

**CHEHALEM PARK AND RECREATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD  
NEWBERG, OREGON  
SEPTEMBER 27, 2018  
6:00 P.M.  
AGENDA**

- I. Call To Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Approval of Consent Agenda**
  - A. Approval Minutes Regular Board Meeting June 28, 2018.
  - B. Approval of Bills Payable
  - C. Approval of June Financials
- V. Public Participation**
  - A. Dave Brown
  - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
  - A. Approval of SDC Resolution 09-01-18
  - B. Pool development and operational Issues
  - C. Reports and Comments from Board Members
- VII. Old Business**
  - A. Updates on Projects
- VIII. From the Superintendent's Desk**
  - A. Financial Report and Questions
  - B. Superintendent's Report
  - C. Staff Reports
- IX. Correspondence**
  - A. Citizens' Comments/Evaluations
  - B. Miscellaneous Info
- X. Adjournment**

**Next meeting is October 25, 2018.**

To: Board of Directors  
From: Superintendent  
Date: September 24, 2018  
Re: Background information for September 27, 2018 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.

**Please see page 4 for index for page numbers**

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

IV. **APPROVAL OF CONSENT AGENDA**

A. Approval of Board Meeting Minutes – Please see pages (5-10) for Regular Meeting Minutes of on June 28, 2018.

**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for June 28, 2018

B. Approval of Bills Payable-Bills Payable summary is on page (11-12) for review. I will have copies of all the bills payable for review at the meeting or you may call me for copy.

**RECOMMENDATION:** Approval of Bills Payable totaling \$1,562,474.44 General Fund, \$1,772,697.79 Capital Pool Construction and Loan Fund, \$0.00 SDC Fund, Foundation \$0.00.

C. Approval of June Financial – Copies of the Financials will be at the meeting to review. Please call me for a copy if needed. A summary is available on page (13) for review.

**RECOMMENDATION:** Approve June Financials.

V. **PUBLIC PARTICIPATION**

A. Dave Brown – Called and requested to be placed on agenda.

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

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

A. Approval of SDC Resolution 09-01-18 – Please see page (14)

**RECOMMENDATION:** To approve resolution 09-01-18

B. Pool development and operational Issues – Please see page (15-27).

**RECOMMENDATION:** Approve purchasing equipment for fitness and weight room.

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

VII. **OLD BUSINESS**

A. Update on Projects – Will discuss at meeting. Staff will be present to answer questions.

Projects to discuss: Rilee Park, Status of paddle launch, Golf Course third nine design, Trail Development and Master Plans. Status of landfill.

VIII. **FROM THE SUPERINTENDENTS DESK**

A. Financial Report and Questions. The projected ending balance was higher for 2017-18 than 2016-17 in the general fund. We did not have to borrow for the 2017-18 Budget the only debt will be for the golf course, property on the river, fitness center and pool bond. We are allowed about \$92,400,000.00 in debt. Currently we have about \$35,260,787.00. SDC Beginning balance is lower and revenue is up. Revenue is up in SDC because we raised the fee.



GENERAL FUND SUMMARY

| DESCRIPTION               | AS OF 6/30/16-17              | AS OF 6/30/17-18              | DIFFERENCE                  |
|---------------------------|-------------------------------|-------------------------------|-----------------------------|
| <b>TOTAL EXPENDITURES</b> | <b>\$ 5,536,913.72</b>        | <b>\$ 5,520,823.09</b>        | <b>&lt;\$ 16,090.63&gt;</b> |
| TOTAL OPERATION EX.       | \$ 4,493,688.45               | \$ 4,555,312.87               | \$ 61,624.42                |
| TOTAL CAP/AQ/DEV/TRS      | \$ 1,043,225.27               | \$ 965,510.22                 | <\$ 77,715.05>              |
| <b>TOTAL REVENUE</b>      | <b>\$ 6,653,612.19</b>        | <b>\$ 7,011,063.80</b>        | <b>\$ 357,451.61</b>        |
| TOTAL TAXES               | \$ 2,772,177.73               | \$ 2,703,966.83               | <\$ 68,210.90>              |
| TOTAL FEES & CHARGES      | \$ 2,798,102.55               | \$ 2,937,680.83               | \$ 139,578.28               |
| TOTAL OTHER REVENUE       | \$ 60,043.24                  | \$ 57,277.16                  | <\$ 2,766.08>               |
| BEGINNING BALANCE         | \$ 1,023,288.67               | \$ 1,312,138.98               | \$ 288,850.31               |
| <b><u>BALANCE</u></b>     | <b><u>\$ 1,116,698.47</u></b> | <b><u>\$ 1,490,240.71</u></b> | <b>\$ 373,542.24</b>        |

SDC FUND SUMMARY

| DESCRIPTION              | AS OF 6/30/16-17            | AS OF 6/30/17-18            | DIFFERENCE                  |
|--------------------------|-----------------------------|-----------------------------|-----------------------------|
| BEGINNING BALANCE        | \$ 274,631.34               | \$ 347,665.46               | \$ 73,034.12                |
| INTEREST                 | \$ 2.59                     | \$ 1.39                     | <\$ 1.20>                   |
| CITY OF NEWBERG          | \$ 195,311.39               | \$ 294,022.51               | \$ 98,711.12                |
| CITY OF DUNDEE           | \$ 3,953.32                 | \$ 21,364.00                | \$ 17,410.68                |
| COUNTY OF YAMHILL        | \$ 27,587.70                | \$ 98,678.24                | \$ 71,090.54                |
| <b>TOTAL REVENUE</b>     | <b>\$ 501,486.34</b>        | <b>\$ 761,731.60</b>        | <b>\$ 260,245.26</b>        |
| <b>TOTAL EXPENDITURE</b> | <b>\$ 206,958.69</b>        | <b>\$ 550,531.75</b>        | <b>\$ 343,573.06</b>        |
| <b><u>BALANCE</u></b>    | <b><u>\$ 294,527.65</u></b> | <b><u>\$ 211,199.85</u></b> | <b>&lt;\$ 83,327.80&gt;</b> |

Please note the operational cost is up about \$61,624.42. The revenue is up about \$139,578.28. If trend continues our ending balance may increase in General Fund.

B. Superintendent Report – To be given at meeting.

C. Staff Reports – Please see pages (28-36)

IX. **CORRESPONDENCE**

A. Citizens Comments/Evaluations – Please see page (37-78).

B. Miscellaneous Information – Please see page (79-94)

X. **ADJOURNMENT.**

**OCTOBER 25, 2018 IS OUR NEXT SCHEDULED BOARD MEETING.**

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CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
June 28, 2018  
**MINUTES**

I. Bart Rierson called the meeting to order 6:07 p.m.

II. **Roll Call**

**Board members:**

Peter Siderius—absent

Bart Rierson

Don Loving—absent

Mike Ragsdale

Lisa Rogers

**CPRD Staff:**

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor

Julie Petersen, Special Services Supervisor

Kellan Sasken, Special Services/Golf Director

Shy Montoya, Administrative Coordinator

Kayla McElligott, Events Marketing Coordinator

*John Bridges (CPRD attorney)\**

**Public:**

Seth Gordon, Newberg Graphic

Rob Daykin, City of Dundee

Jennette, City of Dundee

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

Moved: Mike Ragsdale

Second: Lisa Rogers

Passed unanimously

IV. **Approval of consent agenda**

a. Approval of minutes of regular Board meeting May 24, 2018

b. Approval of bills payable

c. Approval of May financials

d. Approval of retirement modifications

Moved: Lisa Rogers

Second: Mike Ragsdale

Passed unanimously

## V. Public participation

Rob Daykin talks about how Dundee obtained a grant for along the river for a new Dundee neighborhood park. And they are looking for some help from CPRD in the process of developing a zoning district that matches the 2011 Master Plan.

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

### a. Review of 2016–2017 Audit and Acceptance

**Lisa Rogers:** Finds it a bit odd that we are approving a budget from a year ago. Mentions that it's hard to do so because it's been a whole year later. In addition, there are some typos, and mentions to be sure the bids are the appropriate amount of quotes. Also brings up that in some cases there is only one bid, instead of multiple.

**Don Clements:** The quotes were for fertilizer and stuff like that, and will fix the typos. Also notes that he's not very concerned with the quotes—for some situations, we can't get three quotes because it doesn't exist.

**Lisa Rogers:** (2016–2017) there was a drop of total assets of \$7million. the pool expense ? Why is it dropped that amount?

**Don Clements:** \*Referred to Shy Montoya\* and tells the board that they will get that info for them.

**Shy Montoya:** Talks about assets and how some needed to be cleaned off or that we didn't own them anymore.

*(Setting aside for further review)*

### b. Approval of 2018–2019 budget

#### All resolutions

Moved: Lisa Rogers

Second: Mike Ragsdale

Passed unanimously

**c. Approval of transfers for 2017–2018**

Moved: Lisa Rogers  
Second: Mike Ragsdale  
Passed unanimously

**d. Acceptance of 5.2 acres of land**

**Don Clements:** referred John (CPRD lawyer)

**John:** Tells the board that there is a person interested in donating some land by the airport (5.2 acres) to CPRD. The place is in the ravine, by Friends park. The developer is trying to get out of paying property taxes on it. Developer thinks that by donating it, the property tax would go away, it does not. It would have to be bought by July 1, though. We will have to do an environmental assessment. John thinks we shouldn't accept the donation until we get all documentation and evaluations. He thinks the developer wants us to cover the taxes. John asks the board if we should move forward? Says that we might be able to get it for \$19,000 if we agree to pay taxes and move forward.

**Lisa Rogers:** Asks what is the benefit is if we take it(?)

**Don Clements:** Says it would be for trails, because it is next to some other property we have.

**Mike Ragsdale:** Wants to defer it until August, so we can get documentation and information like maps

**Bart Rierson** agrees

**Will be deferred until august**

**e. Election of board officers (President, Vice President, and Secretary/Treasurer)**

**President:** Bart Rierson. Mike moved, Lisa seconded, passed unanimously  
**Vice President:** Don Loving. Mike moved, Bart seconded, passed unanimously  
**Secretary:** Pete Siderius. Mike moved, Lisa seconded, passed unanimously

f. **Reports and comments from Board members**

**Bart Rierson:** Do we need a seasonal guy for trails? Bryan is apart of that. (Ewing) trails are hard to see sometimes because of maintenance. Might need some inmate labor to help. Wants to talk to ODOT about connecting trails

**Mike Ragsdale:** The Chehalem Cultural Center landscape is phenomenal.

**Lisa Rogers:** The Ewing Young park bridge needs attention. Ewing Young park needs some attention. The pool is phenomenal. Credit to CPRD staff for grand opening celebration.

VII. **Old business/project updates**

**Bart Rierson:** Old pool fill in—is there an update?

**Don Clements:** Through Nov., Dec. We want to open the new facility on the same date of the old pool opening.

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

a. **Financial report—Motion to approve financial report as presented**

**Don Clements:** we are getting caught up. The auditors were due out here in July, but set it back a month because we weren't ready. Shy will have everything in order.

Board wants to know what's not in order.

**Don Clements:** Said that it was in the transition of Shy Montoya leaving and Zach Mode coming in. We had to get caught up on taxes. There were some late situations where that didn't get done.

**Shy Montoya:** Mentioned that taxes are up to date now, but that there is still some bookkeeping to finish up.

**Mike Ragsdale:** Wants to know where there are problems and when they are being fixed. \*Don agrees, but he said he did inform the board of problems\*

Moved: Lisa Rogers  
Second: Mike Ragsdale  
Passed unanimously

**b. Superintendent's report**

Wants to pass a resolution in Sept. to notify all mailing list with what we are going to accomplish (concerning the letter don gave the board). To increase on index cost. 7.1% Make it affective July 1, 2019. To get all permits and everything in.

**Lisa Rogers:** Accessory dwelling units, should we be considering these?

Board wants to see reports and all of the options to be socially responsible.

**c. Staff reports**

**Julie Petersen:** Started camps. Adult men softball is starting every Wednesday night. Old Fashioned Festival run is coming up. Mark Martin will be grand marshal. Care Camp is in full swing. Julie will be in the booth. Football registry is starting and getting ready to close.

**Casey Creighton:** Working on everything—fields, trails, playing catch-up. Friends Park, a lot of mowing. Getting some lines of sight for the golf course, for the architect. Resurfacing the tennis courts at Jaquith Park. There ar some issues at the pool with engineering, and construction—working on fixing those. Meetings for a park development group in Dundee. Improving north side sidewalk of Fortune Park. Jim is waiting to hear back about the grant for Friends Park.

**Don Clements:** Still some problems at the pool with acid and chlorine feeds. We need to solve it. It hasn't occurred in other places, so we don't know why it's happening here. Mainly the spa is the biggest issue.

**Kellan Sasken:** Busy with a full season. Jr. camps. Pga jr. league is starting. Golf course is in good shape, and everything is going well.

**Shy Montoya:** Catching up on the books—it'll take about a month.

**Julie Petersen on Pool:** Stated that a typical open swim 35, but now with the new pool, that has jumped to 100 people. Everyone is amazed, with a lot of positive comments from all ages. 50 new lifeguards were also hired.

**Bart Rierson:** Talked about how he wants us to provide services at the pool for a wider group of types of families.

**IX. Correspondence**

- A. Citizen comments/evaluations
- B. Miscellaneous info

**X. Adjournment**

- a. Mike Ragsdale moved to adjourn at 7:53 p.m.

Respectfully Submitted,

Kayla McElligott, Events Marketing Coordinator



**GENERAL FUND  
ACCOUNTS PAYABLE AND PAYROLL  
UP TO JUNE 16, 2018**

| <u>CHECK NUMBERS</u>                                  | <u>AMOUNT</u>                 | <u>TYPE CHECKS</u> |
|---|-------------------------------|--------------------|
| 115448 GOLF COURSE                                    | \$ 40.00                      | ACCOUNTS PAYABLE   |
| 115759-115768 GOLF                                    | \$ 10,298.72                  | ACCOUNTS PAYABLE   |
| 115770-115848   | \$ 112,512.87                 | ACCOUNTS PAYABLE   |
| 115849-115927   | \$ 26,356.44                  | PAYROLL            |
| DIRECT DEPOSIT  | \$ 39,072.38                  | PAYROLL            |
| 115928-115970   | \$ 92,307.84                  | ACCOUNTS PAYABLE   |
| 115971-116046   | \$ 28,332.30                  | PAYROLL            |
| DIRECT DEPOSIT  | \$ 43,846.24                  | PAYROLL            |
| 116047-116109   | \$ 92,507.29                  | ACCOUNTS PAYABLE   |
| 116110  | \$ 1,016.64                   | ACCOUNTS PAYABLE   |
| 116111 VOIDED   |                               |                    |
| 116112-116115   | \$ 1,859.56                   | ACCOUNTS PAYABLE   |
| 116116-116119 GOLF COURSE NOT ISSUED                  |                               |                    |
| 116120  | \$ 115.95                     | PAYROLL            |
| 116121-116135   | \$ 51,096.36                  | ACCOUNTS PAYABLE   |
| 116136 VOIDED   |                               |                    |
| 116137-116185   | \$ 105,494.89                 | ACCOUNTS PAYABLE   |
| 116186-116258   | \$ 26,935.65                  | PAYROLL            |
| DIRECT DEPOSIT  | \$ 43,794.84                  | PAYROLL            |
| 116259-116279   | \$ 43,773.78                  | ACCOUNTS PAYABLE   |
| 116280-116289 NOT ISSUED                              |                               |                    |
| 116290-116314   | \$ 114,964.26                 | ACCOUNTS PAYABLE   |
| 116315-116383   | \$ 29,676.18                  | PAYROLL            |
| DIRECT DEPOSIT  | \$ 50,261.21                  | PAYROLL            |
| 116384-116442   | \$ 74,199.17                  | ACCOUNTS PAYABLE   |
| *116409 NOT ISSUED WAS DUPLICATE FOR 116410 Paper Jam |                               |                    |
| 116443-116506   | \$ 26,427.66                  | PAYROLL            |
| DIRECT DEPOSIT  | \$ 49,901.55                  | PAYROLL            |
| 116507-116566   | \$ 102,796.68                 | ACCOUNTS PAYABLE   |
| *116545 NOT ISSUED PAPER JAM                          |                               |                    |
| 116567-116640   | \$ 28,503.18                  | PAYROLL            |
| DIRECT DEPOSIT  | \$ 46,970.94                  | PAYROLL            |
| 116641-116651 GOLF COURSE NOT ISSUED                  |                               |                    |
| 116652-116691   | \$ 127,555.03                 | ACCOUNTS PAYABLE   |
| 116692  | \$ 211.35                     | PAYROLL            |
| 1743-1760   | \$ 191,645.48                 | WIRE TRANSFERS     |
| <b>GRAND TOTAL</b>                                    | <b><u>\$ 1,562,474.44</u></b> |                    |
| <b><u>BREAKOUT</u></b>                                |                               |                    |
| <b><u>ACCOUNTS PAYABLE</u></b>                        | <b>\$ 930,423.09</b>          |                    |
| <b><u>PAYROLL</u></b>                                 | <b>\$ 440,405.87</b>          |                    |
| <b><u>WIRE TRANSFER</u></b>                           | <b>\$ 191,645.48</b>          |                    |

**ACCOUNTS PAYABLE FOR SDC FUND**

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

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

| <u>CHECK NUMBERS</u> | <u>AMOUNT</u>                | <u>TO WHOM</u>            |
|----------------------|------------------------------|---------------------------|
| 1132                 | \$ 10,014.00                 | BLUE HERON FARM           |
| 1133                 | VOIDED                       |                           |
| 1134                 | \$ 1,729.56                  | ADVANCE LOCKING SOLUTIONS |
| 1135                 | \$ 27,526.35                 | HARRIS WORK SYSTEM        |
| 1136                 | \$ 1,200.00                  | CONTEMPORARY VISIONS      |
| 1137                 | VOIDED                       |                           |
| 1138                 | \$ 870.27                    | A&R SPADA                 |
| 1139                 | \$ 2,944.00                  | DAY WIRELESS SYSTEMS      |
| 1140                 | \$ 50,678.82                 | SEA                       |
| 1141                 | \$ 596,923.59                | TRIPLETT WELLMAN          |
| 1142                 | \$ 4,585.35                  | CARLSON TESTING           |
| 1143                 | \$ 631.00                    | LEON NURSERY              |
| 1144                 | \$ 2,827.83                  | ATS DND ELECTRICAL CONT.  |
| 1145                 | \$ 250,000.00                | CHEHALEM PARK FOUNDATION  |
| 1146                 | \$ 1,800.00                  | DECORATIVE BARK           |
| 1147                 | \$ 24,780.00                 | IRS ENVIRONMENTAL         |
| 1148                 | \$ 11,875.00                 | TRIPLETT WELLMAN          |
| 1149                 | \$ 14,300.00                 | CONTEMPORARY VISIONS      |
| 1150                 | \$ 34,518.72                 | IRS ENVIRONMENTAL         |
| 1151                 | VOIDED                       |                           |
| 1152                 | \$ 5,311.75                  | CARLSON TESTING           |
| 1153                 | \$ 713,947.80                | TRIPLETT WELLMAN          |
| 1154                 | \$ 15,224.75                 | SEA                       |
| 1155                 | \$ 1,009.00                  | DEQ                       |
| <b>GRAND TOTAL</b>   | <b><u>\$1,772,697.79</u></b> |                           |

**BREAKOUT**

**CAPITAL POOL CONST.** \$1,772,697.79

**POOL BOND DEBT** \$ 0.00

**ACCOUNTS PAYABLE FOR FOUNDATION**

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

**FINANCIAL OVERVIEW  
GENERAL FUND SUMMARY**

| DESCRIPTION                      | AS OF 6/30/16-17       | AS OF 6/30/17-18      | DIFFERENCE                  |
|----------------------------------|------------------------|-----------------------|-----------------------------|
| Total Operational Expense        | \$ 4,493,688.45        | \$4,555,312.87        | \$ 61,624.42                |
| Total Capital Outlay & Transfers | \$ 1,043,225.27        | \$ 965,510.22         | <\$ 77,715.05>              |
| <b>GRAND TOTAL EXPENSES</b>      | <b>\$ 5,536,913.72</b> | <b>\$5,520,823.09</b> | <b>&lt;\$ 16,090.63&gt;</b> |
| Total Tax Revenue                | \$ 2,772,177.73        | \$2,703,966.83        | <\$ 68,210.90>              |
| Total Fees & Charges Revenue     | \$ 2,798,102.55        | \$2,937,680.83        | \$ 139,578.28               |
| Total Other Revenue              | \$ 60,043.24           | \$ 57,277.16          | <\$ 2,766.08>               |
| Beginning Balance                | \$ 1,023,288.67        | \$1,312,138.98        | \$ 288,850.31               |
| <b>GRAND TOTAL REVENUE</b>       | <b>\$ 6,653,612.19</b> | <b>\$7,011,063.80</b> | <b>\$ 357,451.61</b>        |

