling Unit -- \$3,160.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,
Superintendent

Cc: Board of Directors

Parks Activity Report, December 2021/January 2022

Sander Estate Park

Sander team, SEA and District met as a group to discuss cost analysis provided by SEA to determine Phases for the Sander Park development. Once there is a new administrator early in 2022 there may be a difference of interpretation of conditions put forth during the Masterplan approval. We need to determine what flexibility there is for changes at time of review. We need to define Phases of Project- things to be done prior to opening, prior to review, when are we going to do what? Start with minimum: road and utility improvements, grading, underground utilities, parking lot, walking paths, water feature, restrooms, and (CPRD may self-perform irrigation and planting with neighbor input). Rough cost estimate -allowance for water feature? Design for Water Feature. (What is City willing to contribute- water?). What type of Grants/funds are available: Small Cities grant? Land and Conservation grant? Federal and lottery dollars. Grant application would be due in March. Small amount from Tourism through hotel tax. Urban renewal money can assist with street improvements in this area Administered by the City. Cost estimate and Schedule will be necessary for applications. Includes escalation costs and contingency. See Board Package.

Crabtree park

We have been working with Page Knudsen, Yamhill County with a culvert repair on Knudsen lane at the entrance to the Park. We have come to find that there is no legal easement for the use of the shared driveway owned by Knudsen Vineyards. Page has had her Lawyer draft an easement for the shared access of the property and we are working on engineering and replacing the Culvert at the entrance to Knudsen Lane. I accepted the AKS Engineering Proposal as the Culvert Replacement Project engineers. AKS has completed the topographic survey and submitted an ODFW fish passage exemption request. The OFWD exemption would allow us to replace the culvert 'in-kind' rather than constructing a new fish culvert. AKS has proposed to ODF&W that we Replace the culvert as sized and mitigate the downstream section of the culvert to improve fish habitat. We met with Greg Apke, Dave Stewart, ODF&W to go over the proposed mitigation. We need to prove for the exemption that we are providing improved habitat and fish passage or a reasonable chance for passage. The Oregon Fish Passage Task Force (Task Force) meets February 25th and May 20-21. The Task Force plays an important role in all fish passage waiver requests as they have review and recommendation role. either way this should completed this year. Ongoing communication with AKS & ODF&W.

Aquatic and Fitness Center, Cultural Center

We have HVAC issues and a preliminary time frame of early February has been determined for alterations. Contractor is awaiting components to arrive. HVAC is operational due to the fact the Boiler is supplying heating demand and Aermec units supplying cooling (Dehumidification)

Development

GreenWorks has begun the Newberg Dundee Bypass Trail Bridge Project. We have involved ODOT, City of Newberg with discussions and preliminary tasks such as, surveying, archeological assessment, wetlands delineation, Geotechnical report. Actual bridge location and size to be determined by this process. We continue to work with GreenWorks on the development of the 219 property. Don is currently updating our Park Masterplan (2010 last updated). We have Matt Hastie (Angelo Planning Group) to work along with John Bridges and the District to have the masterplan adopted by Yamhill County to have zoning changed for the Heritage Trails Campground site. We held a preliminary meeting with County Planning and are basing our submission to the County on their requirements. RFP for the Ewing Young Trail Bridge was awarded to NV5 for the Ewing Young Bridge. They have completed the surveying required, Bridge Location Determined, Geotechnical report, Pre-application meeting with the City of Newberg on January 5th, Archeological Permit received, Quotes from 3 contractors for Bridge

construction received. See Board packet. I still need to contact contractors for the Bridge abutments not included in the bridge estimates.

Parks

Working on Equipment maintenance during the wetter months, painting, cleaning amenities for parks, building maintenance, and general maintenance of the parks.

Chehalem Glenn

Equipment maintenance and maintenance of the golf course. Chehalem Glenn continues to be fairly well used when the weather allows

Parks Summary

Month of: December2021/January 2022

Park Name	Hours worked
Armory	23.50
Billick/Dundee	4.50
CAFC	115.00
Cultural Center	24.50
Chehalem Valley M.S	2.00
College	8.00
Community Center	2.00
Crabtree	16.00
Crater Ballfields	4.00
Dundee River Park	0.00
Elliott Road	9.00
Ewing Young	32.00
Falcon Crest Park	2.00
Fortune Park	1.00
Friends Park	2.00
Tom Gail Park	6.00
Gladys Park	2.50
Chehalem Glenn G.C.	360.00
Herbert Hoover Park	4.00
Jaquith Park	22.00
Jaquith Ball Fields	2.00
Memorial/Scout House	2.00
Mountainview	0.00
Oak Knoll Park	1.00
Oaks Park	2.00
Other District Land	144.00
Pre-School	8.00
Pride Gas	10.50
Renne Fields	0.00
Rilee Park	68.00
Rotary Park	2.00
Sander Park	6.00
Schaad Park	2.00
Scott Leavitt Park	2.00
Senior Center	34.00
Spring Meadow	4.00
Waste Mngt	4.00
vacation/holiday/sick/comp	435.00
Wilsonville Property	72.00
Youth Building	6.00
<u>Total</u>	1444.50

December 19, 2021-January 19, 2022

Activity Report – Department 451
December 2021 - COVID Continues

Aquatic & Fitness Center

- Facility remained open 7 days a week
- Mask mandate continues
- Sauna's still closed due to mask mandate

Fitness Center

- Regular fall drop-in schedule continues for the sports courts, weight room.
- We have had a few pickle ball groups drop-in to use the sports courts.

Aquatic Center

- December continued with our fall schedule posted with only minor competition pool changes.
- Inclement weather and lack of staff caused us to close the facility earlier than normal on Dec. 27, 28 & 30.
- We chose to close 2 weekends in a row due to how the holidays fell this year. Dec. 24 – 26 and Jan 1 & 2.

Facility Building maintenance

- Our robot vacuum(s) continues to be put into a pool every night to keep the perlite levels (in the water) to a minimum. Bumble bee (small robot) broke on November 16th. We are down to a single robot that is put into a different pool each night. (Bumble Bee is back as of 1/3/22)
- Dealt with some cold comp pool temps Dec. 6-8 (77 degrees). Boiler keeps going into alarm on a fairly regular basis.
- Screws that hold the bulkhead in place were found broken in two. Maintenance replaced them to make sure the bulkhead remains in place and stable. Discovered on Dec. 9th...fixed on Dec. 14th.
- Leisure pressure washer hose broke in the wall on Dec. 21st, Josh fixed it that day.
- Dealt with chilly air temps in both natatoriums Dec. 30 & 31.

Memberships

- An Activenet membership card scanner (electric eye) has been live since 11/9/2021. A dedicated Activenet membership monitor (computer screen) is much needed allowing us to see and hear if the patron's scanned card is current or expired. A dedicated membership monitor would allow us to immediately identify that card and patron match, it also would identify the members age for age restricted activities. A request for at least one additional monitor has been made to departments 450 and 413. This very important "tracking information" is not seen or heard (on the existing single receptionist monitor) when computer/monitor are they are engaged in other front desk related work.

Program Development & Registration

- Fall swim lesson finished up Dec. 10 and Winter Break swim lessons ran from Dec. 27-31.
- SUP Yoga ran on Dec. 12 & 19. The classes were not full, but granted our clients a chance to participate. Classes will resume in the spring.
- Fencing finished up their classes on Dec. 13th. There were 7 kids who participated this time around.
- Winter Break Lifeguard class was cancelled due low enrollment (only 1 person enrolled). We are currently accepting enrollment into our spring break class. Local participants can enroll at a substantially reduced fee if they plan to work for CPRD.

