

REQUEST FOR PROPOSALS
DISTRICT LEGAL SERVICES
For
CHEHALEM PARK AND
RECREATION DISTRICT

Open Date: September 1, 2023

Closing Date: October 25, 2023

Interviews: November 2023

(Service goal is to begin on January 1, 2024)

I. Introduction

The Chehalem Park and Recreation District is requesting proposals from attorneys or law firms to provide certain legal services to the District.

II. Scope of Work

The District intends to select a qualified attorney or attorneys to provide the following services:

- A. As routine services, Attorneys for District will upon request:
- Advise District officials on matters relating to District business.
 - Attend District Board meetings and other similar meetings as requested.
 - Prepare or review staff-developed ordinances, resolutions, contracts, agreements, leases, deeds, and related documents.
 - Provide legal opinions on matters relating to District activities.
 - Participate in the development of staff recommendations for action by the Board of Directors.
 - Make recommendations for updating existing District resolutions and other policies and practices.
 - Represent District in intergovernmental relations as directed.
 - Maintain appropriate records and files.
 - Perform related duties as necessary.
- B. As non-routine services, Attorneys for District will represent District in:
- Litigation and threatened litigation.
 - Proceedings before the state and federal courts, and administrative tribunals.
 - Proceedings before state and federal administrative agencies.
 - Perform related duties as necessary.

- C. Services performed by Attorneys for District do not include:
 - Work involving bond issues.
 - Areas of special expertise requiring outside counsel as the parties may mutually agree.

III. Selection Criteria

The proposals will be reviewed by the Board of Directors and Superintendent's Office. Final selection will be made by the Board of Directors. Selection will be based on the following criteria:

- A. Knowledge of general Special District law, contract law, land use law, and Oregon law governing Districts.
- B. Experience as a practicing attorney-at-law with experience in Special District law.
- C. Preference is for attorney and/or firm to have a location and/or experience in the District Boundaries. However, all qualified candidates are encouraged to apply. Candidates located outside the area should include details and options for virtual services and process for in-person visits within proposal.
- D. Ability to perform services in a timely, cost-effective, and thorough manner, and ability to interact well with the Board of Directors, District staff, District volunteers and residents.
- E. Cost of services.
- F. Adherence to proposal requirements laid out below.

IV. Proposal Requirements

Proposals from individuals or law firms will be considered. At a minimum, the proposal should include the following information:

- A. An overall introduction to the proposal, including a statement of your understanding of the work.
- B. Qualifications of you or your law firm and of your support staff (include number of staff) to perform the work. By way of example, you may wish to address some or all the following criteria:
 - 1) Law school (including year of graduation), year of admission to Oregon State Bar, and years of practice.
 - 2) Years of Special Districts, municipal or other public sector law practice as a full-time government attorney or specializing in special district, municipal or other public sector law practice in a law firm or as a sole practitioner.
 - 3) Provide information on the circumstances and status of any disciplinary action taken or pending against the proposer generally as an organization or specific to any staff proposed to be used in District for the period of the past three (3) years with state regulatory bodies or professional organizations.

- 4) Areas of knowledge and experience in Oregon government law, including but not limited to law related to special districts. Examples of areas may include but are not necessarily limited to law related to (a) land use, (b) personnel matters and labor negotiations, (c) taxes, fees, and charges such as systems development charges and water and sewer service charges, (d) annexation, (e) public purchasing and contracting, (f) planning, construction, and operation of public facilities such as parks and recreation facilities, (g) urban renewal, (h) open meetings and public records, (i) government ethics, and (j) elections.
 - 5) Litigation experience, including descriptions of representative cases and outcomes.
 - 6) Drafting experience, such as drafting of contracts, memoranda, ordinances, and resolutions.
 - 7) Experience giving oral advice during the course of Board of Directors meetings and by telephone/virtually to District staff.
- C. Description of how you would propose structuring the service relationship to ensure the District's legal needs are met in a timely and a cost-effective manner.
 - D. List of clients for whom you have provided similar services in the past. Include a list of references the District may contact. References should include special district, municipal and clients with a focus on those of a similar size to Chehalem Park and Recreation District.
 - E. Your office location or locations and your process for working with staff and Board (i.e. in person, remote, virtually, etc.)
 - F. Qualifications of legal backup that would be provided in the event of your absence or unavailability.
 - G. Cost of Service. Proposals may provide for hourly billing, a monthly retainer, or a combination. Any proposals including a monthly retainer must clearly set out the services that are within and outside the retainer.
 - H. Estimated number of average monthly hours firm expects to dedicate to District.
 - I. A form of agreement for legal services.

V. Submission Requirements

Each attorney or law firm wishing to respond to this request should present eight copies of the completed, signed proposal to the District, no later than 4 p.m., Wednesday, October 25, 2023 at the following address (documents may be hand delivered, mailed, or shipped, so long as time deadline is met:

Don Clements, Superintendent

Chehalem Park and Recreation
 125 South Elliott Road
 Newberg, Oregon 97132

VI. Selection Schedule

Review of proposals will be completed by both the Superintendent's Office and Board of Directors. Final selection will be made by the Board of Directors. The review process may include an in-person interview of the lead candidate(s) or interviews through an online meeting platform in early October 2023. The Board of Directors is scheduled to consider the recommended selection at their October 26, 2023 meeting. Cost of the services will be negotiated between the parties as part of the selection process.

Planned RFP schedule (illustrative, interview and selection dates are subject to change without notice):

- | | | |
|------|---------------------------------|-------------------------------------|
| 1. | Issue RFP | September 1, 2023 |
| 2. | Question deadline | October 23, 2023 |
| 3. | Question response from District | October 24, 2023 |
| 4. | Deadline for submissions | October 25, 2023 Received by 4 PST |
| i 5. | Interviews (virtual/in person) | November 2023 |
| 6. | Selection and negotiations | TBD |
| 7. | Appointment & Service Start | January 1, 2024, Board of Directors |

4.

VII. Limitations

In addition to all other rights granted to it under Oregon law, the District reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received as a result of this request, to negotiate with qualified attorneys, or to cancel, in part or in its entirety, the request for proposals if it is in the best interest of the District to do so. District also reserves the right to negotiate separately with any Proposer whatsoever, in any manner necessary to serve the best interests of the District. This request for proposals does not commit the District to pay any costs incurred in the preparation of a proposal.

VIII. General Information

Please contact Superintendent, Don Clements at (503) 537-4165 for further information.

Subject: Re: 9/28 Meeting and CHTAC Recommendation
Date: Friday, September 29, 2023 at 10:05:34 AM Pacific Daylight Time
From: Matthew Smith
To: Jason Fields, Jim McMaster, Gayle Bizeau, Lisa Rogers
CC: Kat Ricker, Don Clements

This email does shed light on an issue we need to discuss. We need to place a discussion item on next month's agenda to discuss the role of ad hoc committees.

I think it has become a bit unclear what their role is, and who sets policy. This is the case with golf, trails and pickleball committees and I think we all need to be on the same page as to their role and purpose.

Thank you all.

Get [Outlook for iOS](#)

From: Comus, Quentin Scott <quentin.comus@osucascades.edu>
Sent: Friday, September 29, 2023 8:41:18 AM
To: Jason Fields <jfields@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>; Matthew Smith <msmith@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>
Cc: Kat Ricker <kricker@cprdnewberg.org>
Subject: 9/28 Meeting and CHTAC Recommendation

Good Morning,

Thank you again for the opportunity to deliver the Chehalem Heritage Trails Advisory Committee report at your meeting last night.

I just wanted to confirm that you received and understood the official committee recommendation that I presented last night. We were hoping you'd discuss and take action on this recommendation last night. Since that did not occur, I am eager to coordinate with you all to revisit this recommendation at your next meeting. We believe the public's attendance and passion for trails last night is more the reason we should proceed with extensive engagement with all trail users in our community through neutral, facilitated, respectful, and collaborative mediums.

For your reference, the unanimous recommendation of our committee is as follows: "Recommend to the CPRD Board of Directors that the Chehalem Heritage Trails Advisory Committee convene user group-specific town halls for user groups including but not limited to equestrians, cyclists, and hikers AND a multiuser focus group, both of which would be 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."

Additional documentation regarding this recommendation was included in last night's meeting packet.

Please let me know if you have any questions. Thank you and take care.

205

Quentin "Q" Comus, '23
Chair, Chehalem Heritage Trails Advisory Committee
Chehalem Park and Recreation District

Email: quentin.comus@osucascades.edu
Cell: 971-264-4309

Oregon State University-Cascades in Bend, Oregon is located within the traditional homelands of the Wasq'u (Wasco) and Tana'nma (Warm Springs) people who legally retain customary hunting, fishing and gathering rights to the region, and who have been stewards of this land since time immemorial.

MEMO

To: CPRD Board of Directors, Superintendent
From: Kat Ricker, Public Information Director
Date: Oct. 9, 2023
Re: Public Records Requests

CPRD has been receiving a high volume of public queries and also an increased number of Public Record Requests. Responding to queries is part of day-to-day operations and does not generate a fee. Record requests do generate fees.

Currently, information on CPRD's record request fulfillment procedures and fees is available on the CPRD website; the request form and also the information sheet posted there are attached for your reference.

Regarding fees, the Board may choose to create a policy and direct staff to publish a fee schedule of all CPRD fees, which would include records request fees. Currently, CPRD publicizes fees for records as follows:

- Staff time to request fulfillment at \$30 - \$50 per hour depending on the staff level
- The cost for printed paper copies of documents of any size, single-sided, at 25 cents each.

I recommend that an attorney fee be added, indicating the rate for attorney fees should legal services be used. Such services would typically include redaction of the material that is to be released. Currently, any redacting is done internally. If CPRD wishes to continue relying on staff to perform redaction of records, then staff could still submit that redacted record to the attorney for review (The reason would be to determine whether additional redacting needs to be done.). Please note that such an attorney services fee would not include day-to-day consulting of with the attorney on matters related to records requests or queries.



PUBLIC RECORDS REQUEST FORM

This form is used to process Public Record Requests in accordance with ORS Chapter 192. Please provide as much information in the description to assist Chehalem Park and Recreation District in locating the documents that you are requesting.

Name of Requesting Party

Date of Request

Affiliation (if applicable)

Mailing Address

City

State

Zip Code

Telephone

Fax

Email Address

Signature of Individual Requesting Records

Description of Public Records: *Please describe the material that you are requesting. Include as much detail as possible: type of document, publication or release dates, authors, titles, etc. (Use additional sheets if necessary.)*

Documents may not be provided if they are exempt under Oregon or Federal law, or if CPRD does not possess them.

Fees: If research and processing time potentially requires more than one-half hour of staff time, the estimated time will be billed at that staff's level at a minimum of one hour. Payment must be made in advance for the fulfillment of the request to proceed. An additional cost for printed paper copies will be charged at 25 cents per single-sided page. If the actual total time exceeds the estimate, then a second invoice will be issued for the remainder.

Preferred method of obtaining public records. Please indicate:

- I wish to schedule a time to review the documents at the CPRD administrative offices.
- I wish to have copies reproduced and mailed to me or will schedule a time to pick them up.
- I wish to obtain electronic files only.

Submit completed form to CPRD Administration Building, ATTN: Public Information Office, 125 S. Elliott Rd., Newberg, OR 97132 or email form to recordsrequest@cprdnewberg.org.

OFFICE USE ONLY

Delivered/Viewed: _____ By: _____ Cost: _____



CHEHALEM PARK AND RECREATION DISTRICT PUBLIC RECORDS REQUESTS

HOW THE PROCESS WORKS

- 1) Person A submits a record request to CPRD.
- 2) CPRD receives the record request and contacts appropriate department staff to determine how long it will take to fulfill the request and identifies any documents that would be needed.
- 3) CPRD responds to Person A with a cost estimate for fulfilling the request.
- 4) Person A pays the invoice.
- 5) CPRD fulfills the request and sends the results to Person A. Further cost may be incurred while the request is fulfilled.

WHEN WILL I GET A RESPONSE?

WITHIN 5 DAYS

CPRD will respond with acknowledgement of receipt of request and provide Person A with a timeline of when CPRD will be able to fulfill the request.

WITHIN 10 DAYS

CPRD will either complete fulfillment of the request or will provide a written statement with an updated estimate of when the request can be fulfilled.

WHY IS IT TAKING LONGER THAN 10 DAYS?

Potential delays may be caused by unavailability of staff members, fulfilling the request would impede CPRD's ability to perform services, or CPRD is currently processing a high volume of requests.

HOW MUCH WILL MY REQUEST COST TO COMPLETE?

Fees: If research and processing time may require more than one-half hour of staff time, the estimated time will be billed at that staff's level at a minimum of one hour, and copies will be billed at 25 cents per single-sided page. Payment must be made in advance in order for fulfillment of the request to proceed. If the actual total time exceeds the estimate, then a second invoice will be issued for the remainder. CPRD will review the request and calculate an estimate based on the information available.

*from \$30 to \$50 per hour.

HOW TO SUBMIT A PUBLIC RECORDS REQUEST

Download and complete the CPRD Public Records Request Form that is available on the CPRD website (See *How Do I? Submit a Public Records Request*). Submit this form either in person or by mail to CPRD Administration Building, ATTN: Public Information Office, 125 S. Elliott Rd., Newberg, OR 97132; or by email to recordsrequest@cprdnewberg.org.

About Oregon's Public Records Request Law (ORS Chapter 192)

Under Oregon's Public Records Law (ORS Chapter 192), "every person" has a right to inspect any nonexempt public record of a public body in Oregon. Oregon defines a public record as any writing with information about the conduct of public business that is prepared, owned, used, or retained by a public body, including every state officer, agency, department, bureau, board, and commission, and every county and city governing body, school district, special district, municipal corporation, or any board, department, commission, council, or agency thereof.¹ Writing is further defined as "handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings."²

1 ORS 192.311 (2021).

2 ORS 192.311(7) (2021).

RESOLUTION NO. 2023-3887



A Resolution to update the Master Fee Schedule including the addition of vertical housing development zone fees and update of hydrant meter fees structure.