**SDC FUND SUMMARY**

| DESCRIPTION                 | AS OF 6/30/16-17     | AS OF 6/30/17-18     | DIFFERENCE           |
|-----------------------------|----------------------|----------------------|----------------------|
| <b>GRAND TOTAL EXPENSES</b> | <b>\$ 206,958.69</b> | <b>\$ 550,531.75</b> | <b>\$ 343,573.06</b> |
| TOTAL REVENUE               | \$ 226,855.00        | \$ 414,066.14        | \$ 187,211.14        |
| BEGINNING BALANCE           | \$ 274,631.34        | \$ 347,665.46        | \$ 73,034.12         |
| <b>GRAND TOTAL REVENUE</b>  | <b>\$ 501,486.34</b> | <b>\$ 761,731.60</b> | <b>\$ 260,245.26</b> |

**LOAN SERVICE FUND SUMMARY**

| DESCRIPTION                 | AS OF 6/30/16-17     | AS OF 6/30/17-18     | DIFFERENCE                  |
|-----------------------------|----------------------|----------------------|-----------------------------|
| <b>GRAND TOTAL EXPENSES</b> | <b>\$ 611,712.73</b> | <b>\$ 598,321.24</b> | <b>&lt;\$ 13,391.49&gt;</b> |
| REVENUE TRANSFERS           | \$ 611,712.73        | \$ 598,321.24        | <\$ 13,391.49>              |
| INTREST                     | \$ 402.60            | \$ 429.88            | \$ 27.28                    |
| BEGINNING BALANCE           | \$ 30,866.61         | \$ 31,269.21         | \$ 402.60                   |
| <b>GRAND TOTAL REVENUE</b>  | <b>\$ 642,981.94</b> | <b>\$ 630,020.33</b> | <b>&lt;\$ 12,961.61&gt;</b> |

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**

| DESCRIPTION                 | AS OF 6/30/16-17 | AS OF 6/30/17-18 | DIFFERENCE     |
|-----------------------------|------------------|------------------|----------------|
| <b>GRAND TOTAL EXPENSES</b> | <b>\$ 0.00</b>   | <b>\$ 0.00</b>   | <b>\$ 0.00</b> |
| TOTAL REVENUE               | \$ 0.00          | \$ 0.00          | \$ 0.00        |
| BEGINNING BALANCE           | \$ 0.00          | \$ 0.00          | \$ 0.00        |
| <b>GRAND TOTAL REVENUE</b>  | <b>\$ 0.00</b>   | <b>\$ 0.00</b>   | <b>\$ 0.00</b> |

**CAPITAL PROJECT POOL FUND SUMMARY**

| DESCRIPTION                 | AS OF 6/30/16-17       | AS OF 6/30/17-18       | DIFFERENCE                     |
|-----------------------------|------------------------|------------------------|--------------------------------|
| <b>GRAND TOTAL EXPENSES</b> | <b>\$ 7,753,907.43</b> | <b>\$11,305,814.60</b> | <b>\$ 3,551,907.17</b>         |
| <b>GRAND TOTAL REVENUE</b>  | <b>\$19,644,563.17</b> | <b>\$11,894,135.35</b> | <b>&lt;\$ 7,750,427.82&gt;</b> |

**BOND LOAN SERVICE SUMMARY**

| DESCRIPTION                 | AS OF 6/30/16-17       | AS OF 6/30/17-18       | DIFFERENCE                     |
|-----------------------------|------------------------|------------------------|--------------------------------|
| <b>GRAND TOTAL EXPENSES</b> | <b>\$ 1,237,978.56</b> | <b>\$ - 8.29</b>       | <b>&lt;\$ 1,237,970.27&gt;</b> |
| <b>GRAND TOTAL REVENUE</b>  | <b>\$ 1,238,534.99</b> | <b>\$ 1,273,320.76</b> | <b>\$ 34,785.77</b>            |

## SDC RESOLUTION

09-01-18

The Chehalem Park and Recreation District (CPRD) adopted a System Development Charge and corresponding methodology by resolution in July 1992, known as "SDC Resolution", it was amended in May 2007 and updated in July 2017.

In consultation with FCS Group, the proposed 7% increase of SDCs is tied to the appropriate regional Engineering News Record (ENR) annual calculation.

The Superintendent will notify each government on the proposed increase.

Be it resolved:

1. Effective July 1, 2019, CPRD shall approve the SDC rates as follows:

| Type of Dwelling Unit | SDC Per Dwelling Unit |
|-----------------------|-----------------------|
| Single Family         | \$7,353               |
| Multi Family          | \$6,475               |
| Mobil Home            | \$5.054               |

Adopted by the Chehalem Park and Recreation District Board of Directors on September 27, 2018.

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President of the Board

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Secretary of the Board

TO: Don Clements

FROM: Jim McMaster

DATE: September 18, 2018

RE: Weight Equipment Purchase

Attached is the proposal for the new weight room equipment to be placed in the Chehalem Aquatic Center.

This equipment was purchased through a cooperative contract agreement with a company called Sourcewell. We are a Sourcewell member. This excludes us from going through the bidding process, but is a guaranteed lowest price for the Precor Equipment that was specified.

I would recommend that we purchase the equipment from Pacific Fitness for a price of \$119,881.84.



# Proposal

| Date      | Proposal # |
|-----------|------------|
| 8/13/2018 | 25485      |

| Prepared By:   |
|--|
| Kevin Nixon<br>(503) 803-9825<br>knixon@eenwcommercial.com |

Remit To:  
Pacific Fitness Products LLC  
12326 Beverly Park Rd #101  
Lynnwood WA 98087-1506  
425.338.2008, Fax 425.338.3538  
orders@precorcf.com

| Bill To  | Ship To   |
|--|---|
| Chehalem Park & Recreation District<br>125 S Elliott Rd<br>Newberg OR 97132<br>United States | Chehalem Aquatic & Fitness Center<br>Chehalem Park & Recreation District<br>1802 Haworth Ave<br>Newberg OR 97132<br>United States |

| Quote Expires | Terms                | PO # | Ship Via | Ship Date |
|---------------|----------------------|------|----------|-----------|
| 9/17/2018     | 50% down, 50% Net 30 |      |          |           |

| Qty | Item                        | Description   | Our Price | Ext. Price |
|-----|-----------------------------|---|-----------|------------|
| 2   | EPRCTRM-835-P30-915R-GMS    | Precor Experience 835.v2 Treadmill w/ P30 Console & 915 MHz Wireless Receiver (Req. 120V/20A Dedicated Circuit w/5-20R NEMA Receptacle), Gloss Metallic Silver Frame              | 5,820.00  | 11,640.00  |
| 2   | EPRCEFX-833.v2-P30-915R-GMS | Precor Experience 833v2 Elliptical. Fixed Handlebar & Converging CrossRamp® Adjustable Between 10 and 35 Degrees w/ P30 Console & 915 MHz, USB/Audio, Gloss Metallic Silver Frame | 4,416.00  | 8,832.00   |
| 1   | EPRCEFX-835.v2-P30-915R-GMS | Precor Experience 835.v2 Elliptical. Converging CrossRamp® Adjustable Between 10 and 35 Degrees w/ P30 Console & 915 MHz, USB/Audio, Gloss Metallic Silver Frame                  | 5,066.00  | 5,066.00   |
| 1   | EPRCANT-835-P30-915R        | Precor Experience 835 Adaptive Motion Trainer - Open Stride w/ P30 Console & 915 MHz Wireless Receiver  | 5,911.00  | 5,911.00   |
| 1   | EPRCRBK-835-P30-915R-GMS    | Precor Experience 835 Recumbent Cycle w/ P30 console, 900 MHz Receiver, Gloss Metallic Silver Frame   | 2,843.00  | 2,843.00   |
| 1   | ECNConcept2-Row-E/PM5-G     | Concept 2 Rower, Model E with PM5 Monitor - LIGHT GRAY  | 1,345.00  | 1,345.00   |
| 1   | ESM-9-5250-8G-LCD           | Stairmaster 8 Series Gauntlet W/LCD   | 5,496.00  | 5,496.00   |
| 1   | ESF-PRO102-INT              | SciFit Pro 1 upper body w/adj head & cranks, fixed/sport seat. Includes wheelchair platform.  | 4,319.00  | 4,319.00   |
| 2   | EEMISC                      | TEMP ITEM - LIST DETAIL<br>SciFit -SONE03<br>Total Body Recumbent Stepper-Premium Seat  | 4,695.00  | 9,390.00   |
| 2   | EPRCSBK-867                 | Precor 867 Spinner® Climb™, Belt, Magnetic  | 1,677.00  | 3,354.00   |
| 2   | EPRCSBK-Console             | Precor Spinner Studio Console   | 125.00    | 250.00     |
| 2   | ECT-915T-1-Supplies         | 915 MHz Transmitter Installation Supplies (Digital Optical RCA Converter, Fiber Cables, Plugs, etc)   | 30.00     | 60.00      |
| 2   | CXXTV9T105                  | Precor Cardio Theater 900 MHz Single Channel Transmitter. (Includes 6ft single audio input audio patch cable). TV Req Analog Audio Output for compatibility.                      | 399.00    | 798.00     |
| 1   | EPICWFTSGlide               | Precor Icarian Functional Training Workstation Glide. Two 200lb wt stacks. Titanium Frame   | 2,727.00  | 2,727.00   |
| 1   | EPICW2505-8-STACK           | Precor Icarian Modular System- 8 Stack- Hi-Lo Pulley, Pulldown, Longpull, Cable Crossover, Pulldown, Longpull, Hi-Lo Pulley   | 14,784.00 | 14,784.00  |
| 1   | EPIC-D-602DSL               | Precor Discovery Selectorized Leg Press Model 602   | 4,410.00  | 4,410.00   |



# Proposal

| Date      | Proposal # |
|-----------|------------|
| 8/13/2018 | 25485      |

Remit To:  
**Pacific Fitness Products LLC**  
 12326 Beverly Park Rd #101  
 Lynnwood WA 98087-1506  
 425.338.2008, Fax 425.338.3538  
 orders@precorc.com

| Qty | Item           | Description  | Our Price | Ext. Price |
|-----|----------------|--|-----------|------------|
|     |                | Weight Stack 400 lbs / 182 kg  |           |            |
| 1   | EPIC-D-714DSL  | Precor Discovery Selectorized Abdominal Model 714  | 3,220.00  | 3,220.00   |
| 1   | EPICW320       | Precor Icarian Dip Chin Assist 200lb Model 320   | 2,993.00  | 2,993.00   |
| 1   | EPIC-S-C008ES  | Precor Vitality S-Line Inner/Outer Thigh. 170lb  | 2,275.00  | 2,275.00   |
| 1   | EMK-VMX        | Marpo Kinetics VMX Rope Trainer  | 5,200.00  | 5,200.00   |
| 1   | EPIC-D-215DSL  | Precor Discovery Selectorized Seated Dip Model 215   | 3,150.00  | 3,150.00   |
| 1   | EENWI-StockLot | Retail warehouse stock as follows:<br>Exercise Equipment NW Warehouse<br>Olympic Force Bars                    | 240.00    | 240.00     |
| 2   | EEMISC         | TEMP ITEM - LIST DETAIL<br>Hoist Fitness<br>CF-2179<br>3 Way Olympic Bench Press                               | 1,579.00  | 3,158.00   |
| 2   | EPIC-D-119DBR  | Precor Discovery Multi-Adjustable Bench Model 119  | 805.00    | 1,610.00   |
| 1   | EPIC-D-702DBR  | Precor Discovery Vertical Knee Up Model 702  | 833.00    | 833.00     |
| 1   | EBS-GDKR100    | Body-Solid Duel Dumbbell and Kettle Bell Rack  | 210.00    | 210.00     |
| 2   | EBS-KBC10      | Body-Solid 10 lb Chrome Kettlebell   | 23.00     | 46.00      |
| 2   | EBS-KBC15      | Body-Solid 15 lb Chrome Kettlebell   | 34.50     | 69.00      |
| 2   | EBS-KBC20      | Body-Solid 20 lb Chrome Kettlebell   | 46.00     | 92.00      |
| 2   | EBS-KBC25      | Body-Solid 25 lb Chrome Kettlebell   | 57.50     | 115.00     |
| 2   | EBS-KBC30      | Body-Solid 30 lb Chrome Kettlebell   | 69.00     | 138.00     |
| 2   | EBS-KBC35      | Body-Solid 35 lb Chrome Kettlebell   | 80.50     | 161.00     |
| 2   | EBS-KBC40      | Body-Solid 40 lb Chrome Kettlebell   | 92.00     | 184.00     |
| 1   | EEMISC         | TEMP ITEM - LIST DETAIL<br>Troy<br>NBR-NPac<br>Aerobic Pac-Locking rack with 43 Pairs of Neoprene<br>Dumbbells | 849.00    | 849.00     |
| 1   | EEMISC         | TEMP ITEM - LIST DETAIL<br>Troy<br>MDR-Cast<br>Casters for Aerobic Pac   | 60.00     | 60.00      |
| 16  | ET-GO-045U     | Troy 45 LB High Grade Urethane Encased Grip Plate  | 161.00    | 2,576.00   |
| 10  | ET-GO-035U     | Troy 35 LB High Grade Urethane Encased Grip Plate  | 126.00    | 1,260.00   |
| 12  | ET-GO-025U     | Troy 25 LB High Grade Urethane Encased Grip Plate  | 90.00     | 1,080.00   |
| 12  | ET-GO-010U     | Troy 10 LB High Grade Urethane Encased (Does NOT<br>Have Grips)  | 36.00     | 432.00     |
| 12  | ET-GO-005U     | Troy 5 LB High Grade Urethane Encased (Does NOT Have<br>Grips)   | 23.00     | 276.00     |





# Proposal

| Date      | Proposal # |
|-----------|------------|
| 8/13/2018 | 25485      |

Remit To:  
**Pacific Fitness Products LLC**  
 12326 Beverly Park Rd #101  
 Lynnwood WA 98087-1506  
 425.338.2008, Fax 425.338.3538  
 orders@precorcf.com

| Qty  | Item         | Description  | Our Price | Ext. Price   |
|--|--------------|--|-----------|--------------|
| 8  | ET-GO-002U   | Troy 2.5 LB High Grade Urethane Encased (Does NOT Have Grips)  | 16.50     | 132.00       |
| 1  | EIF-VDB8B    | Inspire Fitness Vertical Dumbbell Rack   | 250.00    | 250.00       |
| 4  | ET-SD-003R   | VTX 8-sided Rubber encased DB - 3lb. (per ea)  | 6.66      | 26.64        |
| 2  | ET-SD-005R   | VTX 8-sided Rubber encased DB - 5lb. (per ea)  | 11.10     | 22.20        |
| 4  | ET-SD-008R   | VTX 8-sided Rubber encased DB - 8lb. (per ea)  | 17.76     | 71.04        |
| 2  | ET-SD-010R   | VTX 8-sided Rubber encased DB - 10lb. (per ea)   | 22.20     | 44.40        |
| 4  | ET-SD-012R   | VTX 8-sided Rubber encased DB - 12lb. (per ea)   | 26.64     | 106.56       |
| 3  | ETAG-ACC-LBC | TAG Fitness Locking Olympic Bar Collar (pair)  | 27.00     | 81.00        |
| 1  | Shipping     | Incoming Freight, Shipping and handling charges  | 3,382.00  | 3,382.00     |
| 1  | Ship/Move    | Please have fitness area prepared for your new equipment installation. Pls note that confirmed delivery appts cancelled without at least 48 hours notice may be charged back to the customer. Rescheduled appts subject to next availability. Any existing equipment relocation or disposal subject to additional charges and must be negotiated prior to delivery. Liability precludes PCF from mounting products to Client walls/floors or making any other structural changes. All debris related to new equipment purchased will be removed. Please initial acknowledgement here _____ | 4,314.00  | 4,314.00     |
| Authorized by: _____ Print Name: _____<br>Special order cancellations subject to restocking fees. Estimates reflect check/ACH pymt. CC pymts are accepted with an additional 3% conv. fee. PCF is independently owned & operated by Pacific Fitness Products LLC, under license from Precor Inc. |              |  | Total     | \$119,881.84 |



**Chehalem Park and Recreation District  
Contract Agreement  
For use of the Chehalem Aquatic Center**

The Chehalem Park and Recreation District, a special district corporation of the State of Oregon, hereinafter referred to as CPRD and Chehalem Valley Aquatic Club, a private 501C3 Non- Profit with a governing board, hereinafter referred to as CVAC, and jointly referred to as PARTIES, or individually as a PARTY, mutually agree as follows:

All notifications necessary under this agreement shall be addressed to:

Chehalem Park and Recreation District  
Attention: Tara Franks  
Aquatic Coordinator  
125 Elliott Rd.  
Newberg, OR 97132  
503-537-7453

Chehalem Valley Aquatic Club  
Attention: Justin Patterson  
President  
PO Box 1173  
Newberg, OR 97132

**1 TERM:**

- 1.1 CPRD and CVAC agree to enter into a contractual agreement to provide pool space for the CVAC Swim Team. It is the intent of the PARTIES that this agreement is effective as of the date it is fully executed and that it continues until June 30, 2022.
- 1.2 If this agreement crosses fiscal years, funding for future years is contingent upon the CPRD Board of Directors adopting appropriations.

**2 SCOPE:**

- 2.1 CPRD agrees to provide CVAC the use of the competitive facility at the Chehalem Aquatic Center hereinafter referred to as "CAC" under the agreement described herein.
- 2.2 CPRD agrees to permit use of 8 lanes and warm up pool in the competitive section of CAC as exclusive use during CVAC official USA Swimming swim team practice sessions, Monday through Friday between 4:30 p.m. and 6:00 p.m. CVAC swim practices begin in mid-September and end approximately mid-August. Other pool time and space requests will be granted on an as need basis by the CAC supervisor. Pool time is subject to the CAC supervisor's decision if there is no contractual agreement. Examples of certain occasions are special events such as water polo games and tournaments, GFU swim meets or CVAC requests for pool time due to unforeseen swim meet or practice cancellations, etc.
- 2.3 CVAC may reserve only the competitive section of CAC for competitive meets. The meet schedule will be set by the CVAC coaching staff and approved by the CAC supervisor in May or June of each year. Equipment needed to organize and execute the meets, e.g. timing system, PA system, etc., that are considered a part of the facility will be made available for CVAC's use during meets. CPRD is

not responsible for the set-up, take-down of practices and or swim meets. CVAC may be required to remove lane lines from pool after a practice if the CAC supervisor requests such action.

2.4 CPRD makes no representations, warranties or guarantees regarding the CAC facilities. CVAC has made its own assessments and determinations that the CAC facilities are suitable for CVAC's purposes. CVAC will continue to assess while using the CAC facilities. CVAC acknowledges that CVAC activities at the CAC facilities have inherent risk, and in using the CAC facilities for these purposes, accepts and assumes all risks for itself, its members, and any third parties that are the result, wholly or in part, of the CVAC activities.

### 3 COMPENSATION:

3.1 CVAC agrees to pay CPRD \$18,000.00 annually.

3.2 Payment request will be made from invoice, presented by CPRD in June of each year of this agreement and may be paid quarterly beginning in July.

3.3 A fee increase equal to the Portland Oregon Consumer Price Index or 2%, whichever is greater, will apply to each subsequent year of this agreement, effective September 1, 2019.

3.4 CVAC agrees to pay CPRD the negotiated swim meet rental rates for the duration of its exclusive use of the facility during swim meets. CAC lifeguards will be required at all CVAC swim meets. CVAC and CPRD will meet annually in March to review swim meet rental rates for the following fiscal year. 2018 swim meet rental, lifeguard and maintenance fees will be charged at \$110.00 per hour not to exceed \$800.00 per day. (Note: maintenance hours will depend on the condition of the facility after the swim meet and CVAC may incur additional cost).

3.5 CVAC and other competitive aquatic clubs using CAC agree to share the cost of repair or purchase of competitive swimming specific equipment that is used by both parties. Jointly purchased equipment becomes the property of CPRD.

### 4 CPRD agrees as follows:

4.1 CPRD agrees to invoice CVAC for its quarterly payment. Late payment may incur a fee.

4.2 CPRD agrees to provide CVAC with door codes and/or keys to individual authorized agents for access to the competitive pool facility. Access is limited to specified pre-approved entry times.