Clubs/Teams

- Chehalem Swim Team's practices continued for the month of December.
- NHS swim team continued its team practices in December
 - NHS had a home dual meet on Dec. 16th
- GFU swim team continued to practice the first 2 weeks of December and took a winter break from December 17th, 2021– January 5th, 2022
 - GFU swim team held a home meet on Dec. 4 & 5.
- Club Polo club practiced on Tuesday's and Thursday's in the leisure pool in December and in the comp pool on Sunday evenings.

Aquatic & Fitness Center Staff

- Staff scheduling continues to be a weekly struggle due to lack of availability by our high school age staff members who are active in their school's athletic programs. We are finding that hiring 15 year olds is too difficult for us since they can only work until 7pm on school nights leaving them really no time after school to work especially if they are in an after school sport.
- Our core LG and WSI staff have been showing signs of burn out and were looking forward to a short respite over the break. We rely on this group heavily and they have been doing an amazing job keeping us open and operational.
- We conducted a much needed all staff, staff meeting on December 20 on the leisure pool deck. A lengthy agenda was prepped and delivered with much discussion on housekeeping, procedural and safety items by our lifeguard and instructor teams. This meeting was well attended and greatly appreciated by our lead staff as they requested the meeting to be held.
- GFU students went home for Christmas break on December 17th and will not be back until January 10th. Scheduling may become even more difficult while they are gone.
- We found that throughout the fall season staff requests for shift coverage increased in frequency with little or no notice due to scheduling conflicts and health issues.
- We held a staff recertification here on Dec. 18th. We recertified 8 lifeguards that day including a CST coach.

Staff Recognition

- TVF&R formally recognized the guard team who performed a water deep water rescue on October 3. This rescue required a 911 call out and transport to the hospital for follow up care.

- A commemorative plaque and team photo is proudly displayed on the wall behind the front desk.

Rentals & Special Events

- Competition Pool
 - USA Polo held a girls ODP (Olympic Development Program) clinic here on Dec. 16th.
 - Sherwood High School (SHS) swim team has rented the comp pool for practice times during the winter break.
 - Hillsboro Swim Team rented the comp pool Dec. 30 & 31 for team practice since their pool was closed down for inclement weather.
- Private Leisure Pool Parties
 - We had eight weekend pool rentals in December, including several classroom rentals
- We were the venue for an LGI review class hosted by Theresa Kelley-Sparks from 8-4pm at our pool today. No staff were involved this time around.
- Country Faith Christian Academy used our gymnasium on Dec. 3, 10, 17 for school PE. They will be continuing through January.

Management Projects

- Manager's monitored patron check-ins all month of December to make sure that expired memberships were being caught and taken care of. Other issues have been found with insurance memberships, resolutions are nearing completion.
- Weekly staff in services continue to keep the staff fresh on facility regulations, emergency rescues and procedures.
- The management team picked up guard shifts here and there due to a lack of subs for team members out with health or scheduling issues.
- Keeping Activenet, the website, social media and fliers up- to-date continues to be an ongoing and challenging project.
- Deep review of the monthly financial reports in preparation of next year's budget.

Financial Reports

- Detailed December financial reports are attached.

Respectfully Submitted by,

Tara Franks, Coordinator and Wendy Roberts, Specialist
Chehalem Aquatic & Fitness Center

Activity Financial Report - Dec 2021				Department - Aquatics 451			
COVID-19 - Facility Open							
EXPENDITURES							
Aquatics - 451:							
Personnel Services							
Aquatic Supervisor	\$1,470.97	\$1,629.06	\$8,948.90	\$9,630.92	\$18,161.41	\$18,087.06	\$20,363.00
Admin Coordinator 451.110032					\$503.70		
Secretary I					\$27,906.97		
Secretary II					\$21,614.91		
Aquatics Coordinator	\$3,761.48	\$3,969.34	\$25,318.80	\$23,192.46	\$44,146.56	\$47,887.68	\$47,632.00
Aquatics Specialist	\$3,090.66	\$3,265.60	\$20,790.96	\$19,068.78	\$35,985.33	\$38,978.32	\$39,188.00
Guards	\$556.54	\$13,169.67	\$62,246.09	\$92,367.12	\$146,903.66	\$96,234.31	\$189,202.00
Cashiers					\$62,866.10		
Instructors	\$292.71	\$3,482.78	\$12,620.42	\$33,140.00	\$45,056.24	\$22,257.76	\$75,978.00
Coaches					\$725.34		\$1,540.00
Group Fitness Instructors	\$74.24	\$819.52	\$5,698.54	\$4,651.62	\$10,725.12	\$8,135.43	\$13,684.00
Personal Trainer	\$25.50	\$459.00	\$910.04	\$1,698.37	\$866.75	\$1,541.17	\$4,375.00
FC Monitor	\$356.49	\$1,064.19	\$24,478.89	\$7,164.21	\$5,211.29	\$29,656.44	\$18,952.00
Lead Guard	\$22.13	\$365.90	\$3,557.75	\$4,251.47		\$4,835.35	\$31,595.00
Total Personnel Services	\$9,650.72	\$28,225.06	\$164,570.39	\$195,164.95	\$420,673.38	\$267,613.52	\$442,509.00
Materials & Services:							
Office Supplies	\$240.62	\$85.45	\$1,041.79	\$1,832.84	\$4,524.37	\$4,220.66	\$5,510.00
Postage Supplies	\$25.30	\$13.34	\$62.70	\$105.97	\$273.40	\$131.97	\$450.00
Program Supplies	\$1,389.18	\$2,473.29	\$9,154.22	\$11,226.90	\$12,627.25	\$16,357.60	\$15,520.00
Small Tools						\$75.86	
Chemical & Agricultural Supplies	\$2,081.52	\$3,044.79	\$13,255.13	\$15,657.26	\$26,447.01	\$33,708.33	\$29,900.00
Store Supplies		\$2,930.31	\$1,188.23	\$3,670.79	\$3,099.92	\$2,403.54	\$7,500.00
Gas & Oil Supplies		\$297.00					
Classifieds					\$57.25		\$625.00
Brochure							\$1,450.00
Flyers	\$56.05	\$245.11	\$356.37	\$662.70	\$1,318.30	\$676.61	\$4,850.00
Professional Dues	\$941.23	\$1,221.49	\$2,857.38	\$1,844.35	\$3,487.28	\$4,163.75	\$4,980.00
Conference/Workshops		\$328.00	\$179.04	\$328.00	\$902.50	\$179.04	\$1,450.00
Staff Mileage			\$10.26		\$270.28	\$82.61	\$350.00
Staff Expenses	\$453.64		\$629.13	\$154.50	\$673.69	\$1,396.79	\$1,000.00
Utilities:							
Electricity	\$20,062.33	\$16,984.82	\$117,578.67	\$85,515.94	\$232,937.77	\$224,768.44	\$274,500.00
Natural Gas	\$2,626.46	\$6,553.58	\$11,727.28	\$24,023.23	\$12,494.45	\$47,457.38	\$24,650.00
Water/Sewer	\$2,408.65	\$884.67	\$24,109.72	\$4,423.35	\$48,717.38	\$46,854.56	\$53,042.00
Telephone	\$432.84	\$625.79	\$1,974.42	\$4,014.53	\$4,089.38	\$4,376.92	\$4,200.00
Fees (activenet/bank/cc)	\$1,024.91	\$5,060.66	\$14,718.20	\$31,625.28	\$50,894.60	\$31,981.15	\$62,625.00
Internet & Communication	\$36.00		\$35.00		\$393.94	\$1,384.20	\$1,067.00
Data Storage & Backup							\$45.00
Video & Online Photography	\$19.08		\$114.48	\$95.40	\$133.57	\$267.12	\$210.00
Online Advertising				\$32.92	\$82.91		\$262.00
Ground Maint/Repairs							
Program Contracts 451.380.003		\$5,979.88	\$652.03	\$6,189.86	\$13,531.53	\$403.45	\$22,000.00
Insurance Services			\$380.36	\$380.36	\$37,819.66	\$37,674.92	\$39,175.00
Refunds			\$808.00	\$69.75	\$6,200.76	\$1,089.00	\$450.00
Total Materials & Services	\$31,796.81	\$46,134.18	\$200,832.41	\$191,853.93	\$460,977.20	\$459,653.90	\$555,811.00
TOTAL AQUATIC EXPENDITURES	\$41,447.53	\$74,359.24	\$365,402.80	\$387,018.88	\$881,650.58	\$727,267.42	\$998,320.00