Recitals:

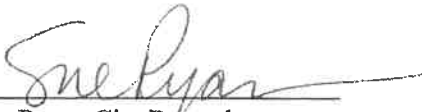
1. The City performs and offers certain services, the cost of which are most reasonably borne by the resident, as opposed to paying for said services from general City funds.
2. In April, 2016, the City established a Master Fee Schedule via Resolution 2016-3268 to create transparency and increase efficiency in managing city services and was last updated via Resolution 2022-3788 in March of 2022.
3. The City Council authorized the Library in July of 2022 to begin offering limited-access library cards to Dundee residents as well as non-residents in the rural area surrounding Newberg through the adoption of Resolution 2022-3855.
4. The City has not updated the hydrant meter fee structure since 2011, resulting in a need to update and reform these fees in order to properly match charges with the costs of services provided.
5. Cottage clusters were established by the passing of Ordinance 2021-2889, which was adopted in response to changes brought about by the Oregon Legislature adopting HB 2001 in 2019. No Transportation SDC rate had been previously adopted for cottage clusters.
6. The City currently calculates permit fees based on submittal date. This creates an administrative burden each year when fees change and cause a situation where different permits have different fee schedules attached to them. If adopted, this change would be effective April 1, 2023. This would be effective for any permit issued after March 31, 2023.
7. The State Oregon's Housing and Community Services Department (HCSD) previously supported and funded activities associated with certification and monitoring of Vertical Housing Development Zone. The HCSD has since ended activities associated with the VHDZ program, creating a need for the City to create fees in an effort to recover costs associated with taking over these responsibilities.
8. The State of Oregon has exempted items that were previously required by code to have a permit. The State of Oregon has now required each jurisdiction to adopt the optional exempted items in order to require a permit. The City proposed to adopt these optional exempted items.
9. The City submitted Building fees on January 24, 2023 to the Oregon Building Codes Division and posted notice in the Newberg Graphic on January 25, 2023, per Oregon Administrative Rule 918-020-0220.

The City of Newberg Resolves as Follows:


1. To approve the Vertical Housing Development Zone certification and application fee set at \$600.00 and annual monitoring fee of \$400.00.
2. To update and approve the update the hydrant meter fee structure as noted in Exhibit A.
3. To adopt a \$5,529.42 Transportation SDC fee for Cottage Clusters.
4. To use the issuance date to calculate permit fees. Currently, permit fees are calculated based on submittal date. This change will be effective April 1, 2023, for any permit issued after March 31, 2023.
5. To adopt optional permit types included in the Exhibit A, which the State of Oregon has exempted, that were previously required by code to have a permit.
6. To update the Master Fee Schedule approved via Resolution No. 2023-3887 for all city departments.
7. Have the fee schedule attached to this resolution as Exhibit A take effect April 1, 2023 with the exception of fees not subject to this approval process, as they are established separately via code or resolution.

Effective Date of this resolution is April 1, 2023.

Adopted by the City Council of Newberg, Oregon, this 21st day of March, 2023


Sue Ryan, City Recorder

Attest by the Mayor this ^{23rd} day of March, 2023.


Bill Rosacker, Mayor

Resolution 2023-3887 Exhibit A
Master Fee Schedule

CITY RECORDER	
PUBLIC RECORDS FEES – Initially set by Resolution 2008-2771	
<i>Research Requests – These fees are in addition to any copy, shipping, and handling fees. When research is less than 15 minutes, research fees may be waived. Research is charged at 1 hour minimum and billed in 15 minute increments after 1 hour.</i>	
General records research	\$60.00 per hour
City Attorney research	\$300.00 per hour
Paper Copies and prints – Fees noted are for one sided copies. For two-sided copies, fees are double those shown.	
Letter, legal, or tabloid size. Larger sizes charged at third party rate	25 cents per copy
Copies by third party	Actual Cost
Shipping and Handling	Actual Cost
Other Records	
City of Newberg Street maps	\$3.00
Comprehensive Plan Map and Zoning Maps	\$15.00
Custom Maps – Engineering (GIS/Large)	\$15.00 per map plus \$62.00 per hour labor
FINANCE	
GENERAL FEES	
Lien Search	\$27.00
NSF returned checks	\$25.00
MUNICIPAL SERVICES STATEMENT FEES - Administrative	
Late Fee	\$20.00 per meter
Water Connection Fee	\$20.00 per meter
Water Re-connection Fee	\$50.00 per meter

212

Park Development August/ September 2023

Sander Estate Park

LWCF federal award has been issued for the Sander Estate Park project in the amount of \$562,125 along with \$175,000 from the State (LGGP) and CPRD's commitment of \$387,125.01 (Total \$1,124,250.01) for the Sander Estate Park project. Don and I met with Steve Dahl, Dundee City Manager to discuss with him the 5th St. Road improvements required as a condition of approval for the Type I review for the development of the Park and have requested to Dundee City council for a partnership to use Urban renewal funds for the Street Improvements which includes undergrounding of utilities, waterline replacement and road improvements. I have been in touch with PGE regarding this process and will meet with them to let them know of our requirements from the Dundee development code. Chehalem Park & Recreation District as part of the conditions of approval for the Sander Estate Park will be required to dedicate a 50-foot-wide strip of land along the west property line for public right-of-way purposes, dedicate 25 feet along the east property line for public right-of-way purposes, dedicate 10 feet along the north property line for SW 5th Street public right-of-way and shall dedicate an 8-foot-wide utilities easement (P.U.E). We have submitted to the City of Dundee for their review and approval.

Crabtree park

We have been working with Page Knudsen, Yamhill County with a culvert repair on Knudsen lane at the entrance to the Park. We had submitted an ODFW fish passage exemption request with our consultant AKS Engineering. AKS has proposed to ODF&W that we replace the culvert and change the grade of the stream bed section of the culvert to as close to their recommendations as possible to improve fish habitat. County has not signed the easement with Paige Knudsen and have asked John Bridges to contact the County attorney regarding this easement. Yamhill County has asked for a copy of the engineering and cost. So far, Chehalem Park & Recreation District has contributed \$38,410.00 towards engineering and Fish Passage requirements (ODF&W). AKS has given us an estimate of \$ 203,015.00 for the Fish passage culvert based on discussions with ODF&W. CPRD is willing to pay for 1/3 of the cost of the estimated replacement or \$80,475, we would ask the County to contribute an estimated \$160,950 as a starting point. Yamhill County has been delaying the easement. I have been in contact with Paige and we will be submitting documents for ODF&W to approve once the easement is in place. Recently I have learned that the Yamhill County Parks Advisory Board has mentioned selling Crabtree Park. A meeting with Yamhill County is in the works.

Aquatic and Fitness Center

Work on the Aquatic Center Aermec modifications has been completed. I would say it is 100% complete but not operational. We will have the system operate for a period of time before Commissioning can be completed. Heating loop of the Aermec units is off until final balancing can take place.

Cultural Center

Land use Variance for Parking was approved by the Newberg Planning Commission for the development of the theater, multi-use Dance room and front entryway on July 13th, with no new parking facilities required. Plans have been submitted to the Planning Department for construction permits. Estimated cost of 5.5 million The City will require Right of way improvements for the replacement of all ADA curb ramps on the site frontage as well as sidewalk replacement on three frontages. Survey for the ROW and Topographic Survey is complete. Design and engineering for ADA compliance should be underway. Cultural Center Performing Arts went out to Bid September 15, 2023, Bids will be due October 19, 2023. Over 70 people attended the mandatory pre-bid meeting held on October 4, 2023. See documents in the Board Packet.

NDBT Development

We have received an Amendment for the Oregon Communities Pathway Grant to extend the construction date to October 31, 2024 with the Newberg Dundee Bypass Interchange using area of the proposed trail from the end of Industrial Avenue to Hess Creek. We are currently seeking ways to reduce costs through methods and materials on the Hess Creek bridge with cooperation between Greenworks and Emery.

Heritage Trails Land Use

We continue to work with Green Works on the development of the 219 property. We have Matt Hastie (MIG) to work along with John Bridges and the District to have the masterplan adopted by Yamhill County to have zoning changed for the Heritage Trails Campground site. We held a preliminary meeting with County Planning and based our submission in December to the County on their requirements. We requested a continuance on July 28th of the public hearing scheduled with the Yamhill County Board of Commissioners on August 3 regarding application Docket PA-01-22/Z-02-22/SDR-41-22/FP-03-23, to enable the District to conduct further coordination and communications with interested parties and to provide supplemental information regarding our application.

Renne Field Conversion

We have received some preliminary designs of the Renne field conversion from AKS Engineering. Don and I met with AKS, Engineers on the project to firm up what the document would look like when shared with the NSD. Survey has been completed for engineering and development of the NSD property for the Sports field. We met with Dr. Phillips and discussed the project. We will try to have the IGA between NSD & CPRD for the Board to review at the October Board meeting. We will share with the school District as an exhibit with an agreement to be signed by both NSD and CPRD BOD when completed.

GFU Court Facilities

We had an opportunity to partner with George Fox with a proposal for an outdoor community pickle ball/tennis project earlier this year. We reached out to AKS and met with Chuck Gregory at the George Fox Tennis Facility. We met with Jeremiah Horton (Assistant Vice President of Facilities) and Adam Puckett (Director of Athletics) to confirm the project as had been proposed and to coordinate the pickle ball court project with the current GFU property partition. GFU was agreeable to allow AKS survey files could be used for the development of the project. I have included development options to date in the Board Packet.

Trails

The Heritage Trails Committee has been working with CPRD on the development of trails within the District to assess and offer assistance to the Chehalem Heritage Trails Masterplan, which seems to be an evolving plan based on opportunities. They have proposed an in District Survey regarding trail development and maintenance within the District. Proposal to be shared with the Board. Heritage Trail committee held a National Trails Day event at the Bob & Crystal Rilee Park and had over 85 volunteers contribute their time for maintenance on the trails (all day event)

Ewing Young Park

Restroom facilities being investigated at Ewing, Renne Field and Chehalem Glenn.

CVBMX has completed improvements to the Ewing Young BMX track, which included surfacing of the track and repaving existing banked corners. This has been accomplished by their many volunteers and their own resources. They are doing a great job for the cyclists.

Chehalem Valley BMX is interested in Lighting the BMX track for shoulder season riding. They are investigating and would like to pursue grant funding for the project

CHEHALEM CULTURAL CENTER – PERFORMING ARTS REMODEL

September 15, 2023

CHEHALEM PARK AND RECREATION DISTRICT CHEHALEM CULTURAL CENTER - PERFORMING ARTS REMODEL Bids Due 2:00 pm, October 19, 2023 INVITATION TO BID Chehalem Park and Recreation District hereby extends an invitation to General Contractors to bid on the Chehalem Cultural Center - Performing Arts Remodel project located in Newberg, Oregon. Briefly, the Chehalem Cultural Center - Performing Arts Remodel project consists of the renovation of a portion of vacant space within the Chehalem Cultural Center. The project includes the renovation of the second floor theater, classrooms and storage spaces into a fixed seat theater, theater support spaces, upper lobby, restrooms, storage and mechanical space as well as new main stair to the first floor lobby. The full extent of the Work is described in the Drawings and Project Manual. This is a public works project. By signing the bid, the bidder agrees to comply with the provisions of ORS 279C.800-870, which states that workers on public works projects are to be paid not less than the prevailing rate of wage. In addition, all bidders shall be compliant with all tax laws. Sealed bids for the construction of the Chehalem Cultural Center Phase III - Performing Arts Remodel project will be received at Chehalem Parks and Recreation District, 125 S Elliott Road, Newberg, Oregon 97132 until 2:00 pm local time, Thursday, October 19, 2023. Submittal of bid proposals shall be in a sealed envelope with identification plainly marked on the outside including bidder's name, project name, bid date and time. Bids shall be submitted on the prescribed form per Section 00 41 00 of the Project Manual and be accompanied by: Bid Security in the form of a certified check or Bid Bond per Section 00 43 13 of the Project Manual, payable to Chehalem Park and Recreation District, in an amount of not less than five percent (5%) of the total amount of the base bid submitted. Bid proposals shall be publicly opened and read aloud immediately following the bid time. BIDDING DOCUMENTS Bid Documents, including contract terms, conditions and specifications will be available for review and purchase beginning September 15, 2023. The Plan holders List will be managed by Precision Images, 900 SE Sandy Blvd., Portland, Oregon; Ph: (503) 274-2030, Fax: (503) 222-1879, www.precisionimages.com. All bidders wishing to be notified of addenda shall register their name, mailing address and fax number with Precision Images. Questions or requests for clarification shall be directed in writing to the Project Manager, Alisa Hagemann, via email at: ahagemann@seallp.com or by regular mail at: Scott Edwards Architecture 2525 E Burnside St, Portland, OR 97214. All written questions must be received by the Architect by 2:00 pm, prevailing local time, Tuesday, October 10, 2023, seven (9) calendar days prior to the Bid Due date. The Architect will determine appropriate responses, if any, and if necessary an Addendum will be issued to all plan holders of record at least three (3) calendar days prior to the Bid Due date. Any verbal response(s) obtained from any source by bidders will be considered informational and shall not be relied upon by bidders. PRE-BID MEETING A mandatory pre-bid meeting will be held at the project site, 415 E Sheridan Street, Newberg, OR 97132 on Wednesday, October 4, 2023, at 10:00 AM, to view the existing building and construction area, discuss the scope of work and discuss funding agency requirements. Statements made by Owner representatives at the conference are not binding on the Owner, unless confirmed by written addendum. BID GUARANTEE A bid guarantee from each bidder equivalent to five percent (5%) of the bid price shall be included with the bid form. The bid guarantee shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid of assurance that the bidder will, upon acceptance of his bid execute such contractual documents as may be required within the time specified. FIRST TIER SUBCONTRACTOR DISCLOSURE All bidders must complete and submit the First Tier Subcontractor Disclosure Form per Oregon Revised Statutes (ORS) ORS 279C.370 as required by Section 00 45 21 of the Project Manual by 4:00 p.m. on the day set for opening of bids. The first tier Subcontractor Disclosure Form, if submitted separately, shall be submitted in a sealed envelope plainly marked on the outside with project name, bid date and time, "First Tier Subcontractor Disclosure Form", bidder's name and contractor's Oregon state CCB license number. The Owner must reject a bid as non-responsive if a bidder fails to submit the subcontractor disclosure form by the deadline. RIGHT TO REJECT OR WITHDRAW BIDS The Owner reserves the right to waive minor informalities in the bids. In addition, the Owner may reject any bid proposal not in compliance with prescribed bidding procedures and may reject, for good cause, any and all bid proposals upon a finding of the Owner that it is in their best interest to do so. No bidder may withdraw a bid after the hour set for receipt of bids unless thirty (30) days have elapsed and the Owner has not let a contract. INTENT TO AWARD / PROTEST PERIOD Subsequent to opening of the bids and determination of a bid within the acceptable project budget, a Notice of Intent to Award a contract will be emailed to the qualified low bidder with a copy to all other contractors submitting a bid. Bidders shall have four (4) calendar days from the Notice of Intent to Award date within which to review the bid files (by appointment), request any clarifications, or submit a written protest. After the expiration of the four (4) day period, and giving due consideration to any protest, the owner shall proceed with the formal award of the Contract for Construction. All award protests must be in writing and either mailed or hand-delivered to: Chehalem Parks and Recreation District, 125 S Elliott Road, Newberg Oregon 97132 and received within the protest period. The Owner shall not consider any written protest not received by this deadline. AWARD OF CONTRACT Award will be based on the sum of the Base Bid plus any combination of Alternates the Owner elects to accept as indicated on the Bid Form. PERFORMANCE AND PAYMENT BONDS The successful bidder will provide performance and payment bonds each of 100% of the total contract price as required by 24 CFR 85.36(h). In lieu of a surety bond, the Owner, in its sole discretion, may permit bidder to submit cash, a cashier's check or certified check in an amount equal to the estimated total contract price. PROJECT SCHEDULE It is a condition of the Bid that all work on this project shall be completed not later than 212 calendar days from Notice to Proceed (Substantially complete May 31, 2024), not including any extension in contract time authorized by approved Change Order. The anticipated construction start date is to be November 2, 2023. Submission of a Bid shall indicate Bidder agrees to pay as liquidated damages, the amount of five hundred dollars