4.3 CPRD shall allow use of existing kick boards and pull buoys by CVAC swimmers during practice hours.

4.4 CPRD reserves the right to cancel or terminate any CVAC practices without reimbursement to CVAC under the following circumstances:

4.4.1 The Newberg Police determines that the event's noise level violates the provisions of the Newberg Municipal Code.

4.4.2 The CPRD District Superintendent closes the building due to a designated emergency.

4.4.3 The CAC supervisor determines the rental facility is unsafe.

- 4.4.4 CVAC Swim Meets canceled because of 4.4.1-4.4.3 above will be rescheduled.
- 4.4.5 CPRD retains the right to cancel practices due to other events such as conflicting swim meets, water polo games/tournaments and rentals.
- 4.5 CVAC equipment storage at CAC is subject to CAC supervisor approval. Space is limited for storage. A fee may be assessed dependent on how much permanent storage is requested. CVAC equipment stored at CAC may be used by other parties, subject to written approval of CVAC and at CVAC's sole discretion. Equipment storage is at CVAC's own risk. CVAC agrees that CPRD is not responsible for replacement of said equipment due to loss, theft or damage. In order to promote a good and fair working relationship between CVAC and CPRD, the terms within this agreement are subject to minor flexible daily changes, by mutual consent and in writing, by the CVAC head swim coach and the CAC supervisor.
- 4.6 When possible, CPRD will provide CVAC with at least two weeks' notice if CPRD wishes to use CAC in a manner that would unreasonably interfere with CVAC scheduled use of the CAC facilities.
- 5 CVAC agrees as follows:
  - 5.1 CVAC agrees to provide a schedule of its practices and meets to the CAC supervisor each quarter and to provide a schedule of any practice/meet times that CVAC proposes to vary from the regular schedule, i.e. practices during winter/summer break, spring break, and holidays. If CVAC is not using the facility during their break times, away swim meets etc.; CAC reserves the right to use the pool at that time.
  - 5.2 CVAC agrees to submit an inventory list in September of each year of CVAC-owned equipment requested to be stored at CAC.
  - 5.3 CVAC shall not suffer or permit any waste to be committed upon the property. CVAC shall not use or permit the use or occupancy of property for any unlawful purpose, or commit or permit anything which might constitute a nuisance or a hazard to persons using the property, or which would tend to create a nuisance. In addition, CVAC shall not do or permit anything which would increase insurance premiums for the property or render any policy of insurance on the property void or voidable.
  - 5.4 CVAC shall be responsible for its own security while on the premises. CVAC agrees never to provide individual access codes or keys to any person without the express consent of the CAC supervisor or designee. Lost keys may result in CVAC covering the expense of re-keying the building.
  - 5.5 CVAC agrees to provide its own supervision, including American Red Cross trained lifeguards with current certification, for everyone in the facility who is associated with CVAC's activities. The swim coach if certified may assume the responsibility of supervision of swimmers in the water (Oregon Health Authority, Public Health Division Administrative Rules Chapter 333 Division 60 Public Swimming Pools, section 333-060-0208, 2C). CPRD assumes no responsibility for the supervision of CVAC practices or the building area they are practicing within,

and CVAC agrees to indemnify, hold harmless and defend CPRD from any claim or negligence if CAC determines that CVAC is not providing certified personnel to supervise swim practices or said individual is not providing the proper supervision as outlined in the Oregon Division 60 state swimming pool regulations, and or CAC aquatic center policies. CPRD reserves the right to provide lifeguards at the current hourly lifeguard rate.

5.6 CVAC may contract for lifeguards in lieu of section 5.5 if, available. Lifeguard compensation would be at \$18.00 per hour. (fees for lifeguard will increase with any state minimum wage increase percentages)

5.7 CVAC agrees to conduct safety and water chemistry checks prior to any swimmer entering the water during times which CAC allows CVAC practices when CAC is closed. Testing will be performed by trained personnel.

5.8 CVAC is responsible for any damage to the facility or equipment resulting from using the CAC. CVAC is to notify the CAC supervisor of any damages resulting from CVSC activities, or that occurred during the CVSC activities when CAC is not open, by the end of the next business day. If the CAC competitive pool is closed at the conclusion of a CVAC practice, CVAC agrees to make sure everyone is out of the facility and that the building is secured.

5.9 CVAC agrees to ensure that CVAC swimmers are in the water only when the CVAC swim coach is present on the pool deck or a certified lifeguard. CVAC agrees to ensure that everyone who is in the water during practice is a currently registered CVAC swimmer. CVAC will guarantee that only the CVAC swimmers, CVAC swim team staff, and CVAC swim meet participants are in the water at any CVAC practice or swim meets.

6 PARTIES agree as follows:

6.1 The PARTIES intend that, in performing this agreement, each shall act as an independent contractor and shall have control of the work and the manner in which it is performed. Neither CPRD nor CVAC is to be considered an agent or employee of the other.

6.2 Subject to the limitations and conditions of the Oregon Tort Claims ACT ORS30-26030.300, each party agrees to hold the other harmless, to indemnify and to defend the other, its officers, agents, volunteers and employees from liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the work described in this agreement, when such liability, action, claim, loss, damage or other cost results from the actions of that party in the course of this agreement. Nothing in this agreement shall be deemed to create a liability for any party in excess of the Oregon Tort claims limits for either party.

6.3 CVAC shall provide insurance as follows:

6.3.1 Workers' Compensation Insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their workers.

- 6.3.2 General Liability / Oregon Tort Liability insurance of not less than \$1,000,000 per occurrence and \$3,000,000 general aggregate each claim, incident, or occurrence for Bodily Injury and Property Damage.
- 6.4 Each insurance policy shall state that coverage shall not be suspended, voided, or canceled by either party, reduced in coverage or in material limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to CPRD. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of CPRD and that any other insurance maintained by CPRD is excess and not contributory insurance with the insurance hereunder. A lapse in any required insurance coverage during this agreement shall be a breach of this agreement.
- 6.5 CVAC shall furnish acceptable insurance certificates to CPRD for each insurance policy signed by a person authorized by the insurer to bind coverage on its behalf. Certificates will be received and approved by CPRD prior to its issuance of a Notice to Proceed. Insuring companies or entities are subject to CPRD acceptance. CPRD will be named as an additional insured on the policy. CVAC shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.
- 6.6 This agreement shall not be assigned, nor shall duties under this agreement be delegated, and no assignment or delegation shall be for any force or effect without the written approval of the contracting officers for CVAC and CPRD.
- 6.7 The contract between CPRD and CVAC will be for five years in duration beginning in July of 2018. PARTIES may, by mutual written consent only, agree to terminate this agreement effective on another date. Any contractual disputes shall first be attempted to be resolved between CVAC and CPRD. Additional disputes that cannot be resolved internally between CVAC and CPRD shall be resolved through Mediation followed by binding Arbitration in accord with the Arbitration Services of Portland, Inc. in accord with their published rules and procedures.
- 6.8 PARTIES shall comply with the Americans with Disabilities Act of 1990(Pub. Law No. 101-336), ORS 659A.403, ORS659A.406, ORS 659A.142, ORS 659A145, and all regulations and administrative rules established pursuant to those laws. Parties will comply with Oregon Health Authority Public Health Division 60 Public Swimming Pool regulations.
- 6.9 This writing is intended both as the final expression of the agreement between the PARTIES with respect to the included terms and as complete and exclusive statement of the terms of the agreement. No modification of this agreement shall be effective unless and until it is made in writing and signed by both PARTIES.

Dated this 16<sup>th</sup> day of August, 2018

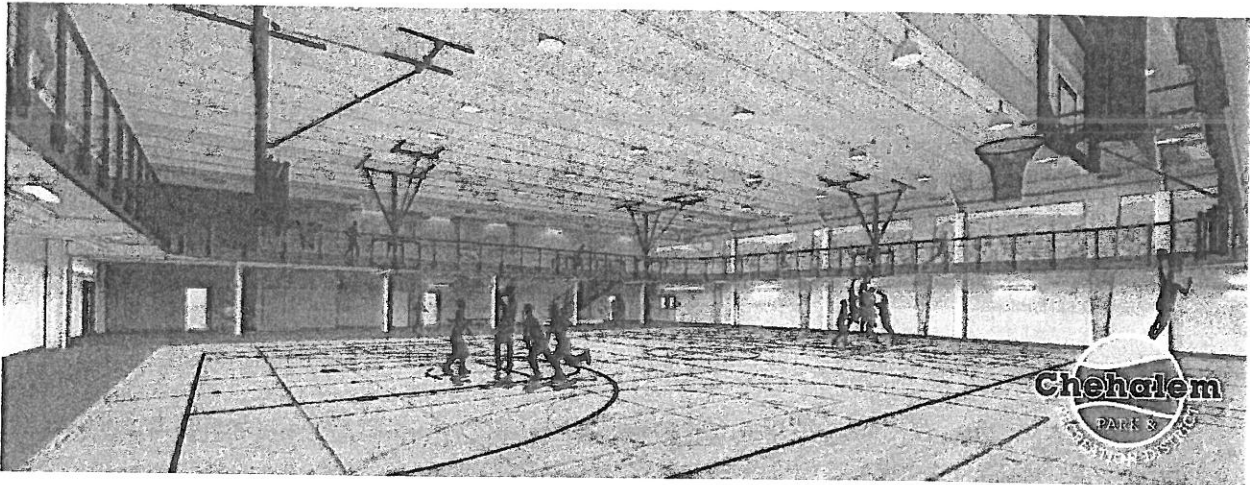
Chehalem Valley Aquatic Club  
 \_\_\_\_\_ Name

Chehalem Park and Recreation District  
 \_\_\_\_\_ Name

President Title

Paula Supervisor Title





### **Call to Muralist/Artists**

The Chehalem Park and Recreation District invites muralist / artists to submit qualifications and a proposal for painting of a mural within the newly remodeled fitness center. The mural would be located along the new elevated walking track. The location of the project is at 1802 Haworth Ave., Newberg, Oregon. The project is slated to be painted within the month of November 2018. The mural project is seeking an artist/team that have experience in drawing large permanent murals. The budget for this project is \$31,000, including the cost of materials. **Deadline for submitting proposals is October 5, 2018.**

### **Chehalem Park and Recreation District**

The Chehalem Park and Recreation District serves the communities of Newberg and Dundee as well as a portion of Yamhill County. In 2016 the district passed a bond to build a new aquatic and fitness center. The aquatic center is now open, and the fitness center should be completed by the end of this year. The park district board of directors as well as the community as a whole believes in community health and fitness and truly would like this emphasized in the new fitness center.

### **The Fitness Facility**

The new fitness facility was originally the community aquatic center. When the bond was passed to build the new center, some of the old building infrastructure could be re-used. It was decided to create a large space for people to exercise in this older structure to complement the new swimming pool. The new fitness center will house a new gymnasium, elevated walking track, multipurpose fitness room and a large weight room and cardiovascular equipment space. The one drawback of the new fitness center is that it has limited natural light and no windows along the walking track. The district board of directors has requested that a mural be placed along the walking track to make the space more attractive and welcoming. For a view of the fitness center rendering as well as construction, visit our website at [cpdnewberg.org](http://cpdnewberg.org), and click on aquatic and fitness center construction.

### **Scope of Work**

The building is broken up into sections between concrete and steel beams, so possibly one painted mural section could lead into another. The mural would only run along the three sides of the upper deck/walking track (east, west and south) The north side is congested with an elevator and stairs leading up to the track, so no mural would be placed on that side. The vertical height of the mural can range from 7'4" to 9' depending on the location along the track. The three sides of the track will be a total of 330 ft. long. The entire inside of the building will have a new base layer of paint. The base layer on the concrete walls will be silver ( Benjamin Moore "Sterling" 1591) with the steel columns being white

( Benjamin Moore “White Heron” OC-57). The mural may or may not have to cover each entire panel. That would be up to the artist in their submitted proposal.

#### **Artist Selection Committee/Vision**

A committee of local artists was established to develop a vision of what the mural could possibly look like. After discussion, the initial vision encompassed creating different natural scenes of Oregon with different types of exercise or recreational activities within each scene. They also discussed placing subliminal messages throughout the mural to provide positive input etc. Cartoon type depictions will not be accepted by the committee.

#### **Budget**

The budget for this project is \$31,000, including the cost of materials. All artwork created as part of this project will be the property of the Chehalem Park and Recreation District.

#### **Artist Eligibility**

Artists must have experience in mural design and development. Local as well as regional artists are encouraged to apply. Please be aware of the time limits for completion of this project.

#### **Selection Process/Criteria**

The artist selection committee will review applicants’ materials and identify four artists/teams to be interviewed.

Selection for interviews will be based on:

- Statement of Interest
- Quality of concept, design and craftsmanship of past works
- Evidence of past experience in similar mural projects

#### **Application Requirements**

The application must include the following:

- **One-page letter** expressing your desire to be considered for the commission that explains why this project is of interest to you and how your previous work has addressed some of the goals outlined for this project. Include other comments that might help to differentiate you as a candidate for the project. (Format as a PDF).
- **10 jpegs of past relevant work** that may be similar to this project. JPEGs must be sized to 1024 pixels (14.22 inches at 72 dpi) on the longest side. Each image file should be named as follows: last name, first initial, underscore, number corresponding to the number on the image list (e.g.smithp\_01.jpg). If using a Mac, be sure to name your files with the appropriate file name extension, i.e., jpg.
- **Annotated image list** that includes title, concept, media, dimensions, budget, collaborators, and year the piece was installed, and, if different, year the image was photographed (format as a PDF)
- **Current Resume** not to exceed two (2) pages that includes contact information for three professional references, (email and phone number). Artists working collaboratively must submit a current resume for each team member (format as PDF)
- **Contact Information:** include name, address, phone and email on each page of the application. If submitting as a team, select one person who will serve as the primary contact.



Email all application materials to [kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org). Do not embed images in the text of the email. The total size of the attachments for one e-mail message cannot exceed 20MB. If necessary, you may send more than one email.

**Working Timeline**

|                                 |                                  |
|---------------------------------|----------------------------------|
| Application deadline (midnight) | October 5, 2018                  |
| Artist Selection                | Mid October 2018                 |
| Artist site visits, interview   | Late October 2018                |
| Project to begin                | 1 <sup>st</sup> of November 2018 |
| Completion                      | November 30, 2018                |

**Artist Selection Committee**

Jim McMaster, Project Manager, Chehalem Park and Recreation District  
Kat Ricker, Public Information Director, Chehalem Park and Recreation District  
Kayla McElligott, Events Marketing Coordinator, Chehalem Park and Recreation District  
Karen Saunders, Pool and Fitness Center Committee Member  
Kathy Buck, Resident Artist, Newberg, Oregon  
Heather Walls, Graphic Designer, Newberg, Oregon  
Pete Snow, Retired George Fox University Art Professor

**Questions?**

Kat Ricker, Public Information Director  
Chehalem Park and Recreation District  
971-832-4222 / [kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org)

## Parks Activity Report September 2018

### Serve Day

This year we had close to 90 students and faculty working in the park system. The following work took place.

Aquatic Center: Students helped with cleaning and organizing especially the many windows.

Hoover Park: Trails were cleared in the park where needed and invasive removed.

Centennial Park: Bark chips were added to where the surfacing needed to be replenished.

Tom Gail Park: Bark chips were added to where the surfacing needed to be replenished.

Golf Course: Students were used in various projects on the course

Downtown Coalition House: Students helped to paint this house.

The use of these students is a tremendous help to the district. Casey was introduced to the process so he is aware how things might go for next year.

### City of Newberg Monthly Fees

I thought it would be interesting for the board to see what our costs are when we pay our city monthly fees. I used August as an example, since this is usually our highest use for water. Please note that the golf course is not part of these numbers. What you see represents 24 metered properties.

|               |           |
|---------------|-----------|
| Water         | \$40,550. |
| Sewer         | \$754.    |
| Storm Water   | \$2,458   |
| Public Safety | \$432.    |
| Communication | \$498.    |
| Traffic Fee   | \$767.    |
| Total:        | \$45,459  |

### Aquatic Participation

For June and July Tara was asked to give a snapshot of what our numbers are in comparison to last year. We do not have the official reports yet, so this was taken off the active net registration system. Also, we do not yet have actual expense numbers except I can say that both PGE and NW Natural Gas fees have dropped off significantly.

Overall Revenue for June and July

2017 \$75,276

2018 \$161,145

+ 85,869.

Membership Stats

2017 757 passes sold

2018 863 passes sold

+106

Below is the increase in our summer swim session time duration

Public Swim

2017 1.5 to 2 hrs. in length

2018 2 to 4.5 hrs. in length

Participation in these swims

2017 afternoon 65 people

2018 afternoon 150 people  
2017 evening 32 people  
2018 evening 110 people

Lap swim hours increase per week  
2017 hours available 35 hrs.  
2018 hours available 53

Lap swim participation  
2017 per day 102 guests  
2018 per day 135 guests

### **Aquatic Center Construction Update**

#### **Phase I**

Overall the public seems to be happy with the new center, but we still have equipment challenges that are being worked on. Many of the problems have been worked out, but some are still pending. I am hoping that soon these problems will be solved, but some fixes seem to be difficult to solve for the contractors and engineers.

#### **Phase II**

The old pool is now gone. The walls in the fitness center portion of the project have been erected and the duct work is going in. The elevated track is being built out of some hefty steel. Also, the new roofs are in place. We may have to move back the opening date due to the difficulty companies are having nationwide securing heating and cooling units. It now looks like the end of December to open the fitness center. We will have everything in place hopefully by Thanksgiving with the exception of heating.

#### **Weight Room Equipment**

Attached to this report is request for approval of the new weight room equipment. The district had to order the equipment due to the fact that steel prices were going up and the price of equipment would have increased substantially. The new weight room will definitely draw in the public. The equipment was purchased on a national contract with excellent pricing compared with the open market.

#### **Pool Playground**

The playground exterior walkway has been poured. The landscaping is being prepped for planting. The playground equipment is supposed to be delivered by the end of this month. The playground should be complete by the end of October. Also, I would like to point out that the Saunders Company donated an excavator and dump trucks to haul away excess dirt and prep the site. This was a two day job for their company. The donation was an enormous help as well as quite a savings to the district.

# *Parks Summary*      *Month of: August 2018*

| <i>Park Name</i>               | <i>Hours Worked</i> |
|--------------------------------|---------------------|
| <i>Armory</i>                  | 55.75               |
| <i>Billick/Dundee</i>          | 6.75                |
| <i>Buckley Park</i>            | 0.75                |
| <i>Central</i>                 | 90.75               |
| <i>Che. Valley</i>             | 23.75               |
| <i>College</i>                 | 2.25                |
| <i>Community Center</i>        | 4.75                |
| <i>Crabtree</i>                | 7.25                |
| <i>Crater Ball Fields</i>      | 70.50               |
| <i>Elliott Road</i>            | 42.50               |
| <i>Ewing Young</i>             | 13.50               |
| <i>Falcon Crest Park</i>       | 1.00                |
| <i>Fortune Park</i>            | 1.25                |
| <i>Gail Park</i>               | 8.50                |
| <i>Gladys</i>                  | 1.75                |
| <i>Golf Course</i>             | 5.50                |
| <i>Herbert Hoover</i>          | 89.50               |
| <i>Jaquith</i>                 | 37.50               |
| <i>Jaquith Ball Fields</i>     | 55.25               |
| <i>Memorial/Scout House</i>    | 37.75               |
| <i>Non-District Properties</i> | 4.50                |
| <i>Oak Knoll Park</i>          | 5.00                |
| <i>Oaks Park</i>               | 0.75                |
| <i>Other District Land</i>     | 9.00                |
| <i>Pool</i>                    | 252.50              |
| <i>Pre-School</i>              | 12.00               |
| <i>Pride Gas</i>               | 2.50                |
| <i>Renne Fields</i>            | 52.75               |
| <i>Rotary Centennial Park</i>  | 8.75                |
| <i>Sanders Park</i>            | 0.50                |
| <i>Schaad Park</i>             | 0.75                |
| <i>Scott Leavitt</i>           | 1.50                |
| <i>Senior Center</i>           | 67.00               |
| <i>Spring Meadow</i>           | 1.75                |
| <i>Transfer Station</i>        | 1.50                |

---

| <i>Park Name</i>                   | <i>Hours Worked</i>   |
|------------------------------------|-----------------------|
| <i>vacation/holiday/sick/comp.</i> | 1.50                  |
| <i>Youth building</i>              | 29.00                 |
| <b><i>Total</i></b>                | <u><u>1007.75</u></u> |

## **Parks Activity Report July/August 2018**

### **Aquatic Center Update**

The aquatic center has been operating for almost three months. This building is quite complex with many different mechanical and water based systems trying to come together in a seamless way. We continue to work on the punch list of items. Most of the issues that have come up are small, but we have one large one that hopefully be dealt with this week.

