

**AGENDA**  
**CHEHALEM PARK AND RECREATION DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**CHEHALEM ADMINISTRATION OFFICE**  
**125 S. ELLIOTT ROAD NEWBERG, OREGON**  
**July 28, 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 June 23, 2022.
  - B. Approval of Bills Payable
  - C. Approval of Financials
- V. Public Participation**
  - A. None at this time
  - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
  - A. Election of Officers and Appointments
  - B. Reports and Comments from Board Members
- VII. Old Business**
  - A. Updates on Projects and Questions
  - B. Pickle ball Advisory Committee Report
  - C. Trails Advisory Committee Report
  - D. Golf Course Committee Report
  - E. Update Right of way easement Friends Park
- 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 August 25, 2022.**

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**Webinar ID: 892 0957 2170 Passcode: 313753**

**To: Board of Directors**  
**From: Superintendent**  
**Date: July 25, 2022**  
**Re: Background information for July 28, 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 (5-8) for Regular Meeting Minutes of June 22, 2022

**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for June 23, 2022.

B. Approval of Bills Payable – See page (9-10). General Fund \$603,317.74. SDC FUND \$30,340.30. LOAN SERVICE FUND \$0.00. POOL BOND \$0.00. FOUNDATION \$485.00

**RECOMMENDATION:** APPROVAL OF BILLS PAYABLE.

C. Approval of Financial – Please see page (11). The current debt is for the golf course, fitness center and pool bond. This year we paid for the property purchased on 219. We are allowed about \$92,400,000.00 in debt. As of 6/30/2021 we have \$23,912,998 outstanding long-term debt obligations. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center 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**

<b><u>DESCRIPTION</u></b>	<b><u>AS OF 06/30/20-21</u></b>	<b><u>AS OF 06/30/21-22</u></b>	<b><u>DIFFERENCE</u></b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,386,596.45</b>	<b>\$ 6,259,485.90</b>	<b>\$ 872,889.45</b>
TOTAL OPERATION EX.	\$ 5,196,936.68	\$ 5,701,888.15	\$ 504,951.47
TOTAL CAP/AQ/DEV/TRS	\$ 189,659.77	\$ 557,597.75	\$ 367,937.98
<b>TOTAL REVENUE</b>	<b>\$ 9,973,223.85</b>	<b>\$12,231,449.77</b>	<b>\$ 2,258,225.92</b>
TOTAL TAXES	\$ 3,214,536.52	\$ 3,422,117.90	\$ 207,581.38
TOTAL FEES & CHARGES	\$ 3,080,728.79	\$ 3,934,184.35	\$ 853,455.56
TOTAL OTHER REVENUE	\$ 238,951.62	\$ 288,520.12	\$ 49,568.50
BEGINNING BALANCE	\$ 3,439,006.92	\$ 4,586,627.40	\$ 1,147,620.48
<b><u>BALANCE</u></b>	<b><u>\$ 4,586,627.40</u></b>	<b><u>\$ 5,971,963.87</u></b>	<b><u>\$ 1,385,336.47</u></b>

**SDC FUND SUMMARY**

<u>DESCRIPTION</u>	<u>AS OF 06/30/20-21</u>	<u>AS OF 06/30/21-22</u>	<u>DIFFERENCE</u>
BEGINNING BALANCE	\$ 2,311,332.26	\$ 1,941,451.07	\$ < 369,881.19>
INTEREST	\$ 12,050.13	\$ 16,457.37	\$ 4,407.24
CITY OF NEWBERG	\$ 702,946.48	\$ 3,007,033.96	\$ 2,304,087.48
CITY OF DUNDEE	\$ 24,241.24	\$ 83,677.66	\$ 59,436.42
COUNTY OF YAMHILL	\$ 159,034.31	\$ 113,975.86	\$ < 45,058.45>
TRANSFERRED IN	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL REVENUE</b>	<b>\$ 3,209,604.42</b>	<b>\$ 5,162,595.92</b>	<b>\$ 1,952,991.50</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 1,268,153.35</b>	<b>\$ 1,202,086.78</b>	<b>\$ &lt; 66,066.57&gt;</b>
<b><u>BALANCE</u></b>	<b><u>\$ 1,941,451.07</u></b>	<b><u>\$ 3,960,509.14</u></b>	<b><u>\$ 2,019,058.07</u></b>

**RECOMMENDATION:** Approve June 2022 Financials as submitted

**V. PUBLIC PARTICIPATION**

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

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

A. Election of Board Officers and Appointment of Committee and Liaison – Please see pages (12).

**RECOMMENDATION: None**

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

**VII. OLD BUSINESS**

A. Update on Projects and Operation - Will discuss at meeting.

B. Pickle Ball Advisory Committee – Will give latest info at meeting.

C. Trails Advisory Committee – Will give latest info at meeting.

D. Update Right of Way Easement Friends Park – Will give update at meeting

**VIII. FROM THE SUPERINTENDENTS DESK**

A. Superintendent Report – Will give update at meeting

B. Staff Reports – Please see pages (13-26).

**IX. CORRESPONDENCE**

A. Citizens Comments/Evaluations – Please see Pages (27-32)

B. Miscellaneous Information – Please see pages (33-73).

**X. ADJOURNMENT.**

**Next Regular Board Meeting August 25, 2022.**

## INDEX

<u>DESCRIPTION</u>	<u>PAGES</u>
<b>CONSENT AGENDA</b>	
<b>BOARD MINUTES .....</b>	<b>5 - 8</b>
<b>BILLS PAYABLE.....</b>	<b>9 - 10</b>
<b>FINANCIALS.....</b>	<b>11</b>
<b>PUBLIC PARTICIPATION</b>	
<b>NONE AT THIS TIME</b>	
<b>ACTION ITEMS</b>	
<b>ELECT AND APPOINTMENT COMMITTEE LIAISON.....</b>	<b>12</b>
<b>SUPERINTENDENTS DESK</b>	
<b>STAFF REPORTS.....</b>	<b>13 - 26</b>
<b>CORRESPONDENCE</b>	
<b>CITIZEN COMMENTS/EVALUATIONS.....</b>	<b>27 - 32</b>
<b>MISCELLANEOUS INFORMATON.....</b>	<b>33 - 73</b>

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
June 23, 2022  
**MINUTES**

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

II. Roll Call

Board members:

Gayle Bizeau

Don Loving

Jim McMaster - excused

Bart Rierson - excused

Lisa Rogers - remote

CPRD Staff:

Don Clements, Superintendent

Richard Cornwell, IT Specialist

Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kat Ricker, Public Information Director

Kellan Sasken, Special Services/Golf Director (remote)

Heidi Smith, Administrative Coordinator (remote)

Public:

Rob Daykin

Tom Hammer (no affiliation)

Steve Paulson

Tom Sheridan

III. Approval of agenda

Moved Gayle Bizeau

Second Don Loving

Passed unanimously

IV. Approval of consent agenda

a. Approval of minutes of May 26 Board meeting

b. Approval of bills payable

c. Approval of financials

Moved Don Loving

Second Gayle Bizeau

Passed unanimously

- V. Public participation
- a. Rob Daykin brought the City of Dundee Park proposed Sander Estate Master Plan, which CPRD had submitted for approval. He stated that he was speaking as a private citizen and not representing the City. He asked to see CPRD's pending LGGP grant application currently under ORPD's review, in order to keep the Dundee Parks Advisory Committee apprised of the project; Don Clements stated that Casey Creighton participates in those meetings whenever the Sander Estate is discussed. Creighton confirmed this and said that he would give the information to him. Discussion: There will be an advisory committee for the project in the future, and Rob Daykin expressed interest.
- b. Steve Paulson updated the Board on the first meeting of the Golf Course Advisory Committee; seven members, and the meeting schedule has been established. He praised the improvement in grounds maintenance since he, along with others, had raised concerns at a previous meeting. Paulson also raised the suggestion for CPRD to provide a mechanism for customers to leave tips electronically for food and beverage service at Chehalem Glenn Golf Course pro shop as part of credit card payments. Heidi Smith explained the conflict of tipping with ethical codes which government agencies must adhere to, and Don Clements said we will continue to look into it. There was discussion of cash tips. Praise was given for Casey Creighton's dedication to the course and obviously long hours.
- VI. Action items/committee reports/Board comments
- a. **Motion to approve Resolutions 06-01-22, 06-02-22, 06-03-22, 06-04-22, for 2022-23 Budget.** Motion approved 06-03-22 as amended to correct Debt to pay bond principal to \$735,000; Fund Total to \$1,335,225; and Grand Total to \$13,966,528. Motion also included allowance for any other amendments to the other resolutions should they be necessary.  
**Moved Don Loving**  
**Second Gayle Bizeau**  
**Passed unanimously**
- b. **Motion to approve SDC Resolution 06-05-22 for System Development Charges annual fees adjustment**  
**Moved Gayle Bizeau**  
**Second Don Loving**  
**Passed unanimously**
- c. **Motion granting authorization to Superintendent to sign amendment to existing Intergovernmental Agreement (approx. \$125,000) with Yamhill County Department of Community Justice for landscaping maintenance services.**  
**Moved Don Loving**

**Second Gayle Bizeau**

**Passed unanimously**

- d. **Motion to approve contract with Rail Engineering (\$22,000) for preliminary engineering/construction plans for the River Road Crossing Improvement Project, to extend the multiuse path through the RR crossing. Road designed to be prepared by Kittelson & Associates.**

**Moved Don Loving**

**Second Gayle Bizeau**

**Passed unanimously**

- e. **Reports and comments from Board members**

Don Loving - Further update on aforementioned Golf Course Committee and its pending formation; Loving will work with Kat Ricker to create description and application for volunteer members and begin publicizing it.

Gayle Bizeau - Trails committee did not meet last month, so no updates.

Lisa Rogers - Attended CPRD-sponsored, first-ever Chehalem Valley Vaudeville event; Rogers praised the event and the talent of CPRD staff performers Kat Ricker (who was also co-producer) and golf course employee Greg Hanson.

Rogers excused herself and left the meeting at 6:45 p.m. as she said that she did not feel well.

**VII. Old business/project updates**

- a. Casey Creighton gave project updates; see packet for report.

**VIII. From the superintendent's desk**

- a. Superintendent's report – Living trust arrangement for property with Mary Brillas is now approaching transition to CPRD ownership.

**Staff reports –**

- a. Kellan Sasken gave golf course activity updates; see packet for report.  
b. Don Loving noted that Heidi Smith took corrective action on the candy bowl updating in her office, as he had noted this in the previous meeting.  
c. Julie Petersen gave recreation activity updates; see packet for report.  
d. Casey Creighton confirmed that the splashpad is now open and will now be open every day the temperature hits a minimum of 70 degrees.  
e. Kat Ricker reported that Chehalem Valley Vaudeville event June 10 and 11 was sold out both nights. This effort was a partnership between CPRD, City of Newberg's Chamber of Commerce, and Chehalem Cultural Center; CPRD was singing and dancing with City of Newberg. Ricker also described the partnership effort with Newberg Public Library on Newberg Passport to the Parks, a summer themed reading project, taking readers into CPRD parks for

stamps on "passports" commemorating their reading of park- and trail-themed books.

**IX. Correspondence**

- A. Citizen comments/evaluations – None discussed.
- B. Don Clements mentioned the new Oregon government accounting standards law known as GASB, and said it contained a number of new auditing requirements.
- C. Ricker invited the Board to attend a Bypass Trail Phase 2 internal working site tour next Wednesday; CPRD and team are preparing to apply for second cycle of ODOT's Community Paths Grant Project slated to open in July.
- D. Tom Hammer asked when Don Loving had given up basketball; Loving talked about his long park and rec recreational league basketball career. Loving said that he last played at age 59 but had enough after prolonged recovery from partially torn Achilles tendon.