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Activity Financial Report Dec 2021									
COVID-19 - Facility Open									
REVENUE									
	Dec '20	Dec '21	Yr to Date '20/21	Yr to Date '21/22	Year End 19/20	Year End 20/21	Est June 21/22		
Aquatics - 451:									
451.003 Youth Fitness									
451.004 Gray & Golden	\$28.00	\$184.00	\$212.00	\$728.00	\$1,379.00	\$328.00	\$1,655.00		
451.006 Group Fitness (Studio)		\$24.00	\$89.00	\$408.00	\$430.00	\$302.00	\$970.00		
451.007/291 Water Exercise		\$100.00	\$756.00	\$1,636.00	\$3,624.00	\$1,186.00	\$3,960.00		
451.008 Weight Training		\$910.00	\$2,344.00	\$4,214.00	\$22,848.50	\$4,106.00	\$12,385.00		
451.011 Private Swim Lessons	\$659.00	\$1,707.00	\$5,386.80	\$25,122.00	\$35,393.00	\$10,206.30	\$48,750.00		
451.012 Optum Fitness Advantage*	\$612.00	\$5,728.00	\$3,896.00	\$5,728.00	\$15,892.00	\$4,316.00	\$16,975.00		
451.013 Water Safety	\$105.00	\$250.00	\$2,410.00	\$1,360.00	\$5,375.35	\$7,489.65	\$6,225.00		
451.014 SilverSneakers - Tivity*		\$179.00	\$1,277.78	\$1,746.50	\$4,291.00	\$2,070.28	\$4,250.00		
451.015 Silver&Fit - ASH*		\$4,356.00	\$13,762.50	\$16,902.00	\$59,067.02	\$26,428.12	\$62,750.00		
451.016 Water Polo		\$640.00	\$1,760.00	\$640.00	\$16,357.20	\$5,290.00	\$18,650.00		
451.017 GFU		\$15,887.00	\$5,000.00	\$42,763.50	\$39,072.25	\$18,935.00	\$35,600.00		
451.018 Newberg High School									
451.019 School Districts					\$812.00	\$1,784.17			
451.020 Locker Income									
451.021 Locker Rental									
451.023 Pool Rental	\$2,395.00	\$5,877.50	\$50,064.99	\$15,221.25	\$19,431.00	\$55,774.74	\$16,875.00		
451.024 Classroom Rental		\$1,537.50	\$150.00	\$3,760.00	\$7,501.01	\$150.00	\$8,995.00		
451.025 Sauna/Spa		\$25.50		\$131.50	\$4,757.10		\$5,490.00		
451.026 Special Events					\$100.00				
451.027 Repasses									
451.061 Vending						\$339.55			
451.200 Aquatics Misc					\$25.00	\$480.00			
451.280 Sales		\$324.19	\$1,204.49	\$3,617.19	\$6,024.49	\$2,475.49	\$6,500.00		
451.281 CST/CVA	\$8,425.00		\$20,132.25		\$10,855.95	\$26,678.21	\$19,500.00		
451.282 Swim Lessons	\$55.00	\$5,205.00	\$20,887.00	\$74,686.30	\$102,088.91	\$56,283.50	\$134,325.00		
451.283 Lap Swim		\$868.50	\$19,872.50	\$6,597.50	\$15,525.25	\$24,526.00	\$14,775.00		
451.284 Public Swim		\$3,579.00	\$18,230.50	\$48,663.00	\$85,411.00	\$33,598.50	\$128,875.00		
451.285 Equipment Rental									
451.286 Membership Sales	\$7,106.70	\$28,583.40	\$63,691.90	\$152,316.70	\$284,774.00	\$137,726.88	\$308,450.00		
451.287 Weight Room	\$759.00	\$1,836.00	\$411.59	\$10,328.50	\$14,545.50	\$9,818.09	\$18,320.00		
451.289 Punch Cards - General		\$4,016.00	\$11,299.00	\$19,821.00	\$32,136.51	\$23,338.50	\$38,125.00		
451.290 Gift Certificates									
451.292 Preschool Swim Lessons									
451.294 SUP Yoga					\$13,512.20		\$1,020.00		
451.296 Patio Rental				\$357.50	\$3,999.75		\$4,750.00		
451.293/425 Basketball Court		\$1,833.00	\$1,312.00	\$7,305.00	\$11,663.75	\$1,694.00	\$12,150.00		
451.285/426 Pickleball Court		\$69.00	\$26.00	\$111.00	\$1,429.05	\$26.00	\$1,540.00		
451.021/427 Volleyball Court		\$300.00			\$403.00		\$350.00		
451.428 SkyTrack					\$6.50		\$50.00		
451.429 Fencing			\$120.00	\$1,488.00	\$890.30	\$240.00	\$1,440.00		
451.666 CC Fees					\$555.31				
TOTAL AQUATIC REVENUE	\$20,214.70	\$84,019.59	\$244,056.30	\$445,652.44	\$819,066.28	\$455,590.98	\$933,700.00		



Adult Sports

January 2022 Activity Report, Department 452

Department 452 Participation Tracking		December 2021	
Activity	Participants	Participant Hours	
Total	00	00	
Department 452 Financial Tracking		December 2021	
Supervisory Staff Expense	275		
Administrative Staff Expense	100		
Part Time Staff Expense	00		
Material Expense	470		
Total Expense	845		
Program Revenue	100		
Net	(745.00)		
Cost Per Participant	00		
Cost Per Participant Hour	00		

We are hoping to open registration for the Adult City League basketball program in January.



Youth Sports

January 2022 Activity Report, Department 453

Department 453 Participation Tracking	December 2021	
Activity	Participants	Participant Hours
Travel Team basketball	95	1000
Jr Tiger basketball	305	3600
Totals	400	4600

Department 453 Financial Tracking	November 2021	
Supervisory Staff Expense	6245	
Administrative Staff Expense	2500	
Part Time Staff Expense	40	
Program/Materials Expense	15435	
Total Expense	24220	
Program Revenue	33800	
Net	9580.00	
Cost Per Participant	23.95	
Cost Per Participant Hour	2.08	

Department 453 – Youth Sports

The CPRD Travel (tournament) basketball teams have participated in tournaments over the Holiday season. We have 95 players rostered on 7 teams.

Junior Tiger basketball opened the season on December 11. The first 2 Saturdays of completion took place prior to winter break. Jr Tiger will resume game play on January 8.

The Little Tiger program closed registration on December 20. The first clinic session will take place on January 8.

We will have 615 players (grades K-8) participating in the CPRD basketball programs.