Four of our pumps that provide water to our cooling and heating units are sized too small. Because of that, the pumps need to be larger to be able to develop more flow to run the system. Right now one out of three of the units on the roof are operational and we are limping by. This would be a disaster if we were in the winter months due to needing to provide heat. The price tag for the upgrade is approx... \$50,000.00. I cannot give you an exact amount because it is being done on a time and material basis. We are discussing who is responsible for paying for this, but in the meantime we need to get these pumps in.

The public have not noticed the issues we are having. We have kept the water and air temperature as well as water chemistry where it needs to be. I have received very few negative comments. People are mostly responding on how nice the building is.

### **Phase II**

The pool is full of gravel at this point, and everything else is fully demoed out. The roof of the pool building has been stripped and the seismic upgrades on the roof are taking place. The floors have been poured in the new weight room and exercise area. It will be awhile before the main gym area floor is poured. We need to get all the steel supports in first.

One problem with the old pool building is that unlike the blank canvas we had for the new pool we did not know all that was under the old building. When it came to the locker rooms, we found that they had not placed gravel under the floors. Because of this, we were required by the geotec to dig down and add a gravel base prior to pouring new concrete. This also happened in several other areas. Another item that came up was we found more Asbestos hidden in the walls and in the tape of the sheetrock. Due to this new discovery, we had an increase over our original contract by \$17,593.72 for a total of \$59,298.

### **Pool Playground**

The new playground has been fully excavated. We expect to pour the concrete sidewalks around this area the first of September. The playground should be installed depending on shipping holdups by the end of September. We want to beat the rains.

### **Casey and the Parks**

Casey is slowly taking over park operations and I am concentrating on making sure that we have a smooth transition. He has a good park staff to work with and with his knowledge of turf etc., the work is getting done. I am still involved with other administrative items such as insurance, workman's comp., grants as well as trying to meet the county requirements for Rilee Park.

### **Aquatic Operation**

I know Tara and Wendy are getting a hold on the new operation. Lots of people coming into the building, especially during our recreation swims. The board will be receiving revenue and expense projections hopefully at the next meeting.

# *Parks Summary*    *Month of: June 2018*

| <i>Park Name</i>                   | <i>Hours Worked</i> |
|------------------------------------|---------------------|
| <i>Armory</i>                      | 23.00               |
| <i>Billick/Dundee</i>              | 18.50               |
| <i>Buckley Park</i>                | 1.25                |
| <i>Central</i>                     | 19.25               |
| <i>College</i>                     | 2.50                |
| <i>Community Center</i>            | 3.50                |
| <i>Crabtree</i>                    | 5.50                |
| <i>Crater Ball Fields</i>          | 105.00              |
| <i>Dundee Overlook</i>             | 0.50                |
| <i>Elliott Road</i>                | 28.25               |
| <i>Ewing Young</i>                 | 13.75               |
| <i>Falcon Crest Park</i>           | 2.00                |
| <i>Fortune Park</i>                | 2.00                |
| <i>Gail Park</i>                   | 4.25                |
| <i>Gladys</i>                      | 1.75                |
| <i>Golf Course</i>                 | 5.75                |
| <i>Herbert Hoover</i>              | 50.00               |
| <i>Jaquith</i>                     | 31.00               |
| <i>Jaquith Ball Fields</i>         | 82.50               |
| <i>Memorial/Scout House</i>        | 46.25               |
| <i>Oak Knoll Park</i>              | 4.25                |
| <i>Oaks Park</i>                   | 2.00                |
| <i>Other District Land</i>         | 2.50                |
| <i>Pool</i>                        | 204.75              |
| <i>Pre-School</i>                  | 1.00                |
| <i>Pride Gas</i>                   | 1.50                |
| <i>Renne Fields</i>                | 2.00                |
| <i>Rotary Centennial Park</i>      | 9.00                |
| <i>Schaad Park</i>                 | 1.25                |
| <i>Scott Leavitt</i>               | 5.25                |
| <i>Senior Center</i>               | 65.00               |
| <i>Spring Meadow</i>               | 2.50                |
| <i>Transfer Station</i>            | 3.25                |
| <i>vacation/holiday/sick/comp.</i> | 6.00                |
| <i>Willsonville Poperty</i>        | 2.00                |

| <i>Park Name</i>      | <i>Hours Worked</i> |
|-----------------------|---------------------|
| <i>Youth building</i> | 20.50               |
| <b>Total</b>          | <u>779.25</u>       |



# *Parks Summary*    *Month of: July 2018*

---

| <i>Park Name</i>               | <i>Hours Worked</i> |
|--------------------------------|---------------------|
| <i>Armory</i>                  | 57.00               |
| <i>Billick/Dundee</i>          | 13.50               |
| <i>Buckley Park</i>            | 3.25                |
| <i>Central</i>                 | 31.50               |
| <i>College</i>                 | 2.25                |
| <i>Community Center</i>        | 7.75                |
| <i>Crabtree</i>                | 2.75                |
| <i>Crater Ball Fields</i>      | 77.50               |
| <i>Crater Plateau</i>          | 2.50                |
| <i>Dundee Park</i>             | 5.00                |
| <i>Elliott Road</i>            | 54.25               |
| <i>Ewing Young</i>             | 22.50               |
| <i>Falcon Crest Park</i>       | 1.25                |
| <i>Fortune Park</i>            | 1.50                |
| <i>Gail Park</i>               | 9.25                |
| <i>Gladys</i>                  | 6.25                |
| <i>Golf Course</i>             | 5.25                |
| <i>Herbert Hoover</i>          | 103.25              |
| <i>Jaquith</i>                 | 36.00               |
| <i>Jaquith Ball Fields</i>     | 64.50               |
| <i>Luis Brillas</i>            | 0.50                |
| <i>Memorial/Scout House</i>    | 72.50               |
| <i>Non-District Properties</i> | 2.00                |
| <i>Oak Knoll Park</i>          | 1.50                |
| <i>Oaks Park</i>               | 1.75                |
| <i>Other District Land</i>     | 28.00               |
| <i>Parrott Mt.</i>             | 3.00                |
| <i>Pool</i>                    | 200.00              |
| <i>Pride Gas</i>               | 1.00                |
| <i>Renne Fields</i>            | 13.25               |
| <i>Rotary Centennial Park</i>  | 8.25                |
| <i>Schaad Park</i>             | 1.00                |
| <i>Scott Leavitt</i>           | 2.75                |
| <i>Senior Center</i>           | 79.50               |
| <i>Spring Meadow</i>           | 2.25                |

| <i>Park Name</i>                   | <i>Hours Worked</i>  |
|------------------------------------|----------------------|
| <i>Transfer Station</i>            | 5.50                 |
| <i>vacation/holiday/sick/comp.</i> | 21.50                |
| <i>Youth building</i>              | 24.50                |
| <b><i>Total</i></b>                | <b><i>975.75</i></b> |



# Give us your feedback

*Take a  
Care  
of  
it*

What are you commenting on?

**Activities**

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School
- Recreation
- Sports

**Facilities**

- Bonnie Benedict Preschool
- Chehalem Armory
- Chehalem Aquatic & Fitness Center
- Chehalem Community Center
- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center

**General**

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

*A little cool w/ the ceiling fans. Can they be turned down to a lower speed when spectators are not present?*

What is your recommendation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are here to serve you. If you would like to discuss something, let us know and we will contact you.

Would you like us to contact you?  Yes  No

Preferred method of contact  Phone  Email

**Optional**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Other ways to make your voice heard**

- **Attend a Board meeting.** The Chehalem Park and Recreation District Board of Directors generally meets the fourth Thursday of each month. The public is welcome. Due to the holidays, the board meets only if necessary in November and December. Visit our website for meeting locations and details.
- **Give us a call.**  
Administration Office (503) 554-0283  
Registration Desk (503) 537-2909
- **Go online.** You can leave feedback for CPRD on our website at [cprdnewberg.org](http://cprdnewberg.org), through Facebook, Twitter, and our blog.



# Give us your feedback

*Taken  
Care  
of  
A*

What are you commenting on?

**Activities**

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School
- Recreation
- Sports

**Facilities**

- Bonnie Benedict Preschool
- Chehalem Armory
- Chehalem Aquatic & Fitness Center
- Chehalem Community Center
- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center

**General**

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

*competition pool*

What is your comment?

*Turn the fans down during  
lap swim - too cold.*

What is your recommendation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are here to serve you. If you would like to discuss something, let us know and we will contact you.

Would you like us to contact you?  Yes  No

Preferred method of contact  Phone  Email

**Optional**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

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# Give us your feedback

What are you commenting on?

### Activities

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School
- Recreation
- Sports

### Facilities

- Bonnie Benedict Preschool
- Chehalem Armory
- Chehalem Aquatic & Fitness Center
- Chehalem Community Center
- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center

### General

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

Thank you for fixing the handicapped parking

What is your recommendation?

We are here to serve you. If you would like to discuss something, let us know and we will contact you.

Would you like us to contact you?  Yes  No

Preferred method of contact  Phone  Email

### Optional

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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I will respond via email & keep you informed.



# Give us your feedback

What are you commenting on?

### Activities

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School
- Recreation
- Sports

### Facilities

- Bonnie Benedict Preschool
- Chehalem Armory
- Chehalem Aquatic & Fitness Center
- Chehalem Community Center
- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center

### General

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

The evening operating hours of the facility are ridiculous. Closing on the weekends extremely early, doing maintenance during peak hours for use. Catering to G.F.N vs the community that paid for it.

What is your recommendation?

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We are here to serve you. If you would like to discuss something, let us know and we will contact you.

Would you like us to contact you?  Yes  No

Preferred method of contact  Phone  Email

### Optional

Name Austen

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email cccawright@gmail.com

### Other ways to make your voice heard

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- **Go online.** You can leave feedback for CPRD on our website at [cprdnewberg.org](http://cprdnewberg.org), through Facebook, Twitter, and our blog.

**From:** registration.cprdnewberg.org  
**Sent:** Saturday, September 8, 2018 4:01 PM  
**To:** jmcmaster.cprdnewberg.org  
**Subject:** Praise

Wanted to pass along comments received at the front desk this past weekend. Many people commented on how fantastic our new facility is. We had several families from the surrounding communities that had heard about us and came in to swim. They were from Carlton, South Salem, Wilsonville and Beaverton. A lady from Southern California went so far as to call later in the day to say how much she enjoyed her swim and the facility. She also said the staff was amazing. As a staff we always convey how proud we are of the facility.

Front Desk  
Chehalem Aquatic Center  
1802 Haworth Road  
Newberg, OR 97132  
Phone: (503) 537-2909  
Fax: (503) 538-6397

Mailing address:  
Chehalem Park & Recreation District  
125 S. Elliott Road  
Newberg, OR 97132



# Give us your feedback

*replied  
in email*

What are you commenting on?

### Activities

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School
- Recreation
- Sports

### Facilities

- Bonnie Benedict Preschool
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- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center

### General

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

I think that the floors should not be so smooth because it's a pool facility where people are wet. I was trying to get a bottled water and the machine is all the way across the slippery pool. I was shamed for trying to get a water and being wet at a pool facility and when asked that

What is your recommendation?

a water bottle machine be closer to the wet area

I was nicely dismissed and told to enter a complaint.

So I am. There is no water in the machine either. We are here to serve you. If you would like to discuss something, let us know and we will contact you.

When I asked about this I was told the facility

Would you like us to contact you?  Yes  No

has no control over the machines; which as a business owner I know is incorrect. I was just thinking

Preferred method of contact  Phone  Email

### Optional

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email pdxnataat@gmail.com

### Other ways to make your voice heard

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*\*no slick floors. (I'm sure that can't change easily (rough floors) or soon)*  
*\*Machine in wet area*

*one my suggestions. Thank you.*



Please respond to this feedback statement ASAP. The woman stated that she believes Hailey and I will destroy her complaint and it will not go to the responsible party.

Susan

6/25/18 evening public swim

The patron came to the front desk looking for water. I explained fountains were available on the pool deck. She was dripping wet. I asked her to dry off before coming to the slick floor. She did not have a towel. I asked her to return to the textured floor for safety and offered to go to the vending machine to purchase a bottle of water for her. She had the money in her hand. It too was soaking wet. The machine would not take her money. I exchanged for dry bills bought her water (plain water was not available). She liked the flavored water I purchased. I gave her the change and water. She complained that we should direct the vending company to provide plain water and did not believe the park district did not fill\ order product for the machines instead of an outside company.

Meanwhile, Hailey was mopping the wet floor so other patrons would not slip. The patron explained that she felt we were shaming her for walking out soaking wet. She even mentioned the sign asking patrons to dry off before coming to the slick floor. Hailey and I could not fathom how we were shaming her. Neither said anything negative and I felt we went to extreme measures to provide a positive experience.

June 25, 2018

Board of Directors  
Chehalem Park & Recreation  
125 S Elliott  
Newberg OR 91732

Dear Board Members:

Overall the first month of operation of the new aquatic facility appears to be running smoothly.

However, one unexpected development is not appreciated by those who swim in the early mornings. We are used to peace and quiet. Now we are being forced to listen to "music" when we didn't ask for it and don't want it.

These days there are very few public places where what's passed off as music is broadcast incessantly. One person's music is another's noise and vice-versa. Rather than subject those who prefer peace and quiet to unwanted noise, those who do want it can use their own devices. This is after all the 21st century.

Please honor this request for peace and quiet from 5:30-8:00 a.m.

Thank you,

*Multiple patrons whose petition was stolen from the facility*

**From:** tfranks.cprdnewberg.org  
**Sent:** Monday, July 30, 2018 2:55 PM  
**To:** Amy Natzke  
**Cc:** Wendy Roberts  
**Subject:** RE: Attachment of letter/idea

We have several people that like the music & several that do not. As you can see below staff is working on trying to find middle ground  
~ ~ ~

Amy,

Thank you for your letter filled with suggestions to help assist with the music dilemma. We knew when we were constructing the pool that we were going to add the element of music to the facility. Many of our patrons and staff members are really enjoying the music experience but conversely we have also heard from a number of patrons who would rather have their time here at the aquatic center music free. I'm not sure if we will be returning to days of old with no music but we can definitely work on music selection.

We currently subscribe to mood media from Pandora which is a computer based entity and we are just now able to devote some time to discovering how it works and all that it has to offer. Up until now we had it defaulted to 80's family friendly and pop rock. As Wendy (my assistant) and I perused mood media this morning we found that their music selection is vast and has the ability to create, store and schedule multiple play lists; these lists can be of a single genre or comprised of multiple genres with the selections played being shuffled or at random. We made a quick play list this morning to include a softer side of pop music that includes more than an single genre. Hopefully this will be more palatable for those who may not like the driving beat of the 80's.

I would love to sit down with you and Wendy to review all the different genres available and get your input on possible play lists ... I will check with the higher ups to see if they want to do a quick survey; I know they have their merits but they also have their drawbacks.

Lastly, I will add "music" to our staff meeting this week so the guards have an informed understanding of the kind service we hope to provide with regards to music.

Thanks again for reaching out,

Tara Franks, Coordinator  
[tfranks@cprdnewberg.org](mailto:tfranks@cprdnewberg.org)  
Chehalem Aquatic & Fitness Center  
Physical address: 1802 Haworth Avenue, Newberg  
Mailing address: 125 S Elliott Road, Newberg 97132  
503-538-4813  
[www.cprdnewberg.org](http://www.cprdnewberg.org)

**From:** Amy Natzke <[aenatzke@gmail.com](mailto:aenatzke@gmail.com)>  
**Sent:** Saturday, July 28, 2018 7:17 AM  
**To:** tfranks.cprdnewberg.org <[tfranks@cprdnewberg.org](mailto:tfranks@cprdnewberg.org)>  
**Subject:** Attachment of letter/idea

Hi Tara! Here is letter for you. Feel free to share it with the other pool 'Higher-ups'.

Thanks so much.

Checked into it. I did  
not smell urine like is  
mentioned. I will keep  
checking.  
←

Question/Comment:

I was in Jaquith Park over the weekend and truly disappointed with the **EXCESSIVE ODOR OF URINE** in the mens restroom.

The smell is almost damaging to the sinus cavities it's so strong.

There are so many simple inexpensive ways to control that smell when it damages the concrete floors I can't imagine you can't deal with the problem.

I was also at the ballpark at the elementary school and you know what, they have the problem under control.

If you're reading this, please don't just pass it off to someone without taking the time to personally go to the park and see the problem.

This is so sad, and yet easy to control.

The results of this submission may be viewed

From: **Rosa Olivares** rosa.olivares@newbergoregon.gov  
Subject: RE: Form submission from: Contact Us - CPRD Jaquith Park Restrooms  
Date: July 6, 2018 at 6:53 PM  
To: kricker cprdnewberg.org kricker@cprdnewberg.org

---



Kat,  
Could you pass this on to CPRD crews that  
can follow up on this?

Thanks!  
Rosa Olivares

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

From: Newberg Oregon  
[mailto:webmaster@newbergoregon.gov]  
Sent: Wednesday, July 04, 2018 5:02 PM  
To: Newberg Webmaster  
<webmaster@newbergoregon.gov>  
Subject: Form submission from: Contact Us

Submitted on Wednesday, July 4, 2018 -  
5:01pm Submitted by anonymous user:  
172.16.64.19 Submitted values are:

First Name: Jim  
Last Name: Gale  
Email: jelag@msn.com  
Phone Number (optional):

To: Kate Hiester  
Cc: dclements cprdnewberg.org  
Subject: RE: New gym construction

*Please read message  
& response below  
concerning day care  
Jim*

Kate, thank you for getting in touch with me. I was out of the office this last week and unable to reply.

At this point of the building process we did not include an area for child care. One of the reasons is that we have never had it before and the other reason is due to cost. We are not sure that child care would pencil out. The program would have to pay for itself in order for us to incorporate it. We have quite a few state requirements when it comes to child care supervision not to mention being able to find employees that we could use to supervise the children. A lot of research would need to be done

Child care has surfaced from time to time concerning, but we have never had a large interest in having it. With that said, if we have a large influx of people willing to use such a service and they were willing to pay extra to have the service, then the district may be accepting of this program. Also, we would need to look at our current building infrastructure and see where it would fit in.

I will forward your email to our board of directors and our superintendent. It will be placed in the board packet for them to see. You are always welcome to attend a board meeting and express your concerns. Most board meetings are the 4th Thursday of each month at our district office beginning at 6pm.

If you have any further questions, let me know.  
Jim McMaster,  
Park Supervisor

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

From: Kate Hiester [mailto:ivegotjoy@gmail.com]  
Sent: Friday, July 27, 2018 7:49 AM  
To: jmcmaster cprdnewberg.org  
Subject: New gym construction

Hello Mr. McMaster,

My name is Kate Hiester and I was given your info as the contact person for inquiries regarding construction of the new gym at the aquatic center. I understand there are currently no plans to install accommodations within the facility for childcare and I am writing to let you know I believe that is a grave mistake. I trust you have considered the number of families there are in Newberg who would enjoy a family membership but will be forced to go elsewhere, such as the Sherwood YMCA, if you don't offer childcare? I believe a childcare option would open you up to so many more families eager for memberships. I understand I am only one voice and am asking if it would make a difference if I come back to you with a petition of signatures from the community who are looking for childcare as well? If so, how many signatures would I need to get your attention? I think if childcare accommodations are not considered now while the building is still under construction, then it will never happen, so this is my best shot. Thank you for hearing me out!

Kate Hiester

**From:** Steve Paulson <stevepaulson79@gmail.com>  
**Sent:** Wednesday, June 27, 2018 7:03 AM  
**To:** tfranks cprdnewberg.org  
**Cc:** bdrey cprdnewberg.org  
**Subject:** Witness of poor behavior

Hello Tara,

I've been a member at the fitness/aquatic center for over 3 years now and have heard about poor behavior from an older patron named Linda. Unfortunately, I witnessed it first hand in the form of what appeared to be irate behavior toward another lifeguard—Gabby I think.

I was in the lazy river and saw Linda filling her arms at Gabby and making angry face and gestures. I asked another guard Amy if she was giving Gabby grief (in the competition pool) and she said "you have an astute observation." I asked what her deal was this time and Amy said she wants the music off. I said NO ONE should have to put up with that poor behavior and disrespect.

I talked to Becky about this and she suggested I let you know.

Please do not allow any employee to be exposed to disrespect. Nobody should have to work in conditions like this. If this type of behavior continues, then Linda is being enabled and that is wrong.

Thank you and please contact me with any questions or feedback.

Sincerely,

Steve

Steve Paulson  
541-207-5095 mobile  
[stevepaulson79@gmail.com](mailto:stevepaulson79@gmail.com)

***"When you think bigger and live a life that has positive consequences for others, then greatness becomes more of a possibility."***

~Jim Craig, Miracle on Ice Member and 1980 USA Olympic Gold Medal winning goaltender

Note, these flyers are sent out by Linda Bird. We now seem to be receiving them weekly.