**X. Adjournment – Loving adjourned 7:22 p.m.**

Next meeting: July 28, 2022

Respectfully Submitted,

Kat Ricker, Public Information Director



**ACCOUNTS AND PAYROLL PAYABLE**

**FROM JUNE 17, 2022**

**UP TO JULY 19, 2022**

**ACCOUNTS PAYABLE FOR GERNERAL FUND**

<b><u>CHECK NUMBERS</u></b>	<b><u>AMOUNT</u></b>	<b><u>TYPE CHECKS</u></b>
126160-126312	\$ 350,284.95	ACCOUNTS PAYABLE
*126196-126208Voided		
126191,126233-37	\$ 1,683.22	PAYROLL
WIRE TRANSFER PAYROLL	\$ 228,997.47	PAYROLL
2233-2244	\$ 22,352.10	MANUAL/ACH TRANSFERS
<b>GRAND TOTAL</b>	<b>\$ 603,317.74</b>	

**BREAKOUT**

**ACCOUNTS PAYABLE** \$ 350,284.95

**PAYROLL** \$ 230,680.69

**WIRE TRANSFER & ACH** \$ 22,352.10

**ACCOUNTS PAYABLE FOR SDC FUND**

<b><u>CHECK NUMBERS</u></b>	<b><u>AMOUNT</u></b>	<b><u>TO WHOM</u></b>
1049	\$ 15,747.45	GREEN WORKS
1050	\$ 3,890.00	AKS ENGINEERING
1051	\$ 7,722.67	WH PACIFIC
1052	\$ 725.00	KITTELSON & ASSOCIATES
1053	\$ 2,255.18	MIG-APG
<b>GRAND TOTAL</b>	<b>\$ 30,340.30</b>	

**ACCOUNTS PYABLE FOR LOAN SERVICE FUND**

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

**ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND**

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

**BREAKOUT**

**POOL BOND DEBT** \$ 00.00

**ACCOUNTS PAYABLE FOR FOUNDATION**

<b><u>CHECK NUMBERS</u></b>	<b><u>AMOUNT</u></b>	<b><u>TO WHOM</u></b>
196	\$ 485.00	SYBIL CROSBY SCHOLARSHIP
<b>GRAND TOTAL</b>	<b><u>\$ 485.00</u></b>	

**FINANCIAL OVERVIEW**

**GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 06/30/20-21	AS OF 06/30/21-22	DIFFERENCE
Total Operational Expense	\$ 5,196,936.68	\$5,701,888.15	\$ 504,951.47
Total Capital Outlay & Transfers	\$ 189,659.77	\$ 557,597.75	\$ 367,937.98
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 5,386,596.45</b>	<b>\$6,259,485.90</b>	<b>\$ 872,889.45</b>
Total Tax Revenue	\$ 3,214,636.52	\$3,422,117.90	\$ 207,581.38
Total Fees & Charges Revenue	\$ 3,080,728.79	\$3,934,184.35	\$ 853,455.56
Total Other Revenue	\$ 238,951.62	\$ 288,520.12	\$ 49,568.50
Beginning Balance	\$ 3,439,006.92	\$4,586,627.40	\$ 1,147,620.48
<b>GRAND TOTAL REVENUE</b>	<b>\$ 9,973,223.85</b>	<b>\$12,231,449.77</b>	<b>\$ 2,258,225.92</b>

**SDC FUND SUMMARY**

DESCRIPTION	AS OF 06/30/20-21	AS OF 06/30/21-22	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,268,153.35</b>	<b>\$ 1,202,086.78</b>	<b>\$ &lt; 66,066.57&gt;</b>
TOTAL REVENUE	\$ 898,272.16	\$ 3,221,144.85	\$ 2,322,872.69
BEGINNING BALANCE	\$ 2,311,332.26	\$ 1,941,451.07	\$ <369,881.19>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 3,209,604.42</b>	<b>\$ 5,162,595.92</b>	<b>\$ 1,952,991.50</b>

**LOAN SERVICE FUND SUMMARY**

DESCRIPTION	AS OF 06/30/20-21	AS OF 06/30/20-21	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
REVENUE TRANSFERS	\$ 660.00	\$ 0.00	\$ 0.00
INTREST	\$ 135.65	\$ 297.58	\$ 161.93
BEGINNING BALANCE	\$ 33,567.32	\$ 33,702.97	\$ 135.65
<b>GRAND TOTAL REVENUE</b>	<b>\$ 34,362.97</b>	<b>\$ 34,000.55</b>	<b>\$ &lt;362.42&gt;</b>

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**

DESCRIPTION	AS OF 06/30/20-21	AS OF 06/30/21-22	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CAPITAL PROJECT POOL FUND SUMMARY**

DESCRIPTION	AS OF 06/30/20-21	AS OF 06/30/21-22	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**BOND LOAN SERVICE SUMMARY**

DESCRIPTION	AS OF 06/30/20-21	AS OF 06/30/21-22	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,313,975.07</b>	<b>\$ 1,335,973.62</b>	<b>\$ 21,998.55</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,430,023.63</b>	<b>\$ 1,699,784.89</b>	<b>\$ 269,761.26</b>

- VI. **Election of Officers (Elected by Board of Directors)**
- A. President of Board
  - B. Vice President of Board
  - C. Secretary/Treasurer of Board
- Committee Appointments (Appointed by President of Board)
- D. Financial & Personnel
  - E. Recreation Programming
  - F. Parks & Development
- Liaison Appointment (Appointed by President of Board)
- G. County of Yamhill
  - H. Special District of Oregon
  - I. Council of Governments
  - J. City of Dundee
  - K. City of Newberg
  - L. Newberg Schools
  - M. Chamber of Commerce
  - N. Dundee Civic Committee
  - O. Cultural Committee
  - P. Community Groups
  - Q. Trails Advisory Committee
  - R. Pickle Ball Committee
  - S. Golf Course Committee

**Committee and Liaison Appointments may be Board Members or Staff.**

## **Parks Activity Report, June / July 2022**

### **Sander Estate Park**

We did not receive the Grant Request for the Sander Estate Park development through the Local Government Grant program (\$750,000.00). We do need to start development of the Park even without receiving the funding and continue to have discussions and confirm what sort of funding and cost sharing we can negotiate with Dundee. Tourism through hotel tax and Urban renewal money could assist with street improvements in this area.

### **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 had submitted an ODFW fish passage exemption request with our consultant AKS Engineering. The Oregon Fish Passage Task Force (Task Force) met February 25<sup>th</sup> and did not discuss our exemption request. AKS will now propose to ODF&W that we replace the culvert and change the grade of the stream bed section of the culvert to as close to their recommendations as possible to improve fish habitat. I have met with Paige and we will be submitting documents for ODF&W to approve.

### **Aquatic and Fitness Center,**

Work on the Aquatic Center Aermec modifications is progressing. We have not shut down the facility to accomplish this. I would say it is about 99% complete. All electrical and plumbing has been completed. There is still some VFD programming and Start up to complete. Then there is the testing.

### **Cultural Center**

Sean Andries, Rick Lee, Jennifer Marsicek and myself gathered to discuss the timeline for the future remodel of the Chehalem Cultural Center which entails the main entry staircase, Theater renovations and an open movement Studio. We held a pre-app meeting with the City where a lot of parking conditions were brought up as they had done during previous development and been allowed Variances from Development Code. Cultural Center also received an ARPA grant from the City of Newberg to provide additional funding for the performing Arts Wing (250,000.00). Yamhill ARPA grant request (\$250,000.00) with matching funds from the Murdoch foundation Grant was not successful.

### **Development**

GreenWorks has been Newberg Dundee Bypass Trail Bridge Project. We have been involved with ODOT, City of Newberg with discussions and preliminary tasks such as, surveying, archeological assessment, wetlands delineation, Geotechnical report. GreenWorks have determined the bridge placement and length (570'). Our project group had a pre-app meeting with the City of Newberg March 30 to determine permits and requirements for the City and others, ODOT, ODOT Rail, and County. We will be having a site meeting May 23 with all entities involved with the rail crossing - ODOT ROW, Rail, City, County and PGE. I have received a proposal from Wiser rail for engineering services related to the Rail crossing that I would like to have approved. We went with wiser because of his knowledge of the Rail crossing from a Diagnostics meeting with the City of Newberg and involvement with ODOT. The City of Newberg has provided \$25,000.00 for engineering services for this section of the project and has waived all fees associated fees for the project. Plan set is currently at 60% Design.

We continue to work with GreenWorks on the development of the 219 property. Don has updated 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. John Bridges and Matt Hastie have recommended that we propose a sectioned approach for submission to the County.

Kittleson & Associates will provide a Traffic Impact Study for the development of the campground it will include a due diligence investigation and scoping with Yamhill County (County) and Oregon Department of Transportation (ODOT) staff. The TIS will also address the requirements of the Transportation Planning Rule (TPR) for the zone change and comprehensive plan amendment.

NV5 and CPRD held a pre-application meeting with the County and their response was unanticipated. Ken Friday said that we could submit the land use application but it would be denied and we would have to appeal the Counties Decision. According to Oregon's land use laws AF-10 zoning permits Parks and Open Space. Trails and trail facilities (such as pedestrian bridges) are a part of most parks and open spaces, so we're not sure why Ken said that they are not allowed. City of Newberg pre-app went well. The site plans and general land use application forms are nearing completion. We finally received notice from FEMA that their model was not conclusive and will have to provide our own Hydraulic model (with FEMA's approval) to understand the flood/hydraulic conditions of the creek, since this can affect the layout/elevation/design of the bridge and the abutments. NV% has stated that they can do this within the scope of their contract. We will be submitting the land use and moving forward once this is complete.

We have received some preliminary designs of the Renne field conversion from natural to synthetic turf which were handed out last minute of the April BOD meeting. We have engaged in some preliminary discussions with Doug Rux, as far as land use:

*"The use (sports field) is permitted in the zone (R-2), but there are no specific regulations that he could think of that would apply. Because it's converting from pervious to impervious, however, he thought it would need some sort of Design Review."*

I have included those attachments for your review.

### **Trails**

The Heritage Trails Committee has been working with CPRD on the development of trails within the District to assess and offer assistance to the Chehalem Heritage Trails Masterplan, which seems to be an evolving plan based on opportunities. They have split into groups, planning, funding and maintenance. Currently we are working with Knudsen Vineyards (Dundee) for an easement that allows public access around their property and could possibly connect to the Abbey property in Dundee for access to existing trails. I provided a field trip with the group to visit the Bob & Crystal Rilee Park to show them a portion of what CPRD has been developing. There were many ideas that came out from that field trip-grant writing, mapping, signage

### **Parks & Golf**

We have interviewed and conditionally offered the Golf Course Maintenance Coordinator the position, (background check and references after the offer). Bryan and I have hired and trained staff and have stepped up to maintain the course. Our Parks District Team has spent many man hours to bring the course back up to Chehalem Glenn standards.

Park Name	Hours worked	June 16 - July 22, 2022
Armory	38.00	
Billick/Dundee	12.00	
CAFC	232.00	
Cultural Center	40.00	
Chehalem Valley M.S	6.00	
College	4.00	
Community Center	6.00	
Crabtree	16.00	
Crater Ballfields	100.00	
Dundee River Park	2.00	
Elliott Road	36.00	
Ewing Young	15.00	
Falcon Crest Park	9.00	
Fortune Park	4.00	
Friends Park	32.00	
Tom Gail Park	16.00	
Gladys Park	17.00	
Chehalem Glenn G.C.	1870.00	
Herbert Hoover Park	30.00	
Jaquith Park	54.00	
Jaquith Ball Fields	60.00	
Memorial/Scout House	56.00	
Mountainview	0.00	
Oak Knoll Park	16.00	
Oaks Park	7.00	
Other District Land	8.00	
Pre-School	25.00	
Pride Gas	8.00	
Renne Fields	2.00	
Rilee Park	96.00	
Rotary Park	12.00	
Sander Park	8.00	
Schaad Park	24.00	
Scott Leavitt Park	10.00	
Senior Center	15.00	
Spring Meadow	17.50	
Waste Mngt	7.50	
vacation/holiday/sick/comp	8.00	
Wilsonville Property	60.00	
Youth Building	6.00	
<b><u>Total</u></b>	<b>2985.00</b>	

Activity Report – Department 451  
June 2022 – Fiscal Year end

**Aquatic & Fitness Center**

- Facility remained open 7 days a week
- We are really seeing new people here more and more

**Fitness Center**

- Regular Spring/Summer drop-in schedule continues for the sports courts, weight room.

**Aquatic Center**

- June continued with our spring schedule and changed over to our summer schedule on June 27<sup>th</sup>.

**Facility Building maintenance**

- February 3<sup>rd</sup> the gray robot broke and we are now down to just the small yellow robot for both pools. Gray robot still has not returned to us, but we now have a replacement yellow robot for the big gray robot. Back to having 2 robots again. As of June, our gray robot is still not back.
- Rock wall panels have arrived and we now have one of the rock walls back in working order for the patrons to use during public swim. Still waiting on the maintenance crew to fix the second one so we can put it back into use. Second wall was inspected and cleared. We are waiting to have the final panel installed at the bottom.
- Comp pool Ethernet is currently not working and all teams have to bypass it in order to run the venus board for their meets and tournaments. We need this fixed immediately so we can offer what our teams need to make their meets and tournaments successful.

**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. This is an ongoing issue that we really need resolved.  
As of June, nothing here has changed. Management is still monitoring to make sure expired memberships are being addressed.

**Program Development & Registration**

- Fencing classes for Spring finished up in June.
- June finished off our Spring lessons. Private lessons were ongoing with Jason Hunter who we hired to help us with them. Mid-June Jason finished up for the summer.
- Summer lessons started June 27<sup>th</sup>. All classes were full as well as all slots available for privates. Patrons are booking swim lessons out for the entire summer.



- Our private lesson list for summer is now 8 pages long and we are working through it as much as we can.
- Summer classes are filling up and we will be running every class this summer.
  - Lifeguard class has 8 enrolled already. Most wanting to come and work for us.

### **Clubs/Teams**

- June 6<sup>th</sup> Julie and I met with all the coaches for the teams that use our facility. We figured out a solid practice schedule for the fall when everyone is back in the pool.
- Chehalem Swim Team's practices continued for the month of June.
  - June 17-19<sup>th</sup> CST held a short course meters meet. We moved the bulkhead into meters for 1 week to accommodate this meet. The meet was a successful event.
- Club Polo continued their practices in June.
  - Polo held a successful tournament here from June 3-5<sup>th</sup>. It was a big tournament and was successful.

