

# Chehalem Heritage Trails Advisory Committee

## AGENDA

September 13, 2023 | 6:30 - 8:00 p.m.

Attend either in person on-site at CPRD Admin Office  
or remotely via Zoom: <https://us02web.zoom.us/j/89157263898>  
Meeting ID: 891 5726 3898

Committee Members:

Michelle Colvin  
Quentin Comus (Chair)  
Matt Dolphin  
Allen Holstein  
Kimberly Lanier

Committee Members (Continued):

Bob Oleson  
Martin Peters  
Cindy Riggs  
Erin Robinson (Secretary)  
Peter Siderius

Board Liaisons:

Jason Fields  
Jim McMaster

CPRD Staff:

Casey Creighton  
Kat Ricker  
Bryan Stewart

- I. Call to Order
- II. Attendance Roll Call
- III. Approval of August Meeting Minutes (Matt)
  - o See Appendix A
- IV. Public Comment Period

*Public participation in Chehalem Heritage Trails Advisory Committee meetings is encouraged. Those interested may submit written comments to [kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org) or provide oral comments at a public committee meeting. Those wishing to provide oral comments will be provided a set amount of time determined by the Chair at the beginning of the meeting during the designated public comment period. This public comment period may last up to a maximum of 10 minutes.*

- V. User Group Engagement Strategies Discussion (Matt)
  - o See Appendix B
  - o Potential Motion: Recommend to the CPRD Board of Directors that the Chehalem Heritage Trails Advisory Committee convene user group-specific town halls for equestrians, cyclists, and hikers AND a multiuser focus group facilitated by a third party to explore user group desires and concerns. This feedback will be applicable to the entire Chehalem Heritage Trails network but specifically supplement the work of the Bob and Crystal Rilee Park Master Plan. The Committee shall record, synthesize, and publicly present the feedback to the CPRD Board of Directors by February 2024.
- VI. Additional Committee Member Discussion (Matt)
- VII. Board of Directors Meeting Report (Matt)
- VIII. Adjourn

**Important Reminders/Notes:**

- Friday, September 15, 2023: CHTAC Community Trails Survey invitation letters mailed, survey opens to closed sample.
- Tuesday, October 10, 2023: CHTAC Community Trails Survey reminder letters mailed.
- Wednesday, October 11, 2023: CHTAC Regular Meeting at the CPRD Administrative Office and on Zoom at 6:30 p.m.
- Tuesday, October 31, 2023: CHTAC Community Trails Survey closes, data analysis begins.

# APPENDIX A

## Chehalem Heritage Trails Advisory Committee

### MINUTES

August 9, 2023 | 6:30 - 8:00 p.m.

Attend either in person on-site at CPRD Admin Office  
or remotely via Zoom: <https://us02web.zoom.us/j/89157263898>  
Meeting ID: 891 5726 3898

Green attended in person – Blue attended via Zoom – Black not in attendance

Committee Members:

Michelle Colvin  
Quentin Comus (Chair)  
Matt Dolphin  
Allen Holstein  
Kimberly Lanier

Committee Members (Continued):

Bob Oleson  
Martin Peters  
Cindy Riggs  
Erin Robinson (Secretary)  
Peter Siderius

Jason Fields  
Jim McMaster

CPRD Staff:  
Casey Creighton  
Kat Ricker  
Bryan Stewart

Others in Attendance:

Brian Bowman

Board Liaisons:

- I. Call to Order 6:32pm
- II. Attendance Roll Call
- III. Introduction of New Board Liaison, Jason Fields (Quentin)
- IV. Approval of June Meeting Minutes (Quentin)
  - o See Appendix A
  - o Moved and approved and approved unanimously
- V. Public Comment Period - none

*Public participation in Chehalem Heritage Trails Advisory Committee meetings is encouraged. Those interested may submit written comments to [kricker@cprdnewberg.org](mailto:kricker@cprdnewberg.org) or provide oral comments at a public committee meeting. Those wishing to provide oral comments will be provided a set amount of time determined by the Chair at the beginning of the meeting during the designated public comment period. This public comment period may last up to a maximum of 10 minutes.*

- VI. Work Party Reflection (Matt)
  - o Poison oak eradication
  - o About 8 people
  - o Head room for horses – sections 55, 56, 57 and 58
  - o Recommendation to address further in the Fall
  - o Equestrian connections are attempted.
  - o Matt is working with Bryan and Russ on replacement of some boards.
- VII. Community Trails Survey Update (Quentin)

- See Appendices B and C
- Discussion:
  1. Cindy – Will we know if someone started and then stopped the survey? Quentin – Yes and they could be reminded
  2. Jim – Do we have the Harvey Creek Trail on there? Quentin – No Jim – suggests adding that and potentially the Trappist Abbey Trail Allen – suggests not including Trappist Abbey in the survey
  3. Jason - What is the purpose of the survey? Quentin – lots of concerns in our community and having a hard time finding actionable items and to understand the attitudes and usage behavior of people in the district. Also, to understand the values of shaping the thoughts around trails.
- Potential Motion: **Recommend CPRD administer the CHTAC Community Trails Survey, as presented, on behalf of the Chehalem Heritage Trails Advisory Committee. Moved and seconded**
  1. **Passes unanimously**