Dec 2021 Board Reports.

Departments

454 Recreation

455 Care

456 Senior Center

457 Community School

474 Preschool

454- Recreation	
Supervisory Staff Expense	\$678.78
Recreation Coordinator	\$2,083.48
Part Time Staff Expense	\$730.23
Fringe	325.88
program Expense	\$923.27
Total Expense	\$3,823.47
Revenue	\$1,99.00
455-Care	
Total Staff Expense	\$30,315.46
Total Materials expense	\$7,191.56
Total Expense	\$37,507.02
Revenue	\$40,703.90
456-Senior Center	
Recreation Coordinator	\$339.38
Senior Center Specialist	\$7,980.76
Fringe	\$2,504.58
program Expense	\$480.72
Total Expense	\$14,353.60
Program Revenue	\$4,300.00
457-Community School	
Supervisory Staff Expense	\$882.40
Fringe	91.82
program Expense	\$177.46
Total Expense	\$1,515.68
Program Revenue	\$0
474- Bonnie Benedict Preschool	
Total Staff Expense	\$3,560.65
Materials Expense	\$999.53
Total Expense	\$4,560.18
Program Revenue	\$888.67

CPRD Before and After School Care

We are excited to finally be able to operate our child care program in every Newberg School District Grade school. We started the school year with 112 families registered. As of today registration has grown to 191. Staffing these multiple sites continues to be difficult. During winter break, we held all day care for an average of 50 students per day. But we did have 2 dates where we had to close due to severe weather.

Senior Center

On Dec 1st Polly Tremaine gave us her notice of retirement, effective January 1st 2022. Polly has done a really nice job at the senior center during a really difficult time in our community. She has been incredibly dependable. Sarah Larison has been hired as our new Senior Center Specialist. She has been volunteering for the Meals on Wheels program for just over 4 years. Sarah's first official day was Jan 2, 2022.

The Senior Center's water bill was significantly higher than usual in December. Roughly a \$2,000 increase. Casey Creighton discovered that there was an exterior water line that had ruptured at this location. Casey and Josh Danner worked quickly to repair this.

Preschool and Pre-K Care Covid Shutdown.

In December we had another covid exposure event in our Pre-K Care program at the community center. This prompted a closure and quarantine for Dec 27th to 31st. That staffer was sent home early that day. We were able to reopen on Jan 3rd.

Respectfully submitted by Matt Compton

YTD through December

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY21 v FY20	% Diff
Starts by Category													
Resident	3417	2452	2709	3337	2555	3475	3812	4515	5210	4541	5401	860	18.9%
Non Resident	12582	8625	10492	9381	7396	8589	7454	4515	4265	5039	5467	428	8.5%
Group	2637	3027	2331	1656	1861	1580	1748	1517	1273	342	1453	1111	324.9%
League	485	347	342	332	316	332	273	92	69	0	0	0	0.0%
Complimentry	1261	1285	1238	1403	1119	1215	910	918	1021	4096	3181	-915	-22.3%
Misc/Promotional	2715	5604	2949	1899	5191	4639	3815	7806	6923	10521	6589	-3932	-37.4%
Total Starts	23097	20382	15736	17712	16109	19830	18012	19860	19291	24539	22091	-2448	-10.0%
Revenue													
Green Fees	\$ 501,137.00	\$ 474,455.00	\$ 452,651.00	\$ 377,489.00	\$ 417,329.00	\$ 434,864.73	\$ 413,268.00	\$ 421,209.00	\$ 401,163.00	\$ 520,127.00	\$ 452,427.00	\$ (67,700.00)	-13.0%
Driving Range	\$ 46,428.00	\$ 38,143.00	\$ 36,489.00	\$ 34,308.00	\$ 30,028.00	\$ 33,819.00	\$ 29,931.00	\$ 38,441.00	\$ 34,193.00	\$ 56,321.00	\$ 51,440.00	\$ (4,881.00)	-8.7%
Rentals	\$ 172,438.00	\$ 142,604.00	\$ 138,419.00	\$ 114,015.00	\$ 112,335.00	\$ 135,076.03	\$ 130,728.00	\$ 110,344.00	\$ 100,034.00	\$ 176,747.00	\$ 174,879.00	\$ (1,868.00)	-1.1%
Golf Shop	\$ 50,136.00	\$ 48,289.00	\$ 48,150.00	\$ 43,407.00	\$ 46,947.00	\$ 33,335.82	\$ 32,243.00	\$ 44,540.00	\$ 40,486.00	\$ 56,387.00	\$ 48,406.00	\$ (7,981.00)	-14.2%
Snack Bar	\$ 123,106.00	\$ 128,171.00	\$ 96,914.00	\$ 76,098.00	\$ 75,853.00	\$ 99,943.10	\$ 84,348.00	\$ 94,294.00	\$ 87,535.00	\$ 91,068.00	\$ 96,468.00	\$ 5,400.00	5.9%
Instruction	\$ 12,404.00	\$ 10,741.00	\$ 11,489.00	\$ 11,778.00	\$ 3,543.00	\$ 1,624.00	\$ 1,175.00	\$ 6,363.00	\$ 3,799.00	\$ 9,155.00	\$ 13,048.00	\$ 3,893.00	42.5%
Miscellaneous	\$ 25,221.00	\$ 31,941.00	\$ 32,023.00	\$ (1,219.00)	\$ 2,059.00	\$ (14,610.44)	\$ (14,584.00)	\$ 1,175.00	\$ 3,865.00	\$ 33,137.00	\$ 83,284.00	\$ 50,147.00	151.3%
Total Revenue	\$ 930,870.00	\$ 874,344.00	\$ 818,135.00	\$ 655,876.00	\$ 688,094.00	\$ 724,052.24	\$ 677,109.00	\$ 726,158.00	\$ 677,640.00	\$ 942,942.00	\$ 919,952.00	\$ (22,990.00)	-2.4%
\$ per Start													
Green Fees \$ per Start	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Driving Range \$ per Start	#REF!	\$ 24.59	\$ 30.15	\$ 26.45	\$ 23.43	\$ 21.05	\$ 22.94	\$ 21.21	\$ 20.80	\$ 21.20	\$ 20.48	\$ (0.72)	-3.4%
Rentals \$ per Start	#REF!	\$ 2.28	\$ 2.42	\$ 2.25	\$ 2.13	\$ 1.51	\$ 1.88	\$ 5.56	\$ 5.19	\$ 7.20	\$ 7.92	\$ 0.71	9.9%
Golf Revenue \$ per Start	#REF!	\$ 26.87	\$ 32.57	\$ 28.70	\$ 25.56	\$ 22.56	\$ 31.86	\$ 28.70	\$ 27.75	\$ 30.69	\$ 30.73	\$ 0.03	0.1%
Golf Shop	#REF!	\$ 8.46	\$ 9.06	\$ 8.09	\$ 7.08	\$ 5.66	\$ 7.50	\$ 2.24	\$ 2.10	\$ 2.30	\$ 2.19	\$ (0.11)	-4.6%
Snack Bar	#REF!	\$ 2.46	\$ 3.07	\$ 2.81	\$ 2.69	\$ 2.37	\$ 1.85	\$ 4.75	\$ 4.54	\$ 3.71	\$ 4.37	\$ 0.66	17.7%
Concession Revenue	#REF!	\$ 10.92	\$ 12.13	\$ 10.90	\$ 9.77	\$ 8.03	\$ 9.35	\$ 6.99	\$ 6.64	\$ 6.01	\$ 6.56	\$ 0.55	9.1%
Total Revenue \$ per Start	\$ 40.30	\$ 42.90	\$ 51.99	\$ 38.33	\$ 42.71	\$ 36.51	\$ 37.59	\$ 36.56	\$ 35.13	\$ 38.43	\$ 41.64	\$ 3.22	8.4%

Only being down 2.4% in revenue from 2020 isn't bad considering how wet November and December have been.