### **Aquatic & Fitness Center Staff**

- Staff scheduling was freed up on June 17<sup>th</sup> when the schools let out for the summer. Staff evaluations were done and prepped with the new wages that kick in July 1<sup>st</sup>. Staff was very excited and appreciative of the raises!
- Staff who were away at colleges that ended in May/June came back to us for the summer.
- We have hired around five new lifeguards so far to help us this summer and plan to hire more from the Lifeguard class. Being able to pay them a higher wage is helping us out greatly! Thank you!
- We hired several WSI instructors for this summer as well to make sure our swim lesson program was able to offer everything we planned on offering.
- Grunt Week took place from June 17<sup>th</sup> – 24<sup>th</sup>. A full week of Lifeguard training, scenarios, CPR training, activities to help the team get to know and work with each other and learn how to grow as a team unit. It was VERY successful and brought all of us back together as a cohesive team. As hard as it is and the long hours we put in to complete it, this makes us a better team and brings everyone back on the same page with all that is happening in our facility. We even invited the front desk staff to train with us and learn how to be a secondary guard by learning how to pull someone out on a backboard from the water. The front desk staff joined us for a First-aid scavenger hunt in which it was the front desk against the lifeguards. Front desk was very successful and finished first. Everyone enjoyed the day working together!
- June 24<sup>th</sup> during Grunt week training TVF&R fire department met with our staff so we can all learn to work together on emergencies that may take place here at the pool. We showed them some rescues and did a few scenarios and they came in and showed us what they would do when they got here. The staff and the firefighters all benefited greatly from this and they were VERY impressed with how our lifeguards made quick, efficient rescues.
- We established a Top Dawg Lifeguard honor this year that went to one male and one female lifeguard. They will get a special Top Dawg Lifeguard shirt to wear all year while on duty until next year's Grunt Week where we will pick a new male and female Top Dawg Lifeguard! We chose them on how they performed during Grunt Week, their attitude and team interaction. This was a hit!

### **Rentals & Special Events**

- Private Leisure Pool Parties

- We had seven weekend pool rentals in June, including several classroom rentals. If there is a polo tournament or a swim meet on the weekends, I cannot schedule any pool rentals due to not having enough staff to cover both events. Currently it is one or the other.
- The patio is now being rented out for parties as well.
- We had 3 big pool parties on June 6-8 for year-end school events. A COA Homeschool party, Crater Elementary 5<sup>th</sup> graders pool party and CS Lewis (the whole school) had a pool party.
- We had a cub scout group rent the deep tank for swim practice for those scouts that needed to pass some swim skills.
- GFU held a football camp and they rented the comp pool 6 days after the camp for recovery swim time.
- June 10<sup>th</sup> we held a community Blood Drive at our facility from 9am – 3pm.

**Management Projects**

- Managers got with a patron who creates videos for a living and he helped us create a funny CPR – What not to do video for us to show our staff during Grunt week. The staff thought it was funny. We had a lot of fun!
- Manager has monitored patron check-ins all month of June to make sure that expired memberships are being caught and taken care of. Less and less insurance issues are popping up.
- The management team picked up guard shifts until school let out and we were able to step off deck more.
- Kept up with the ordering of Janitorial supplies and made sure we have everything in stock.
- Brought an assistant (Krista Miller) on in June at 35 hours a week to help with office work and WSI so we can keep up this summer with everything and not fall behind since it is our busiest season.

**Financial Reports**

- Detailed June financial reports are attached.
- The pool is running in the black for the fourth month in a row. Revenue is higher than expenses and we did surpass our projected revenue for the 21-22 fiscal year.

<b>EXPENDITURES</b> Yr to Date '21/22	<b>REVENUE</b> Yr to Date '21/22
\$830,485.13 Raw value	
\$117,106.22 Fringe benefits	
\$947,591.35 Total expenditures with fringe benefits	\$1,054,191.18 Projected Revenue 21-22 = \$933,700.00
<b>Difference between Expenditures &amp; Revenue</b>	<b>\$106,599.83</b>

Respectfully Submitted by,  
 Wendy Roberts, Aquatic Specialist  
 Chehalem Aquatic & Fitness Center

Activity Financial Report - June-2022

Department - Aquatics 451

Facility Open	June '21	June '22	Yr to Date '20/21	Yr to Date '21/22	Year End 19/20	Year End 20/21	Est June 21/22
<b>EXPENDITURES</b>							
<b>Aquatics - 451:</b>							
<b>Personnel Services</b>							
Aquatic Supervisor	\$1,533.43	\$1,669.78	\$18,087.06	\$19,629.26	\$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		
Aquatic Coordinator	\$3,761.48	\$4,068.58	\$47,887.68	\$47,554.32	\$44,146.56	\$47,887.68	\$47,632.00
Aquatics Specialist	\$2,734.06	\$3,347.24	\$38,978.32	\$39,111.40	\$35,985.33	\$38,978.32	\$39,188.00
Guards	\$10,953.35	\$11,873.30	\$96,234.31	\$161,174.16	\$146,903.66	\$96,234.31	\$189,202.00
Cashiers					\$62,866.10		
Instructors	\$3,738.41	\$2,828.36	\$22,257.76	\$54,878.44	\$45,056.24	\$22,257.76	\$75,978.00
Coaches					\$725.34		\$1,540.00
Group Fitness Instructors	\$1,019.99	\$1,391.27	\$8,135.43	\$11,472.88	\$10,725.12	\$8,135.43	\$13,684.00
Personal Trainer	\$204.00	\$156.84	\$1,541.17	\$3,186.43	\$866.75	\$1,541.17	\$4,375.00
FC Monitor	\$1,343.86	\$2,237.67	\$29,656.44	\$17,355.67	\$5,211.29	\$29,656.44	\$18,952.00
Lead Guard	\$538.58	\$492.81	\$4,835.35	\$6,791.76		\$4,835.35	\$31,595.00
<b>Total Personnel Services</b>	\$25,827.16	\$28,065.85	\$267,613.52	\$361,154.32	\$420,673.38	\$267,613.52	\$442,509.00
<b>Materials &amp; Services:</b>							
Office Supplies	\$133.88	\$528.82	\$4,220.66	\$4,582.86	\$4,524.37	\$4,220.66	\$5,510.00
Postage Supplies	\$20.06	\$6.96	\$131.97	\$207.37	\$273.40	\$131.97	\$450.00
Program Supplies	\$4,330.00	\$357.91	\$16,357.60	\$15,822.67	\$12,627.25	\$16,357.60	\$15,520.00
Small Tools			\$75.86			\$75.86	
Chemical & Agricultural Supplies	\$7,720.51	\$10,149.04	\$33,708.33	\$47,620.19	\$26,447.01	\$33,708.33	\$29,900.00
Store Supplies	\$1,096.84	\$580.20	\$2,403.54	\$4,250.99	\$3,099.92	\$2,403.54	\$7,500.00
Gas & Oil Supplies							
Classifieds							
Brochure					\$57.25		\$625.00
Flyers	\$56.05	\$56.05	\$676.61	\$999.00	\$1,318.30	\$676.61	\$1,450.00
Professional Dues	\$180.94	\$238.66	\$4,163.75	\$3,742.01	\$3,487.28	\$4,163.75	\$4,850.00
Conference/Workshops			\$179.04	\$328.00	\$902.50	\$179.04	\$4,980.00
Staff Mileage	\$72.35		\$82.61		\$270.28	\$82.61	\$1,450.00
Staff Expenses	\$7.98	\$10.00	\$1,396.79	\$212.22	\$673.69	\$1,396.79	\$350.00
<b>Utilities:</b>							
Electricity	\$32,337.19	\$15,041.40	\$224,768.44	\$179,471.27	\$232,937.77	\$224,768.44	\$274,500.00
Natural Gas	\$9,688.36	\$13,523.10	\$47,457.38	\$75,975.86	\$12,494.45	\$47,457.38	\$24,650.00
Water/Sewer	\$11,392.82	\$1,853.74	\$46,854.56	\$10,869.24	\$48,717.38	\$46,854.56	\$53,042.00
Telephone	\$303.45	\$444.44	\$4,376.92	\$7,240.98	\$4,089.38	\$4,376.92	\$4,200.00
Fees (activenet/bank/cc)	\$8,240.71	\$4,367.67	\$31,981.15	\$65,931.60	\$50,894.60	\$31,981.15	\$62,625.00
Internet & Communication	\$33.99		\$1,384.20	\$642.21	\$393.94	\$1,384.20	\$1,067.00
Data Storage & Backup							\$45.00
Video & Online Photography	\$57.24		\$267.12	\$190.80	\$133.57	\$267.12	\$210.00
Online Advertising				\$32.92	\$82.91		\$262.00
Ground Maint/Repairs							
Program Contracts 451.380.003	\$248.56	\$126.99	\$403.45	\$7,915.21	\$13,531.53	\$403.45	\$22,000.00
Insurance Services			\$37,674.92	\$42,225.66	\$37,819.66	\$37,674.92	\$39,175.00
Refunds			\$1,089.00	\$1,069.75	\$6,200.76	\$1,089.00	\$450.00
<b>Total Materials &amp; Services</b>	\$75,920.95	\$48,284.98	\$459,653.90	\$469,330.81	\$460,977.20	\$459,653.90	\$555,811.00
<b>TOTAL AQUATIC EXPENDITURES</b>	\$101,748.11	\$76,350.83	\$727,267.42	\$830,485.13	\$981,650.58	\$727,267.42	\$998,320.00

Activity Financial Report June 2022		Department - Aquatics 451		\$117,106.22 Fringe benefits	\$947,591.35 Total expenditures with fringe benefits				
Facility Open	REVENUE	June '21	June '22	Yr to Date '20/21	Yr to Date '21/22	Year End 19/20	Year End 20/21	Est June 21/22	
<b>Aquatics - 451:</b>									
451.003 Youth Fitness									
451.004 Gray & Golden		\$52.00	\$144.00	\$328.00	\$1,651.00	\$1,379.00	\$328.00	\$1,655.00	
451.006 Group Fitness (Studio)			\$224.00	\$302.00	\$1,800.00	\$430.00	\$302.00	\$970.00	
451.007/291 Water Exercise		\$82.00	\$64.00	\$1,186.00	\$2,252.00	\$3,624.00	\$1,186.00	\$3,960.00	
451.008 Weight Training		\$250.00	\$555.00	\$4,106.00	\$8,199.00	\$22,848.50	\$4,106.00	\$12,385.00	
451.011 Private Swim Lessons		\$2,297.00	\$2,190.00	\$10,206.30	\$41,710.50	\$35,393.00	\$10,206.30	\$48,750.00	
451.012 Optum Fitness Advantage*			\$1,752.00	\$4,316.00	\$15,004.00	\$15,892.00	\$4,316.00	\$16,975.00	
451.013 Water Safety		\$1,744.65	\$2,380.00	\$7,489.65	\$4,150.00	\$5,375.35	\$7,489.65	\$6,225.00	
451.014 Silver&Fit - Tivity*		\$294.00	\$242.00	\$2,070.28	\$3,186.00	\$4,291.00	\$2,070.28	\$4,250.00	
451.015 Silver&Fit - ASH*		\$2,613.00	\$5,275.80	\$26,428.12	\$45,989.70	\$59,067.02	\$26,428.12	\$62,750.00	
451.016 Water Polo		\$550.00		\$5,290.00	\$8,807.50	\$16,357.20	\$5,290.00	\$18,650.00	
451.017 GFU			\$12,109.00	\$18,935.00	\$54,872.50	\$39,072.25	\$18,935.00	\$35,600.00	
451.018 Newberg High School									
451.019 School Districts		\$1,784.17		\$1,784.17	\$2,706.00	\$812.00	\$1,784.17		
451.020 Locker Income									
451.021 Locker Rental									
451.023 Pool Rental		\$2,903.75	\$7,824.00	\$55,774.74	\$34,827.25	\$19,431.00	\$55,774.74	\$16,875.00	
451.024 Classroom Rental			\$2,312.50	\$150.00	\$11,576.25	\$7,501.01	\$150.00	\$8,995.00	
451.025 Sauna/Spa			\$441.00		\$1,562.50	\$4,757.10		\$5,490.00	
451.026 Special Events						\$100.00			
451.027 Repasses									
451.061 Vending		\$339.55		\$339.55	\$637.85	\$25.00	\$339.55		
451.200 Aquatics Misc		\$480.00		\$480.00	\$11.22	\$6,024.49	\$480.00	\$6,500.00	
451.280 Sales		\$366.00	\$534.00	\$2,475.49	\$6,478.19	\$2,475.49	\$2,475.49	\$6,500.00	
451.281 CST/CVA		\$6,545.96	\$11,525.27	\$26,678.21	\$36,573.02	\$10,855.95	\$26,678.21	\$19,500.00	
451.282 Swim Lessons		\$17,487.50	\$36,731.75	\$56,283.50	\$170,250.25	\$102,088.91	\$56,283.50	\$134,325.00	
451.283 Lap Swim		\$1,413.50	\$725.50	\$24,526.00	\$11,174.50	\$15,525.25	\$24,526.00	\$14,775.00	
451.284 Public Swim		\$7,845.00	\$11,412.50	\$33,598.50	\$97,852.00	\$85,411.00	\$33,598.50	\$128,875.00	
451.285 Equipment Rental									
451.286 Membership Sales		\$32,773.30	\$59,898.50	\$137,726.88	\$410,376.14	\$284,774.00	\$137,726.88	\$308,450.00	
451.287 Weight Room		\$1,892.00	\$2,220.00	\$9,818.09	\$20,974.00	\$14,545.50	\$9,818.09	\$18,320.00	
451.289 Punch Cards - General		\$6,068.00	\$4,943.50	\$23,338.50	\$41,367.55	\$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			\$167.50		\$625.00	\$3,999.75		\$4,750.00	
451.297 Facility Rental					\$150.00				
451.293/425 Basketball Court		\$145.50	\$843.00	\$1,694.00	\$15,001.50	\$11,663.75	\$1,694.00	\$12,150.00	
451.285/426 Pickleball Court		\$120.00		\$26.00	\$198.00	\$1,429.05	\$26.00	\$1,540.00	
451.021/427 Volleyball Court						\$403.00		\$350.00	
451.428 Sky Track						\$6.50		\$50.00	
451.429 Fencing			\$999.76	\$240.00	\$4,227.76	\$890.30	\$240.00	\$1,440.00	
451.666 CC Fees						\$555.31			
<b>TOTAL AQUATIC REVENUE</b>		\$88,046.88	\$149,866.58	\$455,590.98	\$1,054,191.18	\$819,066.28	\$455,590.98	\$933,700.00	