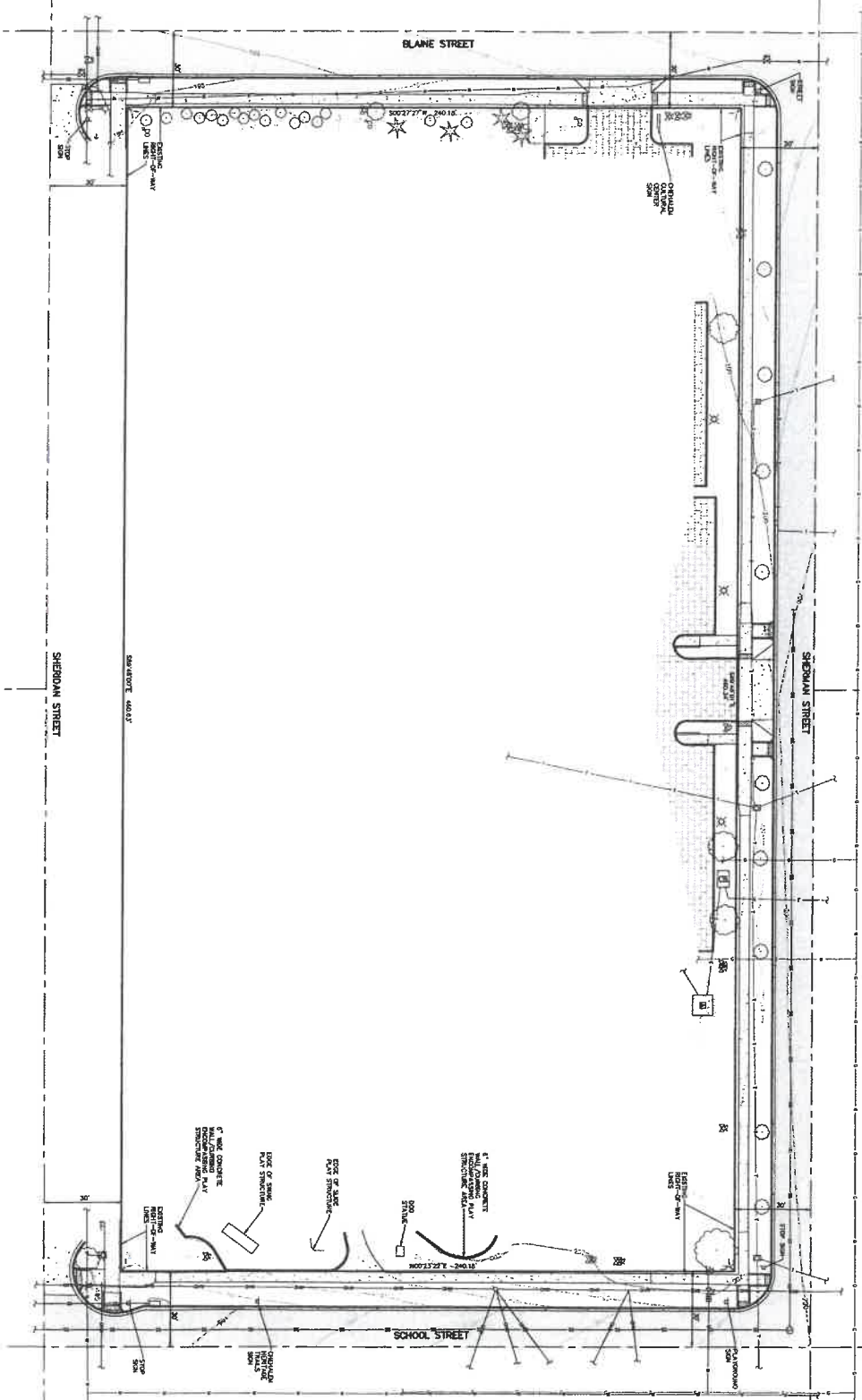
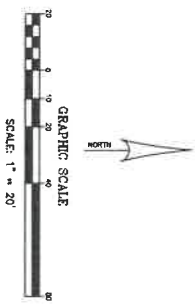
(\$500) per calendar day beyond said completion deadline, until all work is determined complete. PREVAILING WAGE RATES Oregon Bureau of Labor and Industries (BOLI) prevailing wage rates apply to all work in this project including work performed by subcontractors. These wage rates are included in Section 00 73 43 of the Project Manual. When two different wage rates are listed, the higher of the two shall apply. See supplemental conditions for more information on prevailing wages. ADDENDA All addenda will be posted on the plan center's website. Additionally, plan centers will notify its potential bidders registered of all addenda. The last Addenda prior to bids due will be issued on Friday, October 13, 2023. Published Sep. 15 & 22, 2023. 2539583

LEGEND:

[Symbol]	EXISTING ASPHALT
[Symbol]	EXISTING CONCRETE
[Symbol]	EXISTING CONCRETE PAVING
[Symbol]	STREET DRAINAGE LINE
[Symbol]	CONCRETE RETAINING WALL
[Symbol]	CONCRETE WALL
[Symbol]	CONCRETE CURB WALL
[Symbol]	UNDERGROUND RETICULATION/LINE
[Symbol]	UNDERGROUND WATER LINE
[Symbol]	UNDERGROUND GAS LINE

[Symbol]	EXISTING TREE
[Symbol]	PROPOSED TREE
[Symbol]	WATER VAULT
[Symbol]	WATER WELLS
[Symbol]	WATER RISER
[Symbol]	SEWER WELLS
[Symbol]	COMMUNICATION WELLS
[Symbol]	WATER SPOT
[Symbol]	SEWER SPOT
[Symbol]	SMALL SAND MANHOLE

[Symbol]	UNDERGROUND ASPHALT
[Symbol]	UTILITY ROAD W/STREET LIGHT
[Symbol]	UTILITY ROAD
[Symbol]	PAVING LOT LIGHT POLE
[Symbol]	ELECTRICAL VAULT
[Symbol]	ELECTRICAL TRANSFORMER
[Symbol]	MULTI WADING SHIP



VERTICAL DATUM:
 PROJECT DATUM SHALL BE THE MEAN SEA LEVEL DATUM FOR THE STATE OF OREGON AS ESTABLISHED BY THE NATIONAL CENTER FOR SURVEYING AND MAPPING, WASHINGTON, DC.

HORIZONTAL DATUM:
 THE HORIZONTAL DATUM IS BASED ON LOCAL ANTIQUARY COORDINATES.

UTILITY STATEMENT:
 THE UNDERSIGNED UTILITIES SHOWN HAVE BEEN LOCATED FROM LOCAL UTILITY FILES, DIGITALLY COPIED FROM THE SURVEYING AND MAPPING DEPARTMENT OF THE STATE OF OREGON. THESE UTILITIES ARE SHOWN AS APPROXIMATE LOCATIONS ONLY AND SHOULD NOT BE RELIED UPON FOR EXACT PLACEMENT OR DEPTH. THE USER SHALL VERIFY THE ACCURACY OF THESE UTILITIES BY OTHER MEANS PRIOR TO CONSTRUCTION. THE UNDERSIGNED ACCEPTS NO LIABILITY FOR THE ACCURACY OF THESE UTILITIES.

NOTICE:
 UNDERSTANDING OF THIS SURVEY SHALL BE BASED ON THE ASSUMPTIONS STATED HEREIN. THE SURVEYOR ACCEPTS NO LIABILITY FOR THE ACCURACY OF THESE UTILITIES.

1 OF 1	DATE: 10/22/2013	REVISIONS:	CHEHALEM CULTURAL CENTER TOPOGRAPHIC SURVEY LOCATED IN THE SE 1/4 OF SECTION 18, T. 3 S., R. 2 W., W.M. NEWBERG, OREGON <small>FOR: CHEHALEM PARK & RECREATION DISTRICT 125 SOUTH ELUOTT ROAD NEWBERG, OR 97132</small>	 Karrick LAND SURVEYING 1201 6TH ST. SW SEASIDE, OR 97138 (503) 637-0935 WWW.KARRICK-CORP.COM
SHEET NO.:	DRAWING NAME:	DESCRIPTION:		
1 OF 1	TOPOG	TOPOGRAPHIC SURVEY		

218

ADA Site Assessment Memorandum

Prepared For: Chehalem Cultural Center
From: Alex Simpson, PE - Harper Houf Peterson Righellis, Inc.
Date: September 21st, 2023
Re: Chehalem Cultural Center – Public ROW ADA Assessment

The purpose of this memo is to document the existing site conditions as they relate to current ADA standards in the public right-of-way (ROW) around Chehalem Cultural Center. This assessment only covers items in the public ROW on North Blaine Street, East Sherman Street, and N School Street. The standards referenced herein are the 'ADA Standards for Accessible Design' (2010, Department of Justice) and the Oregon Department of Transportation (ODOT) Standard Drawings for curb ramps. The site was visited by HHPR on September 18th, 2023. The accessible sidewalk routes and ADA curb ramps in the public ROW around the building were assessed. A "Smart Level" and tape measure were used to determine the slopes and dimensions of the site's components. The Smart Level was calibrated per manufacturer's instructions directly before the site visit. Please see Exhibit A for the site infrastructure evaluated and the compliant and non-compliant areas. See Exhibit B applicable Oregon Department of Transportation (ODOT) curb ramp details.

ADA CURB RAMPS:

Intersection	Location	Compliant	Dimensions	Notes
N Blaine St. and E Sheridan St.	South	Partial	Max running slope: 2.4% Max cross slope: 1.9% Width: 5'	Landing at top of ramp over 2.0% maximum slope
	West	Partial	Max running slope: 6.3% Max cross slope: 1.8% Width: 6'	Landing at top of ramp over 2.0% maximum slope
N Blaine St. and E Sherman St.	West	No	Max running slope: NA Max cross slope: NA Width: 4'	Ramp is too narrow and does not properly tie in to landing area/sidewalk
	North	No	Max running slope: NA Max cross slope: NA Width: 4'	Ramp is too narrow and does not properly tie in to landing area/sidewalk
E Sherman St. Midblock	West	Yes	Max running slope: 7.1% Max cross slope: 1.8% Width: 5'	Ramp is compliant
	East	No	Max running slope: 9.6% Max cross slope: 0.4% Width: 5'	Running slope is greater than 8.3% maximum

E Sherman St. and N School St.	North	No	Max running slope: NA Max cross slope: NA Width: 4'	Ramp is too narrow and does not properly tie in to landing area/sidewalk
	East	No	Max running slope: NA Max cross slope: NA Width: 4'	Ramp is too narrow and does not properly tie in to landing area/sidewalk
N School St. and E Sheridan St.	East	No	Max running slope: 6.6% Max cross slope: 1.0% Width: 6'	Grade break in ramp run
	South	No	Max running slope: 5.9% Max cross slope: 2.1% Width: 6'	Cross slope exceeds 2.0% maximum and grade break falls in ramp run

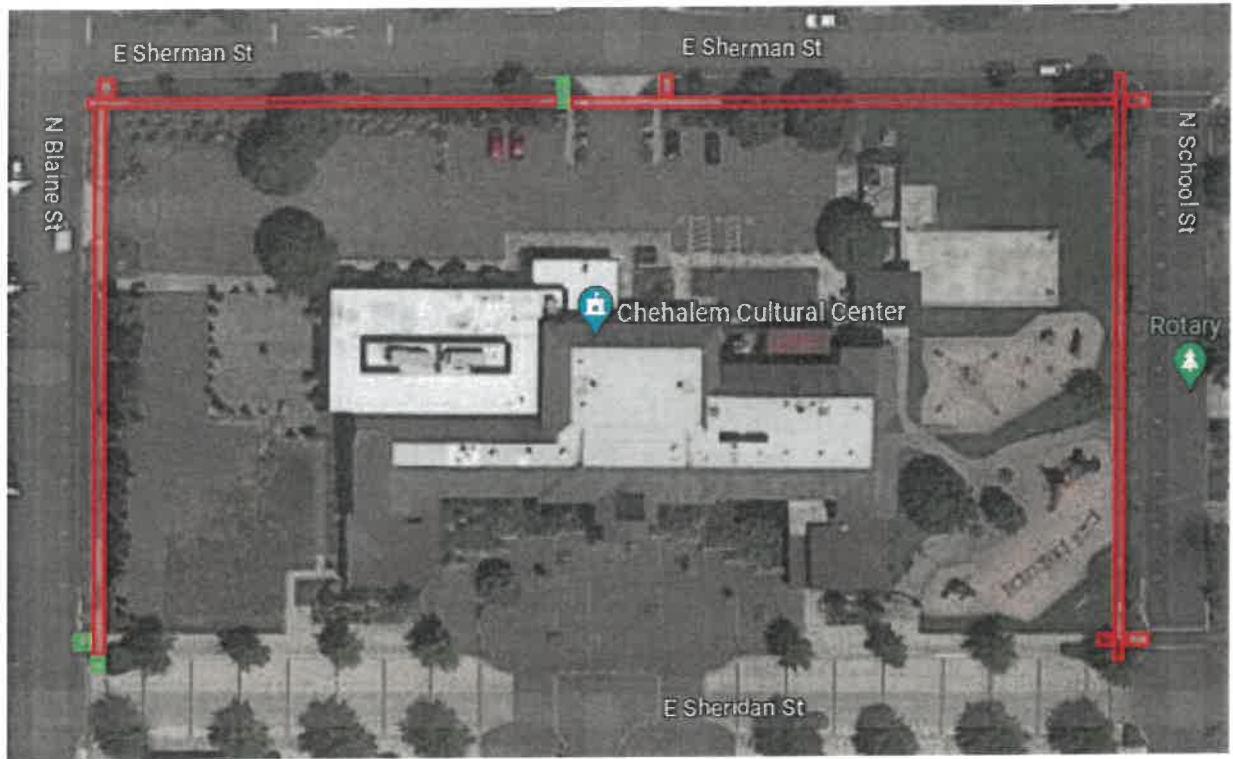
ACCESSIBLE ROUTES:

Location	Compliant	Notes
N Blaine St. Sidewalk	No	Sidewalk is 4' wide which is less than 5' minimum for City of Newberg Municipal Code
N Blaine St. Driveway	No	Cross slope 2.5% at south end which is over 2.0% maximum
E Sherman St. Sidewalk	No	Sidewalk is 4' wide which is less than 5' minimum for City of Newberg Municipal Code
E Sherman St. Driveway	No	Cross slope is 2.5% at west end which is over 2.0% maximum
N School St. Sidewalk	No	Sidewalk is 4' wide which is less than 5' minimum for City of Newberg Municipal Code

CONCLUSION:

Based on the assessment completed by HHPR of the site's sidewalks and curb ramps in the public right-of-way, there are multiple deficiencies in the existing ADA infrastructure. HHPR recommends that further design and analysis be completed to provide detailed recommendations for remediation. However, it's our opinion that physical reconstruction of all areas noted in red in Exhibit A be considered to provide new facilities that meet current ADA standards.