December														
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	21v20	% Diff
Dry Days	7	15	7	9	11	3	6	12	10	7	15	6		
Starts by Category														
Resident	332	264	261	193	277	214	170	300	270	401	478	182	-296	-61.9%
Non Resident	419	471	357	278	298	151	128	305	207	249	300	262	-38	-12.7%
Group	0	0	0	0	0	0	0	0	144	0	0	0	0	0.0%
League	34	28	0	28	29	3	11	27	36	13	0	0	0	0.0%
Complimentry	80	81	61	66	71	36	28	71	77	81	489	199	-290	-59.3%
Misc/Promotional	248	230	150	87	187	131	218	320	380	373	982	323	-659	-67.1%
Total Starts	1113	1074	829	652	862	535	555	1320	1334	1328	2249	966	-1283	-57.0%
Revenue														
Green Fees	\$ 19,375.00	\$ 14,879.00	\$ 16,879.00	\$ 8,312.00	\$ 63,423.00	\$ 68,252.00	\$ 73,522.00	\$ 68,237.00	\$ 64,682.00	\$ 57,886.00	\$ 60,525.00	\$ 55,321.00	\$ (5,204.00)	-8.6%
Driving Range	\$ 1,416.00	\$ 2,074.00	\$ 1,146.00	\$ 1,321.00	\$ 1,535.00	\$ 850.00	\$ 1,038.00	\$ 1,834.00	\$ 1,762.00	\$ 1,330.00	\$ 4,706.00	\$ 2,550.00	\$ (2,156.00)	-45.8%
Rentals	\$ 3,645.00	\$ 4,273.00	\$ 3,076.00	\$ 2,093.00	\$ 2,682.00	\$ 1,665.00	\$ 1,525.00	\$ 5,066.00	\$ 4,140.00	\$ 3,064.00	\$ 9,637.00	\$ 3,759.00	\$ (5,878.00)	-61.0%
Golf Shop	\$ 4,665.00	\$ 4,630.00	\$ 3,054.00	\$ 2,260.00	\$ 1,867.00	\$ 1,439.00	\$ 4,967.00	\$ 2,819.00	\$ 3,806.00	\$ 2,674.00	\$ 5,069.00	\$ 2,587.00	\$ (2,482.00)	-49.0%
Snack Bar	\$ 3,925.00	\$ 3,495.00	\$ 2,996.00	\$ 1,851.00	\$ 2,435.00	\$ 1,417.00	\$ 1,545.00	\$ 2,718.00	\$ 2,728.00	\$ 3,014.00	\$ 3,792.00	\$ 2,332.00	\$ (1,460.00)	-38.5%
Instruction	\$ 446.00	\$ 90.00	\$ 948.00	\$ -	\$ 710.00	\$ 75.00	\$ 240.00	\$ 185.00	\$ 350.00	\$ 250.00	\$ 600.00	\$ 110.00	\$ (490.00)	-81.7%
Miscellaneous	\$ 4,098.00	\$ 8,403.00	\$ 2,025.00	\$ 10,874.00	\$ 2,809.00	\$ 9,322.00	\$ 7,714.00	\$ 4,175.00	\$ 3,654.00	\$ 5,476.00	\$ 8,477.00	\$ 10,217.00	\$ 1,740.00	20.5%
Total Revenue	\$ 37,570.00	\$ 37,844.00	\$ 30,124.00	\$ 26,711.00	\$ 75,461.00	\$ 83,020.00	\$ 90,551.00	\$ 85,034.00	\$ 81,122.00	\$ 73,694.00	\$ 92,806.00	\$ 76,876.00	\$ (15,930.00)	-17.2%
\$ per Start														
Green Fees \$ per Start	\$ 17.41	\$ 13.85	\$ 20.36	\$ 12.75	\$ 73.58	\$ 127.57	\$ 132.47	\$ 51.69	\$ 48.49	\$ 43.59	\$ 26.91	\$ 57.27	\$ 30.36	112.8%
Driving Range \$ per Start	\$ 1.27	\$ 1.93	\$ 1.38	\$ 2.03	\$ 1.78	\$ 1.59	\$ 1.87	\$ 1.39	\$ 1.32	\$ 1.00	\$ 2.09	\$ 2.64	\$ 0.55	26.2%
Rentals \$ per Start	\$ 3.27	\$ 3.98	\$ 3.71	\$ 3.21	\$ 3.11	\$ 3.11	\$ 2.75	\$ 3.84	\$ 3.10	\$ 2.31	\$ 4.29	\$ 3.89	\$ (0.39)	-9.2%
Golf Revenue \$ per Start	\$ 21.96	\$ 19.76	\$ 25.45	\$ 17.98	\$ 78.47	\$ 132.27	\$ 137.09	\$ 56.92	\$ 52.91	\$ 46.90	\$ 33.29	\$ 63.80	\$ 30.51	91.6%
Golf Shop \$ per Start	\$ 4.19	\$ 4.31	\$ 3.68	\$ 3.47	\$ 2.17	\$ 2.69	\$ 8.95	\$ 2.14	\$ 2.85	\$ 2.01	\$ 2.25	\$ 2.68	\$ 0.42	18.8%
Snack Bar \$ per Start	\$ 3.53	\$ 3.25	\$ 3.61	\$ 2.84	\$ 2.82	\$ 2.65	\$ 2.78	\$ 2.06	\$ 2.04	\$ 2.27	\$ 1.69	\$ 2.41	\$ 0.73	43.2%
Concession Revenue	\$ 7.72	\$ 7.57	\$ 7.30	\$ 6.31	\$ 4.99	\$ 5.34	\$ 11.73	\$ 4.19	\$ 4.90	\$ 4.28	\$ 3.94	\$ 5.09	\$ 1.15	29.2%
Total Revenue \$ per Start	\$ 33.76	\$ 35.24	\$ 36.34	\$ 40.97	\$ 87.54	\$ 155.18	\$ 163.15	\$ 64.42	\$ 60.81	\$ 55.49	\$ 41.27	\$ 79.58	\$ 38.32	92.9%

Revenue was down because rounds were down so much compared to 2020. There were only 6 days without measurable precipitation in 2021. Holiday round sales kept it within reason revenue wise though.

12-15-21

FOR the love of God, help us!

9:15 to 10:15am water X class today

About 20 women - all polite,
all attentive - except ONE -

Chatty loud mouth Cathy has
returned from Hawaii - This woman
enters the pool searching for a
receptor - some fool who will listen
to her damn NON-STOP ^{FIFTY} ~~SIXTY~~
minutes of TALK, TALK, TALK.

She never listens. She has a 3 word

Vocabulary: ① "ME" or "my"

② "I"

③ "HAWAII"

Karen, The teacher said "Santa is watching" about 30 minutes
(better be good)

into the class, otherwise she allows this second grade behavior.

Everyone else is decent, attentive, exercising. Cathy doesn't exercise anything but her jaw.

About 10 or 12 of us are going to the Bay Club and/or Sherwood. We've had enough. It's outrageous and Tara & Wendy allow it.

Cathy leaves 45 minutes early to get everyone's attention and further disrupt the class and show her Profound RUDENESS. HELP!!!