VIII. Additional Committee Member Discussion (Quentin) – **will move to September meeting**

- Our numbers have somewhat dwindled
- Equestrian and bike community representatives are missing?
- Allen believes that our mission is larger than just the equestrian viewpoint and would like people who would embrace the broader mission rather than those who are invested in one park.
- Jim – sent a name to Quentin today of someone who would be interested in joining
- Cindy – water person would be good to add – Jim - maybe chat with Bart Rierson about who would be good for water trails
- Matt – has long lists of those who volunteered to help on trails. We should also look at Oregon Equestrian Trails would be a nice group to include in regards to equestrian trail maintenance. Those who have a little extra knowledge about trails would be a focus of recruitment. Bike community should be involved also, potentially Brian Bowman
- Quentin – how should we add members. Matt would need some time to present names. Jim – it's always the few who do the work of the many. If you want to keep them on board you need to have something for them to do.
- Quentin will start an Excell Spreadsheet and send it to us so we can add names to potentially recommend to add to the committee.
- Matt suggests trying to also be proactive about public comment – not everyone wants to commit at the level of a committee member. Quentin agrees and also need resources for potential focus groups, etc. Diversification of approaches and conversations in order to head to solutions.

IX. Next Steps Discussion (Quentin) – advocacy is something we will continue

- **Ewing Young Park**

1. LUBA appeal was dropped and CPRD will try to work with County for a solution over the next year
2. Matt was thankful to the Board for giving the Ewing Young Park some time to come up with the best solution. It was a good moment in our community to see that.
3. Quentin - Master Plan around 2018 was done. Is there a timeline for development of the other side of the footbridge. Bryan – is in a holding pattern and would encourage moving forward. Encouragement to continue with projects that have been in the works.
4. Quentin – wait for an opportunity to discuss whether we want this to be a priority. We can revisit as specific opportunities become available.

- **Newberg-Dundee Bypass Trail**

1. Education and advocacy is important – Bryan would encourage everyone to advocate for ALL the trails.
2. Matt, Cindy and Michelle – want to stress how much excitement there is for this trail at the market.
3. ODOT easement – things are changing as development changes
  - a) Jim – when they build a new highway they have to put a trail in – to get the bypass done they had a certain amount of money and their coming back for the trail – supported by State Law – State of Oregon and ODOT are providing grants
4. Matt – his property was purchased for the bypass – bikes and pedestrians have been part of the discussion for 20 years.
5. Jim – we are looking to work with the County.
6. Jason – doesn't believe there was a trail in the plans in building the bypass.
  - a) He is for building the trail.

- **Bob and Crystal Rilee Park**

1. Master Plan process underway

- **Wednesday Market**

1. Should Cindy ask and report back what people are saying? Quentin says: yes, it's like a pulse. Matt has developed a collection sheet for contact information for interested community members. Cindy still passes out stickers to the children. The plan is to enter the information and then we can share the information.
2. Quentin – talked about schools or other events to spread the word about trails. Newberg City Council is drafting a letter to collaborate on parks (probably includes trails).
3. Allen and Pete went to speak to the County Commissioners about a month ago – and he wants everyone to know that it pays to show up when there is something relevant on the agenda. Quentin has been trying to watch the agendas for different groups. Would be

worth keeping tabs on those. Matt – did our letter to the County get into the record?  
Quentin- doesn't believe so because he hit a roadblock with the meeting organizer.

- **Potential mailer**

1. Jason – have we done a mailer to let people know about what we can do at the CPRD parks, etc. Jim – says they used to do it quarterly but haven't since the internet revolution. Would be nice to send a mailer to have a way for people to make suggestions, volunteer, donations. Jason, has no idea how many CPRD parks are available for use. We should spend some money educating people about what we have. Michelle – mentioned that it used to be available in the library for anyone who is there. Matt – to the next Agenda we should bring a motion regarding what that mailer might look like. **Quentin agrees to bring some kind of motion to the next meeting regarding education of what's available through CPRD via mailer/printed material. Quentin will figure out the cost and the kind of material we would want to include in the mailer.**

- **Website ideas**

1. Quentin – create contact form on our website where they can link to more information. Cindy how would this be different than the CPRD website? Quentin – we could provide testimonial about certain trails/experiences. We can probably fill a gap regarding what CPRD's website doesn't have right now. Matt – maybe we help with the content at CPRD website instead. Start with what CPRD has and what can be adjusted instead. Quentin – we do have a committee landing page on the CPRD website. Jason – looking for the difficulty of the trail, what kind of trail is it, when is the trail open. Jim – this group could help with that information. Matt – worked with a small group who is advocating for conditions of trails being readily available to everyone including those with disabilities.
2. All Trails – Jim the trails aren't on there. Quentin – has the maps from his internship that could be submitted. Quentin will send the files to Matt.