## Adult Sports

July 2022 Activity Report, Department 452

<b>Department 452 Participation Tracking</b>		<b>June 2022</b>	
<b>Activity</b>	Participants	Participant Hours	
Adult Men's softball	1000	8000	
<b>Total</b>	<b>1000</b>	<b>8000</b>	
<b>Department 452 Financial Tracking</b>		<b>June 2022</b>	
Supervisory Staff Expense	260		
Administrative Staff Expense	275		
Part Time Staff Expense	145		
Material Expense	500		
<b>Total Expense</b>	<b>1180</b>		
Program Revenue	5480		
<b>Net</b>	<b>4300.00</b>		
Cost Per Participant	<b>4.30</b>		
Cost Per Participant Hour	<b>.53</b>		

### Department 452 – Adult Sports

**Nine teams have registered for this season. League games started on June 1**

**With each team playing a doubleheader on Wednesday evenings.**



## Youth Sports

July 2022 Activity Report, Department [453](#)

Department 453 Participation Tracking	June 2022	
Activity	Participants	Participant Hours
Girls' basketball camp	65	520
Tennis Camp #1	70	560
Pee Wee sports camp	65	520
Totals	200	1600

Department 453 Financial Tracking	June 2022	
Supervisory Staff Expense	6370	
Administrative Staff Expense	3300	
Part Time Staff Expense	1440	
Program/Materials Expense	23460	
Total Expense	34570	
Program Revenue	<b>43280</b>	
Net	8710	
Cost Per Participant	43.55	
Cost Per Participant Hour	5.45	

### Department 453 – Youth Sports

The spring sport seasons ended in May. CPRD is offering nine sport camps this summer. The first three camps took place during the month of June. Registration numbers for the summer camps will exceed 2021 levels.

Registration for 2022 fall sports opened on June 1<sup>st</sup>.

June 2022 Board Report

454 Recreation	June 2022	Year to Date
Supervisory Staff Expense	\$695.72	\$8,178.93
Recreation Coordinator	\$2,135.57	\$24,921.81
Part Time Staff Expense	\$2,084.91	\$19,451.23
Fringe	\$2,132.49	\$7,921.95
program Expense	\$2,106.99	\$19,655.71
Utilities/Insurance Expense	0.00	
Total Expense	\$9,155.68	\$80,129.63
Program Revenue	\$19,021.07	\$108,790.01
Rental Revenue	0	0
Net	-\$9,865.39	\$-28,660.38

456 Senior Center	June 2022	Year to Date
Recreation Coordinator	\$18,337.24	\$22,118.79
Senior Center Specialist	-\$14,580.86	\$25,940.72
Part Time Staff Expense	0.00	0.00
Fringe	\$3,210.49	\$22,800.29
program Expense	\$524.32	\$6,275.65
Utilities/Insurance Expense	0.00	\$81,337.15
Total Expense	\$12,532.64	\$158,472.60
Revenue	\$5,140	\$71,775.50
Net	\$7,792.64	\$ 86,697.10

457 Community School	June 2022	Year to Date
Special Services Supervisor	\$904.48	\$10,632.49
Recreation Coordinator	0.00	0.00
Part Time Staff Expense	0.00	0.00
Fringe	\$442.91	\$1,694.62
Program Expense	\$5,460	\$11,263.59
Utilities/ Insurance Expense	0	\$1,819.36
Total Expense	\$6,960.12	\$25,410.06
Program Revenue	\$10,362.26	\$16,540.41
Rental Revenue	0	0
Net	-\$3,402.14	\$8,868.65

**Summer Scholarship Increase**

District have collaborated to offer \$50,000 in financial aid to help Newberg/Dundee families participate in CPRD's Summer Enrichment Programs and Classes. These funds were available by a covid relief grants administered through the Oregon Department of Education. All funds have already been utilized by public request. Patrons are still able to request financial aid from CPRD moving forward. CPRD should receive this \$50,000 payment from the Newberg School District in Sept 2022.

**Recreation and Community School Programming**

If June is any indication, this is going to be a very busy summer. Recreation programs and registration are off to a great start. We had over 100 children participate in our Gymnastics program this month. 42 children participated in our Lego and Stem Camps. 15 children have participated in our GFU Esports camps, and this is just the beginning of summer. We are excited to see more of these summer camp successes over the next 2 months.

**Senior Recreation Programming.**

Pool Cues, China Painters, Pinochle, Crafty Ladies and Gents, The Sawdust Club, Scrapbooking, Pinochle, Foot Clinic, Dominoes, The Elderberry Jam (Choir), Tai Chi. And that is in addition to coordinating the delivery of 80 meals a day to Seniors at home.

In June, CPRD purchased 50 chairs for the senior center dining room. These are used chairs purchased at state surplus but they are in great condition and were not very expensive at all. We still plan to replace all of our event chairs at the senior center, but this fleet of chairs will buy us a little more time. Hopefully pricing and delivery costs will normalize before we make that larger purchase.

**Pickleball Tournament.**

The Weekend of June 25<sup>th</sup>, Jaquith Park played host to our second Pickleball Tournament of the year. This tournament was coordinated by Laurie Rauch (a local enthusiast) as a benefit for "Newberg Young Life". It was a very warm weekend but I am happy to say that this tournament had roughly 70 participants and raised over \$4,000 for Newberg Young Life. It is likely that we will hold something similar next summer as well.

Respectfully submitted by:  
**Matthew Compton Recreation Coordinator**

## June 2022 Activity Report

455 Care	June 2022	Fiscal Year To Date
Supervisory Staff	695.76	8,223.56
Recreation Coordinator	1,067.79	12,460.95
Care Director	3,109.60	35,095.96
Care Technician	0.00	0.00
Part Time Staff Expense	16,380.87	224,240.32
Fringe	5,521.46	85,450.01
Program Expense	\$2,889.59	\$57,480.82
Utilities Expense	0.00	0.00
Total Expense	\$29,665.07	\$422,951.62
Program Revenue	48,419.63	\$528,088.46
Rental Revenue	0.00	0.00
Net	21,644.15	159,223.75

The childcare summer program K to 5<sup>th</sup> grade is located at Mabel Rush Elementary School this year. We are servicing about 75 families and still growing. The children are enjoying fun activities such as Tie-Dye, edible flag snack and a walk to McDonalds.

The Pre-K childcare summer program is also off to a good start. Staff took a couple days to paint so things look brighter and cheerier. The program is servicing around 30 families.

474 Pre School	June 2022	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	3,109.60	33,801.74
Fringe	1,388.90	15,517.17
Program Expense	51.84	1152.54
Utilities Expense	577.37	4,889.08
Total Expense	5,091.71	61,381.79
Program Revenue	5,096.00	22,516.68
Rental Revenue	0.00	0.00
Net	4.29	12,189.23

The Bonnie Benedict preschool is running a full 'Getting Kids Ready for Kindergarten' program.



Starts by Category	2010		2011		2012		2013		2014		2015		2016		2017		2018		2019		2020		2021		2022		22 v 21	% Diff
	Dry Days	19	24	14	23	21	28	22	23	26	25	21	26	21	26	21	26	21	26	21	26	21	26	21	26	21		
Resident	785	619	740	812	688	788	930	1127	994	1222	780	1408	1341	-67	-4.8%													
Non Resident	2644	2160	2231	2528	1936	1882	1946	1489	1649	1263	961	1442	1033	-409	-28.4%													
Group	385	650	395	529	454	416	274	393	0	299	130	100	144	44	44.0%													
League	87	96	85	94	74	121	43	33	5	0	0	0	0	0	0.0%													
Complimentary	238	234	233	196	223	210	272	146	166	245	733	580	633	0	0.0%													
Misc/Promotional	942	1134	383	381	1190	1019	874	945	1258	1568	2139	1498	1574	76	5.1%													
Total Starts	5081	4893	4067	4540	4555	4406	4339	4053	4182	4874	4723	5008	4725	-283	-5.7%													
Revenue	\$ 110,696.00	\$ 110,696.00	\$ 110,696.00	\$ 110,696.00	\$ 110,696.00	\$ 94,079.00	\$ 87,783.00	\$ 79,754.00	\$ 80,946.00	\$ 103,573.00	\$ 102,046.00	\$ 118,508.00	\$ 104,318.00	\$ (14,190)	-12.0%													
Green Fees	\$ 11,623.00	\$ 11,623.00	\$ 11,623.00	\$ 11,623.00	\$ 11,623.00	\$ 8,974.00	\$ 10,041.00	\$ 8,785.00	\$ 9,569.00	\$ 11,120.00	\$ 10,879.00	\$ 13,074.00	\$ 12,726.00	\$ (348)	-2.7%													
Driving Range	\$ 38,752.00	\$ 38,752.00	\$ 38,752.00	\$ 38,752.00	\$ 38,752.00	\$ 28,873.00	\$ 35,271.00	\$ 29,946.00	\$ 28,472.00	\$ 28,354.00	\$ 27,714.00	\$ 38,136.00	\$ 35,683.00	\$ (3,449)	-8.8%													
Rentals	\$ 15,555.00	\$ 15,555.00	\$ 15,555.00	\$ 15,555.00	\$ 15,555.00	\$ 8,729.00	\$ 6,770.00	\$ 9,174.00	\$ 10,344.00	\$ 12,504.00	\$ 6,623.00	\$ 10,922.00	\$ 13,015.00	\$ 2,093	19.2%													
Golf Shop	\$ 25,875.00	\$ 25,875.00	\$ 25,875.00	\$ 25,875.00	\$ 25,875.00	\$ 27,942.00	\$ 23,517.00	\$ 19,451.00	\$ 20,618.00	\$ 23,745.00	\$ 14,003.00	\$ 24,083.00	\$ 22,205.00	\$ (1,878)	-7.8%													
Snack Bar	\$ 1,785.00	\$ 1,785.00	\$ 1,785.00	\$ 1,785.00	\$ 1,785.00	\$ 4,339.00	\$ 3,152.00	\$ 4,800.00	\$ 2,560.00	\$ 4,841.00	\$ 815.00	\$ 1,915.00	\$ 2,860.00	\$ 945	49.3%													
Instruction	\$ 10,445.00	\$ 10,445.00	\$ 10,447.00	\$ 10,448.00	\$ 10,448.00	\$ (346.00)	\$ (6,540.00)	\$ (3,732.00)	\$ 4,803.00	\$ 4,504.00	\$ 11,953.00	\$ 7,003.00	\$ 14,996.00	\$ 7,993	114.1%													
Miscellaneous	\$ 214,731.00	\$ 214,732.00	\$ 214,733.00	\$ 214,734.00	\$ 214,735.00	\$ 172,590.00	\$ 159,994.00	\$ 148,178.00	\$ 157,302.00	\$ 188,641.00	\$ 177,036.00	\$ 214,641.00	\$ 205,813.00	\$ (8,828)	-4.1%													
Total Revenue	\$ 214,731.00	\$ 214,732.00	\$ 214,733.00	\$ 214,734.00	\$ 214,735.00	\$ 172,590.00	\$ 159,994.00	\$ 148,178.00	\$ 157,302.00	\$ 188,641.00	\$ 177,036.00	\$ 214,641.00	\$ 205,813.00	\$ (8,828)	-4.1%													
\$ per Start																												
Green Fees \$ per Start	\$ 21.79	\$ 22.62	\$ 27.22	\$ 24.38	\$ 24.30	\$ 21.35	\$ 20.23	\$ 19.68	\$ 19.36	\$ 22.16	\$ 21.61	\$ 23.66	\$ 22.08	\$ (1.58)	-6.7%													
Driving Range \$ per Start	\$ 2.29	\$ 2.38	\$ 2.86	\$ 2.56	\$ 2.55	\$ 2.04	\$ 2.31	\$ 2.17	\$ 2.29	\$ 2.38	\$ 2.30	\$ 2.61	\$ 2.69	\$ 0.08	3.2%													
Rentals \$ per Start	\$ 7.63	\$ 7.82	\$ 9.53	\$ 8.54	\$ 8.51	\$ 6.55	\$ 8.13	\$ 7.39	\$ 6.81	\$ 6.07	\$ 5.87	\$ 7.81	\$ 7.56	\$ (0.26)	-3.3%													
Golf Revenue \$ per Start	\$ 31.70	\$ 32.92	\$ 39.60	\$ 35.48	\$ 35.36	\$ 29.94	\$ 30.67	\$ 29.23	\$ 28.45	\$ 30.60	\$ 29.78	\$ 34.09	\$ 32.33	\$ (1.76)	-5.2%													
Golf Shop \$ per Start	\$ 3.08	\$ 3.18	\$ 3.82	\$ 3.43	\$ 3.41	\$ 1.98	\$ 1.56	\$ 2.26	\$ 2.47	\$ 2.88	\$ 2.04	\$ 2.18	\$ 2.75	\$ 0.57	26.3%													
Snack Bar \$ per Start	\$ 5.09	\$ 5.29	\$ 6.36	\$ 5.70	\$ 5.68	\$ 6.34	\$ 5.42	\$ 4.80	\$ 4.93	\$ 5.08	\$ 2.96	\$ 4.81	\$ 4.70	\$ (0.11)	-2.3%													
Concession Revenue	\$ 8.16	\$ 8.47	\$ 10.19	\$ 9.13	\$ 9.10	\$ 8.32	\$ 6.98	\$ 7.06	\$ 7.40	\$ 7.76	\$ 5.00	\$ 6.99	\$ 7.45	\$ 0.46	6.6%													
Total Revenue \$ per Start	\$ 42.26	\$ 43.89	\$ 52.80	\$ 47.30	\$ 47.14	\$ 39.17	\$ 36.67	\$ 36.56	\$ 37.61	\$ 40.36	\$ 37.48	\$ 42.86	\$ 43.56	\$ 0.70	1.6%													

Early June was still wet, then summer snowed up in late June. It was busy considering we had 9 days with precipitation in the month.