NO talking -
during water X

OR you will see
a lawsuit
slapped on The
pool for violation
of the Americans
with Disabilities
Act. causing the
Disabled not to
safely enter and
exit the pool
area once in the
building and
completely unable to
participate in the
water X classes - All
of them due to a few
rude women who
totally ruin them.

Dear CEO:

12-30-21, 9:15 to 10:15
water X class.

Unable to see The
teacher who was in
the water. Unable
to HEAR the teacher.

~~60 damn minutes~~
due to LOV, non-stop
chit chat rudeness
of Linda Warren
and Diane.

Linda shouts
because she's hard
of hearing. She
cares less about
the rest of us.

1-1-22 need new
rule, not a "request"
↓

need new Rule

not a request!
(it's worthless)
but a rule

1-1-22:

NO TALKING

or The Pool will
face a lawsuit
filed under
Americans with
Disabilities Act
for the hearing
impaired who
are deprived of
water x classes
du^e to a few rude
women.

Dec. 30, 2021

9:15 to 10:15 am
water x

Best teacher -
Kathleen - in the
water with us!

ABSOLUTELY Im possible

to hear her because:

60 - sixty damn
minutes now stop

talking, talking,

talking by

LINDA WARREN and
Diane. RUDE

Beyond Belief.

Linda is hard of
hearing so she yells.

Why for the love of

God Does this woman

not care about the

rest of us who can't

hear ???



JAN. 19, 2022

9:15 to 10:15 AM
Deep water class

KATHY - CHATTY
KATHY AS WE ALL
CALL HER -

SIXTY DAMN
minutes now
stop talk, talk,
talk. She finds
a captive audience,
a new person, any
lazy or fat person
not exercising and
works her jaw and
only her jaw 60
damn minutes - then
tallies on the pool
deck another →

30 to 60 minutes-

Always Now Stop
Does not come
up for air.

Always about
herself, her
condo in Hawaii,
her trip next
month to Mexico,
her sons, her
BNB in Dondoe.
RUDE - we can't
— hear the
teacher !!!



12/11/21

To: Board of Directors =

Several letters have been sent to you and Tara about one problem in the water X classes at the pool: RUDENESS

Minor improvement happened for awhile but disappeared. Maybe you don't care what most of us have to put up with but here's what might wake you up!!!

For example, the 8 am shallow water class - hearing is difficult - we can't hear or see the teacher because she's in the water. Music is on for the lap swimmers. This is the hardest class to hear. Many participants have hearing loss, i.e., disability. ↓

This is not trivial.

It's hitting your bottom line.

Sure there will be an onslaught

Jan 1 of new people but they don't stay.

Friday, Dec 10, 2021 8am shallow water class - Used to be 18 to 20

Average

people months ago, even after COVID

How many people were there Dec 10, 2021

Beside the three profoundly RUDE

inconsiderate selfish women TALKING

SIXTY damn minutes, There were

* FIVE * participants - maybe Tara

and you will Finally implement the

NO talking rule. You are losing

\$\$\$ \$\$\$\$!!!

8 AM SHALLOW WATER X:

The 3 talkers are: Arlene
Casey
Carol

also sometimes Bev who never exercises.

They do not exercise.

They turn their backs to the teacher.

They do not even face the teacher.

They face each other.

They wear life belts like they

are going to drown in 4 feet of

water. They appear capable of

standing up and walking

and certainly of talking, about

recipes, the newspaper articles,

the weather, their families, etc, etc.

Not one iota or ounce of

kindness, respect, etc. in these

3 women. Ditto the deep water

class for Gail and Laura whose

chit chat can be heard all over the

The deep water teachers are ^① on the deck and ^② have headsets bought at their personal expense plus speakers
you might want to charge

these 3 women for FIVE

memberships each because

that's what They are

causing you to lose in

revenue because you & Tara Allow

this rudeness to continue

The atmosphere is violating

the Americans with Disabilities

Act because many participants
have hearing loss and could

hear the teacher except for the

profoundly rude few women

who ^① ruin it for everyone else

and ^② don't give a damn

about anyone but themselves.

They do NOT do the exercises.

They need to go to Sharil's

December 8, 2021

Casey Creighton
Chehalem Parks & Recreation District
125 S. Elliott Road
Newberg, OR 97132

Dear Casey:

We appreciated the visit from you, Don, Bryan and Pete in August. Your groups' response to our 30 acres was encouraging. Since then, we've had some ideas for how we might maintain some level of involvement with Chehalem Parks & Recreation District (CPRD).

SPRING FLOWER WALK:

On several occasions, we've had group tours focused on Spring wildflowers (i.e., naturalist friends and NW Nature Connect, a Portland non-profit). The response has been enthusiastic. We thought CPRD could host our Wildflower Walk in May, 2022. The Chehalem Cultural Center (CCC) might co-host or assist with promotion. Pam and Carissa at CCC briefly touched on this during a recent art-related meeting.

We're willing to attend a board meeting to introduce ourselves, answer questions and discuss potential uses for our preserve.

We'd like to meet with CPRD to discuss these ideas and benefit from your guidance on how to proceed.

We look forward to hearing from you.

Sincerely,



John Phillips and Pam Quataert
17325 N.E. Tykeson Road
Newberg, OR 97132
503 538-8096

cc: Don Clements
Bryan Stewart
Pete ✓

Subject: Re: Bob's Corner
Date: Thursday, December 9, 2021 at 12:45:50 PM Pacific Standard Time
From: Lige Dickson
To: Casey Creighton
CC: Kat Ricker, Don Clements
Attachments: Outlook-fdlkakzy.jpg, Outlook-jfmzxuyf.jpg

Casey,

Thank you for looking into this matter. I appreciate your help.

Elijah Dickson

On Tue, Dec 7, 2021 at 11:54 AM Casey Creighton <ccreighton@cprdnewberg.org> wrote:

Kat, Don, & Eliza

Don and I have discussed this and I have mentioned the concerns to Russ Sheehan, who lives up on the hill and would be responsible, to come up with a solution for this problem. I will contact you, Elijah when we have had the opportunity to discuss the issue. Russ is currently digging Test pits for DEQ at the Campground property and is unavailable.

Best regards,

Casey Creighton
Park Supervisor
Chehalem Park & Recreation District



From: Kat Ricker <kricker@cprdnewberg.org>
Sent: Tuesday, December 7, 2021 9:23 AM
To: Don Clements <dclements@cprdnewberg.org>; Casey Creighton <ccreighton@cprdnewberg.org>
Subject: Re: Bob's Corner

Hello, Did Don or Casey respond?

Best regards,

Casey Creighton
Park Supervisor
Chehalem Park & Recreation District



Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

971.832.4222 cprdnewberg.org / [Instagram](#) / [Facebook](#)

From: "dclements cprdnewberg.org" <dclements@cprdnewberg.org>

Date: Saturday, December 4, 2021 at 8:50 PM

To: "ccreighton@cprdnewberg.org" <ccreighton@cprdnewberg.org>, "Kricker@cprdnewberg.org" <kricker@cprdnewberg.org>

Subject: Fwd: Bob's Corner

Sent from my iPhone

Begin forwarded message:

From: Lige Dickson <lige.dickson@gmail.com>

Date: December 4, 2021 at 3:03:24 PM PST

To: Don Clements <dclements@cprdnewberg.org>

Subject: Bob's Corner

Hi Don,

This is Elijah, your very long lasting budget committee member. I hope your holidays have been full of family and joy. All is well for my family. I recently received a call from a women I've known for years who lives near Bob's Corner. She reached out to me because she knew of my affiliation with CPRD and felt that a call to me would be more easily received than a cold call to the office. She told me that over the past couple of years three teenage drives have lost control of their vehicles on a sharp corner of Parrett Mt Road near her home. In each case the vehicle leaves the road and lands in a bramble patch next to her home, with driver and passengers in need of medical attention. Because her home is located next to the seen of the accident the teenagers knocks on her door looking for help. All three incidents have a common thread in that the location of the party the teenagers have been at is the park at Bob's Corner. My friend is wondering if CPRD can do something to deter teenagers from using the park after hours. She feels that if the park were not available that the kids would find somewhere else to socialize that might be less dangerous. Not that the park is dangerous but the drive home is if you are an inebriated teenager. Their is a sign that says the park is closed at dusk but of course without a physical barrier that means little to teenagers determined to find a secluded place to party. I'm not sure their is anything CPRD can do to help in this matter. She recommends that a gate on the property that could be closed each evening would

help. I pointed out that the cost of building a gate might be minimal but would add a great deal of time to the care takers days so that idea might be easier said than done. I Think it would be appropriate for someone to reach out to her and at least listen to her concerns. Can you point me to someone I can refer her to?