Jim M.



Listen to  
silence.  
It has so  
much to say

Good Morning





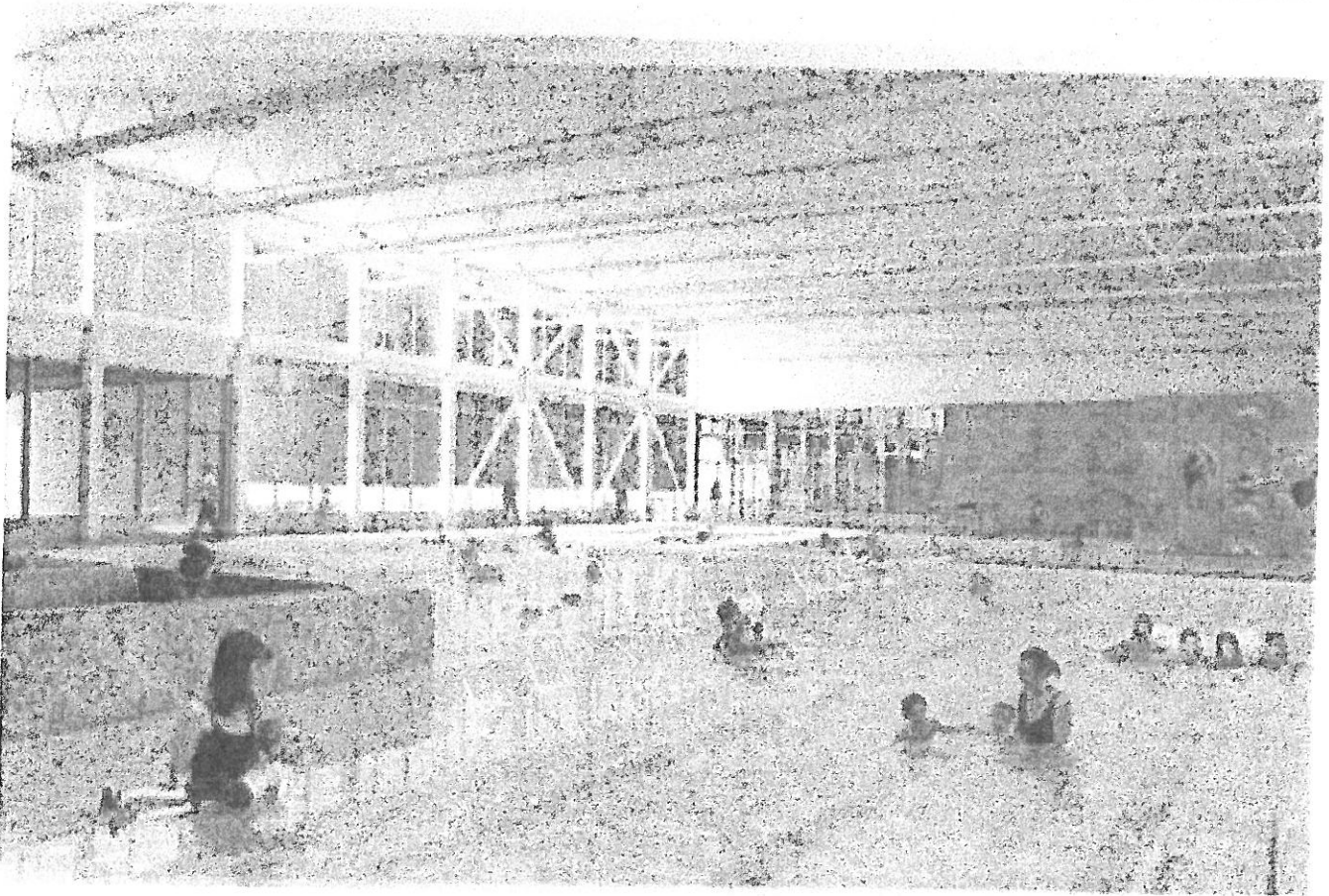
If only we  
could listen in  
silence between  
5:30 - 8:30 a.m.

Monday -

Friday!

# LOST! P & Q\*

## PEACE & QUIET



**Peace & Quiet Disappeared** without warning from the Chehalem Aquatic Center. Patrons who for years were able to swim undisturbed by unwanted music, are now subjected to a relentless barrage of tunes at an hour too early to be disturbing the peace.

Patrons who specifically requested the now missing Peace and Quiet during patron input meetings prior to the "remodel" are searching for a solution that

will allow them to enjoy the facility during a **designated canned-noise-free period between 5:30-8:00 a.m. Monday - Friday mornings.**

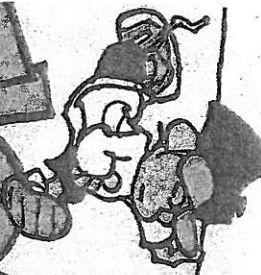
Reward - Happier swimmers, less irritation, peace of mind.

**When:** 5:30 - 8:00 a.m. Mon - Fri.

**Where:** Chehalem Aquatic Center  
Locker Rooms and Pools

# TIGER

BY BUD BLAKE




EVER HAVE THE FEELING

YOUR MUSIC IS JUST WELCOME

SOMETIMES

ANYTIME!

ROCK

5:30-8:00 P.M.

# Please - Give Us Back Our Peace & Quiet!

We, the patrons of Chehalem Aquatic Center, hereby request the pools and locker rooms be **MUSIC FREE** between 5:30 - 8:30 a.m.

- We didn't ask for it.
- We don't need it.
- We don't want it.
- We **do** want a return to peace and quiet.
- Thank you for **promptly** honoring this request.

Margene Haworth

Margo Heblhof

Nora Adams

Kim Grubill

## What is noise pollution?

Any unwanted sound that penetrates the environment is noise pollution. In general noise pollution refers to any noise irritating to one's ears which comes from an external source.



**From:** Rodney Grinberg <rodneymg@gmail.com>  
**Sent:** Tuesday, June 26, 2018 9:37 AM  
**To:** dclements cprdnewberg.org  
**Cc:** Stu Lindquist; Dale Bernards  
**Subject:** Lindquist Family request  
**Attachments:** RMP map.pdf

Mr. Clements,

The Lindquist family respectfully requests the Chehalem Park & Recreation District board to pass a resolution supporting the elimination of the 5 acre park shown on the 2011 approved Riverside Master Plan. The "future" 5 acre Park is shown as being located at 8th Street and Edwards Drive. Since that time Fortune Park has been completed at 7th and Locust Street, and now serves the surrounding neighborhood and will serve the new neighborhoods in the Master Plan area. There is no longer a reason to have a park in this location and with its close proximity to Fortune Park it would be redundant and a financial burden to develop and maintain. Unfortunately, we are being told that to remove it will require a comprehensive plan amendment by the City of Dundee. We would very much appreciate if CPRD as the parks service provider for Chehalem County including the City of Dundee would pass a resolution supporting the removal of this "park" from the City's maps. If possible the Lindquist Family would also like CPRD to support the concept language that there is no need for any new neighborhood parks in the developable portion of the Riverside Master Plan. We understand there may be a need for some small "pocket" parks in the new neighborhoods. However, with approximately 75 acres of open space along the Willamette River we firmly believe that any new parks should be located along the river for residents and visitors to enjoy such a wonderful natural resource. I have attached a copy of the map from the master plan with the parks locations marked on it. If you have any questions or need any additional information please feel free to contact me at any time.

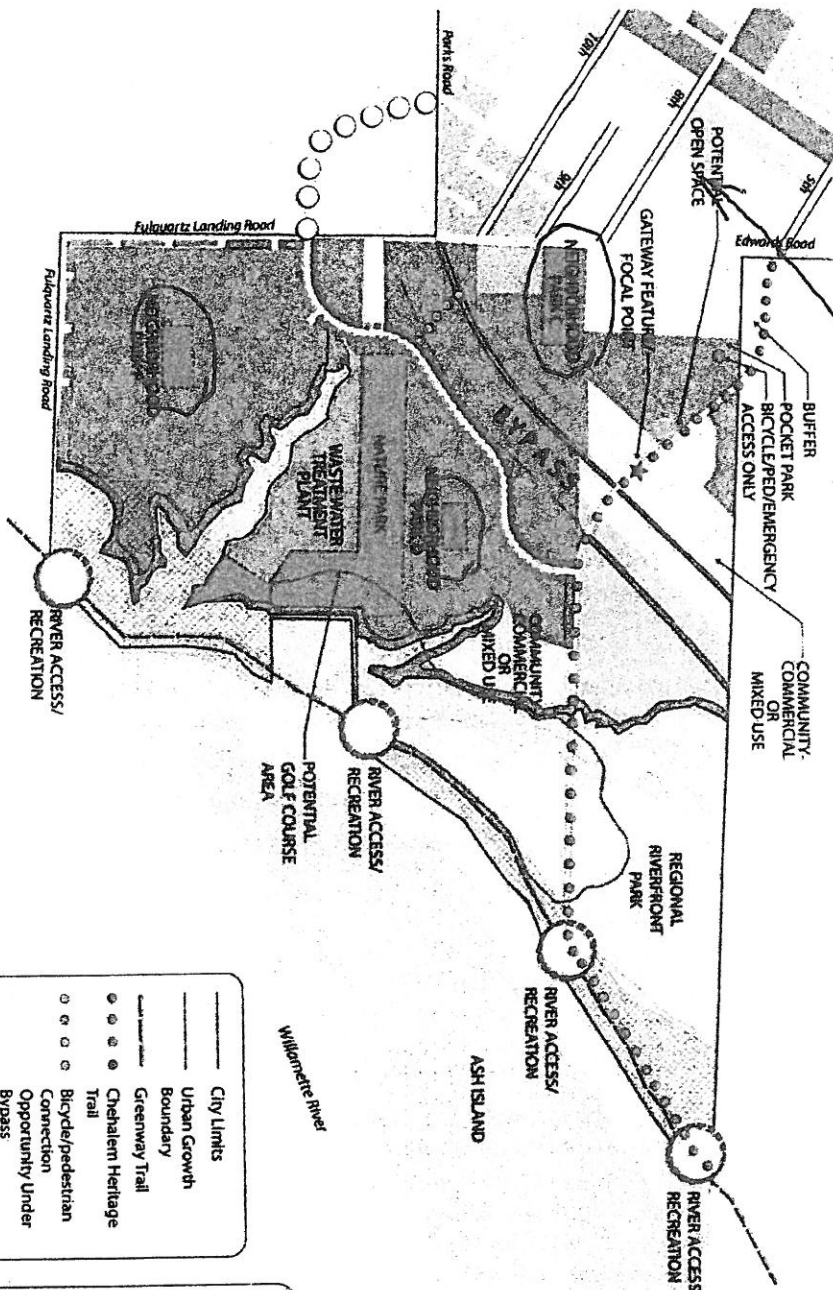


Thank you,

Rodney Grinberg  
RMG Real Estate Consulting LLC  
[rodneymg@gmail.com](mailto:rodneymg@gmail.com)  
503.227.3055

Figure 1 - Riverside District Land Uses

Fortune Park



Note: Locations of river access/recreation areas, potential future golf course, future neighborhood parks, and pocket parks should be considered appropriate and conceptual. Locations of these elements will be further defined through subsequent development application processes.

- City/Limits
- Urban Growth Boundary
- Greenway Trail
- Chehaltem Heritage Trail
- Bicycle/pedestrian Connection Opportunity Under Bypass
- Proposed Bypass Crossing
- "Green Seam" (Trails and Stormwater) Parkway Street Trees

- R-1 Low Residential
- R-2 Medium Residential
- R-3 High Residential
- Riverside Residential (unincorporated)
- C Community Commercial
- CBD Central Business District
- A Agriculture
- EFU Exclusive Farm Use
- LI Light Industrial
- P Public
- Parks
- Greenway Management Overlay Zone
- Flood Hazard Zone

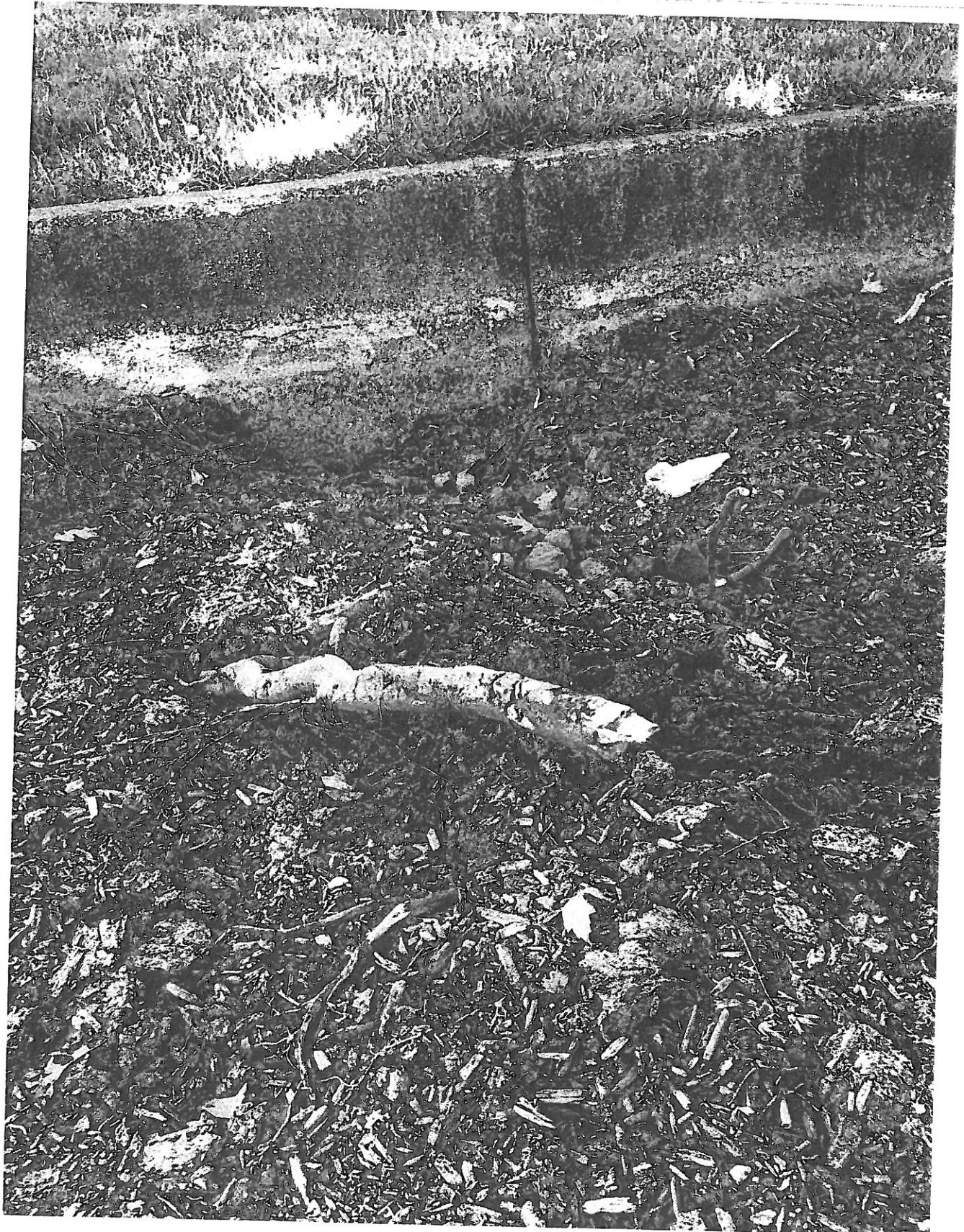


Master Plan

RIVERSIDE DISTRICT AND SPRAIN'S WADLER PLAN - CHD OF BUNDEL



From: **Aria Sade** aria.sade@gmail.com  
Subject: Re: Gladys Park  
Date: July 7, 2018 at 7:28 PM  
To: kricker cprdnewberg.org kricker@cprdnewberg.org





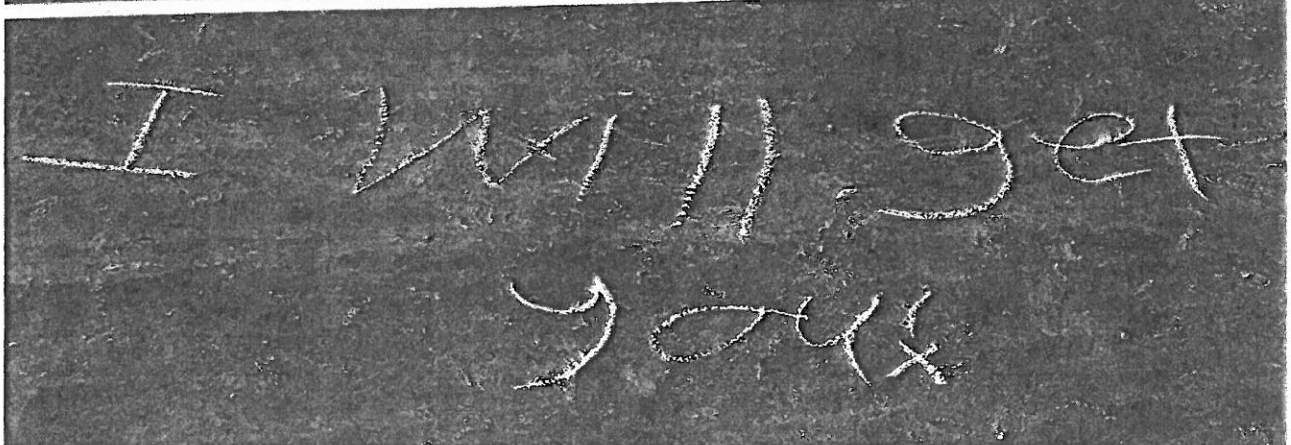
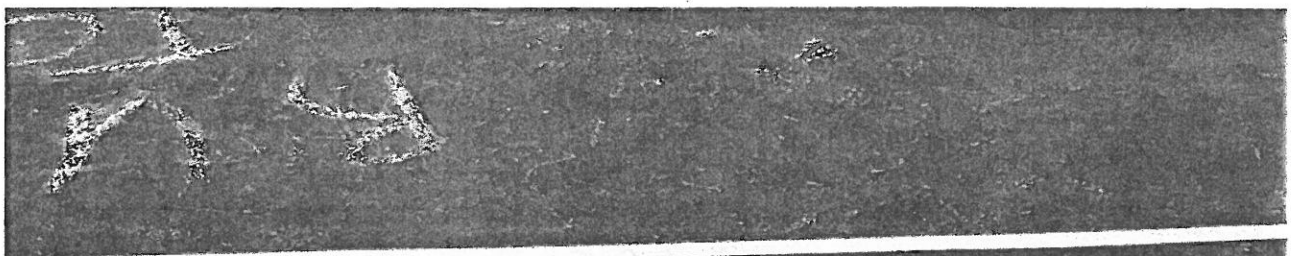