FYTD Through June

Starts by Category	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY22 v FY21	% Diff
Resident	6166	5388	5900	6420	5827	7251	7091	8143	8702	8858	9400	9818	418	4.4%
Non Resident	19709	15346	18912	15663	14558	14991	12061	13186	8573	7512	11426	8989	-1527	-13.4%
Group	3463	3559	3016	2162	2608	2238	2149	1221	1941	1431	442	1857	1416	320.1%
League	838	623	684	615	755	574	425	332	127	98	0	0	0	0.0%
Complimentary	2688	2941	3074	3114	2826	3037	2035	2131	2276	3201	7330	6188	-1242	-16.7%
Misc/Online	6986	7834	4873	5835	10510	9314	6975	8943	13933	11989	18484	12761	5723	-31.0%
Total Starts	39880	35691	36459	33809	36884	37405	30736	33956	35482	35654	47182	40523	-6659	-14.1%
Revenue														
Green Fees	\$ 862,755.00	\$ 812,867.00	\$ 819,051.00	\$ 712,435.00	\$ 790,287.00	\$ 748,459.73	\$ 672,798.00	\$ 690,819.00	\$ 733,586.00	\$ 698,009.00	\$ 920,258.00	\$ 808,064.00	\$ (112,194.00)	-12.2%
Driving Range	\$ 90,634.00	\$ 79,018.00	\$ 84,958.00	\$ 74,125.00	\$ 75,841.00	\$ 76,498.00	\$ 66,639.00	\$ 72,213.00	\$ 80,848.00	\$ 60,387.00	\$ 120,805.00	\$ 110,853.00	\$ (9,952.00)	-8.2%
Rentals	\$ 271,620.00	\$ 238,051.00	\$ 240,109.00	\$ 209,012.00	\$ 218,295.00	\$ 251,376.03	\$ 221,410.41	\$ 225,682.00	\$ 200,684.00	\$ 160,516.00	\$ 316,789.00	\$ 289,237.00	\$ (27,552.00)	-8.7%
Golf Shop	\$ 55,247.00	\$ 86,988.00	\$ 94,311.00	\$ 79,283.00	\$ 86,549.00	\$ 65,981.82	\$ 57,585.00	\$ 68,393.00	\$ 79,774.00	\$ 68,001.00	\$ 92,474.00	\$ 103,586.00	\$ 11,122.00	+10.7%
Snack Bar	\$ 195,494.00	\$ 193,490.00	\$ 163,229.00	\$ 138,783.00	\$ 164,645.00	\$ 178,888.80	\$ 140,642.00	\$ 151,081.00	\$ 180,572.00	\$ 122,925.00	\$ 168,237.00	\$ 164,265.00	\$ (3,972.00)	-2.4%
Instruction	\$ 16,182.00	\$ 15,474.00	\$ 16,659.00	\$ 18,468.00	\$ 11,692.00	\$ 11,860.00	\$ 6,162.00	\$ 6,488.00	\$ 11,624.00	\$ 4,929.00	\$ 13,590.00	\$ 17,403.00	\$ 3,813.00	+28.1%
Miscellaneous	\$ 59,719.00	\$ 58,255.00	\$ 52,678.00	\$ 24,987.00	\$ 30,187.00	\$ (5,093.94)	\$ 14,287.59	\$ 27,700.00	\$ 28,958.00	\$ 81,412.00	\$ 214,430.00	\$ 227,466.00	\$ 13,036.00	+6.1%
Total Revenue	\$ 1,591,651.00	\$ 1,484,124.00	\$ 1,471,593.00	\$ 1,255,073.00	\$ 1,379,496.00	\$ 1,325,950.24	\$ 1,179,503.00	\$ 1,242,356.00	\$ 1,296,055.00	\$ 1,198,438.00	\$ 1,857,675.00	\$ 1,709,762.00	\$ (147,913.00)	-8.0%
\$ per Start														
Green Fees \$ per Start	\$ 21.64	\$ 22.78	\$ 22.46	\$ 21.07	\$ 21.43	\$ 20.01	\$ 21.89	\$ 20.34	\$ 20.67	\$ 19.58	\$ 19.50	\$ 19.94	\$ 0.44	2.2%
Driving Range \$ per Start	\$ 2.27	\$ 2.21	\$ 2.33	\$ 2.19	\$ 2.06	\$ 2.05	\$ 2.17	\$ 2.13	\$ 2.28	\$ 1.89	\$ 2.56	\$ 2.74	\$ 0.18	6.8%
Rentals \$ per Start	\$ 6.81	\$ 6.67	\$ 6.59	\$ 6.18	\$ 5.92	\$ 6.72	\$ 7.20	\$ 6.65	\$ 5.65	\$ 4.50	\$ 6.71	\$ 7.14	\$ 0.42	6.3%
Golf Revenue \$ per Start	\$ 30.73	\$ 31.86	\$ 31.38	\$ 29.45	\$ 29.40	\$ 28.78	\$ 31.26	\$ 28.12	\$ 28.60	\$ 25.77	\$ 28.78	\$ 29.81	\$ 1.04	3.6%
Golf Shop	\$ 2.39	\$ 2.44	\$ 2.60	\$ 2.34	\$ 2.40	\$ 1.76	\$ 1.87	\$ 2.01	\$ 2.25	\$ 1.91	\$ 2.20	\$ 2.28	\$ 0.09	3.9%
Snack Bar	\$ 4.90	\$ 5.42	\$ 4.48	\$ 4.10	\$ 4.46	\$ 4.73	\$ 4.58	\$ 4.45	\$ 4.32	\$ 3.46	\$ 3.57	\$ 4.05	\$ 0.49	13.7%
Concession Revenue	\$ 7.29	\$ 7.86	\$ 7.08	\$ 6.45	\$ 6.86	\$ 6.49	\$ 6.45	\$ 6.46	\$ 6.77	\$ 5.35	\$ 5.76	\$ 6.34	\$ 0.57	10.0%
Total Revenue \$ per Start	\$ 39.93	\$ 41.58	\$ 40.36	\$ 37.12	\$ 37.40	\$ 35.45	\$ 38.38	\$ 36.59	\$ 36.52	\$ 33.61	\$ 39.37	\$ 42.19	\$ 2.82	7.2%

Final numbers for the fiscal year. It was a good year overall, but the weather did not cooperate like last year. Very cool, wet spring. Dollars per round were up over 7% though.

## BOD mtg.

Shawn Russell <motoxstar21@gmail.com>

Sat 7/16/2022 2:09 PM

To: Kat Ricker <kricke@cprdnewberg.org>

Hello CPRD staff,

My name is Shawn Russell, I would like to attend and speak at your August 25 meeting with your board of directors. I am a Hillsboro Oregon resident who consistently uses the BMX track in [Ewing Young Park](#). I have major concerns with the current track operator Richard Klass. I would also like to see the agreement that Chehalem Valley BMX LLC or Richard Klass has that allows races and practice sessions in this park. I have asked him for the Bylaws and made an in person request for the 990 report for the Chehalem Valley BMX LLC. 501c3. Ryan Storfa the current Secretary was able to secure the bylaws from the DOJ for me, but says Rick control all access to financials. I also overheard Richard telling another parent that he has had to spend \$2000 of track monies, to attain a lawyer do to my request of these public documents. Richard has also cheated my 10 year old son Deegan Russell and others out of valuable practice time we were required to pay for. Track conditions have been less then acceptable and I have complained to rick about loose sand continually being applied to the track surface on the track. There have been many accidents including a recent collar bone break that I attribute to the loose sand.

Unfortunately I will not be able to attend the July meeting as Deegan and I are traveling to France to compete in the World BMX Championships Through August 1<sup>st</sup>. I have not threatened any legal action as I am only trying to gather public information. There is great interest in rebuilding the CV BMX LLC. Governing body. Richard Klass is one man and should not have complete control of this park and my 10 year old world class BMX rider Deegan Russell deserves more.

Shawn Russell  
3597 SE BENTLEY ST Hillsboro OR 97123  
971-235-5898  
Sent from [Mail](#) for Windows



This email has been checked for viruses by AVG antivirus software.  
[www.avg.com](http://www.avg.com)

## Re: smoking

Cynthia Bergee <rxflower@comcast.net>

Wed 7/20/2022 10:21 AM

To: Kat Ricker <kricke@cprdnewberg.org>

Thank you for responding so promptly. We try to go in the afternoon around 3:30 or 4 and there are always several cars sitting in the parking lot with windows open smoking. They don't even use the trails. This is the upper lot where horse trailer can park.

On Jul 20, 2022 9:07 AM, Kat Ricker <kricke@cprdnewberg.org> wrote:

Hello Cynthia,

Thank you for contacting us with your concerns. Smoking is prohibited on CPRD properties. We appreciate you alerting us to what you are seeing. We hope you will continue to enjoy our parks.

---

**From:** Cynthia Bergee <rxflower@comcast.net>

**Sent:** Wednesday, July 20, 2022 8:41 AM

**To:** Kat Ricker <kricke@cprdnewberg.org>

**Subject:** website

Good morning,

When we visit the Bob and Cristal park there are always cars parked at the top lot smoking cigarettes which makes it uncomfortable for my son and I to park and enjoy a walk. We have witnessed piles of cigarette butts littered up there as well. I would think with the hot summer and combustible fields and forest nearby that this would be prohibited and enforced. Are you aware of this occurrence?

Thank you for your time and consideration.

Cynthia Bergee

**Subject:** 6/23/22 Board Meeting

**Date:** Wednesday, June 22, 2022 at 8:03:19 PM Pacific Daylight Time

**From:** Steve Paulson

**To:** Kat Ricker

**CC:** Julie Petersen, Matt Laroche, Ron Rogers, Tom Sheridan, Don Loving, dclements@cprdnewberg, Kellan Sasken

Hi Kat,

I apologize for the late notice. If possible, I'd like an opportunity to briefly speak regarding the need and desire to leave an electronic tip for the service employees working at the golf course either at the counter or on a beverage cart. This shouldn't be an issue as it isn't anywhere I've been. When I close out my check, a tip is an option—everywhere but here. The employees work hard and have earned this opportunity for additional income.

I've been told that the reason for not being allowed to leave a tip electronically (via a credit card) is due to an agreement with Golf Now. This shouldn't be an issue as almost all golf courses also use Golf Now as a service and leaving a tip electronically is available at those facilities. Is Chehalem Glenn the only golf course using Golf Now that is unable to leave a tip electronically? We should be able to figure this out. This will help retain our employees as well.

Please advise and thank you!

Steve

Steve Paulson  
541-207-5095 mobile  
stevepaulson79@gmail.com

*"Instead of worrying about that next spot, why not focus on doing your best where you're at?"*

-Mitch Canham, Oregon St. Baseball Coach

**Subject:** Signage at Bob and Crystal Rilee Park

**Date:** Tuesday, July 12, 2022 at 2:21:03 PM Pacific Daylight Time

**From:** Bob Freshman

**To:** Kat Ricker

**CC:** Don Clements, Lisa Rogers

Hi Kat,

The email below is a response that you sent to Ryann Reinhofer, a member of the Parrett Mountain/Ladd Hill Neighborhood group that I also belong too. It looks like this email was sent about June 2, 2022. As Ryann mentioned, many of us that live in the area near Bob and Crystal Rilee Park use the park frequently for both hiking and equestrian use. I'm puzzled why it is taking so long to get simple signage put up on the side of the park that is closed to mountain bikers posted. It's almost a month and a half since you indicated getting signage up is a top priority, seems this could easily be done in a much more expeditious manner. The problem with mountain bikers continues with their use of the trails on the west side of Parrett Mountain Road, signage would hopefully prevent or at least minimize dangerous interactions. When can we expect to see the signage posted? I would like to let our friends and neighbors on Parrett Mountain know the status. When the east side of the park was closed to horses, signage was promptly posted with this information, let's make the signage for bikes happen ASAP. I hike up at the park 4-5 times a weeks, let's make it a more pleasant and safe environment for the non-bikers.