Best Regards,

Elijah Dickson
503-929-3266

Subject: Fwd: Concerns that must be addressed

Date: Thursday, December 2, 2021 at 4:41:36 PM Pacific Standard Time

From: Don Clements

To: Julie Petersen, Kat Ricker

Sent from my iPhone

Begin forwarded message:

From: Shirliann Cook <shirliannc@gmail.com>

Date: December 2, 2021 at 3:39:18 PM PST

To: Don Clements <dclements@cprdnewberg.org>, jpeterson@cprdnewberg.org, rrwallis@gmail.com, Amber Dawson <jawamom@gmail.com>

Subject: Concerns that must be addressed

Don and Julie,

CPRD staff are doing vax checks at the Aquatic Center and any indoor facility? My County Commissioners just voted unanimously to OPPOSE vaccine checks because they violate my medical privacy rights. You may not care, you claim you are required to check. There is NO REQUIREMENT for vaccine checks in Oregon. You are receiving this email because I and my family will be leaving and taking out Tax money with us if you continue with this tyranny!

Folks, CPRD is funded by MY TAX DOLLARS. I live in the CPRD district, I fund these facilities!! I DO NOT APPROVE OF YOUR CHOICE TO DISCRIMINATE AGAINST MY FELLOW COMMUNITY MEMBERS!

The time to tell CPRD that as a publicly funded district, you should not be violating medical privacy has come! I look forward to hearing from you on what actions you will do to rectify this overreach.

Respectfully concerned,
Shirliann Cook

Query: vaccination checks

Kat Ricker <kricker@cprdnewberg.org>

Tue 12/7/2021 10:27 AM

To: shirliannc@gmail.com <shirliannc@gmail.com>

Cc: Don Clements <dclements@cprdnewberg.org>; Julie Petersen <jpetersen@cprdnewberg.org>

Dear Shirlann,

Thank you for contacting us regarding our COVID procedures. Safety is our top priority. CPRD adheres to the rules administered by the governor's office and also works to complement with city and county approaches. Therefore, we have not and are not requiring vaccination checks. We do have a mask mandate in place. For further details on our COVID response, please visit our website.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

971.832.4222 [cprdnewberg](http://cprdnewberg.org) / [Instagram](#) / [Facebook](#)

Query: proof of vaccination

Kat Ricker <kricker@cprdnewberg.org>

Tue 12/7/2021 10:25 AM

To: bmwalker@upwardaccess.com <bmwalker@upwardaccess.com>

Cc: Don Clements <dclements@cprdnewberg.org>

Dear McKenzie,

Thank you for contacting us regarding our COVID procedures. Safety is our top priority. CPRD adheres to the rules administered by the governor's office and also works to complement with city and county approaches. Therefore, we have not and are not requiring vaccination checks. We do have a mask mandate in place. For further details on our COVID response, please visit our website.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

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Subject: Form submission from: Contact Us

Date: Friday, December 3, 2021 at 8:03:22 PM Pacific Standard Time

From: DontReply

To: Kat Ricker

Submitted on Friday, December 3, 2021 - 8:03pm

Submitted by anonymous user: 136.226.56.176

Submitted values are:

First Name PATRICK

Last Name GIBBS

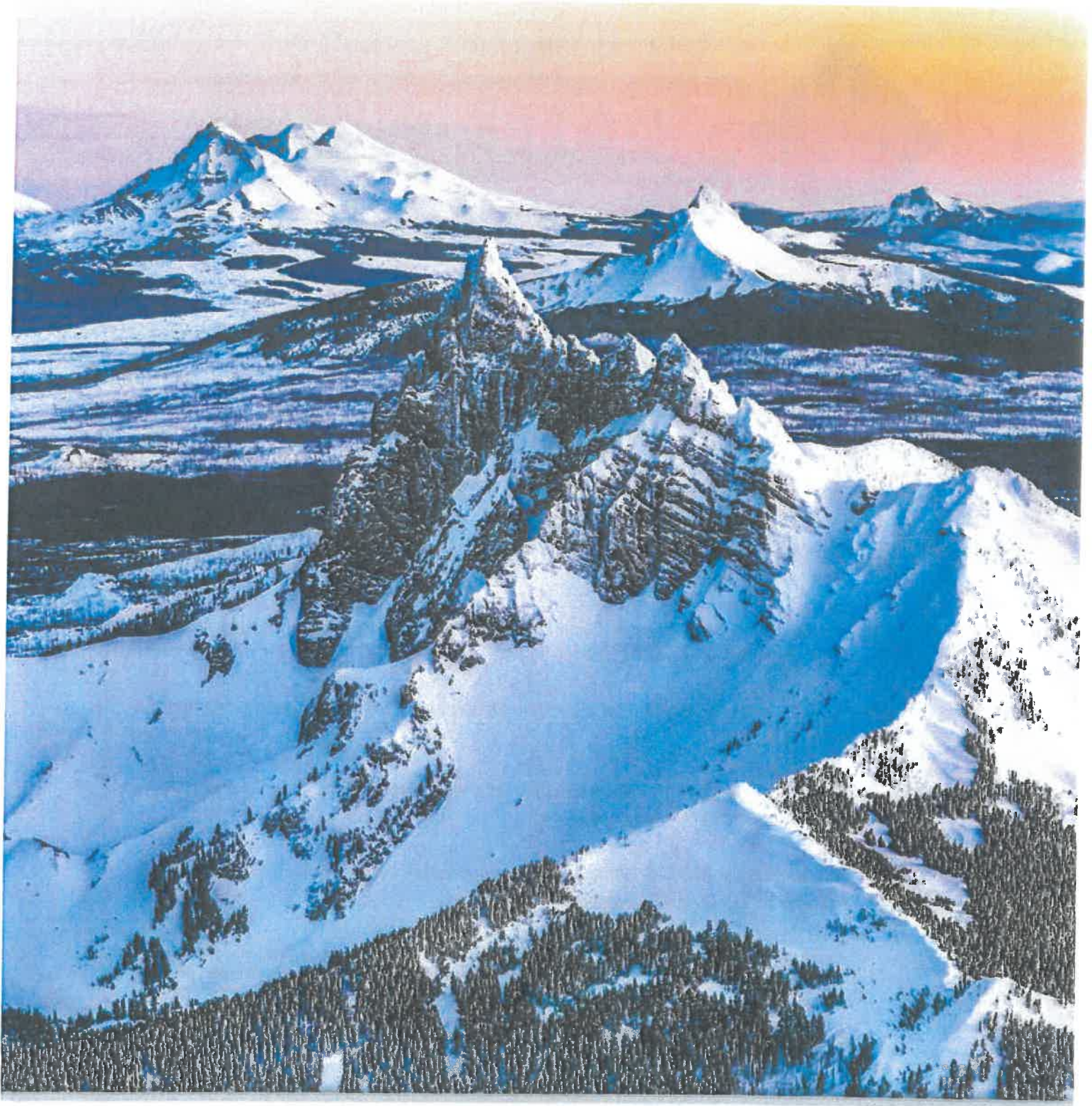
Email patrick.gibbs@nike.com

Question/Comment

CPRD recently added a gate to an open fence area of Schaad Park off of Corral Creek RD at the top end / East end of Schaad Park.....in the NE corner of the park boundary. There is an open gap in the wire fencing in the SE corner of the park still which someone in a truck recently the past month or so used to gain access and tear up the terrain with their vehicle. Really happy to see the big gate in the NE corner but can CPRD close up the smaller SE corner opening with fencing or another gate? I think people are still accessing the park with their vehicles through that opening.
Thanks