EXHIBIT A: PLAN VIEW



LEGEND

- NON-COMPLIANT
- COMPLIANT

EXHIBIT B: ODOT STANDARD DRAWINGS

PERPENDICULAR CURB RAMP DETAIL
(Use "Parallel Curb Ramp Detail" or "Combination Curb Ramp Detail" when reqd, turning space cannot be obtained)

Max. flare slopes 10.0% (Typ.)
Curb and gutter (See general note 11)
Detectable warning surface full width of curb opening. Curb ramp width $\geq 4.5'$ (See general note 6)

WITH SINGLE FLARE

Return curb 6" rad. (Typ.) (See general note 8)
Detectable warning surface full width of curb opening. Curb ramp width $\geq 4.5'$ (See general note 6)

THROUGH BUFFER STRIP

Return curb 6" rad. (Typ.) (See general note 8)
Curb and gutter (See general note 11)
Detectable warning surface full width of curb opening. Curb ramp width $\geq 4.5'$ (See general note 6)

WITH SINGLE FLARE

Return curb 6" rad. (Typ.) (See general note 8)
Detectable warning surface full width of curb opening. Curb ramp width $\geq 4.5'$ (See general note 6)

SECTION A-A
* NOTE: Minimum width of 14.25 feet sidewalk for E=7"

GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

- Curb ramp details are based on applicable ODOT Standards.
- See Std. Dwg. RD700 & RD701 for curbs.
See Std. Dwg. RD720 & RD721 for sidewalks.
See Std. Dwg. RD902 through RD908 for detectable warning surface installation details.
See Std. Dwg. RD912 through RD916 for curb ramp placement options.
- Site conditions normally require a project specific design. See project plans for details not shown.
- Tooled dummy joints are required at all curb ramp grade break lines. (See Std. Dwg. RD722).
- Curb ramp slopes shown are relative to the true level horizon (zero bubble).
- Place detectable warning surface at the back of curb for a minimum depth of 2'. In the direction of pedestrian travel full width of curb ramp opening that is adjacent to traffic.
- Grade breaks at the top and bottom of curb ramp runs shall be perpendicular to the direction of the ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush.
- Return curb may be provided in lieu of flared slope only if protected from traverse travel by landscaping. See Std. Dwg. RD721. Return curb shall not reduce width of approaching sidewalk.
- Curb ramps for shared use paths intersecting a roadway shall be full width of path, excluding flares. When a curb ramp is used to provide bicycle access from a roadway to a sidewalk, the curb ramp opening will be $\geq 8'$ wide. (See Std. Dwg. RD909 for additional details).
- Place an inlet at upstream side of curb ramp or perform other approved design mitigation. Check the gutter flow depth at curb ramp locations to assure that the design flood does not overtop the back of sidewalk.
- On or along state highways, curb and gutter is required at curb ramps.

LEGEND:

- Sidewalk
- Detectable warning surface
- Level area (Turning space/landing)
Unobstructed 4.5' x 4.5' (Longer dimension in direction of pedestrian street crossing).
For the purposes of this application, a max. 2.0% finished surface slope (for drainage) measured perpendicular in two directions is considered level.
- Cross slope 1.5% max.
(Max. 2.0% finished surface slope)
(Normal sidewalk cross slope)
- Running slope 7.5% max.
(Max. 8.3% finished surface slope)
- Counter slope 4.0% max. ascending or descending.
(Max. 5.0% finished surface slope)
Slope as required for drainage
- Flare slope
(Max. 10% finished surface slope)

PERPENDICULAR CURB RAMP

All materials shall be in accordance with the current Oregon Standard Specifications.

OREGON STANDARD DRAWINGS

DATE: 12-2021 NEW DRAWING CREATED
REVISION DESCRIPTION: 01-2022 REVISION NOTES
2024

DATE: 12-2021 NEW DRAWING CREATED
REVISION DESCRIPTION: 01-2022 REVISION NOTES
2024

CALC. BOOK NO. --- JVA --- SDR DATE: 14-JAN-2022
RD910











The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without first consulting a Registered Professional Engineer.

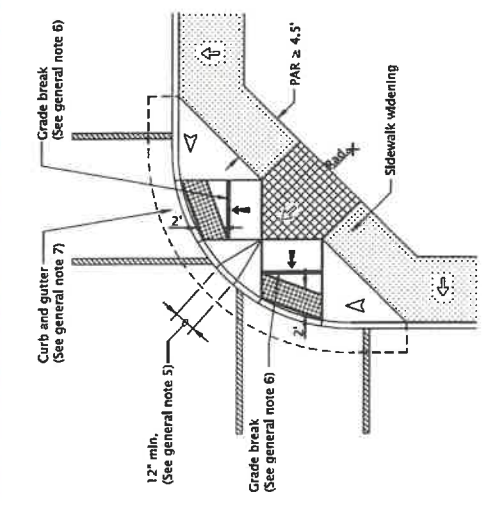
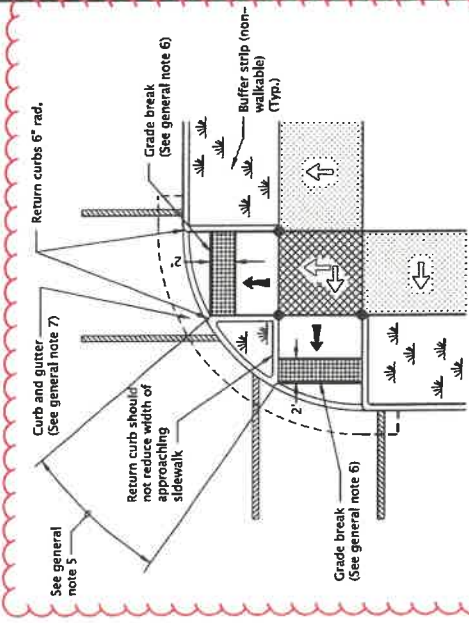
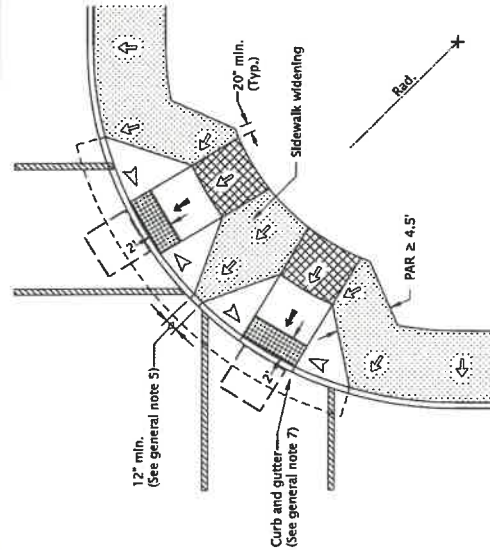
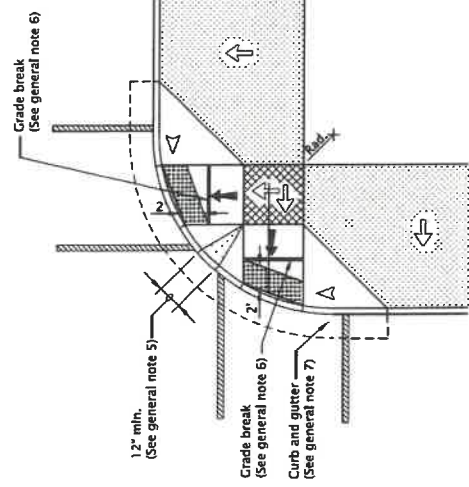
Effective Date: December 1, 2023 – May 31, 2024

GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

- Curb ramp details are based on applicable ODOT Standards.
- See project plans for details not shown.
See Sid. Dwg. RD700 & RD701 for curbs.
See Sid. Dwg. RD720 & RD721 for sidewalks.
See Sid. Dwg. RD510 for perpendicular curb ramp details.
See Sid. Dwg. RD902 through RD908 for detectable warning surface installation details.
- Tooled dummy joints are required at all curb ramp grade break lines, (see Sid. Dwg. RD722).
- Curb ramp slopes are relative to the true level horizon (zero bubble).
- When 2 curb ramps are immediately adjacent, the curb exposure (E) between the adjacent side flares may range between 3" and full design exposure.
- Grade breaks at the top and bottom of curb ramp runs shall be perpendicular to the direction of the ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush.
- On or along state highways, curb and gutter is required at curb ramps.

LEGEND:

-  Marked or intended crossing location
-  Sidewalk
-  Detectable warning surface
-  Level area (Turning space/landing)
Unobstructed 4.5' x 4.5'
With obstruction 4.5' x 5.5' (Longer dimension in direction of pedestrian street crossing).
For the purposes of this application, a max. 2.0% finished surface slope (for drainage) measured perpendicular in two directions is considered level.
-  Cross slope 1.5% max.
(Max. 2.0% finished surface slope)
(Normal sidewalk cross slope)
-  Running slope 7.5% max.
(Max. 8.5% finished surface slope)
-  Flare slope
(Max. 10% finished surface slope)
-  Zero curb exposure
-  4' x 4' clear space
-  PAR



All materials shall be in accordance with the current Oregon Standard Specifications.

OREGON STANDARD DRAWINGS

PERPENDICULAR CURB RAMP

2024

DATE	REVISION DESCRIPTION
01-2023	ISSUED FOR PERMITS
01-2023	REVISED DETAILS AND NOTES

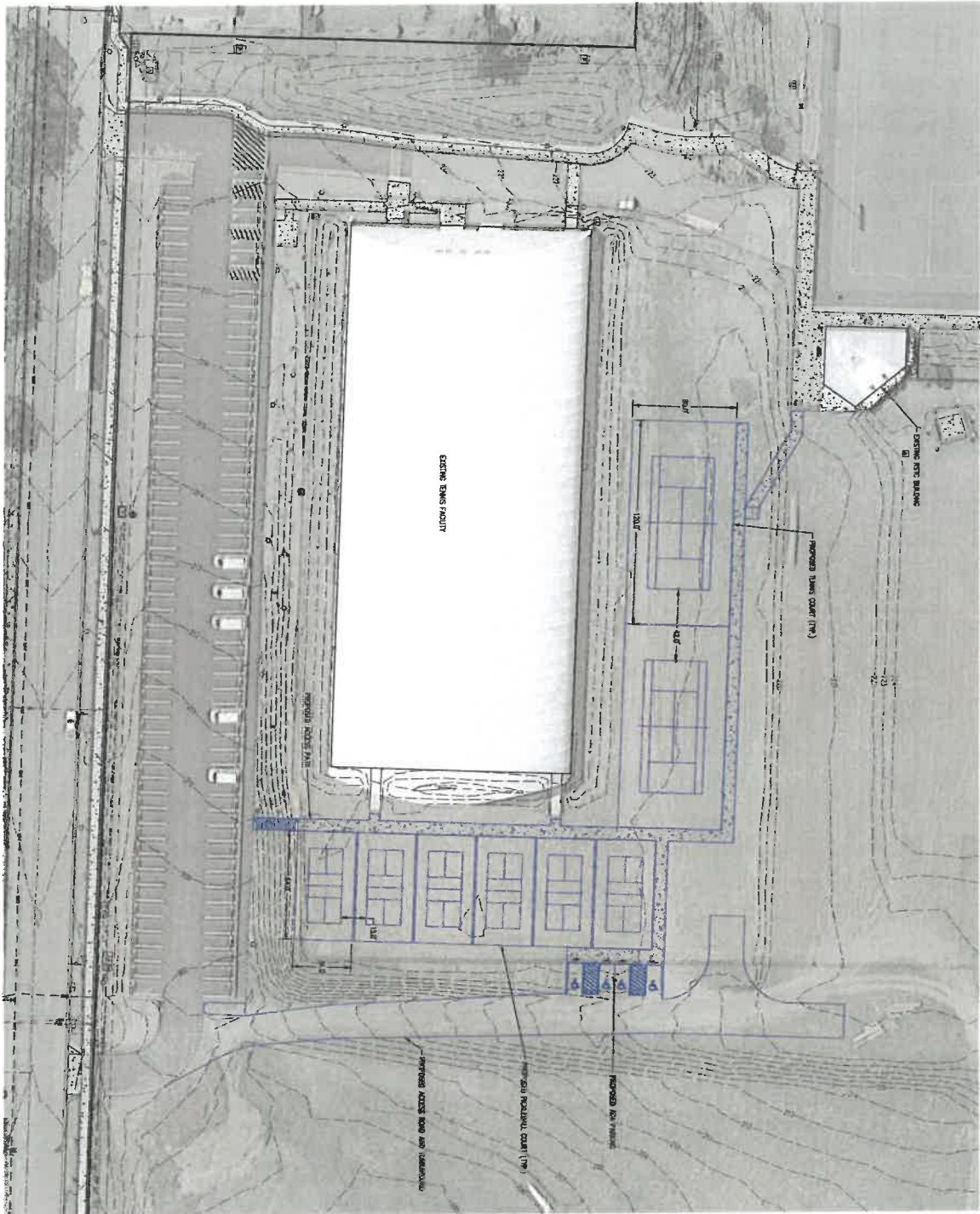
DATE: 01-2023 REVISION DESCRIPTION: ISSUED FOR PERMITS

DATE: 01-2023 REVISION DESCRIPTION: REVISED DETAILS AND NOTES

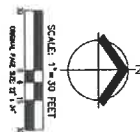
BOOK NO. _____ SHEET NO. _____ DATE: 14-JAN-2022 RD912

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without first consulting a Registered Professional Engineer.