Thanks you.  
Bob Freshman

*Hello Ryann,*

*In response to your concern and query regarding horse and bike use at Bob and Crystal Rilee Park trails, CPRD has designated the west side for horses and east for bikes. We appreciate your wish for clearer messaging on this. Chehalem Heritage Trails Advisory Committee has recently formed and ranked signage at this park as a top priority. The committee has support and cooperation of staff and Board. We ask your patience as they follow their process. The committee is full of dedicated volunteers who understand the issues there and are committed to improvement. Personal responsibility of trail users regarding trails safety and etiquette are key to success.*

--

*Kat Ricker*

*Public Information Director*

*Chehalem Park & Recreation District*

*125 S. Elliott Road*

*Newberg, OR 97132*

*971.832.4222 cprdnewberg | Instagram | Facebook*

Dear Wendy-

You helped us out with Chatty (rude beyond belief) Cathy - we need help with the deadly

boring 8am class! The "sub" is terrific!!!

Actual work-out - lots of thought goes into

her class - Skis on the deck. We see the moves. It's not the dreadful same

thing day after day, week after week, month after month, year after year

by an incredibly UNFIT obese

woman, (of course skis nice - but we

don't pay for nice!) Skis in the water

We can't see her fat ass. We can't

hear her when she was gone 5+ weeks

we thought it was for lapband surgery.

PLEASE fire her. Karen is also nice  
but boring.

Let the sub do all 8AM's except  
Kirsten, who's great although she always  
asks Fatti if the class was ok.

What about the rest of us ??? Fatti is  
not at the pool for anything else.

Susie is nice! That's all. Boring. FAT.  
She's not committed to FITNESS!!!!!!!

Way, way overdue for a decent

shallow water teacher. The "sub" is  
wonderful.

- Role model
1. She sets an example.
  2. She warms up the class  
before hand.
  3. She demonstrates each move.
  4. She doesn't have a big head.
  5. She's enthusiastic!!!
  6. We can SEE her and  
each move.
  7. We can hear her.
  8. She actually cares.





## Friends of Yamhelas Westsider Trail Looks Forward to Strengthening Operations After Receiving Oregon Community Foundation Grant

Contact: Wayne Wiebke, [shadypondacre@yahoo.com](mailto:shadypondacre@yahoo.com), (503) 435-9120

Carlton, Ore. – Friends of the Yamhelas Westsider Trail (FYWT) announced today that it has been awarded a \$9,000 grant from Oregon Community Foundation (OCF) to support their general operating costs. “We are so pleased that we now have the funds to support a part-time project coordinator who will focus both on communications and on relationships with diverse populations within Yamhill County. We are so grateful for OCF’s generous support for our mission. FYWT advocates for development and operation of multi-use trails to support the health, safety and connectivity of our community,” said Wayne Wiebke, the FYWT President. This grant comes through OCF from the Ann J. and William Swindells Fund, and will be augmented by FYWT existing funds.

The Friends of Yamhelas Westsider Trail is a non-profit organization that promotes building the Yamhelas Westsider Trail, a roughly 17-mile rail-to-trail running north-south through Yamhill County that will connect the communities of Carlton, Yamhill, Cove Orchard and Gaston, with potential extensions to Forest Grove in the North and McMinnville in the south. Also, FYWT advocates for regional trails which some day will become an integrated system of trails. We communicate to the community about the benefits of trails. Besides the benefits of health, safety, and connectivity between communities, there are other benefits including the economic advantages of additional income to businesses nearby. FYWT can be reached at [info@yamhelaswestsidertrail.com](mailto:info@yamhelaswestsidertrail.com) and our website is

<https://www.yamhelaswestsidertrail.com/>

Oregon Community Foundation (OCF) works with donors and volunteers to award grants and scholarships to every county in Oregon. From 2020 to 2021, OCF distributed more than \$560 million, supporting more than 4,000 nonprofits and 6,000 students. With OCF, individuals, families, businesses, and organizations create charitable funds that meet the needs of diverse communities statewide. Since its founding in 1973, OCF has distributed more than \$2 billion toward advancing its mission to improve lives for all Oregonians. For more information about OCF, please visit: [www.oregoncf.org](http://www.oregoncf.org)



525 NE 4<sup>th</sup> St, McMinnville, OR 97128

**Rethink, Refuse, Reduce, Reuse then Recycle!**

**(503)434-7516 [www.co.yamhill.or.us/yacsw](http://www.co.yamhill.or.us/yacsw)**

June 15, 2022

To our surrounding neighbors of the Old Newberg Landfill:

This letter is to inform you of two different items related to the Old Newberg Landfill that is owned and maintained by Yamhill County (tax parcel R3230-1600)

- 1) **Methane Gas Production and New Gas Monitoring Probe Installation:** Due to the proposed subdivision near the Old Newberg Landfill, Yamhill County had 8 new gas monitoring probes installed during September 2021 along the northern and northwestern property lines to complement the existing gas monitoring probes. All the gas monitoring probes are being tested quarterly in 2022 for methane gas presence. Samples are collected by our consultant Parametrix.

The only gas monitoring probe that shows signs of methane is GP-03s (this one is the furthest away from any structure and the furthest one downslope). The newly installed gas monitoring probes have not had any methane detected in them. Please refer to Table 1 (gas monitoring probes installed before Sept. 2021) and Table 2 (gas monitoring probes installed in Sept. 2021) for sample results collected on: 9/17/2021, 1/26/2022 and 4/25/2022.

- 2) The Old Newberg Landfill **is not open to public**. Per our Solid Waste Disposal Site Closure Permit #97 with the Oregon State Department of Environmental Quality (DEQ), there is to be no unauthorized access onto the property or any activities that modify the landfill cover and/or post-closure design. Modification to the cover or post/closure design is vandalism of a public facility. Those found trespassing will be warned; if there are multiple occurrences by the same individual, law enforcement action will be pursued. **This property is not part of Roger's Landing Park.** "No Trespassing" Signs have been posted and additional preventative measures may be implemented.

If there are any questions or comments regarding this letter, please contact me via email at [watkinsa@co.yamhill.or.us](mailto:watkinsa@co.yamhill.or.us) or by telephone at (503)434-7516.

Sincerely,

Ashley Watkins

Yamhill County Solid Waste Coordinator/REHS

Inc.: Table 1 and Table 2, image of Old Newberg Landfill indicating property lines.

Soil Gas Probe Monitoring Event Readings Summary

Table 1. Gas Probes installed before September 2021

Soil Gas Probe ID	Monitoring Event Date	Highest Methane Reading (% vol)	End Methane Reading* (% vol)
<b>Historic Soil Gas Probes</b>			
GP-01s	9/17/2021	0.0	0.0
GP-01s	1/26/2022	0.0	0.0
GP-01s	4/25/2022	0.0	0.0
GP-01i	9/17/2021	0.0	0.0
GP-01i	1/26/2022	0.0	0.0
GP-01i	4/25/2022	0.0	0.0
GP-01d	9/17/2021	0.0	0.0
GP-01d	1/26/2022	0.0	0.0
GP-01d	4/25/2022	0.0	0.0
GP-02s	9/17/2021	0.0	0.0
GP-02s	1/26/2022	0.0	0.0
GP-02s	4/25/2022	0.0	0.0
GP-02i	9/17/2021	0.0	0.0
GP-02i	1/26/2022	0.0	0.0
GP-02i	4/25/2022	0.0	0.0
GP-02d	9/17/2021	0.0	0.0
GP-02d	1/26/2022	0.0	0.0
GP-02d	4/25/2022	0.0	0.0
GP-03s	9/17/2021	29.9	29.9
GP-03s	1/26/2022	28.2	26.6
GP-03s	4/25/2022	46.8	42.2

Table 2. Gas Probes installed in September 2021

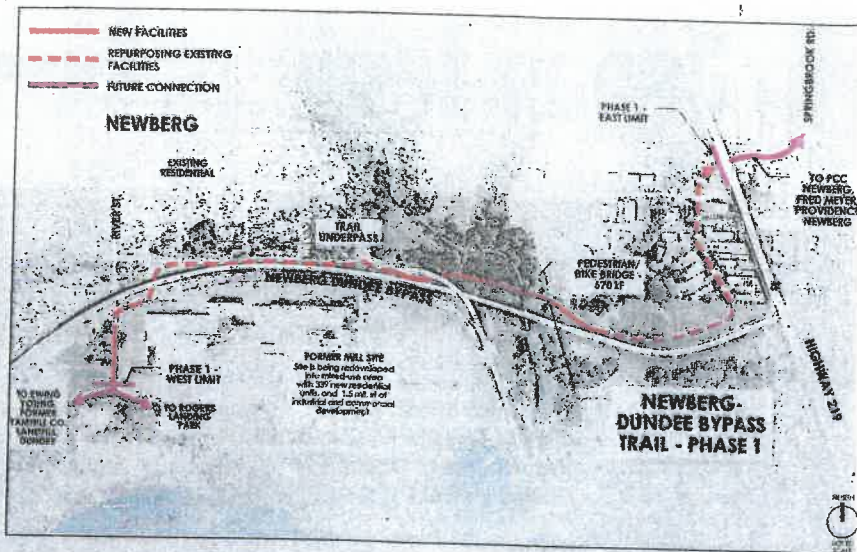
Soil Gas Probe ID	Monitoring Event Date	Highest Methane Reading (% vol)	End Methane Reading* (% vol)
<b>New Soil Gas Probes</b>			
GP-04s	9/17/2021	0.0	0.0
GP-04s	1/26/2022	0.0	0.0
GP-04s	4/25/2022	0.0	0.0
GP-04i	9/17/2021	0.0	0.0
GP-04i	1/26/2022	0.0	0.0
GP-04i	4/25/2022	0.0	0.0
GP-05s	9/17/2021	0.0	0.0
GP-05s	1/26/2022	0.0	0.0
GP-05s	4/25/2022	0.0	0.0
GP-05i	9/17/2021	0.0	0.0
GP-05i	1/26/2022	0.0	0.0
GP-05i	4/25/2022	0.0	0.0
GP-06s	9/17/2021	0.0	0.0
GP-06s	1/26/2022	0.0	0.0
GP-06s	4/25/2022	0.0	0.0
GP-06i	9/17/2021	0.0	0.0
GP-06i	1/26/2022	0.0	0.0
GP-06i	4/25/2022	0.0	0.0
GP-07s	9/17/2021	0.0	0.0
GP-07s	1/26/2022	0.0	0.0
GP-07s	4/25/2022	0.0	0.0
GP-07i	9/17/2021	0.0	0.0
GP-07i	1/26/2022	0.0	0.0
GP-07i	4/25/2022	0.0	0.0

The letters s, i, d refer to the depth of the probe (shallow, intermediate, deep)



The Oregon Transportation Commission has awarded the Chehalis Parks & Recreation District \$1.82 million toward construction of the Newberg-Dundee Bypass Trail.

COURTESY GRAPHIC: CPRD



7-6-22

# CPRD gets some help from city for bypass trail

By GARY ALLEN  
Pamplin Media Group

In 2021, the Chehalis Park and Recreation District applied to the Oregon Department of Transportation for a \$2.6 million Oregon Community Paths grant to help fund planning and construction of the Newberg-Dundee Bypass Trail. As designed, the trail would extend from Highway 219 along the southern edge of the city and be part of a larger overall trail that would reach from Rex Hill to Dundee.

The city of Newberg lent its support to the application for the grant, which required a 30% (\$780,000) match by the park district. The Oregon Transportation Commission sent the CPRD the good news a few months later that it had awarded \$1.82 million toward bringing the project to fruition.

The city, according to a report presented to the City Council at its June 6 meeting, continued to work with the CPRD on development of the project, including encouraging the park district to approach the city's budget committee with a request for \$400,000 in American Rescue Plan Act (ARPA) funds the city received from the federal government.

However, the budget committee denied the park district's request, which prompted then-interim city manager Will Worthey to approach CPRD officials about the city taking the lead on the South River Street segment of the

proposed trail as another means of contributing.

"The conclusion of those discussions was the city providing \$25,000 to CPRD toward the design of the South River Street trail segment," the council document said.

The city's next step in the process came after a pre-application meeting with CPRD officials in March to discuss the city charges that would be required as part of construction of the trail. The CPRD queried city officials if they could waive some or all of the charges for design reviews, permits, technology and engineering land use fees, as well as site development plan reviews, inspection fees and more.

All told the city estimated the ask at between \$64,839 and \$80,589. The range is broad because the park district does not yet have specific site designs or estimates of construction costs. The figure includes the \$25,000 already donated toward the cause by the city.

That engendered animated discussion at the council's June 6 meeting.

"I think (the trail is) going to be great for the community," CPRD Superintendent Don Clements said. "It's going to connect Newberg and Dundee together, where you'll have a walkable path all the way. That we don't have right now — there's no way to do that."

Clements advised the council that the park district had sunk "about \$800,000" into the project so far, so "anything you could do would be greatly appreciated."

Before the council began de-

liberating on the motion, Mayor Rick Rogers declared that he would not vote because his wife is a member of the CPRD board of directors, although he added that he believed that wouldn't constitute a conflict of interest.