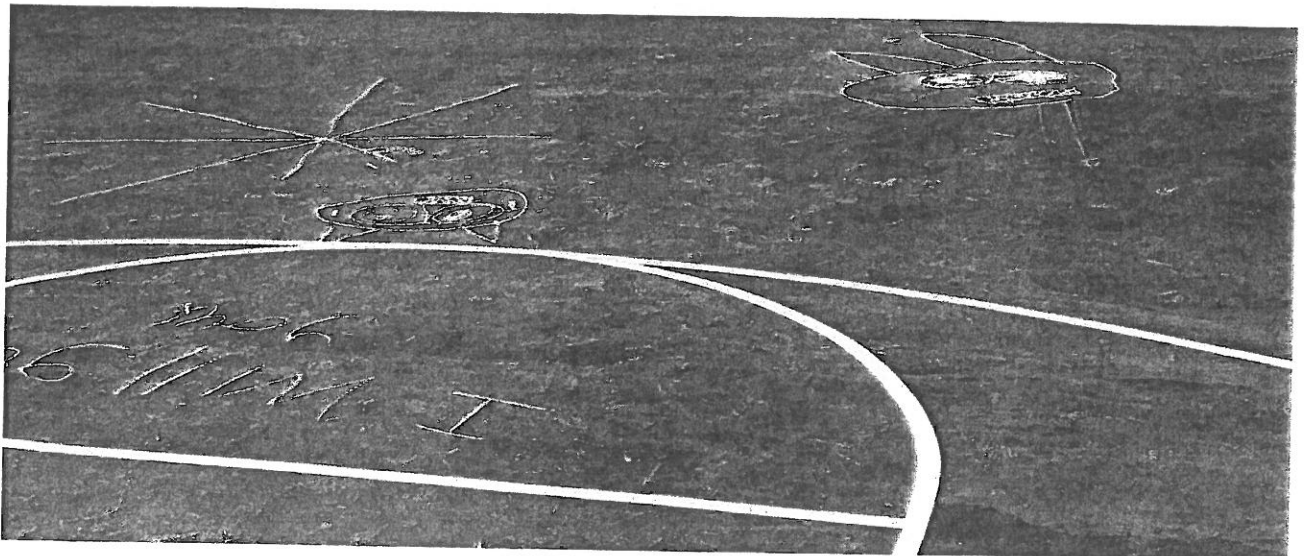
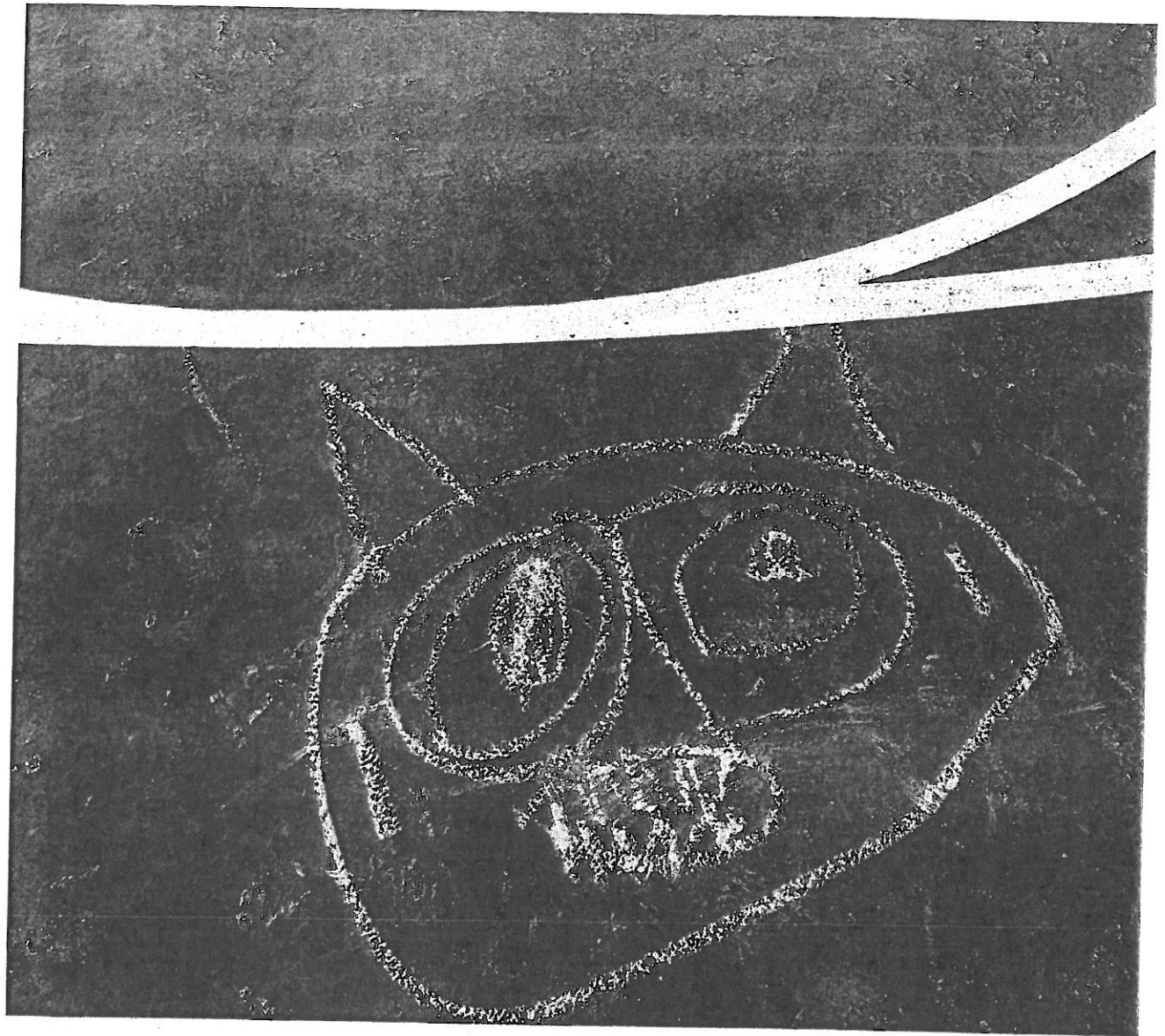
This is a lovely root with a sharp edge just sticking up out of the ground... I can just see a kiddo tripping and landing on it...

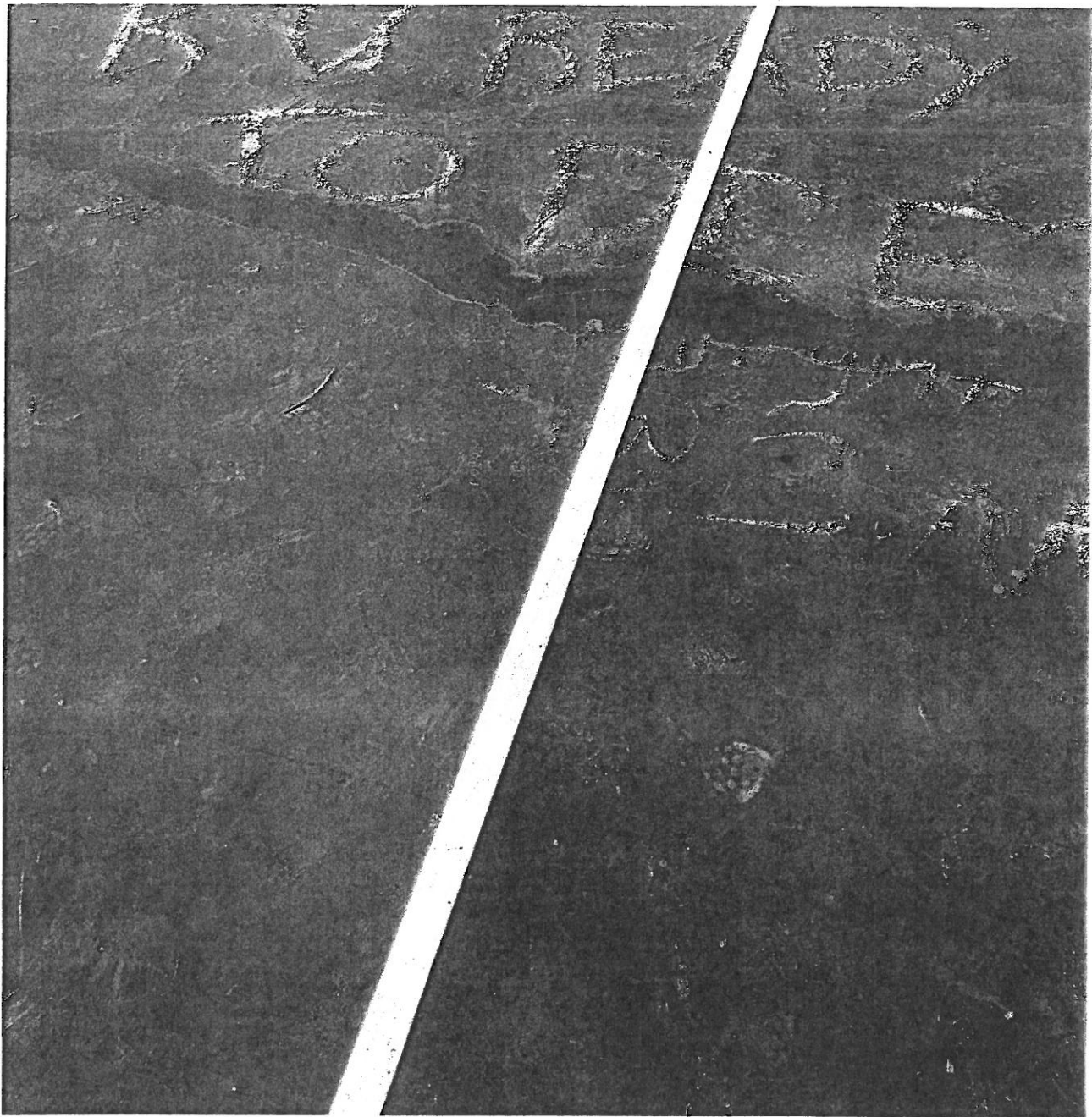
Note the lack of bark dust... more like dirt clumps and rocks and dust...

Any news on when we might at least get something done?

This was some interesting art on the basketball court too...







I am sure you have more important issues...  
just want to keep you posted!

Thanks!!! Hope you had a great 4th!

Aric Sada

Aria Saue

Sent from my iPhone

On May 24, 2018, at 10:41 AM, kricker  
[cprdnewberg.org](mailto:kricker@cprdnewberg.org)  
<[kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org)> wrote:

Hello Aria,

The City of Newberg has forwarded your concerns about Gladys Park, which you submitted on their website.

Thank you for communicating about our park. Please be aware that this is a Chehalem Park and Recreation District park and not City of Newberg; therefore, please direct all communications to CPRD. You can email me at this address and by phone at 971.832.4222. This will expediate the process of getting your concerns addressed. We appreciate your message and photographs. This will be shared with our Parks staff and submitted to our Board of Directors as well.



Again, we appreciate your concerns. Please contact me if you have any questions.

**Kat Ricker**

*Public Information Director*

*Chehalem Park & Recreation District*

*971.832.4222 [cprdnewberg](http://cprdnewberg.com) | [Instagram](#) | [Facebook](#)*

From: **Kat Ricker** kricker@cprdnewberg.org  
Subject: Re: Gladys Park  
Date: July 9, 2018 at 2:10 PM  
To: Aria Sade aria.sade@gmail.com



Hello again, Aria,

I have an update for you on the issues you brought to our attention. The parks department is working on finding ways to deter the roots there; meanwhile, new chips are being ordered for this park.

As for the graffiti, we appreciate the alert and will check this out, and are alerting police as appropriate.

Thank you again for your vigilance and concern for this park.

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

On Jul 7, 2018, at 7:28 PM, Aria Sade <[aria.sade@gmail.com](mailto:aria.sade@gmail.com)> wrote:

<image1.jpeg>

This is a lovely root with a sharp edge just

sticking up out of the ground... I can just see a kiddo tripping and landing on it...

Note the lack of bark dust... more like dirt clumps and rocks and dust...

Any news on when we might at least get something done?

This was some interesting art on the basketball court too...

<image2.jpeg>

<image3.jpeg>

I am sure you have more important issues... just want to keep you posted!

Thanks!!! Hope you had a great 4th!

Aria Sade

Sent from my iPhone

From: **ccreighton cprdnewberg.org** ccreighton@cprdnewberg.org  
Subject: Gladys Park  
Date: July 13, 2018 at 6:45 AM  
To: aria.sade@gmail.com  
Cc: jmcmaster cprdnewberg.org jmcmaster@cprdnewberg.org, kricker cprdnewberg.org kricker@cprdnewberg.org

---



Good Morning Aria,

Thank you for the pictures of the Gladys Park Playground

We are working on a plan to stop the invasive roots into the park playground. we will start with removing the existing roots this weekend and follow up with adding new bark chips next week. In the near future we will have to address the invasive root problem by removing a tree and replacing in a new location, as well as trenching along the East side of the playground and installing Biobarrier, (a chemically treated fabric that inhibits root growth) to prevent root growth into the Playground. We appreciate your concern and thank you for calling it to our attention.

Sincerely,

Casey Creighton  
503 519 6154  
ccreighton@cprdnewberg.org



May 24, 2018

To CPRD staff:

As the new facility is about to open I have a couple of requests to make about the transition.

First, I've noticed that the new parking lot is short on handicapped parking spaces. I heard through the grapevine that there might be only one spot nearer to the new entrance, and that the current spots near the old entrance would otherwise be the only handicapped spots available. The old spots might work for a person in a motorized wheel chair, but are not really helpful for a variety of other handicapped conditions. I know people who use the facility who have problems with knees, hips, backs, heart, and lungs. One is very frail and requires a walker and help from her husband. The distance from the old handicapped spots to the door would be daunting. For someone with a heart condition, walking across the parking lot with a bag full of gear on a hot summer day is medically prohibitive, as is moving quickly (certainly not running) to get through a downpour in the winter.

All of the above referenced handicapped people rely on the pool and weight room facility to maintain the best level of health that they can, a much higher level than they would have if the facility were not there for them. I know: I've been in the pool for nearly 30 years and the weight room for 12. I rely on the facility to maintain my health and prevent further problems. Please provide more handicapped parking near the new entrance, so that those of us who need it will have easier access. There is enough extra walking required inside the building without adding more walking outside.

May I suggest that the row of parking closest to the new entrance has a number of spots that would be very helpful for handicapped people who are not using a wheelchair?

Second, I just want to offer my hope that Patty Rimmel's weight training classes will continue in the new facility. As I said, I've just completed 12 years with her. I've often told friends that she is the best kept secret in Newberg. She individualizes workouts for each member of her class, adjusting as they gain strength and endurance or have new needs. Additionally, she has helped me by monitoring and adjusting physical therapy routines given to me by a PT. When there was not a physical therapist available at Kaiser, she did some problem solving and gave me exercises that helped greatly in healing my injuries.

I also want to say that there are a number of middle aged women in Patty's classes who would not otherwise feel comfortable in the gym setting. When men are focused on building muscle and pushing themselves to their limit, they aren't always aware of the noise they make banging weights and playing loud music, and are not always thoughtful in sharing the space with older women. When we come in as a group, they are more likely to be more respectful. Some of the women in the class have said they would not come into the gym if there weren't a class. There are a number of people who have been long-time regulars in Patty's classes for the individualized training, accountability, and camaraderie of the group. We hope that Patty's classes will be an integral part of the renovated facility when it reopens.

Thank you for reading this and for your consideration of my requests.

Sincerely,

*Clare Sunderland*

Clare Sunderland  
claresunderland47@gmail.com



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

Gayle Dalles  
3411 Hayes St. #702  
Newberg, OR 97132

July 6, 2018

Dear Ms Dalles:

Thank you for contacting CPRD with your concerns about White Oak Park. We take your concerns seriously. Here is some information on the questions you raised.

The reason there are no permanent restrooms at this park is because this is what we classify as a Neighborhood Park. That means that it is primarily designed to serve residents who live close enough to walk to it and therefore do not need restroom facilities. For a list of which parks are Neighborhood Parks, please refer to the list on the enclosed brochure. We will not be installing restrooms at this park for this reason.

You expressed concern about the lack of watering at this park. It is necessary that we in fact do not water, because year-round watering could potentially lead to the destruction of the White Oaks. The park environment as it is watered by rainfall provides the ideal conditions for these native trees to thrive.

We appreciated that you would like to see mowing in progress; we do mow this park regularly, although admittedly, this park can sometimes get backlogged on our heavy mowing schedule in springtime.

I hope this information helps address your concerns. We appreciate your attachment to this park and hope you will continue to enjoy it. Please contact me directly if you have further questions, either by mail, email at [kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org), or by phone at 971.832.4222. Please note that Chehalem Park and Recreation District is an independent special district, a form of local government, and not park of the City of Newberg municipality; therefore, City staff is not involved in park maintenance.

Again, we appreciate your concerns. Thank you for taking the time to write to us.

Sincerely,

A handwritten signature in black ink, appearing to read "Kat Ricker".

Kat Ricker, Public Information Director

To whom it may concern:

I am a resident that lives on White Oak Park. I have visited several parks in the Newberg area. White Oak Park is in disgrace to the City of Newberg.

The mowers mowed properly. Mowers edged around the trees. They mow under the branches instead of picking them up and hauling them away. There are leaves & branches piled in the corner of the park. I saw last year that some mowers have never picked up. The sidewalks are never swept or blown.

People walk the park alot with their children and sit on the bench or picnic table of an evening.

The should be proud of the park. The pay taxes to keep our town clean and inviting for residents & tourists.

I am 84 years old and always remember what my Mother used to tell us. "If you can when you do a job,

do it well or don't do it at  
all. <sup>37</sup> You can't tell where  
they have mowed or where  
they haven't.

Why is this park neglected?  
Nape Gully the City employee  
in charge will see that the  
park is cared for properly.  
Thanks for your time.

Sincerely,

J. J. Keller

concerned resident!

From: **Rosa Olivares** rosa.olivares@newbergoregon.gov  
Subject: RE: Form submission from: Contact Us - CPRD Jaquith Park Restrooms  
Date: July 6, 2018 at 6:53 PM  
To: kricker cprdnewberg.org kricker@cprdnewberg.org



Kat,  
Could you pass this on to CPRD crews that  
can follow up on this?

Thanks!  
Rosa Olivares

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

From: Newberg Oregon  
[mailto:webmaster@newbergoregon.gov]  
Sent: Wednesday, July 04, 2018 5:02 PM  
To: Newberg Webmaster  
<webmaster@newbergoregon.gov>  
Subject: Form submission from: Contact Us

Submitted on Wednesday, July 4, 2018 -  
5:01pm Submitted by anonymous user:  
172.16.64.19 Submitted values are:

First Name: Jim  
Last Name: Gale  
Email: jelag@msn.com  
Phone Number (optional):



Question/Comment:

I was in Jaquith Park over the weekend and truly disappointed with the EXCESSIVE ODOR OF URINE in the mens restroom.

The smell is almost damaging to the sinus cavities it's so strong.

There are so many simple inexpensive ways to control that smell when it damages the concrete floors I can't imagine you can't deal with the problem.

I was also at the ballpark at the elementary school and you know what, they have the problem under control.

If you're reading this, please don't just pass it off to someone without taking the time to personally go to the park and see the problem.

This is so sad, and yet easy to control.

The results of this submission may be viewed



June 22, 2018

Dear CPRD Board:

Over the past several years I have periodically visited the Chehalem Aquatic Center with my niece attending early morning water exercise classes. Understandably it was time for a new pool. The destruction of the park was a clue as to the direction this entire project was headed.

Now having visited the new facility, it was shocking to discover the blatant bias of the design. It is obvious the swim and water polo teams were given priority over the average citizen while the needs of the disabled and seniors were grossly ignored.

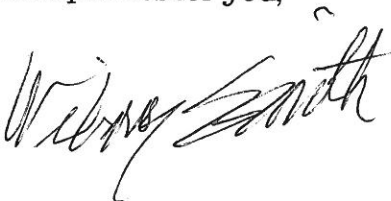
- The placement of handicapped parking spaces in favor of "carpool" spaces is a slap in the face to those needing accommodated access to the facility.
- The lack of adequate depth for water exercise in the warm pool is extremely poor planning and reduces the number of people who will be able to participate.
- The "spa," such as it is, is totally inadequate and fails to meet the therapy needs of anyone with upper body health challenges.

The excessive number of screens and electronics in the lobby alone is a ridiculous waste of electricity. The the obnoxious noise of piped-in "music" in the locker rooms and elsewhere assaulting folks who are barely awake and have not asked to have their peace and quiet disturbed at such an ungodly hour is wasteful and unnecessary.

And, the excessive rate increase exceeds what several friends in the area can afford.

Congratulations! You got what you wanted. Unfortunately it was at the expense of a significant portion of the population who are paying for it with their taxes but unable to use it.

That's politics for you,

A handwritten signature in black ink that reads "Wayne Smith". The signature is written in a cursive, somewhat stylized font.

From: Lex lexedus@gmail.com  
Subject: Good neighbors  
Date: August 29, 2018 at 2:24 PM  
To: districtoffice@cprdnewberg.org  
Cc: Jim McMaster jmcmaster@cprdnewberg.org, kricker@cprdnewberg.org

---

Hello,

I'll start by providing some context. I live around the corner from the pool. In fact, our property line abuts the pool property.

I love that the pool is expanding and adding more great features, but I worry that these all come at the expense of affordability.

We finally visited the pool (it's beautiful!) and my family of 4 cost \$23 to get in. Like I mentioned before, I live adjacent to the pool so it was always the plan to be regular visitors. After our last visit, however, I'm beginning to understand that this will not be possible. The price of a family membership has skyrocketed to about \$200 per quarter or \$800 per year. This is on par with a membership to the YMCA which includes an abundance of additional benefits. In other words, for a community pool, this is incredibly expensive, especially when you factor in the extremely limited hours that are available for public swim.

Now back to the issue of proximity, we have endured for the past year all kinds of

enclosed, for the past year, all kinds of construction noise at all hours. It was not uncommon to hear work beginning at 7 AM or earlier on a Saturday!

Given the prohibitive cost of membership (which I hear will increase further once the additional facilities are completed), I think it would be in order to offer a year (or the duration of the construction/demolition) free to neighbors as a goodwill gesture and a good neighbor discount going forward. When we bought our house, we were excited to be next to the pool, but now that we can scarcely afford to use it, the excitement is diminished.