Effective Date: December 1, 2023 - May 31, 2024



- PROS:**
- ADDITIONAL ADA PARKING
 - MINIMIZES GRADING ON STEEP AREAS OF SITE
 - NEW STAIRWAY ACCESS POINT TO COURTS
 - CENTRAL ADA ACCESS
- CONS:**
- ALL COURTS FACING EAST-WEST (NOT PREFERRED DUE TO SUN ANGLE)
 - NO HIST. BUILDING EXTENSION
 - REQUIRES ACCESS ROAD IMPROVEMENTS
 - NO ADDITIONAL COURTS NORTH OF EXISTING FACILITY
 - CONSIDERABLE GRADING REQUIRED FOR ADA PARKING



**PRELIMINARY
NOT FOR
CONSTRUCTION**

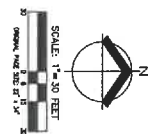
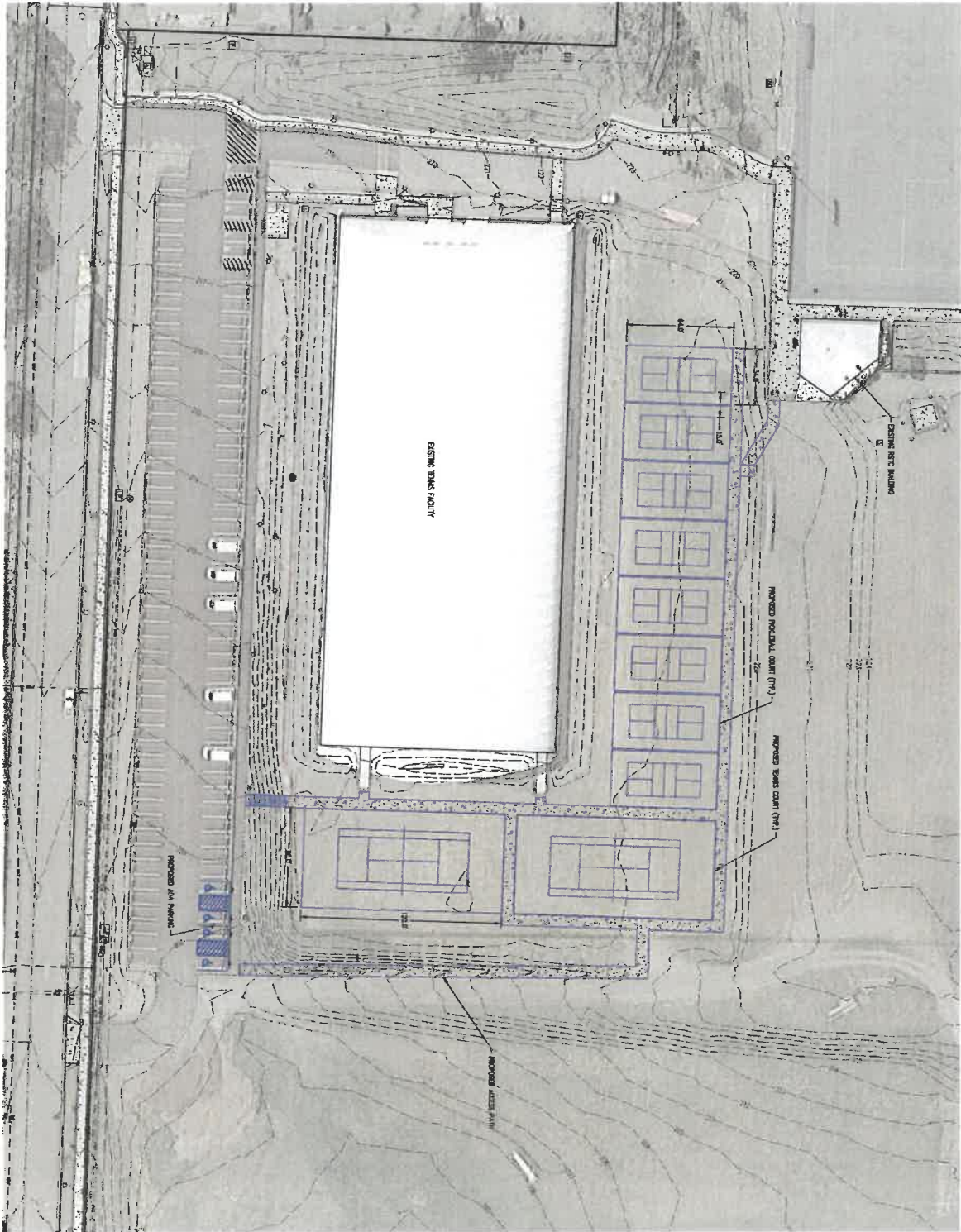
AKS NUMBER	5809-01
DATE	6/15/2021
DESIGNED BY	CAK
DRAWN BY	CRH
CHECKED BY	CAK

**CONCEPT 1
CPRD PICKLEBALL & TENNIS COURTS
CHEHALEM PARK & RECREATION DISTRICT
NEWBERG, OREGON**

224

AKS ENGINEERING & FORESTRY, LLC
 12025 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 503.563.6151
 WWW.AKS-ENG.COM

ENGINEERING • SURVEYING • NATURAL RESOURCES
 FORESTRY • PLANNING • LANDSCAPE ARCHITECTURE



- PROS:**
- ADDITIONAL ADA PARKING
 - ALL COURTS FACING NORTH-SOUTH (PREFERRED DUE TO SUN ANGLE)
 - 2 ADDITIONAL PICKLEBALL COURTS
 - AVOIDS GRADING ON STEEP AREAS OF THE SITE
- CONS:**
- NO RETIC BUILDING EXTENSION
 - LONG ADA ACCESS PATH
 - LOSE EXISTING PARKING STALLS TO NEW ADA PARKING STALLS
 - NEW ADA PARKING AREA MAY REQUIRE ADDITIONAL PAVING/GRADING

**PRELIMINARY
NOT FOR
CONSTRUCTION**

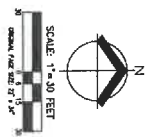
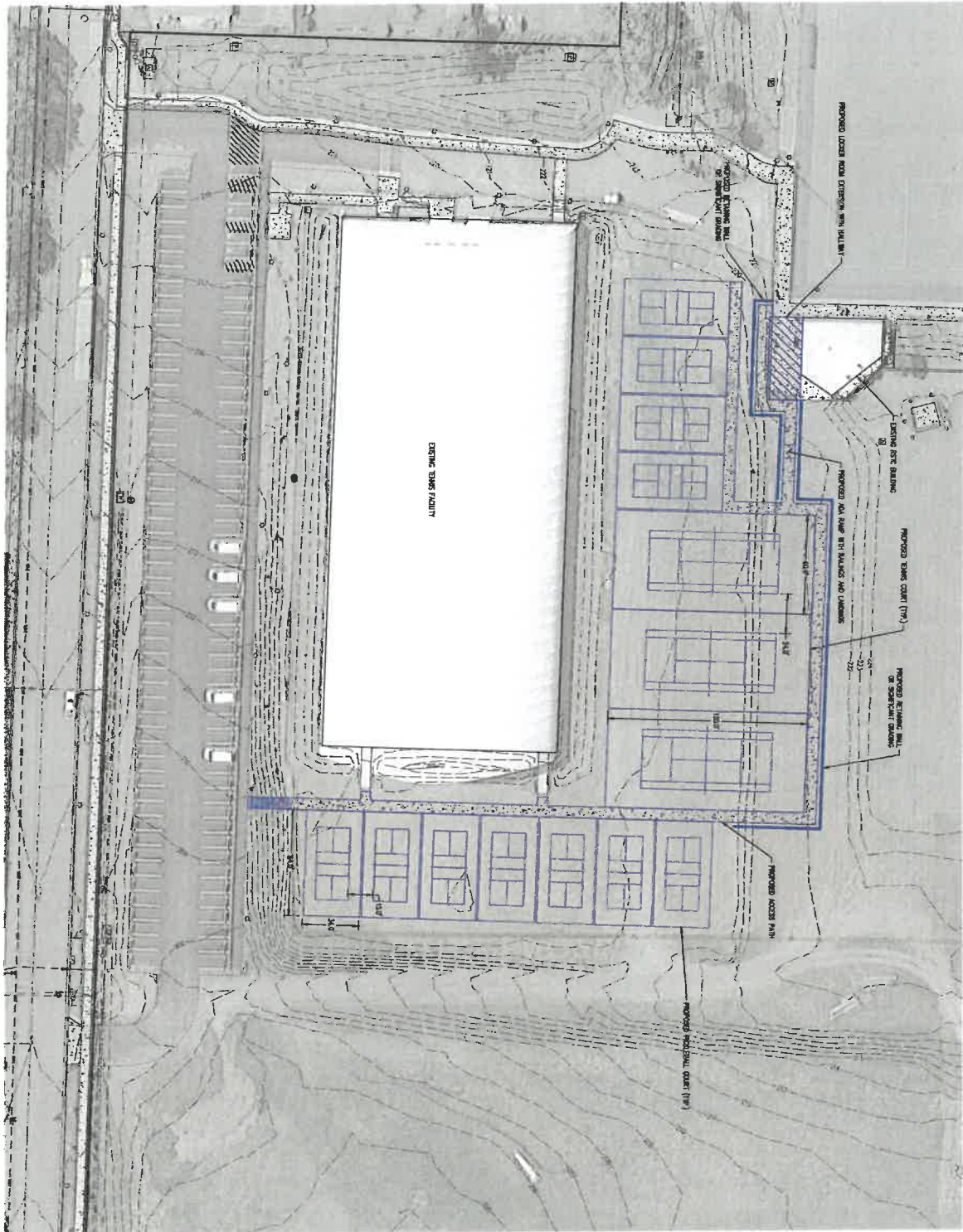
**CONCEPT 2
CPRD PICKLEBALL & TENNIS COURTS
CHEHALEM PARK & RECREATION DISTRICT
NEWBERG, OREGON**

225

AKS ENGINEERING & FORESTRY, LLC
 12065 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 503.563.6151
 WWW.AKS-ENG.COM

AKS

ENGINEERING • SURVEYING • NATURAL RESOURCES
 FORESTRY • PLANNING • LANDSCAPE ARCHITECTURE



- PROS:
- 7 COURTS FACING NORTH-SOUTH (PREFERRED DUE TO SUN ANGLE)
 - 5 ADDITIONAL PICKLEBALL COURTS
 - 1 ADDITIONAL TENNIS COURT
 - LOCKER ROOM EXTENSION ON EXISTING REST BUILDING
- CONS:
- LONG ADA ACCESS PATH
 - 7 COURTS FACING EAST-WEST (NOT PREFERRED DUE TO SUN ANGLE)
 - NO ADDITIONAL ADA PARKING
 - REQUIRES RETAINING WALL OR SIGNIFICANT GRADING

**PRELIMINARY
 NOT FOR
 CONSTRUCTION**

**CONCEPT 3
 CPRD PICKLEBALL & TENNIS COURTS
 CHEHALEM PARK & RECREATION DISTRICT
 NEWBERG, OREGON**

226

AKS ENGINEERING & FORESTRY, LLC
 11005 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 503.563.6151
 WWW.AKS-ENG.COM

AKS
 ENGINEERING • SURVEYING • NATURAL RESOURCES
 FORESTRY • PLANNING • LANDSCAPE ARCHITECTURE

RENNE FIELD - PRELIMINARY DEMOLITION PLAN

FULL TRACK AND FIELD WITH PICKLE BALL COURTS



ENGINEERING - SURVEYING - NATURAL RESOURCES
FORESTRY - PLANNING - LANDSCAPE ARCHITECTURE

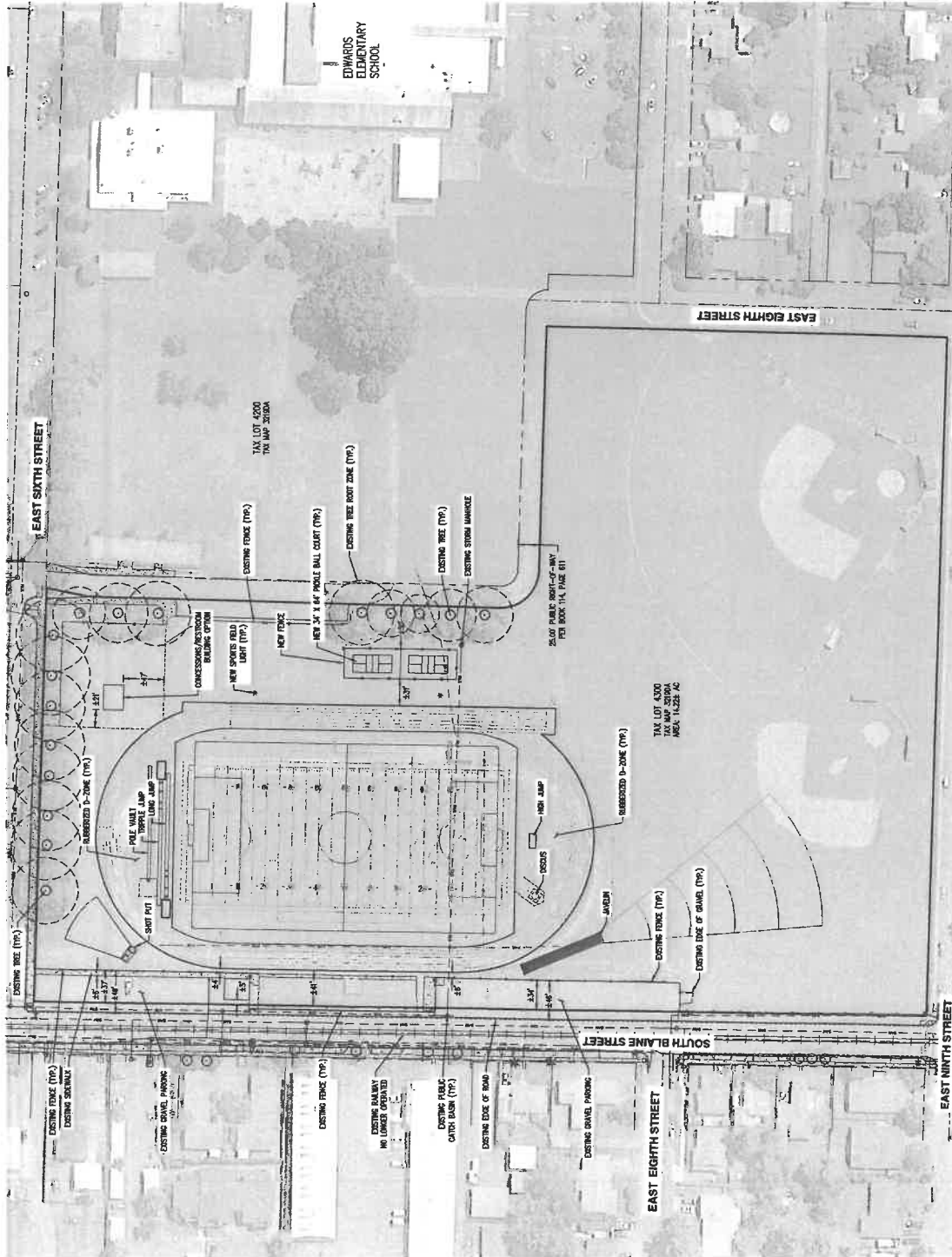
DATE: 01/04/2023 A/S 03-0309

AKS ENGINEERING, INC.
1000 S. HANCOCK ST. SUITE 100
NEWBERG, OR 97132
WWW.AKS-ENG.COM



SCALE: 1" = 60 FEET
BY ORIGINAL PAGE SET AT 11" x 17"