Longtime councilor Denise Bacon wasn't sold on the idea of fee reductions, characterizing herself as the anti-funding other taxing districts councilor.

"We're already at \$25,000. I would not be comfortable with more," she said. "We have to pay our bills and we have to pay our staff, right, it's not like this is all free. I might be willing to go to another \$10,000 — that would be my limit ..."

Councilor Jefferson Mildenberger said he might be in favor of a discounted rate as well, while councilor Mike McBride suggested waving 50% of the fees so the city would gift between \$34,000 and \$40,000 in fees, permits and whatnot. Council Elise Yarnell Hollamon said she was OK with either waving the whole amount or the 50% discount.

Councilor Stephanie Findley concurred: "I'm more comfortable with the 50 percent because I am in the same boat as feeling really conflicted about really liking this project and wanting it to happen and also knowing that doling money from one taxing district to another feels not in our best interests for our budget and what we're doing at the city."

In the end, the council agreed to rewrite the motion so as to reduce the fees, permits and other charges by 50%, then voted 4-1 in the affirmative.

**AMENDMENT NO. 1 TO  
INTERGOVERNMENTAL AGREEMENT FOR SERVICES  
(Department of Community Justice and Chehalem Parks & Recreation District)**

THIS AMENDMENT NO. 1 ("Amendment #1") shall be made effective as of July 1, 2022 by and between Yamhill County, a political subdivision of the State of Oregon, acting by and through its Yamhill County Department of Community Justice ("YCDCJ") and Chehalem Parks and Recreation District ("CPRD") 125 Elliott Road, Newberg, Oregon 97132, Tax ID 930562211

**RECITALS**

A. YCDCJ and CPRD are parties to that certain contract dated September 16, 2015 (the "Underlying Contract"), pursuant to which DCJ provides CPRD with landscaping services with the use of county inmate work crews under the supervision of DCJ. The Underlying Contract is memorialized in Yamhill County records as Board Order 15-374.

B. YCDCJ and CPRD now desire to modify the Underlying Contract upon the terms and conditions more particularly set forth herein below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Section 2 of the Underlying Contract is hereby amended to reflect that DCJ will now be providing services 4 days a week working the equivalent of four ten hour shifts per week, one 10 hour shift per day.

The balance of Section 2 remains unchanged.

2. Section 3 of the Underlying Contract is hereby amended to increase the monthly fee to \$10,420.00 per month beginning July 1, 2022 through June 30, 2023 and, unless otherwise terminated as provided herein, to increase the fee by 2-4% based on CPI beginning July 1, 2023 through June 30, 2024 and each consecutive year after.

The balance of Section 3 remains unchanged.

3. Ratification. Except as otherwise expressly modified by the terms of this Amendment #1, the Underlying Contract shall remain unchanged and continue in full force and effect. All terms, covenants and conditions of the Underlying Contract not expressly modified herein are hereby confirmed and ratified and remain in full force and effect, and constitute valid and binding obligations of YCDCJ and CPRD enforceable according to the terms thereof.

4. Authority. YCDCJ and CPRD and each of the persons executing this Amendment #1 on behalf of DCJ and CPRD hereby covenants and warrants that: (i) such party has full right and authority to enter into this Amendment #1 and has taken all action required to authorize such party (and each person executing this Amendment #1 on behalf of such party) to enter into this Amendment #1, and (ii) the person signing on behalf of such party is authorized to do so on behalf of such entity.


5. Binding Effect. All of the covenants contained in this Amendment #1 shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives and permitted successors and assigns.

6. Counterparts. This Amendment #1 may be executed in multiple counterparts, each of which shall be an original, but all of which shall constitute one and the same Amendment #1.

7. Recitals. The foregoing recitals are intended to be a material part of this Amendment #1 and are incorporated herein by this reference.

IN WITNESS WHEREOF, the parties have executed this Amendment #1 on the dates set forth adjacent to their signatures below.

CHEHALEM PARKS AND RECREATION DISTRICT

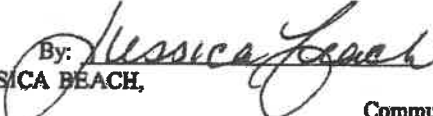
  
Don Clements, Superintendent  
Date: 7-1-22

YAMHILL COUNTY BOARD OF COMMISSIONERS

  
Lindsay Berschauer, Chair  
Date: 7-14-2022

Tax ID: 930562211

DEPARTMENT OF COMMUNITY JUSTICE

By:   
JESSICA BEACH,  
Community Justice Director

APPROVED AS TO FORM:

By:   
CHRISTIAN BOENISCH, County Counsel

Accepted by Yamhill County Board of Commissioners on 7-14-2022 by Board Order

# 22-231  
AMENDMENT NO. 1 - DCJ and CPRD

Page 2

**2022 Local Government Grant Program - Large Grant Award Recommendations**

The following *Large* grant applications have been recommended for Local Government Grant Program (LGGP) funding by the LGGP Advisory Committee. These grant requests will be forwarded to the OPRD Commission for final review and approval at the Commission's September 14, 2022 meeting. LGGP awards are not official until approved by the OPRD Commission. The following awards are listed in alphabetical order by agency.

Applicant	Project Name	Grant Funds Requested	Local Match / Matching Funds	Total Project Cost
Benton County	Jackson-Frazier Wetland Boardwalk Reconstruction	\$ 569,251	\$ 569,518	\$ 1,138,769
City of Bay City	Al Griffin Memorial Park Hiker/Biker Campground	\$ 318,001	\$ 95,348	\$ 413,349
City of Brookings	Kidtown Play Structure Rehabilitation	\$ 586,056	\$ 390,704	\$ 976,760
City of Coburg	Pavilion Park Plaza	\$ 432,403	\$ 270,000	\$ 702,403
City of Coquille	Hundred Acre Wood Trail	\$ 475,186	\$ 235,338	\$ 710,524
City of Cottage Grove	Bohemia Park North Entry Plaza and Splash Pad	\$ 346,500	\$ 231,000	\$ 577,500
City of Eugene	Santa Clara Community Park Paths	\$ 528,773	\$ 530,816	\$ 1,059,589
City of Klamath Falls	Moore Park Regional Play Structure	\$ 750,000	\$ 802,600	\$ 1,552,600
City of Lincoln City	New Community Park	\$ 750,000	\$ 1,815,000	\$ 2,565,000
City of Medford	Howard Park Rehabilitation	\$ 714,300	\$ 756,000	\$ 1,470,300
City of Mill City	Mill City Falls Park Improvements - Phase II	\$ 452,000	\$ 492,000	\$ 944,000
City of Milton-Freewater	Yantis Park Playground and Paths	\$ 114,000	\$ 76,000	\$ 190,000
City of Monmouth	Monmouth Recreation Park Phase 1 Improvements	\$ 467,550	\$ 811,700	\$ 1,279,250
City of Redmond	Redmond Wetlands Complex Trail System	\$ 750,000	\$ 2,386,990	\$ 3,136,990
City of Reedsport	Port Dock Property Acquisition	\$ 88,000	\$ 22,000	\$ 110,000
City Of Sheridan	South Side Park Improvements	\$ 558,047	\$ 378,421	\$ 936,468
City of Sutherlin	Ford's Pond Community Park- Inclusive Playground	\$ 600,979	\$ 600,979	\$ 1,201,958
City of Troutdale	Sandy River Greenway Riverfront Trail & Park	\$ 749,900	\$ 2,763,444	\$ 3,513,344
City of Waldport	Southworth Park	\$ 750,000	\$ 198,641	\$ 948,641
City of Willamina	Oaken Hills Bike / Play Park	\$ 490,155	\$ 199,500	\$ 689,655
Dufur Recreation District	New Bathhouse & Related Improvements	\$ 470,400	\$ 117,600	\$ 588,000
Helix Parks and Rec District	Helix Park and Recreation Pool Replacement	\$ 750,000	\$ 637,800	\$ 1,387,800
Linn County	Lewis Creek Restroom & ADA Access	\$ 247,650	\$ 247,650	\$ 495,300
Tualatin Hills Park & Rec Dist	La Raíz Park Development	\$ 750,000	\$ 829,809	\$ 1,579,809
<b>Totals: .....</b>		<b>\$ 12,709,151</b>	<b>\$ 15,458,858</b>	<b>\$ 28,168,009</b>

Regrettably, 2022 project applications not listed above cannot be funded at this time and will not move forward in this process.



# CHEHALEM

PARK & RECREATION DISTRICT

## SANDER ESTATE



# ABOUT THE PROPERTY

42



# ABOUT THE PROPERTY

Location: SW 5th St., Dundee, OR 97115

- Sander Estate is located directly across from CPRD's Dundee-Billick Park.
- Acquired in February 2017 via legacy donation by owner and longtime Dundee resident Janis Sander.
- Approximately 6.7-acres
- The masterplan has been conditionally approved, created by Scott Edwards Architecture (SEA).  
*Other CPRD projects SEA has handled include Chehalem Cultural Center and Chehalem Aquatic and Fitness Center.*

Sander Estate · About the Property · [cprdnwberg.org](http://cprdnwberg.org)



44

# ABOUT THE PROPERTY

## A brief history

- The Sander family raised prunes, hazelnuts, and berries from 1903 to the 1970s, and operated a hazelnut nursery business from the 1930s to the 1970s.

- Jan's intention is that this property be used in a way to benefit the citizens of Dundee.

*It is CPRD's intention to work closely with park neighbors and the broader community, to consider the recreational needs and concerns of the residents, while respecting the natural resources of the park and respecting its historical heritage.*

# PROJECT NARRATIVE



# PROJECT NARRATIVE

## A gift for the community

- Acquisition was achieved in large part through a legacy gift donation, thus CPRD acted immediately to accept this donation and begin processes for public visioning, design, and planning. *Together with the benefactor, municipal partners, and the public, this is at the stage for development to begin.*  
*The current state of the site is a mostly retired orchard with a few large, mature oak and walnut trees.*
- This idyllic family-farm property is located centrally to City of Dundee municipalities:  
*City Hall · Post Office · Dundee Elementary School*





# PROJECT NARRATIVE

## CPRD and City of Dundee partnership

CPRD and the City of Dundee have been working together for five years to take advantage of an amazing opportunity to shape its own destination estate-style community park, carrying into the future the spirit of agricultural family heritage of Willamette Valley through:

*Modernizing*

*Landscaping*

*Transforming – Into an open, outdoor gathering place with easy, smooth walkways, beautiful, varied gardens with park benches, children's play features including a splashpad, and events and activities to be staged in the barn and house.*

# PROJECT NARRATIVE

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Development to begin soon

The proposed project will transform it into a 6.7-acre public outdoor park and recreation area that is open and accessible to the public, featuring:

- Scenic walkways*
- Gardens with benches*
- Picnic and play areas*
- Restrooms*
- Lighted parking*
- Some indoor facilities*

# INSPIRATIONAL CONCEPTS



SANDER ESTATE PARK  
IMAGERY - PLAY AREA

S|E|A  
LINDA JOHNSON  
LANDSCAPE ARCHITECTS PC

# CURRENT USE OF PROPERTY



# CURRENT USE OF PROPERTY

## Outdoor and indoor recreation

This property has included:

- Dundee Friday Night Market*
- Dundee Country Holiday Market*
- Dog costume contest*
- Private rental*
- Public walking paths*



Sander Estate · Project Narrative · [cprdnwberg.org](http://cprdnwberg.org)

# NEEDS TO BE MET



# NEEDS TO BE MET

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Community needs and desires.

This project satisfies a number of SCORP priorities and community needs and desires:

- Walking and sitting for pleasure*
- Picnicking*
- Sightseeing*
- Playing on a playground*
- Playing in water feature*

Sander Estate · Needs to be Met · [cprdnwberg.org](http://cprdnwberg.org)



SANDER ESTATE PARK IMAGERY - PATHWAYS

SIEA LANDSCAPE ARCHITECTS PC

Sander Estate - Needs to be Met - cprdnewberg.org



# JANIS SANDER

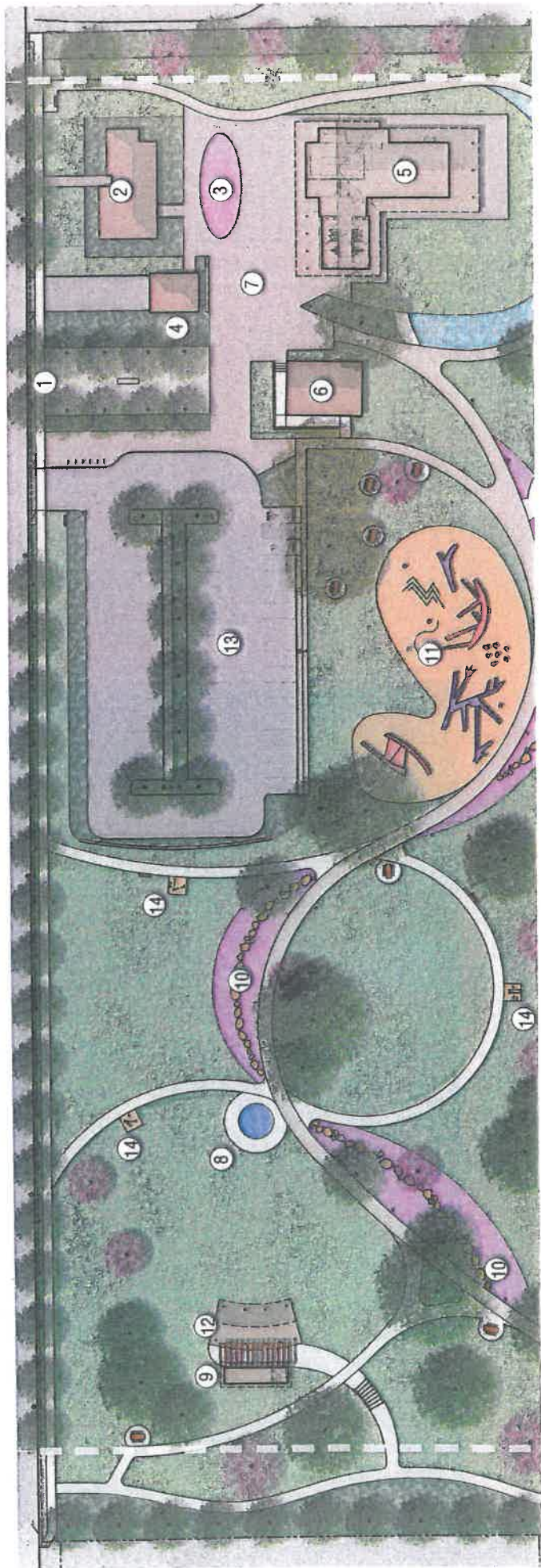
## Benefactor

This is a priority due to the nature of the legacy bequeathment of the property and CPRD's commitment to doing everything possible in order to break ground during the lifetime of the benefactor.