X. Board of Directors Meeting Report (Quentin)

- 3 meetings happened.
- Bart Rierson and Don Loving were replaced by Matt Smith and Jason Fields
- LUBA case in Ewing Young resolved
- Master Plan at Bob & Crystal Rilee ongoing
- Jim -
  1. Appreciates those who are volunteering on the committee.
  2. This winter – when it's pouring rain we should be identifying where the problem areas are so that we can look to improve on those as the weather gets better.
  3. Matt is doing this at Bob & Crystal Rilee and would love to expand to others.

- Jason – he is honored to be a part of this committee and he thinks it's awesome that we are so committed to the parks and trails. Jason wants to grow the trail system and he is not opposed to trails.
- Brian Bowman – If there are any questions/concerns
  1. Practice sessions are going on up there. This is year 2 of the practices. Bryan says there have been no issues or major problems.
  2. Bryan – gates are up at Bob & Crystal Rilee and has helped with safety
  3. Quentin – are there people that approach you separately before they go to meetings, or do they go straight to board meetings? Bryan would like to receive emails or comments in advance.
  4. Jim – it's important that people realize there will be some bad actors. We've had to use ATVs and motorcycles on the trails from time-to-time.
  5. Quentin – user conflicts seem to be pretty calm at the moment – it seems as if all groups are enjoying the park.

XI. Adjourn – 7:57 pm

**Important Reminders/Notes:**

- Thursday, August 24, 2023: CPRD Board of Directors Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.
- Wednesday, September 13, 2023: CHTAC Regular Meeting at the CPRD Administrative Office and on Zoom at 6:30 p.m.

## Chehalem Heritage Trails Advisory Committee

# Trail User Engagement Recommendation

## Introduction

The Chehalem Heritage Trails Advisory Committee (CHTAC) recognizes the importance of understanding the desires and concerns of trail users within the Chehalem Heritage Trails network. To inform trail maintenance, development, and outreach efforts across the district, we propose a series of user group-specific town halls and a multi-user focus group. This initiative will not only foster constructive dialogue among diverse trail user communities but also serve as a valuable supplement to the ongoing Bob and Crystal Rilee Park Master Plan process.

## Purpose

The primary purpose of this initiative is to gather qualitative data from trail users, specifically equestrians, cyclists, and hikers. By conducting user group-specific town halls and a multi-user focus group, we aim to:

- **Understand User Needs:** Gain a deeper understanding of each user group's desires, concerns, and expectations regarding trail conditions, trail types, difficulty levels, and other relevant factors.
- **Address Inter-User Interactions:** Explore issues related to inter-user interactions, user etiquette, and strategies for improving the coexistence of different trail user groups.
- **Enhance Trail Development:** Collect innovative ideas and recommendations from trail users to inform district-wide trail maintenance, development, and outreach efforts.
- **Promote Collaboration:** Create a platform for constructive and collaborative discussions among trail users, CPRD board members, and CHTAC committee members to identify potential solutions to common challenges.

## Methodology

The initiative will consist of two main components:

1. **User Group-Specific Town Halls:** Three separate town halls will be organized, each targeting a specific user group; equestrians, cyclists, and hikers. These town halls will be facilitated by a third-party moderator and will accommodate large groups of trail users. Participants will have the opportunity to openly share their thoughts, concerns, and ideas.



2. **Multi-User Focus Group:** A multi-user focus group will be established, comprising two members from each trail user community, two CPRD board members, and two CHTAC committee members. This focus group will meet three times between October and December 2023 to discuss potential solutions to problems and innovative ideas for enhanced trails in the district. The focus group discussions will be facilitated by a third party to ensure objectivity and inclusivity.

## Data Handling

The CHTAC is committed to transparent and responsible data handling. All feedback and discussions from the user group-specific town halls and the multi-user focus group will be recorded, transcribed, and analyzed to identify major themes and ideas.

## Reporting

A comprehensive report will be prepared, encompassing the raw feedback and the synthesis of major themes and ideas emerging from the user group-specific town halls and the focus group discussions. This report will be publicly presented to the CPRD Board of Directors no later than February 2024.

## Conclusion

The proposed initiative to convene user group-specific town halls and a multi-user focus group is a testament to our commitment to listening to our trail user communities. By actively seeking their input, we aim to enhance the Chehalem Heritage Trails network, promote collaboration among trail users, and ensure that our trails meet the diverse needs and expectations of our community.

We kindly request the support and approval of the CPRD Board of Directors for this initiative, which will contribute significantly to the ongoing efforts to enrich our trail system and create a harmonious trail experience for all users.