Thank you for your time.

Lex Agapinan  
918 Villa Rd

# HOPS

for

## HENDERSON HOUSE

Dear Don,

Thank you for your contribution to our 4<sup>th</sup> Annual HOPS for HENDERSON HOUSE event. Partnering with Golden Valley Brewery, HOPS has become one of our signature fundraising events which benefits our clients, who are survivors and victims of domestic and sexual violence, become self-sufficient and move on to healthier and safer lifestyles.

Donations in the last year helped provide 1,479 shelter nights to 114 adults and children. Support groups are important for healing and we had 923 individuals attend these groups and we gained 128 new support group members. We received 991 phone calls to our 24/7 crisis line, which is staffed by Henderson House staff and volunteers. We were also able to provide 539 individuals with face-to-face advocacy.

Your support is important to those Henderson House serves. Because of your generous donation and support, you helped make our 2018 event a success and we will be able to continuously provide services to families and individuals in our community. Thank you for being a part of their new beginnings as they move from surviving to thriving.

Thank you for making this possible,



Anne Falla  
Executive Director

---

Don Clements  
Chehalem Glenn Golf Course  
4501 E Fernwood Rd.  
Newberg OR 97132

Silent Auction Item  
Valued at \$200.00

July 19, 2018  
Tax ID# 93-0786506

*Henderson House, P.O Box 26, McMinnville, OR. 97128*  
*Henderson House is a 501(c)(3) nonprofit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation.*

# Rotary Club of Newberg



P.O. Box 703  
Newberg, Oregon 97132

Cehalem Park & Recreation District  
125 S. Elliott Rd  
Newberg, OR 97132

May 22, 2018

Dear Cehalem Park & Recreation District,

On behalf of the Rotary Club of Newberg thank you for your generous support of our annual Newberg Rotary Wine & Adventure Auction through your donation of a Annual 3 Lifter Membership to Cehalem Aquatic & Fitness. Your commitment to helping the youth in our community is sincerely appreciated.

Thanks to your generosity we successfully raised nearly \$150,000. Each year funds derived from our annual auction are used to advance the mission of the Rotary Club of Newberg by assisting youth in need and by supporting over 30 youth oriented causes.

Through these efforts, and by providing \$50,000 annually in scholarship awards to graduating seniors from Newberg and St. Paul, we have seen lives changed for the better.

Thank you again for your philanthropic support of our efforts.

Best Regards,

A handwritten signature in cursive script, appearing to read "Denise".

Denise Bacon—Auction Chair,  
Rotary Club of Newberg

*Thanks for your  
continued support.*

**Mid-Willamette Valley**  
**Council of Governments**  
 100 High Street SE Suite 200  
 Salem, Oregon 97301  
 Phone (503) 540-1604  
 Fax (503) 588-6094

**INVOICE**

Superintendent  
 Chehalem Parks & Recreation District  
 125 S. Elliott Road  
 Newberg, OR 97132

**Date:** July 1, 2018  
**Invoice No:** 1819038

**Invoice Due Upon Receipt**

| Payee # | Project | Revenue | Amount     |
|---------|---------|---------|------------|
| 2579    | 302100  | 41960   | \$1,039.00 |

| Description                       | Amount            |
|-----------------------------------|-------------------|
| COG Membership Fee for FY 2018-19 | \$1,039.00        |
| <b>Total</b>                      | <b>\$1,039.00</b> |

White - Customer Copy  
 Yellow - Return With Remittance



# Mid-Willamette Valley Council of Governments 2017 Annual Report

## 2017 Member Governments and Districts

Chehalem Park & Recreation Dist.  
Chemeketa Community College  
City of Amity  
City of Aumsville  
City of Aurora  
City of Carlton  
City of Dallas  
City of Dayton  
City of Detroit  
City of Donald  
City of Dundee  
City of Falls City  
City of Gates  
City of Gervais

City of Hubbard  
City of Idanha  
City of Independence  
City of Jefferson  
City of Keizer  
City of Lafayette  
City of McMinnville  
City of Monmouth  
City of Mt. Angel  
City of Newberg  
City of St. Paul  
City of Salem  
City of Scotts Mills  
City of Sheridan

City of Silverton  
City of Stayton  
City of Sublimity  
City of Turner  
City of Willamina  
City of Woodburn  
City of Yamhill  
Confed. Tribes of Grand Ronde  
Marion County  
Polk County  
Salem-Keizer School District  
Salem-Keizer Transit  
Willamette Education Service Dist.  
Yamhill County





## A Message from the Chair: Polk County Commissioner Mike Ainsworth



It has been an honor to serve as the Chair of the Mid-Willamette Valley Council of Governments Board of Directors. It has truly been a pleasure working with each of 43 local government members in Marion,

Polk and Yamhill Counties and the dedicated professional staff at the Council of Governments (COG) who work diligently to foster cooperation and coordination within the region.

Our COG was founded in 1957 on a truth that, as governments, we can accomplish far more working together than we can working alone.

2017, which marked the 60<sup>th</sup> Anniversary of the COG, saw a renewed commitment to regional cooperation. This last year, governments came together under the umbrella of the COG to pool resources to help alleviate homelessness in our region. Communities came together in the spirit of cooperation to allocate limited dollars among competing projects to enhance our region's transportation systems. This last year also saw the re-convening of the public-private partnership board, which will be spending several months going into 2018 in developing a comprehensive regional economic development strategy.

Our success as a region is predicated on our ability, as governments, to work together toward a shared vision and goals. To do that requires strong, functioning, and healthy governments. The COG plays an important role in ensuring our local governments have the resources they need to govern effectively. In 2017, the COG facilitated six goal setting sessions; trained more than 100 elected and appointed officials on leadership, local government finance, budgeting, public meetings, public records, and ethics laws; assisted in the

recruitment of six executives; provided land use planning services to 20 communities; assisted one community with revisions to its home rule charter; and assisted another in an assessment of compliance with the Americans with Disabilities Act. And that is just a sampling of the direct support you will read about in this annual report of what the COG provided its members during 2017.

The COG remains instrumental in facilitating opportunities for local governments in the region to share ideas, combine resources, and jointly address challenges and seize opportunities. In facilitating the Mayor's Coalition, Yamhill County quarterly meetings, monthly Polk County meetings, and monthly meetings among local government managers, the COG ensures that we all benefit from our collective wisdom and experience.

In my role as chair, I have seen how the COG's successes become our members' successes. The Board remains dedicated to being good stewards of the COG's financial and human resources. In 2017, the Board recruited and selected a new Executive Director who has a combination of 20 years of local government management and legal experience, revised financial policies, and adopted a public records policy - all as part of its ongoing efforts to ensure membership dollars are used wisely to leverage the investment of federal dollars in our region and to provide quality services to its member governments.

It has been my pleasure to serve as the Chair of the Board of Directors this year, and I sincerely thank everyone who helped make this year a success for our region and for the organization.

I am pleased to pass the gavel to Mayor Cathy Clark, from the City of Keizer, who will be the incoming Chair for 2018. I am certain that under Mayor Clark's leadership, and with our member's continued dedication, the COG will continue to be successful in working to position our region for prosperity.

## A Message from the Executive Director: Sean E. O'Day



*"Coming together is a beginning; keeping together is progress; working together is success."*

- Henry Ford

Sixty years ago, the Mid-Willamette Valley Council of Governments began when several local governments came together in the spirit of intergovernmental cooperation to create the Mid-Willamette Valley Planning Council. The first of such organizations in the United States, the council provided planning services to **Marion and Polk Counties**, the city of **Salem**, and the **Salem School District**. Today, land use planning remains at our core, providing regionally informed land use planning services to 20 jurisdictions.

In 1967, other local governments joined the effort and our name changed to what we are known by today: the Mid-Willamette Valley Council of Governments. With the addition of other governments, including **Yamhill County** in 1968, the Council of Governments (COG) progressed and took on additional tasks to include serving as a conduit through which local governments could receive federal dollars for transportation, social service, and economic development. In the 1980s, the COG began serving as an intermediary lender for small businesses to access federal funding programs, and also took on the role of managing various local governments' revolving loan programs and housing rehabilitation loans. Today, among our legal designations, the COG:

- is the federally designated Metropolitan Planning Organization and is responsible for developing a multi-modal, financially

constrained transportation plan that meets all federal transportation and Clean Air Act planning requirements within the Salem-Keizer-Turner metropolitan area (an area well within the commuting shed of the entire COG boundaries);

- serves as the federally designated Economic Development District (EDD), providing access to federal economic development dollars;
- is the administrative support agency for the Mid-Willamette Valley Area Commission on Transportation (MWACT), an advisory body chartered by the Oregon Transportation Commission that advises on all aspects of transportation, including development of the Statewide Transportation Improvement Program (STIP), which schedules funded transportation projects;
- is an approved intermediary lender for the U.S. Small Business Administration (SBA), U.S. Department of Agriculture (USDA), U.S. Economic Development Administration (EDA), and State of Oregon Business Development Fund (OBDF);
- administers the Community Development Block Grant (CDBG) funded Housing Rehabilitation loan funds in **Aumsville, Aurora, Detroit, Gates, Gervais, Hubbard, Idanha, Jefferson, Silverton, Stayton, Turner, Mt. Angel, Woodburn**, and the unincorporated areas of **Marion County**; and
- is an affiliate agency for the U.S. Census, providing local expertise to the census and training, assisting, and disseminating information to local government agencies on Census activities.

Recognizing that strong communities make for a strong region, and that certain issues are best addressed through a regional approach, over a decade ago, the COG began providing training and technical assistance to member governments and

facilitating intergovernmental cooperation among its members.

Today, the COG provides training on a variety of topics and suite of services to include goal setting facilitation, executive level recruitments, executive level evaluations, charter review, request for proposal analysis and service on selection committees, urban renewal agency plan development, economic opportunity analysis, and American with Disabilities Act (ADA) Assessments.

To foster intergovernmental collaboration the COG also facilitates the Mayors Coalition, Yamhill County quarterly meetings, monthly Polk County meetings, and monthly meetings among local government managers. And, new in 2017, the COG helped to facilitate the pooling of resources to establish a program coordinator who, with a regional perspective, will assist local governments in addressing homelessness.

As the COG turns 60, it remains a vital force in positioning the region for prosperity. By working together in the spirit of intergovernmental cooperation, we have accomplished a lot. With your investment of approximately \$200,000 in membership dues, in 2017 the COG leveraged those funds into providing:

- Over \$24 million in federal transportation funding, to include regionally significant surface transportation improvements and transit service;
- Over \$2.3 million in grants to local governments for facility improvements, land use planning, and economic development;
- Over \$12 million in small business lending, which has/will create 133 new jobs for our region; and
- \$241,600 in housing rehabilitation loans that improved the quality of life for the residents of those homes while improving the value of our region's housing stock

The pages of this report that follow, are replete with the details of those efforts, along with the COG programs and services.

As I conclude my message, I wish to sincerely thank the Board for its support and the staff for their efforts. It has been an honor to have been selected and to be able to serve all of you as Executive Director.

In my first year, my priority has been to get to know the organization, its staff, and its members. In addition to confirming for me that we live in the most beautiful part of the most beautiful state in the country, in this first year I have also learned the important role the COG has in improving the quality of life in our region. I have come to appreciate that the COG enjoys a dedicated professional staff, and that it is comprised of member governments and local government officials who are committed to ethical governance and improving the quality of life of the constituents they serve.

What I have also come to understand is that, when we work together we can create a region that is supported by world class infrastructure, enjoys a competitive economy, and is home to healthy vibrant livable communities. As we enter our next decade of existence, my priorities will be to work towards that vision by providing a voice for the region to state and federal decisionmakers, seeking out and improving strategic partnerships, expanding and enhancing direct services to our members, and improving the financial health of the organization and its programs and services.

Collectively, we can build a brighter and more prosperous future this region that we all adore and call home. However, as a Council of Governments, we are only as strong as you are engaged. I look forward to linking arms with all of you as we work together to achieve our regions full potential.

## Member Services

### **Convening and Collaboration – Developing Partnerships**

The COG provided staff support and assistance to a variety of regional events that promote information sharing and partnership development among local governments, including the Mid-Willamette Valley Mayors Coalition, City/County Administrators lunch meetings, Polk County breakfast, Yamhill County Local Government dinners, and the Willamette Valley GIS Users Group.

### **Intergovernmental Cooperation – Demonstrating Leadership on Regional Matters**

COG staff served on the Chemeketa Cooperative Regional Library Service Board of Directors, Regional Solutions Advisory Committee, the Oregon City/County Managers Association Board of Directors, Oregon Transportation Modeling Committee, Board of Directors for the Oregon/SW Washington Chapter of URISA (an organization dedicated to the development, enhancement, and accessibility of Geographic Information Systems), Marion County Economic Development Advisory Board, Oregon City Planning Directors Association Board, Oregon Economic Development Districts Board, and Oregon Rural Development Council.

### **Mid-Willamette Valley Homeless Initiative Partnership – Facilitating a Regional Approach to an Increasing Regional Issue**

The COG facilitated the pooling of resources with Marion County and the Cities of Salem, Keizer, Monmouth, and Independence to hire a program coordinator to study and provide data and information to the participating jurisdictions on homelessness, initiate strategic partnerships social service providers that serve individuals experiencing homelessness in the region, take the lead in implementing key projects in the Mid-Willamette Valley Homeless Initiative Strategic Plan.

### **Training/Education – Helping Governments Succeed**

The Council of Governments held one-day leadership development training for the cities of Aurora, Donald, Gervais, Hubbard, and St. Paul, and Jefferson. The COG also held a financial forecasting workshop for local government administrators in the fall of 2017.

### **Goal Setting/Strategic Planning Facilitation – Helping the Region’s Governments Move Forward**

The COG facilitated goal setting and strategic planning sessions for Aumsville, Gervais, Carlton, Independence, Amity, and Silverton.

### **Executive Recruitments – Attracting Talent to the Region**

The COG assisted Jefferson, Willamina, and Falls City in the recruitment of executive level positions, and conducted background checks on recruitments for Sublimity. As of the date of this report, the COG is currently assisting Aurora, Dayton, and Carlton with open recruitments. The COG also gave a presentation to Independence on the means and methods of hiring a city manager.

### **Executive Performance Evaluation – Promoting Professional Standards**

In 2017, the COG facilitated performance evaluations for the McMinnville City Manager.

### **Charter Review – Ensuring Good Governance**

The COG assisted Stayton in facilitating the review and update of its City Charter.

### **Fiscal Agent – Helping Non-Profits**

The COG served as the fiscal agent for two non-profits that secured dollars for cultural and economic development activities. Specifically,



the COG assisted the Marion Cultural Development Corporation, which is an affiliate of the Oregon Cultural Trust, in the administration of trust dollars to enhance arts, culture, and heritage activities throughout the county. The COG also helped the Chehalem Valley Chamber of Commerce obtain a Ford Family Foundation Grant for an economic development initiative.

### **Request for Proposal Assistance – Technical Assistance for Members in the Pursuit of Cost Effective/Excellent Services**

COG staff assisted the City of Salem in the selection of a contract lobbyist, and provided technical assistance and RFP review for the City of Aurora in the selection of a contract city attorney.

## **COG Staff Milestones**

### **New Hires**

**Sean O'Day**, Executive Director, started at the COG in May.

**Ragan McHone**, Loan Documentation & Servicing Specialist, started at the COG in June.

**Holly Byram**, Associate Planner, started at the COG in September.

**Amy Dixon**, Associate Planner, started at the COG in November.

### **Anniversaries**

**Kindra Martinenko**, Associate Planner-Transportation, achieved 10 years with the COG in December.

**Greg Smith**, Finance Director, achieved 15 years with the COG in March.

**Denise VanDyke**, Administration Specialist II, achieved 20 years with the COG in October.

**Ray Jackson**, Senior Planner, achieved 20 years with the COG in September.

## **Transportation Planning**

### **Salem-Keizer Area Transportation Study (SKATS)**

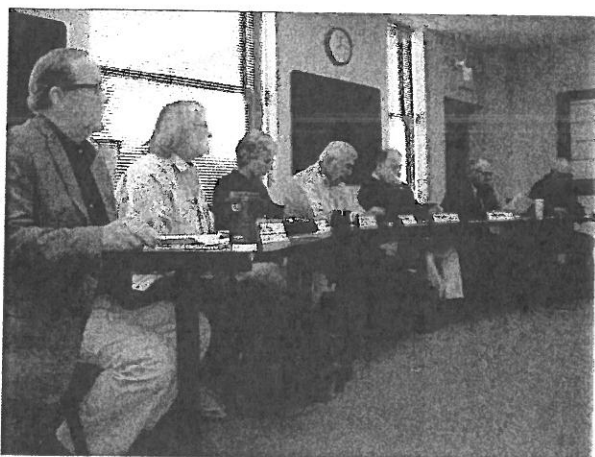
As the federally designated Metropolitan Planning Organization (MPO) for the Salem-Keizer urbanized area, the Salem-Keizer Area Transportation Study (SKATS) continues its role in coordinating and supporting comprehensive, multi-jurisdictional and multi-modal transportation planning in the **Salem-Keizer-Turner** area. COG staff are responsible for the operation of the SKATS MPO.

### **SKATS Highlights for 2017**

- SKATS updated its *Transportation Improvement Program (TIP)*, with all projects

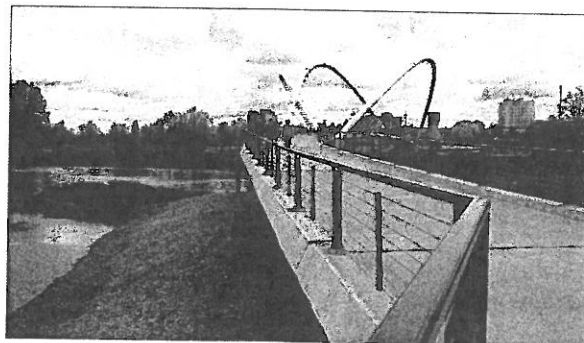
listed in the TIP totaling over \$160 million (\$122 million is federal funds). Staff increased its outreach to the public and used a map of the projects on the COG website to collect public comments. The 2018-2023 TIP was adopted in April 2017.

- SKATS Chair Cathy Clark and COG staff participated with other MPOs and ODOT in an advisory committee (lasting more than six months) to negotiate the amount of *federal Congestion Mitigation and Air Quality (CMAQ) funds* each MPO would receive. Starting in 2019, SKATS will receive more than \$1.5 million annually of CMAQ funds to spend on transportation projects that reduce pollution.



The SKATS Policy Committee adopted the 2018-2023 TIP at their April meeting.

- *Transportation Performance Measures* and *Targets* are now a federal requirement for MPO plans. Staff, SKATS committees, and ODOT are coordinating to comply with these new requirements.
  - The *Peter Courtney Minto Island Bridge* at **Salem's** Riverfront Park, pictured below, opened this summer (SKATS provided \$500,000 for the project).
- With an additional \$5 million available for the SKATS TIP, a new round of project solicitation and review started in August 2017. A recommendation to the SKATS Policy Committee is being prepared for January 2018.
  - Staff attended hearings and provided regular updates on the *Legislature's transportation bill (HB2017)* to the SKATS Policy Committee, MWACT, and other groups.
  - The agreement for a *seismic study of the OR22 Center Street Bridge* (over the Willamette River) was signed by ODOT, City of Salem, and COG, and work will commence in 2018. HB2017 provides \$60 million for the seismic upgrade, with design in 2022 and construction in 2025.
  - In collaboration with ODOT, identified nine miles of *Critical Urban Freight Corridors (CUFCs)* within SKATS as part of ODOT's Freight Plan update. These road segments will be eligible for future federal freight funds.
  - FHWA/FTA provided its quadrennial *Federal Certification Review report* of the SKATS Planning Program. SKATS' planning program was officially certified by FHWA/FTA, but the report identified additional actions that were either required or recommended in the future.
  - Adopted an update to the SKATS *Public Participation Plan*



- COG transportation staff participated in planning studies for the Winter-Maple Family Friendly Bikeway, the State Street Corridor Plan, the City of Salem Pedestrian Study and the Salem River Crossing EIS; managed a travel model update contract with Portland Metro; coordinated on transit issues with Cherriots staff; participated in an advisory committee for updating Oregon's Transportation Planning Rule; coordinated with interested parties on Safe Route to School planning; and started work for updating the 20-year SKATS Regional Transportation Plan.

### **Mid-Willamette Area Commission on Transportation (MWACT)**

The Mid-Willamette Valley Area Commission on Transportation is a 17-member advisory body chartered by the Oregon Transportation Commission (OTC). Its purpose is to apply the statewide transportation goals to the specific needs of the Mid-Willamette Valley area as identified by the local jurisdictions.