Sander Estate · Janis Sander · [cprdnwberg.org](http://cprdnwberg.org)

# WHO WILL DO THE WORK



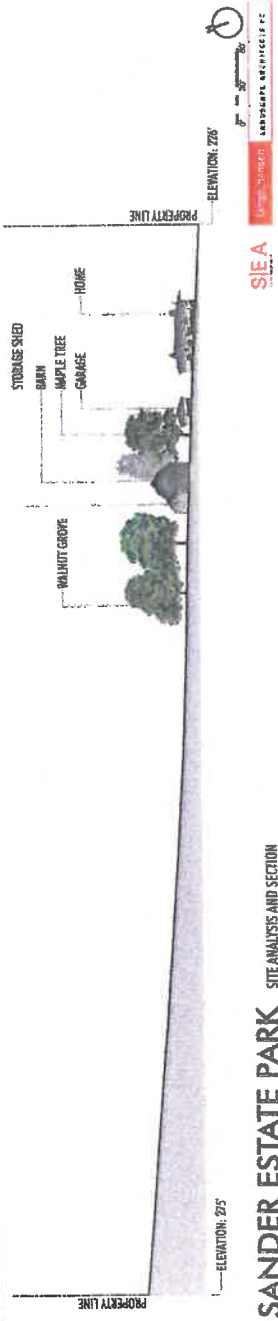
# WHO WILL DO THE WORK

CPRD, City of Dundee, and more

- The work to date has included:
  - Dundee Parks Advisory Committee*
  - Citizens of Dundee*
  - City of Dundee*
  - Chehalem Park & Recreation District staff*
  - Jan Sander*
  - John Kester*
  - Greg Mears*
  - Terra Cole Land Surveying*
  - Scott Edwards Architecture*
  - Lango Hansen*
  - Parker Houf Peterson Righellis Inc.,*
  - Cost analysis based on Schematic Design by DCW Cost Management*
- Project: Traditional low bid, minimum of (5) qualified General Contractors for Competitive bid pricing
- Utilities: PGE, North West Natural Gas, City of Dundee

Sander Estate · Who Will do the Work · [cprdnwberg.org](http://cprdnwberg.org)

- LEGEND**
- DRAINAGE CONCERN AREA
  - POTENTIAL STREET CONNECTION
  - EXISTING TREES
  - EXISTING FRAM & JAN'S GARDEN
  - EXISTING PEDESTRIAN WALKWAY
  - FUTURE PEDESTRIAN WALKWAY
  - PARKING
  - POTENTIAL SCHOOL CONNECTION
  - DESIRED BUFFERING
  - VIEW-POINT

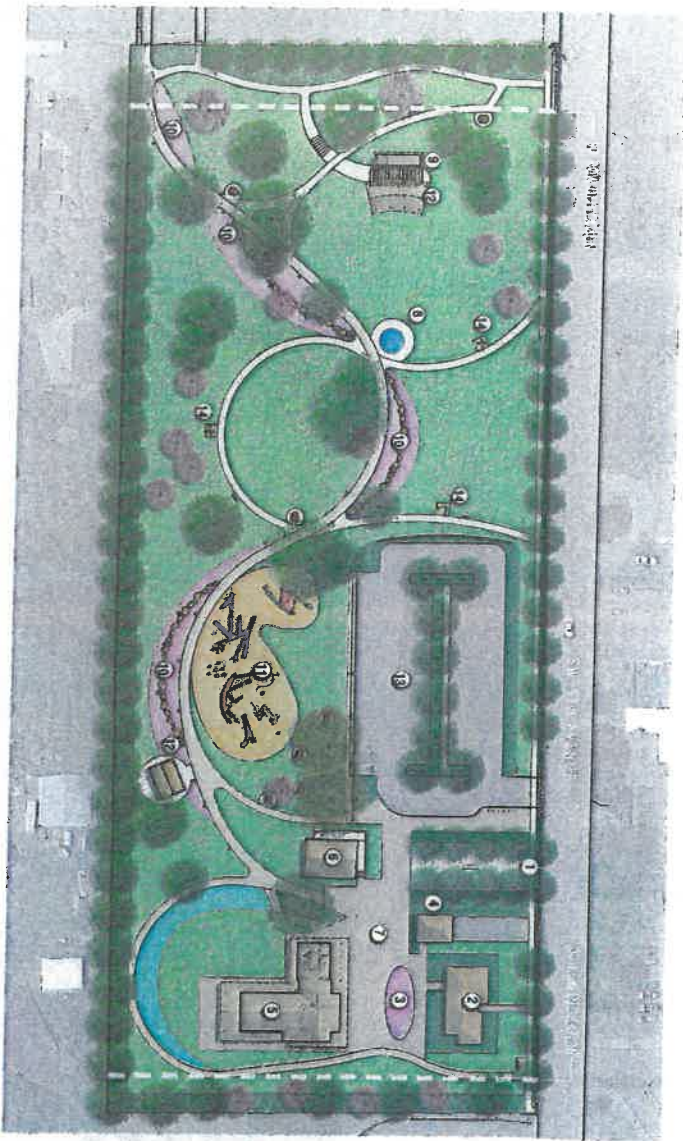


**SANDER ESTATE PARK** SITE ANALYSIS AND SECTION

**SIEA**

**SANDER ESTATE PARK**

Sander Estate · Who Will do the Work · cprdnewberg.org



**LEGEND**

- ① ENTRY GROVE
- ② EXISTING FAMILY HOME
- ③ FARM AND LAWN'S GARDEN
- ④ EXISTING GARAGE
- ⑤ RECEPTION HALL
- ⑥ EXISTING BARN
- ⑦ PLAZA
- ⑧ WATER FEATURE
- ⑨ BATHROOM AND STORAGE
- ⑩ ORNAMENTAL GARDENS
- ⑪ PLAY AREA
- ⑫ PICNIC SHELTER
- ⑬ PARKING LOT
- ⑭ FAIR COURSE



**SANDER ESTATE PARK** SITE PLAN

**SIEA** LANDSCAPE ARCHITECTS PC

Sander Estate · Who Will do the Work · cpdnewberg.org

# WHO WILL BENEFIT



# WHO WILL BENEFIT

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## The City of Dundee and beyond

- Our total service area includes a population of 27,405 (figures based on 2020 census):  
*Dundee 3,285*  
*Newberg 24,120*
- This project will become a community park and promoted for use by all residents of our District plus visitors and tourists.

# WHAT THE NEXT STEPS WILL BE

64





# WHAT THE NEXT STEPS WILL BE

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## Beyond the LGGP

The next steps in the process would be:

- Have the Easements legally documented for the ROW requirements*
- Full design of the Water Feature with public input*
- Revise the Masterplan showing the conditions remedied for TYPE I Checklist Review approval*
- Construction Drawings*
- Bid Documents*
- Permitting*
- Solicitation for bids and Construction*



**SANDER ESTATE PARK**

IMAGERY - ORNAMENTAL PLANTING

**SLEA**

LANDSCAPE ARCHITECTS P.C.

**Sander Estate • What the Next Steps Will Be • [cprdnewberg.org](http://cprdnewberg.org)**

# COMMUNITY SUPPORT



# COMMUNITY SUPPORT

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## Active engagement

Community support has been actively engaged and demonstrated by:

*Public meetings*

*Survey by City of Dundee*

*Survey evaluation by City of Dundee Parks Committee*

*Public Comments collaboratively collected by City of Dundee and CPRD*

*Public hearing*

# COMMUNITY SUPPORT

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## Endorsements

*Jeannette Adlong, Dundee City Councilor & Parks Advisory Committee*  
*Jill Bilka, CHT Chairperson, Dundee Parks Committee, Hike it Baby Dundee resident*  
*Steve Dahl, City of Dundee Administrator (Manager)*  
*Casey Kulla, Yamhill County Commissioner*  
*Rick Roger, City of Newberg Mayor*

# PROJECT BUDGET

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Total project cost: \$2,235,000.00

Pathways – 26000 sq. ft. concrete, 3500 sq. ft. decomposed granite	\$200,000
Splashpad and water feature	\$540,000
Value of Property used as match (2016 appraisal update)	\$1,145,000
Parking – asphalt, ADA curb ramp, curb and gutter, stripin, wheel stops, stormwater treatment and overflow, lighting	\$200,000
Playground and surfacing	\$150,000

THANK YOU FOR YOUR  
CONSIDERATION



Chehalem Valley Future Focus Committee Administrators  
8:30 a.m. Tuesday, June 7, 2022  
CPRD Administration Office  
125 S. Elliott Road  
Newberg, OR 97132  
NOTES

Roll Call

City of Newberg City Manager Will Worthey  
CPRD Superintendent Don Clements  
CPRD Events Marketing Coordinator Kayla McElligott  
CPRD Public Information Director Kat Ricker  
CPRD IT Specialist Richard Cornwall  
PCC, Lynn Montoya-Quinn, remotely  
TVF&R Stefan Myers, remotely

Excused

CPRD Parks and Facilities Supervisor Casey Creighton

Absent

City of Dundee Manager Steve Dahl  
City of Newberg Shannon Buckmaster  
NSD\*  
Yamhill County, Carrie Martin

*\*Note:* Luke Neff, Director of Strategic Partnerships for Newberg School District, has resigned from his position and NSD has not had a representative replace him yet.

- I. Don Clements called the meeting to order at 8:30 a.m.
- II. Reports

**City of Newberg - Will Worthey**

- Purchased a deployment of share use.
- Bringing back tuition assistance for all City staff. Enable people to strive for either a blue-collar trade skill or a bachelor's degree paid by the city with the commitment that they will have to work for the City for 3 years after completion of the course.
- In the process of finalizing a compensation study. Looking at 5–6% COLA rates for various job descriptions.
- We are taking remedial action for places in town that are frequently flooded.
- Rolling out body-worn camera program for police.



### **PCC Lynn Montoya**

- Looking forward to Newberg Center opening doors next week. Will be on-site Tuesday, Wednesday, and Thursday, 8:00 a.m.–5:00 p.m.
- A lot of classes will be offered through the center, but only six to seven classes being offered on-campus.
- Offering placement testing, orientation, registration assistance, FAFSA applications, and more.
- President Adrien Bennings is new and transitioning in.
- Trying to get 30% of classes back on campus again by fall.
- Happy to have Chehalem Garden Club working in the Learning Garden. Donating a bench.
- Looking forward to being back and sponsoring Tunes on Tuesday and other community events.

### **TVF&R - Stefan Myers**

- A lot of retirements happening (20 people by the end of the month).
- Recruit academy that just concluded
- Another academy starts in August.
- Young women's fire camp in July (ages 18–24). 30 spots open, 42 applied.
- Starting to reopen and have events. A golf tournament is in September which raises about \$10K for Toy & Joy program for the holiday season.
- Safety messaging in a hybrid format. On June 9th there is a webinar for wildfire preparedness.
- DCI had a large fire. They are working with them throughout the whole process. DCI is going to treat all the firefighters in Newberg to lunch soon.

### **CPRD - Don Clements, Kat Ricker**

- **Don Clements:** We just completed our public hearing and will be adopting the budget in June. The compensation package has totally changed. Gave raises in the 20 percentile.
- Looking for employees like normal.
- **Kat:** This week is the second to last meeting at City Club with a guest speaker from the downtown coalition. We will conclude this year's City Club season with the new City Manager Will Worthey, on June 21st as our guest speaker. We will return in September to reopen membership and return onsite in the ballroom and catering and the normal schedule. Any questions, contact Kat. at the
- At the end of the week, there will be the inaugural production of the new Chehalem Valley Vaudville show. Tickets are at the visitor center. Takes place on Friday and Saturday night.

**III. New Business** - No meeting in July. Returning August 2, 8:30 a.m.

Meeting adjourned at 8:52 a.m.

Next meeting is scheduled for August 2, 2022.