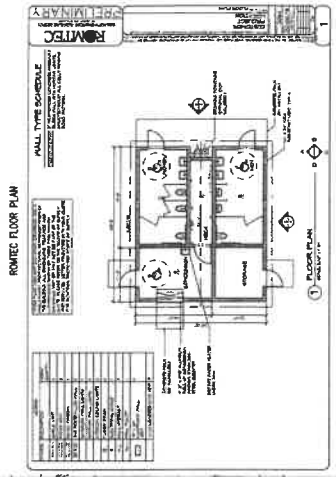
- DEMOLITION WILL INCLUDE, BUT IS NOT LIMITED TO:
- REMOVAL OF EXISTING CENTER TRACK AND OTHER SURFACES
 - REMOVAL/RELOCATION OF EXISTING RUSTY STORAGE BUILDING
 - REMOVAL OF EXISTING TREES
 - REMOVAL OF FENCING



SCALE: 1" = 60 FEET
 GRAPHIC SCALE: 0' 30' 60'

AMENITIES PROVIDED:

1. 7 LANE TRACK
 2. FIELD EVENTS INCLUDED IN D-ZONE OR AROUND TRACK
 - LONG JUMP
 - TRIPLE JUMP
 - PILE WALK
 - HIGH JUMP
 - JAVELIN
 - SHOT PUT
 3. SOCCER FIELD: 215 X 345 FEET
 - MINIMUM U.S. SIZE: 165 X 300 FEET
 - MAXIMUM U.S. SIZE: 240 X 350 FEET
 4. FOOTBALL FIELD: 160 X 360 FEET (NO RINKHIT PROVIDED)
 5. LACROSSE FIELD: 180 X 330 FEET (BOYS AND GIRLS UNITED STANDARD)
 - STRIPPED AS A COMBINED BOYS/GIRLS FIELD
 6. 4 SPORT LIGHTS AROUND FIELDS
- ADDITIONAL IMPROVEMENTS**
1. PICKLE BALL COURTS
 - USA PICKLEBALL STANDARD COURT SIZE: 34 X 64 FEET WITH RINKHIT
 5. CONCESSIONS BUILDING: 28.67 X 24 FEET
 - ROMTEC MODEL 2084 - CONCESSIONS, MECHANICAL ROOM, W/W BATHROOMS (SEE OUTSHEET BELOW)



**CHEHALEM PARKS AND RECREATION
 NEWBERG, OREGON**

RENNE FIELD - PRELIMINARY SITE LAYOUT

FULL TRACK AND FIELD WITH PICKLE BALL COURTS

AKS
 ENGINEERING - SURVEYING - NATURAL RESOURCES
 FORESTRY - PLANNING - LANDSCAPE ARCHITECTURE

AKS PARTNERSHIP ARCHITECTURE, LLC
 1000 N. W. 10TH AVE., SUITE 100
 TULSA, OK 74104
 WWW.AKS-OK.COM

10.24.23 Golf Course Committee Agenda

- 1) Maintenance update from Scott Robinson
- 2) Update from Board Chair Jason Fields
- 3) Michael Bonn, Architect—introduction and history with CPRD
- 4) Review of previous meetings minutes
- 5) Action items to review in advance of Board Meeting on 10.26.23
- 6) Thoughts/idea/concerns (round table discussion)

Golf Course Committee Meeting Minutes 9/26/23

Members Present: Jason Fields (chair), Steve Paulson, Bob Travers, Chris Harper, Tom Sheridan, Matt Laroche

Guests Present: Scott Robinson, Becky Wallis

Meeting called to order at 6:10 pm PST

Maintenance update – Scott Robinson (Golf Course Coordinator)

- Fall aeration has been completed on all tees & greens
- #13 tee boxes will be leveled in the coming weeks
- Received price/bid for upgrade to current irrigation system
- Chehalem Glenn does not currently have a stand-alone roller which would improve play on greens
- Scott to get golf course evaluations from other superintendent(s) to determine what improvements are needed. This service is at no charge to CPRD.

Discussion Points:

- Recommendation that CPRD should contract out pro shop services and ask to put RFP on all RFP boards available
- GC committee needs to write mission statement and purpose
- Ask CPRD to move forward with feasibility study & create 3 phase master plan for clubhouse, additional 9 holes, & maintenance...cost, budgeting, etc.
- Request that golf committee reserves the right to steer direction of 3 phase master plan
- Hire pond company to complete evaluation to improve pond health and protect wildlife
- Golf Course priorities/needs: stand-alone roller, tree trimming, tee boxes leveled, clean ponds, clear out blackberries, new clubhouse, contract out pro shop services, update irrigation system, sprinkler heads need to be raised, net needed for driving range, more trash receptacles, new driving range targets.

Motion Requests:

- Board to authorize Golf committee to post an RFP seeking the creation of a Master Plan for a club house, restaurant, and event space for the golf course. The golf committee will review the RFP applications and bring to the board the best option to retain the Master Plan.
- Board to authorize an evaluation of the pond and what the pond needs to bring it to proper working order. The current status of the pond is not habitable for wildlife and possibly brings harm to local wildlife as well.

GC committee needs to write mission statement and purpose

Misc Topics

Next meeting will be Tuesday Oct 24, 2023

Meeting adjourned 7:20pm PST.

Chehalem Heritage Trails Advisory Committee

AGENDA

October 11, 2023 | 6 - 7:30 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 September Meeting Minutes (Quentin)
 - 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 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. Board of Directors Meeting Report (Quentin)
- VI. Bob and Crystal Rilee Park Master Plan and Engagement Discussion (Matt)
- VII. Bob and Crystal Rilee Park Detailed Signage Discussion (Cindy)
- VIII. Additional Trails Feasibility Study (Quentin)
 - o See Appendix B
 - o Potential Motion: Recommend to the CPRD Board of Directors that a feasibility study be conducted to determine the potential locations (i.e. parks) for additional trails for user groups including, but not limited to, hikers, equestrians, cyclists, and kayakers, as outlined in the CHTAC Additional Trails Feasibility Study Proposal.
- IX. Volunteer Trail Work Update (Matt)
- X. Town Hall/Focus Group Update (Quentin)
- XI. Community Trails Survey Update (Quentin)
- XII. New Equestrian and Cycling Member Discussion (Matt)

- See Appendix C
- Potential Motion: Recommend to the CPRD Board of Directors that applications for additional Chehalem Heritage Trails Advisory Committee members be opened, reviewed, and selected as outlined in the CHTAC Additional Members Proposal.

XIII. CHTAC Purpose, Goals, and Past/Current/Future Projects Discussion (Matt)

- See Appendix D

XIV. Committee Member Comments/Updates (Quentin)

XV. Adjourn

Important Reminders/Notes:

- Tuesday, October 17, 2023: CPRD Board of Directors Special Meeting (Work Session) at the CPRD Administrative Office and on Zoom at 5:30 p.m.
- Thursday, October 26, 2023: CPRD Board of Directors Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.
- Tuesday, October 31, 2023: CHTAC Community Trails Survey closes, data analysis begins.
- Wednesday, November 8, 2023: CHTAC Regular Meeting at the CPRD Administrative Office and on Zoom at 6 p.m.

APPENDIX B

Chehalem Heritage Trails Advisory Committee

Additional Trails Feasibility Study Recommendation

Introduction

In response to recent discussions and decisions regarding trail usage at Bob and Crystal Rilee Park, this proposal aims to identify feasible trail development and management accommodations to fulfill the interests of various user groups. Our goal is to foster collaboration, cooperation, and a positive outdoor experience for all community members across all CPRD's parks and facilities.

Proposal

We recommend conducting a feasibility study to identify potential locations for additional trails within CPRD. This study will consider the needs and preferences of different user groups, including hikers, equestrians, cyclists, kayakers, and more. The study will include, but not be limited to, exploring district options for developing the 90-acre 219 riverfront property, the 37-acre former Yamhill County dump site, and the 20-acre undeveloped Luis Brillas Park on Chehalem Drive. The study will be guided by the following objectives:

- **Collaboration:** Promote data-informed decision making that takes into account qualitative and quantitative information, including community engagement.
- **Preservation:** Ensure that the natural beauty and ecological integrity of our parks are maintained.
- **Safety:** Prioritize the safety of all trail users by addressing concerns and potential risks.
- **Access:** Provide multiple locations throughout our district for all user groups to enjoy district parks and trails.
- **Best Practices:** Explore multiuse and user group-specific trail options to align with best practices in outdoor recreation.

Benefits

- **Address Lack of Cycling Trails:** This proposal will identify trails suitable for cyclists, which is a recently identified priority of the CPRD Board of Directors.
- **Conflict Resolution:** By identifying new trail locations, we can reduce conflicts between user groups and create a more harmonious outdoor environment.
- **Improved Recreational Opportunities:** This initiative will expand recreational options, attracting more visitors to CPRD and improve liveability for our community members.

Conclusion

The proposed feasibility study is a positive step towards enhancing trail usage within CPRD. By considering the interests of all user groups and prioritizing collaboration, safety, and data-informed decision making, we can create a better outdoor experience for everyone. This proposal is in line with best practices for outdoor recreation and aims to resolve recent conflicts while promoting a shared love for the outdoors.

We look forward to the opportunity to work together on this initiative and continue to make CPRD a welcoming and enjoyable destination for all.

APPENDIX C

Chehalem Heritage Trails Advisory Committee

Additional Member Proposal

Introduction

In response to the evolving needs and challenges facing our community in light of recent events at Bob and Crystal Rilee Park, we propose an expansion of the current Chehalem Heritage Trails Advisory Committee membership. This expansion aims to enhance the diversity of perspectives, skills, and expertise available to the committee as we work towards collaborative trail usage and the betterment of our parks.

Proposal

- **Application Period:** CPRD will open a one-month application period to invite interested individuals from the community to apply for committee membership. Applications will be accepted via CPRD's designated channels.
- **Eligibility Criteria:** Applicants should uphold the informal values and goals of the Chehalem Heritage Trails Advisory Committee, which are to act with transparency, seek and consider broad public input, make data-informed decisions, and pursue solutions that benefit the entire district. Furthermore, it is preferred that applicants possess one or more of the following qualifications:
 - Identify with and actively participate in cycling, equestrian and/or water trail usage in our region.
 - Have trail building/maintenance experience through trail organizations such as OET, TKO, PCTA, NWT, etc.
 - Hold membership and connections to outside volunteer groups that can potentially assist with public engagement and volunteer maintenance efforts (e.g., 4H, Scouts, Rotary, Chamber).
 - Have a deep knowledge of Bob and Crystal Rilee Park through involvement in the Crystal Rilee Dawn Foundation or the previous CPRD Bob and Crystal Rilee Park Advisory Committee.
- **Committee Review:** After the application period, CPRD will share the received applications with the current committee for review and consideration. The committee will assess each applicant's qualifications and contributions they can make to the committee's objectives.
- **Recommendations:** The committee will select 3-4 applicants who best align with the eligibility criteria outlined above. These recommendations will be submitted to the CPRD Board of Directors for their consideration.
- **Board Approval:** The CPRD Board of Directors will review the selected applications and formally appoint new committee members as appropriate. The new committee members'

terms will be effective immediately and will coincide with the current committee's term, ending in August 2024.

Benefits

- **Diverse Expertise:** Expanding committee membership will bring in a wider range of skills, experience, and community connections to better address the complex issues surrounding trail maintenance and development.
- **Community Engagement:** Involving the community in the application process promotes transparency while ensuring that the committee represents a broad spectrum of perspectives, including cyclists and equestrians.
- **Effective Decision-Making:** The inclusion of members with relevant expertise will enhance the committee's ability to make informed recommendations to the CPRD Board of Directors.

Conclusion

The proposed expansion of the committee's membership is a proactive step towards promoting transparency, equitable representation, and effective management of our parks and trails. By inviting community members with specific qualifications and interests, we aim to strengthen our committee's capacity to address the diverse needs of our community and its trail users.

We respectfully request that the CPRD Board of Directors consider and approve this proposal, allowing us to continue our work in a more collaborative and impactful manner.

APPENDIX D

Chehalem Heritage Trails Advisory Committee

Purpose, Goals, and Projects

Purpose

The purpose of the Chehalem Heritage Trails Advisory Committee is to provide recommendations to the CPRD Board of Directors regarding existing, new, and developing trails and pathways within the Chehalem Heritage Trails network of pedestrian, bicyclist, equestrian, water, and any other modality of trails.

The purpose and responsibility of the committee is to provide the Board of Directors recommendations on trail topics, at the least, at the conclusion of a three-year term. The committee has the authority to identify and subsequently alter its areas of focus toward fulfilling that responsibility. Focus areas include, but are not limited to, fundraising and support (this may include but is not limited to the pursuit of grants, sponsorships, and letters of endorsement support); outreach, publicity and awareness-raising of the trails (this may include but is not limited to events, signage, online presence); and creating and organizing a volunteer base and network for ongoing volunteer trail maintenance.