During the year, MWACT had seven committee meetings. COG and ODOT staff prepared the MWACT agendas, meeting summaries, and draft

letters between MWACT and the Oregon Transportation Commission (OTC) as needed. Highlights of MWACT activities by month included:

- January–presentations on ODOT’s All-Roads Transportation Safety (ARTS) program (28 projects within MWACT, \$17 million total for 2017-2021) and ODOT’s Strategic Investment plan; status of the **Salem** River Crossing EIS; discussion of **Newberg-Dundee** Bypass Phase 2 funding needs.
- April–Annual ODOT Report on Construction in the MWACT area; celebration of MWACT’s 20<sup>th</sup> Anniversary; presentation of SKATS MPO 2018-2023 TIP.
- June–Discussion of ODOT’s Freight Plan, ODOT’s ADA Transition Plan, Oregon’s Public Transportation Plan, and a HB2017 update.
- August–Status of the OR22W Safety Project; briefing on the solar eclipse preparation; summary of HB2017 and projects funded in MWACT and statewide; kick-off for Oregon’s 2021-2024 State Transportation Improvement Program (STIP); retirement of ODOT Area 3 manager Tim Potter.
- September–STIP amendments of HB2017 projects; update on 2021-24 STIP funding program splits; presentation of OR22 (25th St. to Gaffin Rd.) Facility Plan.
- October–information on the next round of ARTS; discussion of MWACT Biennial Report; MWACT discussion prior to OTC annual workshop.
- December–presentations and discussion of Critical Oregon Airport Relief (COAR) applications from **Salem** and **McMinnville**; update on 2021-24 STIP funding program framework; MWACT letter regarding new ODOT Communication Plan.

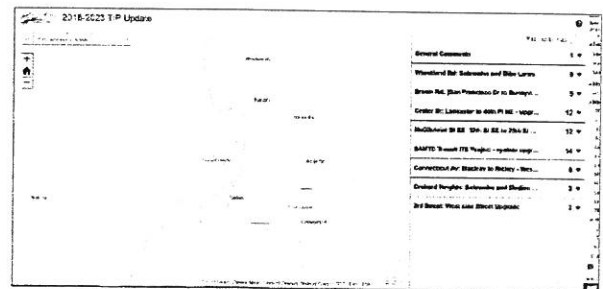
COG and ODOT staff also supported chair Ken Woods, Jr. in preparation for meetings, preparing

draft letters and other activities as MWACT’s chair; prepared the MWACT Biennial Report and recommended changes for MWACT’s Charter and Operating Agreement.

### Geographic Information Systems (GIS) and Census Services

COG staff utilize GIS technology for projects in many varied projects in transportation, land use, utilities, and natural resource management. Projects in 2017 included:

- COG’s land use planners often need GIS staff to prepare maps of zoning, comprehensive plans, and other maps for COG member cities;
- assisting the city of **Donald** with participation in the Census Bureau’s annual Boundary and Annexation Survey (BAS), to ensure that population within the city limits is correctly tabulated;
- provided maps for the city of **Sublimity’s** discussions about a potential UGB expansion;
- produced maps for the cities of **Turner** and **Aumsville** for buildable land inventory development;
- developed a new online mapping application for the **Salem-Keizer School District** (Salem-Keizer SchoolFinder), where users can determine their elementary, middle, and high school attendance area by entering their address;



*An interactive map for the Transportation Improvement Program (TIP).*



- hosted training and conducted preliminary work on the Census Bureau's Local Update of Census Addresses (LUCA) program;
- Updates to the **Yamhill County** GIS application;
- Initial work on a sidewalk inventory for the **Salem-Keizer area**.

The COG Census Data Center assists agencies in **Marion, Polk, and Yamhill Counties** with the analysis of Census (and Census-related) information and custom demographics studies. The COG warehouses electronic Census information, population estimates, population projections, and other related demographic data. COG staff are able to combine Census expertise and data access with GIS mapping techniques for special project requests.

## Community Development

### Community Investment Projects

In 2017, the COG staff assisted member governments with a number of important community development projects involving public infrastructure, engineering studies and community facilities. Our staff assists local governments with all phases of project development including preparing grant/loan applications, project management, and compliance with state and federal regulatory requirements. An overview of community development projects is provided below.

- **Amity:** the COG is assisting in the environmental review and administration of a water improvements project which will increase treatment capacity, replace the water intake that can no longer draw sufficient water to meet the needs of the community, and improve the distribution system for the city.
- **Carlton:** Staff provided assistance with wage monitoring requirements related to a water line improvements project funded by the Safe Drinking Water Revolving Loan Fund (SDWLRF) program to increase fire flows and capacity in the central business district as well as developing a new emergency intertie to the City of McMinnville's water system.
- **Dallas:** Staff provided assistance with wage monitoring requirements related to a water line improvements project funded by the SDWLRF program.

- **Idanha:** The COG staff provided assistance in completion of an income survey of all residents in order to document continued eligibility for grant funding. Staff is assisting with a grant for final design and construction of a water improvements project aimed at improving treatment at the plant and reducing water losses in the distribution system. The COG previously assisted the city with an income survey to prove eligibility for grant funding.
- **Independence:** Staff is assisting the city in an income survey to document eligibility for various funding sources for future projects.

### Land Use Planning

In 2017, the COG provided land use planning services to 21 communities in the Mid-Willamette Valley region including **Amity, Aumsville, Aurora, Dayton, Detroit, Donald, Falls City, Gates, Gervais, Hubbard, Idanha, Independence, Jefferson, Lafayette, Mt. Angel, Scotts Mills, Sheridan, St. Paul, Sublimity, Turner, and Willamina**.

In addition to providing current land use planning services, the COG planning staff assisted with the following long range economic development and planning projects in 2017:

- *Donald UGB Expansion and Code Updates* - The City of **Donald** initiated public meetings associated with an update to their transportation requirements and the allowance of Planned Unit

Developments (PUD) related to the development code as well as the analysis and public outreach associated with a potential Urban Growth Boundary (UGB) expansion as the City works to accommodate population growth and housing needs in coming years. The project is funded, in part, with a grant from the Transportation and Growth Management (TGM) Code Assistance grant from the Department of Land Conservation and Development (DLCD) and the **Marion County** Community Projects grant program.

- *Economic Development Administration* - The City of **Silverton** submitted an application to the Economic Development Administration (EDA) Public Works program for funding assistance with a new water line and pump station to serve their industrial park and companies that are looking into water needs related to their expansion efforts. COG staff assisted the City with the application and organized a tour with the regional EDA representative and state economic development staff to view the proposed project and impacted businesses.
- *Sublimity Parks Master Plan* – The COG staff is assisted with an update to **Sublimity's** parks master plan in order to identify current and future park land needs. The project also involves a proposed UGB expansion in order to accommodate identified park land needs.
- *City of Lafayette UGB Expansion* –The City of **Lafayette** wrapped up a residential building lands inventory, housing needs analysis and Comprehensive Plan update to ensure the City had an adequate supply of residential land within its UGB. COG staff also assisted with the ultimate UGB expansion to accommodate future residential land needs.
- *Zoning and Development Code Updates* –The COG staff assisted the cities of **Aumsville, Aurora, Dayton, Detroit, Donald, Gervais, Hubbard, Independence, and Lafayette** with updates to local zoning and development ordinances.



Above: A map showing the proposed Lafayette UGB expansion area.

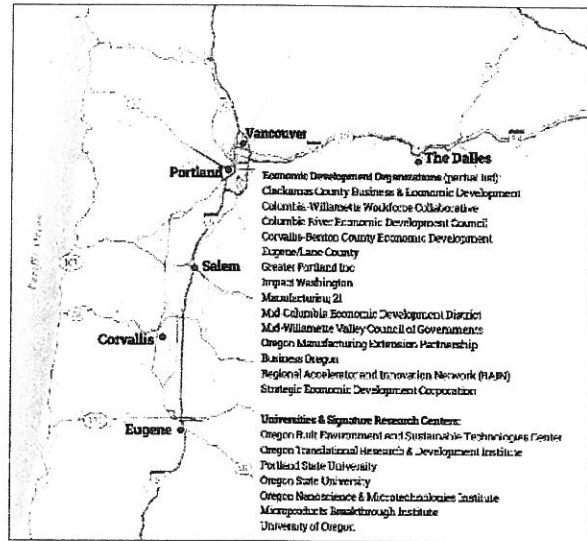
### Additional Community and Economic Development Activities

- *Dallas Competitive Analysis*- Based upon previous work completed by the City of **Dallas**, COG is creating their first ever analysis and report collecting economic development indicators such as employment patterns and trends, commercial vacancy rates, commute patterns, and associated land use permitted uses and fees. Upon completion of the report for Dallas, we will look to aid other interested members in the Mid-Valley and develop a more regional report for ongoing collection of data points and analysis.
- *Economic Development Partnerships* – COG staff coordinates and participates in various economic development forums and meetings throughout the year, including: Mid-Willamette Economic Development staff lunches, Regional Solutions Team and Advisory Committee meetings, Yamhill County Economic Development meetings, and the Marion County Economic Development Partnership Board. The forums and meetings discuss economic development issues and legislative initiatives,

share best practices, and identify opportunities for collaboration.

- Keizer ADA Transition Plan – The COG will support the City of Keizer with the creation of an ADA Transition Plan to identify accessibility barriers within public rights-of-way, public facilities, and parks. The COG will develop the methodology for data collection and inventory of public facilities, park, and curb ramps and sidewalks in order to help identify needed modifications moving forward. Staff will also create the report on behalf of Keizer and we have plans to aid other interested members in the Mid-Valley upon completion of the initial methodology and report for Keizer.
- Urban Renewal- The COG is assisting the City of Stayton with a potential urban renewal plan and district to help serve their industrial park.
- Pacific Northwest Manufacturing Partnership (PNMP)- The PNMP is an alliance of urban and rural communities in the Willamette Valley, Columbia River Gorge, and Portland-Vancouver metropolitan areas to accelerate manufacturing, job creation and private

investment in the region. In response to the federal “Investing in Manufacturing Communities Initiatives” competition, the PNMP qualified as one of 12 national strategic applications to receive designation in 2015. The designation will give our region elevated consideration for \$1.3 billion in federal dollars and assistance from 13 cabinet departments and agencies.



Above: A map of one of the Pacific Northwest Manufacturing Partnership alliance.

## Housing Rehabilitation Services

The COG assists with administration and management of housing rehabilitation services in rural Marion County and the following cities: Aumsville, Aurora, Detroit, Gates, Gervais, Hubbard, Idanha, Jefferson, Mt. Angel, Scotts Mills, Silverton, Stayton, Turner, and Woodburn.

Valley Development Initiatives (VDI), a non-profit affiliate of the COG, manages the program on behalf of our members. The program provides financial assistance to income qualifying property owners in need of home repairs via a low-interest, deferred payment loan program to mitigate health and safety concerns, improve deficiencies, increase efficiency, and

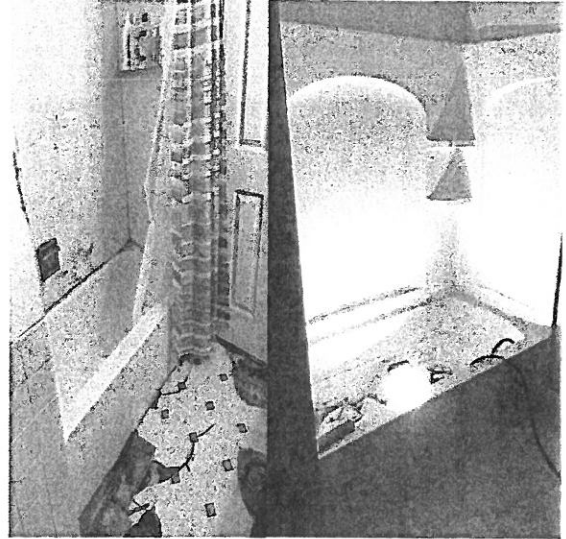
improve accessibility. As clients repay loans, the money can then be re-lent to other eligible property owners in the county.

Program highlights from 2017 include the following:

- This year, the COG staff assisted eleven (11) property owners with housing rehabilitation loans totaling more than \$240,000. Work included new roofs and gutters, replacement siding and exterior paint, new windows, and electrical upgrades, all needed to increase the safety and energy efficiency for low and moderate-income residents.

- Since creation of the program in 1999, VDI has helped over 400 households maintain/repair their homes and has brought in over \$1.2 million in new funds to serve the region. This year, we submitted a new funding application seeking to assist persons in manufactured home parks, previously determined ineligible under older program rules.

*At Right: Before and After replacement of a damaged, leaky tub and surround in Hubbard.*



*Above: Before and After where a homeowner in unincorporated Marion County received a new roof and repairs to interior drywall resulting from previous leaks from the damaged roof.*

## Small Business Financing

COG lending staff received approvals and funding for \$4.4 million of loans. Combined with \$7.69 million of prior approved loan projects that are now under construction, the total is over \$12 million of COG loans, matched with \$21.9 million of private investment, and 133 new jobs to be created.

Additional loan program highlights include:

- Staff completed the new loan program software conversions.
- Staff has participated in regular Federal agencies' training webinars as policies and procedures, including portfolio reporting, have changed to cloud-based applications technology.

### SMALL BUSINESS FUNDED LOANS IN 2017

| Industry                         | Location    | Program* | Loan Amount        | Total Project       | Jobs Created |
|----------------------------------|-------------|----------|--------------------|---------------------|--------------|
| Manufacturing                    | West Salem  | EDA/RLF  | \$490,844          | \$1,228,555         | 6            |
| Retail/Office Building - Grocery | Willamina   | IRP/VDI  | \$400,000          | \$1,150,000         | 2            |
| Hotel/Hospitality                | McMinnville | IRP/VDI  | \$143,000          | \$149,000           | 1            |
| Event Center                     | Portland    | SBA 504  | \$1,579,000        | \$3,850,000         | 3            |
| Industrial Property Expansion    | Albany      | SBA 504  | \$1,831,000        | \$4,763,143         | 26           |
| <b>Total:</b>                    |             |          | <b>\$4,443,844</b> | <b>\$11,140,698</b> | <b>38</b>    |

### SBA LOANS APPROVED/UNDER CONSTRUCTION:

| Industry                       | Location    | Program* | Loan Amount        | Total Project       | Jobs Created |
|--------------------------------|-------------|----------|--------------------|---------------------|--------------|
| Assisted Living Facility       | Portland    | SBA 504  | \$3,130,020        | \$10,433,402        | 50           |
| Hotel/Hospitality              | McMinnville | SBA 504  | \$2,850,872        | \$8,145,347         | 15           |
| Professional Services Building | McMinnville | SBA 504  | \$1,712,000        | \$4,360,769         | 30           |
| <b>Total:</b>                  |             |          | <b>\$7,692,892</b> | <b>\$22,939,518</b> | <b>95</b>    |

\* Loan Programs Used: EDA/RLF-- Economic Development Administration Revolving Loan Fund; SBA 504-- U.S. Small Business Administration 504 Debenture Loan Program; IRP/VDI--Rural Development Intermediary Relending Program

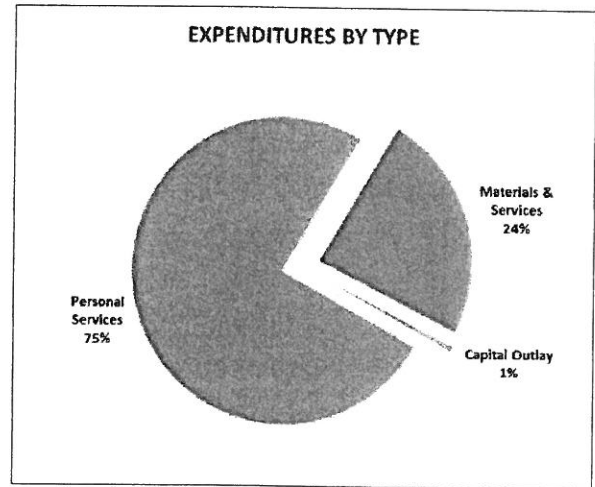
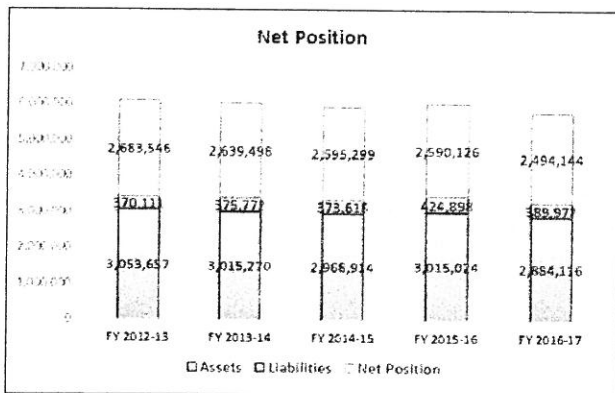
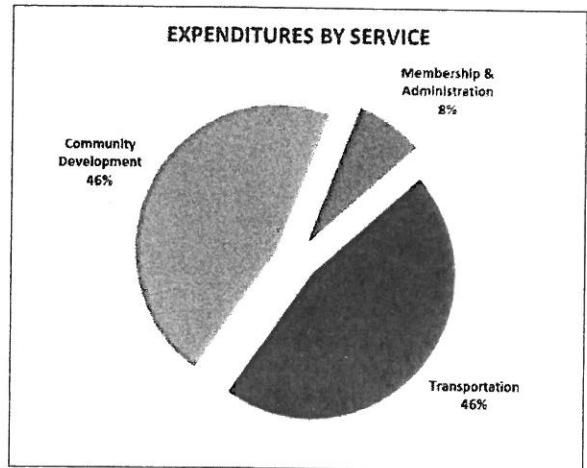
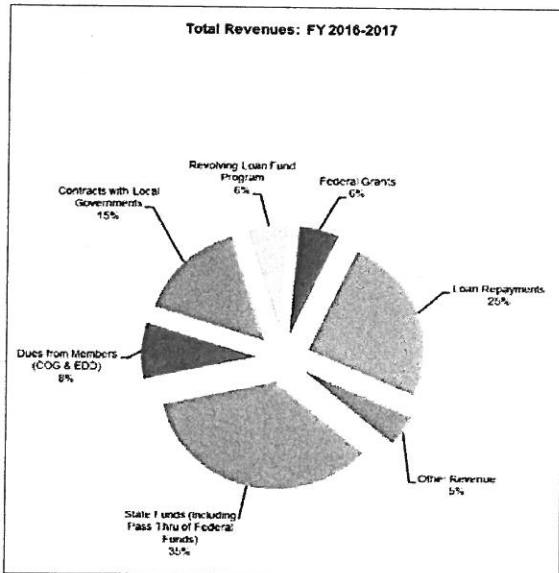


# Financial Services

The COG operated with a budget of \$4.95 million and a FTE staff of 19.1 during the past year. Actual expenditures were \$2.60 million.

Major sources of revenue include dues from member governments, contracts with member governments for services, grants, or contracts with state and federal agencies for a variety of services, pass-through money from state and

federal programs that is distributed to others, and fees earned from small businesses for loans. The chart on this page illustrates in summary form the various sources of COG funds. The single most important source of revenue to the COG is dues from member governments. It is this revenue that provides for basic operating costs and a portion is used to match federal grants.





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## 2017 Board of Directors

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 Ainsworth, Chair, Polk  
 County\*

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 Chair, Keizer\*

Commissioner Sam Brentano,  
 Marion County

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 Yamhill County\*

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 Monmouth

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Mayor Kathy Figley,  
 Woodburn

Mayor Shanti Platt, Gervais;  
 Small Cities of Marion County  
 (Aumsville, Aurora, Detroit,  
 Gates, Gervais, Hubbard,  
 Idanha, Jefferson, Mt. Angel,  
 Scotts Mills, Silverton, St.  
 Paul, Stayton, Sublimity, and  
 Turner)

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 Independence; Small Cities of  
 Polk County (Falls City, and  
 Independence)

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 Small Cities of Yamhill  
 County (Amity, Carlton,  
 Dayton, Dundee, Lafayette,  
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 Education, Chemeketa  
 Community College  
 Rick Kimball/Marty Heyen,  
 School Board, Salem-Keizer  
 School District

Jerry Thompson, Board of  
 Directors, Salem-Keizer  
 Transit\*

Frank W. Pender, Jr., Board of  
 Directors, Willamette  
 Education Service District

Jon George/Lisa Leno, Tribal  
 Council, Confederated Tribes  
 of Grand Ronde

\* members of the Executive  
 Committee

## Our Mission:

- Expanding interaction and improving dialogue among local units of government.
- "Convener" - enhancing collective awareness of major regional issues through seminars and workshops.
- Coordinating regional planning and development activities.
- Providing technical assistance and local services tailored to individual needs of member governments.