The results of this submission may be viewed at:

<https://www.cprdnewberg.org/node/7/submission/4094>

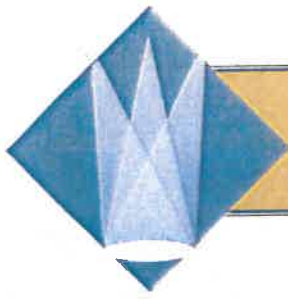


S|D|A|O

NEWS & RISK MANAGEMENT REVIEW

WINTER 2022

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SPECIAL DISTRICT MEMBER

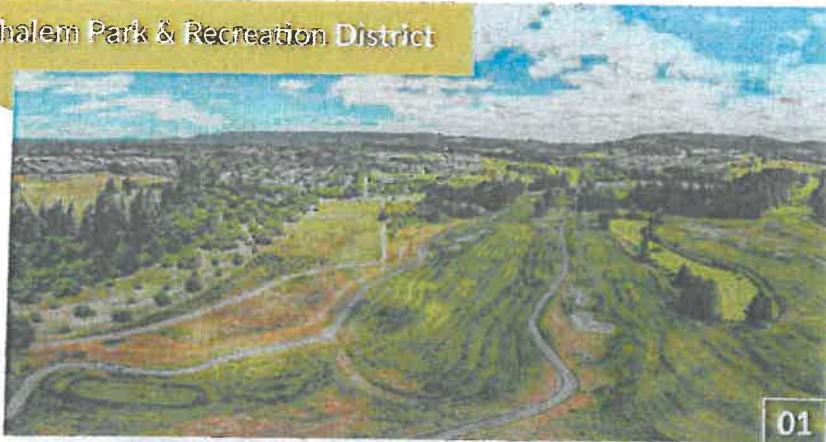
SPOTLIGHT

Chehalem Park & Recreation District

Chehalem Park & Recreation District is located in Yamhill County and encompasses the Newberg and Dundee areas. CPRD provides neighborhood, community, and districtwide parks which include sports complexes, disc golf courses, skateparks (one worldclass), an American BMX Association track, a dog park, and Chehalem Glenn Golf Course - an 18-hole public course. The district's facilities include Chehalem Aquatic & Fitness Center, Chehalem Armory & Youth Center, Chehalem Community Center, Bonnie Benedict Preschool, Chehalem Senior Center, and Chehalem Cultural Center.

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- 01 Aerial view of Chehalem Glenn Golf Course, Newberg, OR.
 - 02 Starting line of Chehalem Park and Recreation District's Annual Newberg Camellia Festival Run/Walk 5k/10k.
 - 03 Photo of Chehalem Creek at Chehalem Park and Recreation District's Ewing Young Historical Park in Newberg, OR.
 - 04 Couple playing mini-golf on the grand opening day of Chehalem Glenn Golf Course's mini-golf course.
 - 05 Panorama view from the top of Chehalem Park and Recreation District's Schaad Park Trail, overlooking the Newberg valley.
 - 06 Photo from outside of Chehalem Park and Recreation District's administrative office during the 2020 wildfire season.

Do you have any great photos of your Oregon special district? Has a new facility or project been completed or a recent event held that you would like to share? If so, we'd love to hear from you. Email us at memberservices@sdao.com.



01



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Sarah Larison named Senior Programming Specialist



[1]

Jan. 20, 2022 - There's a familiar face smiling even more broadly at Chehalem Senior Center, and we are proud to present her to you in her new leadership role.

Sarah Larison has stepped into the position of CPRD's Senior Programming Specialist, as Polly Tremaine retires. Senior center frequenters may already know Sarah; she has been volunteering with Meals on Wheels for the past four years. Now, as the full-time CPRD staff member on site on a daily basis, Sarah oversees the daily operations of the center, the volunteers who run it, and its eclectic activities and events. She also takes the reins of Meals on Wheels as Meal Site Coordinator (This is a NorthWest Seniors and Disability Services program), which has continued delivery service throughout the pandemic.

Sarah hails from Texas. She worked as a paramedic in Austin and taught related courses as an associate professor at Austin Community College. There she met Ted, a Philomath transplant, and their lives conjoined; they married and produced a boy and a girl. The couple decided to relocate and raise their budding family in Oregon.

They landed in Lake Oswego, but it just didn't feel like home, so they kept looking. When they found Newberg, with its attractive amenities, small-town feel, charming downtown, they knew this was what they were looking for. Sarah says that she was particularly drawn to the arrangement of Chehalem Senior Center being adjacent to Crater Elementary School, because she liked the idea that her children could grow up with the benefit of older community members around them. Sarah didn't know at the time that this arrangement was deliberate, that this development had been an early model in America for planned intergenerational community building, but she saw its potential for what it was. The mission behind the concept—to connect youth and seniors in their everyday lives and partner the two entities in activities and events—appealed to her.

One day she walked by the senior center and noticed a sign that read volunteers were needed for Meals on Wheels. She walked in and signed up to volunteer.

"I believe in the idea to bloom where you are planted," says Sarah. "Wherever you are, get involved. Make it your home."

Her children are growing up between the school and the senior center. For the past three years, they have helped their mother with Meals on Wheels and become familiar energetic mascots, doing their homework and hanging out with the friendly folks at the senior center. Ted works nearby in Hillsboro, as a UPS Business Manager.

"It's such a community here, once you get involved. I love all of the volunteers - at the desk, in the kitchen, and all of the drivers. Everyone has been so nice here. The community drew us in."

When Polly announced her retirement, says Sarah, she became interested in the job, and so she shadowed Polly and began learning what it entailed. She was hired and began work this month.

She is looking forward to the time when the center can fully reopen, with an eventual return to sit-down dining, Bingo, exercise classes, and more activities and events.

She has an eye toward offering "everything there was and more. I am seeking feedback on what people want when we reopen. And I would like more interaction with the elementary school."

Right now, the center is humming along with the return of established groups and clubs including billiards (Pool Cues), Bridge, scrapbooking, Mahjong, Dominos, and China painters, and even some services including foot clinic. The coffee is always on, the library is stocked, and a jigsaw puzzle awaits continued assembly. So don your mask, stop in, and Sarah will give you a warm welcome.

Source URL: <https://www.cprdnewberg.org/general/page/sarah-larison-named-senior-programming-specialist>

Links

[1]
https://www.cprdnewberg.org/sites/default/files/styles/gallery500/public/imageattachments/general/page/19067/sarah_2022-21.jpg?itok=_-HY-dCr