- from the CHTAC Charter, CPRD Board of Directors

Goals

- Bob and Crystal Rilee Park
 - Identify and name trail routes
 - Support the development of the Master Plan
- Ewing Young Park
 - Support the implementation of the Master Plan
- District-Wide
 - Establish trail design and maintenance standards
 - Establish a volunteer trail maintenance base
 - Youth Organizations (FFA, BSA, and 4H)
 - Training Opportunities (TKO and PCTA)
 - Bolster community awareness of the Chehalem Heritage Trails system
 - Support further development of the Chehalem Heritage Trails website
 - Evaluate and propose a trail construction and maintenance funding plan (possible bond or levy)
 - Consider Waterway Trails (river access)
 - Dundee 8th Street
 - Newberg Hash Road Property

Projects

- Previous Projects
 - Yamhelas-Westsider Trail Feasibility and Jurisdiction Discussion
 - Bob and Crystal Rilee Park Managed Use Recommendations
 - Bob and Crystal Rilee Park Trail Signage Recommendations
 - National Trails Day Work Party at Bob and Crystal Rilee Park
- Current Projects
 - Community Trails Survey
 - Community Engagement at Farmer's Market (ongoing)
 - Newberg-Dundee Bypass Trail Support (ongoing)
 - Bob and Crystal Rilee Park Master Plan Support (ongoing)
 - CPRD Trails Microsite Updates
 - Volunteer Trail Work Parties (ongoing)
- Future Projects
 - Trail User Town Halls/User Group
 - Trail Maintenance Training Workshops
 - "Share the Trail" Workshops
 - Feasibility Study for Trail Development/Expansion

Parks Summary

September/October

Park Name	Hours worked
Armory	35.00
Billick/Dundee	150.00
CAFC	255.00
Cultural Center	100.00
Chehalem Valley M.S	30.00
College	32.00
Community Center	36.00
Crabtree	36.00
Crater Ballfields	70.00
Dundee River Park	0.00
Elliott Road	36.00
Ewing Young	54.00
Falcon Crest Park	12.00
Fortune Park	18.00
Friends Park	30.00
Tom Gail Park	24.00
Gladys Park	30.00
Chehalem Glenn G.C.	1600.00
Herbert Hoover Park	46.00
Jaquith Park	96.00
Jaquith Ball Fields	245.00
Memorial/Scout House	89.00
Mountainview	0.00
Oak Knoll Park	12.00
Oaks Park	12.00
Brillas Park	10.00
Pre-School	20.00
Pride Gas	6.00
Renne Fields	0.00
Rilee Park	240.00
Rotary Park	34.00
Sander Park	40.00
Schaad Park	36.00
Scott Leavitt Park	12.00
Senior Center	44.00
Spring Meadow	12.00
Waste Mngt	15.00
vacation/holiday/sick/comp	95.00
Wilsonville Property	110.00
Youth Building	2.00
Other Properties (PCC)	64.00
<u>Total</u>	3788.00

Parks Activity Report: September / October

Mowing season is winding down but not done yet. Our Autumn / Winter turf management practices are proceeding. This includes: Aeration, Fertilization, Weed suppression and prevention at all our Parks and Sports Fields. Extra time and materials is being spent on all Ballfields to maintain and improve our early Spring playability.

The leaf season is ramping up. The number of Facilities and Parks with deciduous trees is large. This creates lots of cleanup for the District.

All of our Perennial Gardens throughout the District IE: Golf course, Aquatic Center, Cultural Center, Parks and Facilities are being put to bed to ensure a robust Spring.

Trail maintenance / Winter prep and mulching has taken place at Schaad Pk. Loop, the Gettman Loop and progressing at Ewing Young Pk. Our trails development and maintenance practices are helping to provide users year-round access and enjoyment of our trails.

Auto locking Restrooms are now in operation at Hover, Memorial and Jaquith Parks and soon to be Bullick Park also. This has reduced the amount of damage and vandalism to our Facilities.

The Path Paving Project for Jaquith Park is scheduled for Tuesday 10/17 – Thursday 10/19 Memorial Park will be completed the week of 10/23 {Weather cooperating of course}

Permits have been filed and work will proceed when issued for the Repair and Replacement of the Roofing and Gutters at the Community Center.

Activity Report – Department 451
September 2023

Aquatic & Fitness Center

- Facility remained open 7 days a week.

Fitness Center

- Regular fall drop-in schedule continued for the sports courts and weight room.

Aquatic Center

- September schedule kept us busy with new classes, public swims and swim lessons all month long.
- Fall schedule started on September 5th.

Facility Building maintenance

- Our HVAC System to our knowledge is still being worked on. It's an ongoing issue. No updates.
 - We still have two glycol leaks. One in the men's locker room and one in the lifeguard staff room.
- Our on deck pressure wash systems are back up and running as of September 13th. Still waiting on the fire riser one to be installed, but having the rest of them back is so awesome! We can really get the concrete clean now!
- Camera's: Hallway camera on leisure side was installed on September 7, Back parking lot camera was up and running on September 18 and other outdoor parking lot cameras were installed on September 19.
- September 18th the fire truck from the little lagoon was pulled out for good. It was falling apart and we had to close it as per OHA (Oregon Health Authority). Currently we are working with Water Odyssey to find a replacement play structure for this area.

Memberships

- Memberships are definitely up and new patrons are making our facility their workout place more and more.
- Management still monitors patron check-ins to make sure expired passes are taken care of.

Scholarships and Donations

- Scholarships handed out since 1/1/2023; this includes activities for kids such as water polo lessons, swim lessons, babysitters class, Jr. lifeguard class and Jr. WSI class and memberships for those who need financial assistance, both adults and children. Total amount subsidized is \$4,079.25 (An additional \$320.00 was subsidized in September).
- Donations handed out since 1/1/2023; this is a gift certificate for memberships whether it is a 3-month, 1 year or 1 month. Many of these are used in auctions for schools, fundraisers, rotary and more. Total amount subsidized for donations is \$3,984.50.
- Grand total for both equals \$8,063.75 since 1/1/2023. We are out in the community giving back!

Program Development & Registration

- Fall swim lessons kicked off on September 18th. We are able to offer a lot more lessons this fall due to more staff being hired and trained over the summer.
- Fencing classes (beginning, intermediate youth and adult classes) continued all month of September. These classes are very popular!
- We have added a couple new water x classes to our schedule due to an overwhelming attendance and more classes needed.
- We have added a couple of new Group fitness classes to our schedule to accommodate our growing classes.

Clubs/Teams

- Chehalem Swim Team's practices resumed on September 5th and ran all month long.

- NHS polo continued practicing all month.
 - Polo held a Girl's Fall polo tournament on September 16-17
 - Polo held a Boy's Fall polo tournament on September 30 and Oct. 1
- GFU Football continues to use the comp pool for recovery days on Sunday's.
- Special Olympics continued practicing in the comp pool during the month of September. They have invited the public to their practice on October 29th to cheer them on.

Aquatic & Fitness Center Staff

- School is back in session, schedules have become difficult to work around. Many guards drop down to weekends only or evenings only. The opening shifts have been covered by GFU students. The 9:00 am – 1:00 pm time slot is still difficult to cover since we do not have a lot of home schooled students or adults on our staff at the moment.
- GFU is back in session and has brought us several WSI Instructors and lifeguards that we have hired on.
- We held an all staff meeting on September 10th. Many needed housekeeping items to go over to make sure everyone is on the same page.

Rentals & Special Events

- GFU Serve Day was on September 13th. We had the entire GFU swim team in our facility deep cleaning and doing projects we have needed to get done. It was a great day!
- We held a Red Cross Blood Drive at our facility on September 7th.
- Private Leisure Pool Parties (We are one of the few pools who are offering this and they are VERY popular!) We book out one month in advance and the first week of the month is very hectic with people calling to make reservations.
 - We had ten Friday/weekend pool rental parties held at our facility during the month of September.

Management Projects

- Kept up with the ordering of Janitorial supplies and made sure we have everything in stock.
- Management kept up with 451- AP.
- Management keeps busy scheduling Pool party and classroom rentals for current month and one month out.
- Management is picking up more opening and mid-day guard shifts due to staff not being available because school is back in session. Management is on deck guarding again.
- Management continued to work on team contracts for the next year as well as figuring out the fall schedule so all teams get practice time in the comp pool.

Financial Reports

- Detailed September financial reports are attached.

EXPENDITURES Yr to Date '23/24	REVENUE Yr to Date '23/24
\$310,091.86 Raw value	
\$41,344.45 Fringe benefits	
\$351,436.31 Total expenditures with fringe benefits	\$355,424.79 Projected Revenue 23-24 = \$1,285,156.25
Difference between Expenditures & Revenue	\$3,988.48

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



Adult Sports

October 2023 Activity Report, Department 452

Department 452 Participation Tracking	September 2023	
Activity	Participants	Participant Hours
Total		
Department 452 Financial Tracking	September 2023	
Supervisory Staff Expense	00.00	
Administrative Staff Expense	605	
Part Time Staff Expense	198	
Material Expense	204	
Total Expense	1007	
Program Revenue	0.00	
Net	(2014)	
Cost Per Participant	(0)	
Cost Per Participant Hour	(0)	

Department 452 – Adult Sports

Our next adult activity is adult men’s basketball starting spring 2024.



Youth Sports

October 2023 Activity Report, Department [453](#)

Department 453 Participation Tracking	September 2023	
Activity	Participants	Participant Hours
Tackle Football	146	4380
Flag Football	144	1728
Volleyball	50	600
Little Big Kicks	136	544
Soccer	534	6500
Totals	1010	13752

Department 453 Financial Tracking	September 2023	
Supervisory Staff Expense	8623	
Administrative Staff Expense	2156	
Part Time Staff Expense	1201	
Program/Materials Expense	26928	
Total Expense	38908	
Program Revenue	44834	
Net	5926	
Cost Per Participant	5.86	
Cost Per Participant Hour	.43	

Department 453 – Youth Sports

Our fall sports have over 1000 participants with 30 plus games being played at three different locations here in Newberg. Winter basketball registration opened mid-September.

September 2023 Board Report
 454-Recreation
 456-Senior Center
 457-Community School

454 Recreation	Sept 2023	Year to Date
Supervisory Staff Expense	\$793.34	\$2,323.25
Recreation Coordinator	\$2,684.83	\$7,862.68
Part Time Staff Expense	\$1,187.97	\$7,862.68
Fringe	\$2,312.03	\$7,240.86
program Expense	\$8,576.18	\$19,790.71
Utilities/Insurance Expense	\$0.00	\$290.62
Total Expense	\$15,554.35	\$45,370.80
Program Revenue	\$7,135.00	\$23,071.58
Rental Revenue	0	0
Net	\$8,419.35	\$22,299.22

456 Senior Center	Sept 2023	Year to Date
Supervisory Staff Expense	\$396.66	\$1,161.66
Recreation Coordinator	\$1,073.92	\$3,145.06
Senior Center Specialist	\$3,634.36	\$10,160.31
Part Time Staff Expense	\$30.19	\$317.93
Fringe	\$4,040.35	11,964.82
program Expense	\$255.44	\$2,806.30
Utilities/Insurance Expense	\$3,391.28	\$8,679.15
Total Expense	\$12,822.72	\$38,235.23
Program Revenue	\$3,432.00	\$10,743.50
Rental Revenue	\$1,860.00	\$12,328.08
Total Revenue	\$5,292.00	\$23,071.58
Net	\$7,530.72	\$15,163.65

457 Community School	Sept 2023	Year to Date
Special Services Supervisor	\$952.00	\$2,787.99
Recreation Coordinator	\$536.95	\$1,157.48
Part Time Staff Expense	\$756.68	\$2,169.59
Fringe	\$891.48	\$4,259.82
Program Expense	\$343.47	\$5,010.88
Utilities/Insurance Expense	\$0	\$0
Total Expense	\$3,480.58	\$14,228.28
Program Revenue	\$-289	\$2,706.53
Net	\$3,769.58	\$11,521.75

Youth Gymnastics

Fall Gymnastics is off to a good start. 72 children registered in Sept Gymnastics. 75 are registered in Oct Gymnastics. We are anticipating a pretty busy gymnastics season. We are interviewing additional coaches to accommodate a fun year of activity.

Happy Feet Soccer for 3 year olds.

On Sept 16th the recreation department ran its own small soccer program for 3 year olds which we affectionately call Happy Feet Soccer. This complimented the sports department's soccer program pretty well, serving a different age group than Little Big Kicks Soccer. This 5 week program was incredibly cute and our staff of preschool instructors did a really nice job of creating memorable experiences for our up and coming soccer start. We had 20 children registered for this program.

Esports PC Builders:

Team Up, Build, & Win a Gaming PC

Building a custom computer is fun, affordable, and empowering! Whether for school or gaming, knowing how to build and maintain a computer provides youth with important technical skills and a pathway for higher education. Participants were given everything they need to successfully build a computer from start to finish, including personalized instructions and coaching from George Fox University. At the end of the camp, one participant was randomly selected to take home the gaming computer they had just built. This is a really unique experience for participants. We will be offering this activity again closer to the holidays.



Respectfully submitted by:
 Matthew Compton
 Recreation Coordinator

SEPT. 2023 Activity Report

455 Care	September 2023	Fiscal Year To Date
Supervisory Staff	793.34	2,323.35
Recreation Coordinator	1,073.92	3,145.06
Care Director	3,816.08	11,175.66
Care Technician	0.00	0.00
Part Time Staff Expense	35,531.62	129,335.41
Fringe	9,424.37	31,235.65
program Expense	10,495.34	23,772.99
Utilities Expense	0.00	0.00
Total Expense	62,208.86	204,028.78
Program Revenue	109,447.09	191,214.09
Rental Revenue	0.00	0.00
Net	-47,238.23	12,814.69

In the month of September the School Aged childcare program has started. The program has 153 registered children.

We have committed staff to assure that the kids will be busy with an active program full of fall themed crafts and games.

474 Pre School	September 2023	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	3,816.08	11,175.66
Fringe	1,666.69	4,916.37
program Expense	220.33	634.06
Utilities Expense	837.26	1,391.99
Total Expense	\$6,575.43	19,573.72
Program Revenue	5,073.46	7,182.21
Rental Revenue	0.00	0.00
Net	\$1,501.97	12,391.51

Pre School/Pre-K has started their fall season, with creative play and fun crafts.

The Pre School is running a 3- year old class Tuesday and Thursday and 4- year old class on Monday, Wednesday and Friday.

247

Starts by Category	September												23/22	% Diff		
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021			2022	2023
Starts by Category	19	22	28	17	25	23	22	24	25	18	25	24	28	22		
Resident	548	402	577	579	455	631	835	589	643	658	667	1141	1030	1194	164	15.9%
Non Resident	2447	1679	2936	1692	1695	1778	1659	1616	745	620	773	929	964	737	-227	-23.5%
Group	825	865	536	334	368	412	389	252	125	485	43	561	854	457	-397	-46.5%
League	53	56	63	31	48	30	53	16	32	12	0	0	0	0	0	0%
Complimentarity	307	327	324	367	316	330	202	170	213	169	526	588	534	507	-27	-5.1%
Misc/Promotional	262	1273	499	266	850	823	783	637	1375	1090	1567	1298	1528	1282	-246	-16.1%
Total Starts	4442	4602	4935	3229	3732	4004	3921	3280	3133	3034	3576	4517	4910	4177	-733	-14.9%
Revenue	\$ 103,783.00	\$ 125,750.00	\$ 113,607.00	\$ 67,686.00	\$ 73,579.00	\$ 84,545.00	\$ 74,928.00	\$ 69,034.00	\$ 64,839.00	\$ 67,521.00	\$ 80,108.00	\$ 98,539.00	\$ 117,786.00	\$ 98,483.00	\$ (19,303.00)	-16.4%
Green Fees	\$ 8,948.00	\$ 7,274.00	\$ 9,918.00	\$ 5,342.00	\$ 5,625.00	\$ 6,777.00	\$ 6,393.00	\$ 5,788.00	\$ 7,201.00	\$ 6,166.00	\$ 8,517.00	\$ 10,628.00	\$ 11,128.00	\$ 11,507.00	\$ 379.00	3.4%
Driving Range	\$ 37,516.00	\$ 30,997.00	\$ 37,765.00	\$ 22,650.00	\$ 23,412.00	\$ 29,024.00	\$ 29,879.00	\$ 25,118.00	\$ 20,796.00	\$ 18,813.00	\$ 28,814.00	\$ 39,524.00	\$ 42,545.00	\$ 39,303.00	\$ (3,242.00)	-7.6%
Rentals	\$ 7,967.00	\$ 9,397.00	\$ 9,674.00	\$ 8,220.00	\$ 13,475.00	\$ 7,103.00	\$ 5,439.00	\$ 5,943.00	\$ 8,965.00	\$ 5,122.00	\$ 8,377.00	\$ 9,642.00	\$ 11,074.00	\$ 9,331.00	\$ (1,743.00)	-15.7%
Golf Shop	\$ 24,235.00	\$ 27,584.00	\$ 24,282.00	\$ 13,262.00	\$ 15,552.00	\$ 23,431.00	\$ 21,489.00	\$ 20,713.00	\$ 16,510.00	\$ 12,908.00	\$ 14,538.00	\$ 19,223.00	\$ 26,658.00	\$ 20,796.00	\$ (5,860.00)	-22.0%
Snack Bar	\$ 1,170.00	\$ -	\$ 165.00	\$ 675.00	\$ 250.00	\$ 140.00	\$ -	\$ -	\$ -	\$ 270.00	\$ 550.00	\$ 375.00	\$ 195.00	\$ 695.00	\$ 500.00	256.4%
GC Improvement Fund	\$ 625.00	\$ 7,100.00	\$ 1,166.00	\$ (6,603.00)	\$ (15,932.00)	\$ (5,380.00)	\$ 8,015.00	\$ 1,442.00	\$ 1,626.00	\$ 960.00	\$ 4,221.00	\$ 6,727.00	\$ 4,178.00	\$ 2,578.00	\$ (1,900.00)	-42.4%
Miscellaneous	\$ 184,244.00	\$ 208,102.00	\$ 196,557.00	\$ 111,232.00	\$ 116,161.00	\$ 145,640.00	\$ 146,141.00	\$ 128,008.00	\$ 119,957.00	\$ 111,210.00	\$ 145,125.00	\$ 184,658.00	\$ 213,864.00	\$ 193,790.00	\$ (20,074.00)	-9.4%
Total Revenue	\$ 184,244.00	\$ 208,102.00	\$ 196,557.00	\$ 111,232.00	\$ 116,161.00	\$ 145,640.00	\$ 146,141.00	\$ 128,008.00	\$ 119,957.00	\$ 111,210.00	\$ 145,125.00	\$ 184,658.00	\$ 213,864.00	\$ 193,790.00	\$ (20,074.00)	-9.4%
\$ per Start																
Green Fees \$ per Start	\$ 23.36	\$ 27.33	\$ 23.02	\$ 20.96	\$ 19.72	\$ 21.12	\$ 19.11	\$ 21.05	\$ 20.70	\$ 22.25	\$ 22.40	\$ 21.82	\$ 23.99	\$ 23.58	\$ (0.41)	-1.7%
Driving Range \$ per Start	\$ 2.01	\$ 1.58	\$ 2.01	\$ 1.65	\$ 1.56	\$ 1.69	\$ 1.63	\$ 1.76	\$ 2.30	\$ 1.95	\$ 2.38	\$ 2.35	\$ 2.27	\$ 2.75	\$ 0.49	21.6%
Rentals \$ per Start	\$ 8.45	\$ 6.74	\$ 7.65	\$ 7.01	\$ 6.27	\$ 7.25	\$ 7.62	\$ 7.66	\$ 6.64	\$ 6.20	\$ 8.06	\$ 8.75	\$ 8.66	\$ 9.41	\$ 0.74	8.6%
Golf Revenue \$ per Start	\$ 33.82	\$ 35.64	\$ 32.88	\$ 29.63	\$ 27.55	\$ 30.06	\$ 28.36	\$ 30.45	\$ 29.63	\$ 30.31	\$ 32.84	\$ 32.92	\$ 34.92	\$ 35.74	\$ 0.82	2.4%
Golf Shop	\$ 1.79	\$ 2.04	\$ 1.96	\$ 2.55	\$ 3.61	\$ 1.77	\$ 1.39	\$ 1.81	\$ 2.87	\$ 1.69	\$ 2.34	\$ 2.13	\$ 2.26	\$ 2.23	\$ (0.02)	-1.0%
Snack Bar	\$ 5.46	\$ 5.99	\$ 4.92	\$ 4.11	\$ 4.17	\$ 5.85	\$ 5.48	\$ 6.31	\$ 5.27	\$ 4.25	\$ 4.07	\$ 4.26	\$ 5.43	\$ 4.98	\$ (0.45)	-8.3%
Concession Revenue	\$ 7.25	\$ 8.04	\$ 6.88	\$ 6.65	\$ 7.78	\$ 7.63	\$ 6.87	\$ 8.13	\$ 8.14	\$ 5.94	\$ 6.41	\$ 6.39	\$ 7.68	\$ 7.21	\$ (0.47)	-6.1%

Late September took a turn for the worse and it showed in revenue for the month. The last 7 days of the month had rain recorded. Rounds were down 15% due to this.

FYTD23 - September

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY23v FY22	% Diff
Starts by Category															
Resident	2283	1622	1806	2251	1664	2440	3640	3051	3497	2979	4068	4024	4192	168	4.2%
Non Resident	10015	6829	8664	7374	6052	6942	4820	3204	3085	3104	4014	3567	3226	-341	-9.6%
Group	2342	2659	2115	1563	1591	1530	1382	1130	1232	342	1223	1448	749	-699	-48.3%
League	314	214	274	226	207	258	57	41	13	0	0	0	0	0	0.0%
Complimentary	871	962	942	1026	856	941	785	615	722	2338	2106	1852	1929	77	4.2%
Misc/Promotional	1372	4395	1641	1399	3847	3326	6232	5595	4875	6775	4666	5525	5203	-322	-5.8%
Total Starts	17197	16681	15442	13839	14217	15437	16916	13636	13424	15538	16077	16416	15299	-1117	-6.8%
Revenue															
Green Fees	\$ 391,052.00	\$ 406,344.00	\$ 372,523.00	\$ 309,893.00	\$ 294,539.00	\$ 308,726.00	\$ 269,965.00	\$ 278,182.00	\$ 283,180.00	\$ 349,001.00	\$ 360,954.00	\$ 386,976.00	\$ 377,478.00	\$ (9,498.00)	-2.5%
Driving Range	\$ 36,403.00	\$ 31,304.00	\$ 31,722.00	\$ 26,570.00	\$ 24,838.00	\$ 27,106.00	\$ 24,224.00	\$ 28,930.00	\$ 28,629.00	\$ 37,926.00	\$ 38,655.00	\$ 42,406.00	\$ 43,797.00	\$ 1,391.00	3.3%
Rentals	\$ 139,972.00	\$ 117,650.00	\$ 116,301.00	\$ 96,925.00	\$ 93,429.00	\$ 109,777.00	\$ 106,193.00	\$ 84,457.00	\$ 78,821.00	\$ 123,132.00	\$ 139,001.00	\$ 134,714.00	\$ 140,824.00	\$ 6,110.00	4.5%
Golf Shop	\$ 35,631.00	\$ 33,875.00	\$ 35,042.00	\$ 32,105.00	\$ 37,526.00	\$ 23,972.00	\$ 26,290.00	\$ 30,660.00	\$ 29,428.00	\$ 37,347.00	\$ 37,551.00	\$ 40,570.00	\$ 45,585.00	\$ 5,015.00	12.4%
Snack Bar	\$ 99,658.00	\$ 110,001.00	\$ 80,030.00	\$ 63,919.00	\$ 62,167.00	\$ 85,398.00	\$ 74,009.00	\$ 70,918.00	\$ 65,202.00	\$ 68,631.00	\$ 79,494.00	\$ 88,103.00	\$ 84,827.00	\$ (3,276.00)	-3.7%
Instruction	\$ 10,410.00	\$ 9,944.00	\$ 9,946.00	\$ 11,718.00	\$ 2,493.00	\$ 1,399.00	\$ 3,680.00	\$ 5,573.00	\$ 2,445.00	\$ 7,975.00	\$ 11,758.00	\$ 5,660.00	\$ 5,878.00	\$ 218.00	3.9%
GC Improvement Fund													\$ 35,984.00	\$ 35,984.00	
Miscellaneous	\$ 4,202.00	\$ 22,449.00	\$ 8,795.00	\$ 2,892.00	\$ (16,700.00)	\$ (6,474.00)	\$ 6,095.00	\$ 6,331.00	\$ 4,201.00	\$ 16,892.00	\$ 23,590.00	\$ 26,052.00	\$ 26,537.00	\$ 485.00	1.9%
Total Revenue	\$ 717,989.00	\$ 735,524.00	\$ 656,620.00	\$ 526,792.00	\$ 498,430.00	\$ 533,231.00	\$ 510,456.00	\$ 505,051.00	\$ 489,906.00	\$ 640,904.00	\$ 691,003.00	\$ 724,481.00	\$ 750,910.00	\$ 36,429.00	5.0%
\$ per Start															
Green Fees \$ per Start	\$ 22.74	\$ 24.36	\$ 24.12	\$ 22.39	\$ 20.72	\$ 20.00	\$ 15.96	\$ 20.40	\$ 21.10	\$ 22.46	\$ 22.45	\$ 23.57	\$ 24.67	\$ 1.10	4.7%
Driving Range \$ per Start	\$ 2.12	\$ 1.88	\$ 2.05	\$ 1.92	\$ 1.75	\$ 1.76	\$ 1.43	\$ 2.12	\$ 1.98	\$ 2.44	\$ 2.40	\$ 2.58	\$ 2.86	\$ 0.28	10.8%
Rentals \$ per Start	\$ 8.14	\$ 7.05	\$ 7.53	\$ 7.00	\$ 6.57	\$ 7.11	\$ 6.28	\$ 6.19	\$ 5.87	\$ 7.92	\$ 8.65	\$ 8.21	\$ 9.20	\$ 1.00	12.2%
Golf Revenue \$ per Start	\$ 33.00	\$ 33.29	\$ 33.71	\$ 31.31	\$ 29.04	\$ 28.87	\$ 23.67	\$ 28.72	\$ 28.95	\$ 32.83	\$ 33.50	\$ 34.36	\$ 36.74	\$ 2.38	6.9%
Golf Shop	\$ 2.07	\$ 2.03	\$ 2.27	\$ 2.32	\$ 2.64	\$ 1.55	\$ 1.55	\$ 2.25	\$ 2.19	\$ 2.40	\$ 2.34	\$ 2.47	\$ 2.98	\$ 0.51	20.6%
Snack Bar	\$ 5.80	\$ 6.59	\$ 5.18	\$ 4.62	\$ 4.37	\$ 5.53	\$ 4.38	\$ 5.20	\$ 4.86	\$ 4.42	\$ 4.94	\$ 5.37	\$ 5.54	\$ 0.18	3.3%
Concession Revenue	\$ 7.87	\$ 8.63	\$ 7.45	\$ 6.94	\$ 7.01	\$ 7.08	\$ 5.93	\$ 7.45	\$ 7.05	\$ 6.82	\$ 7.28	\$ 7.84	\$ 8.52	\$ 0.69	8.8%

Subject: RE: 21-22 Audit
Date: Monday, October 16, 2023 at 9:46:46 AM Pacific Daylight Time
From: Heidi Smith
To: Dawn Paulson, Kat Ricker, Gayle Bizeau, Jason Fields, Jim McMaster, Lisa Rogers, Matthew Smith
CC: Don Clements, Casey Creighton
Attachments: image003.png, image004.png, image005.png, image001.jpg

Good day!

Please see the answers to the questions below in the body of the email in orange.

I located 7 questions instead of 6, and hopefully found them all.

Again, thank you for your patience and I am happy to be able to answer these questions today to avoid further delay into the week as previous thought.

My working hours may not be the same as yours. Please don't feel obligated to reply outside of your normal hours.



Heidi Smith

Administrative Coordinator

Chehalem Park & Recreation District

Phone: 503.554.0283

Website: <https://cprdnewberg.org/> Email: hsmith@cprdnewberg.org

CONFIDENTIALITY NOTICE

The contents of this E-mail and document(s) accompanying it are protected by the Federal Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. The contents of this E-mail are confidential and contain the legally privileged communication of Chehalem Park & Recreation District. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, or the person responsible for delivering it to the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the information contained in this transmission is strictly PROHIBITED. If you have received this transmission in error, please immediately notify the sender and delete this message from your computer and destroy all copies.

From: Dawn Paulson <dawn.paulson6@gmail.com>

Sent: Saturday, October 14, 2023 2:28 PM

To: Kat Ricker <kicker@cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Heidi Smith <hsmith@cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>; Matthew Smith <msmith@board.cprdnewberg.org>

Cc: Don Clements <dclements@cprdnewberg.org>

Subject: Re: 21-22 Audit

Hello,

My previous email had 6 questions.

I have not received a response, let alone any answers.

Please make sure to add this email thread to the board packet for the month of October.

Thank you,

Dawn Paulson

On Mon, Oct 2, 2023 at 6:07 PM <dawn.paulson6@gmail.com> wrote:

CPRD board, Kat, Heidi, Don,

I'd like to bring something to the attention of the board.

Why hasn't the 2021-2022 financial audit report been filed with the Secretary of State? **The final report has not been submitted by the Auditors to the State.**

In April of this year I noticed the Secretary of State notified CPRD that it's 2021-2022 financial audit was overdue. This was on page 135 of the April 27, 2023 meeting packet.

The 2021-2022 audit draft was mentioned in the April 27, 2023 minutes (see below) but not included in the meeting packet. I asked for it to be added and instead was sent a copy of the audit draft. Why can't this be added to the board packet for public transparency? **This would be a question for the Board.**

C. Update 1 audit packet – will give at meeting.

VIII. FROM THE SUPERINTENDENTS DESK

**A. Superintendent Report – Will give report at meeting.
land swap for Friends Park will not happen. Will discuss**

B. Staff Reports – Please see pages (109-121).

I still have not seen a copy of the audit draft in ANY meeting packet. This audit is dated December 5, 2022. CPRD has had this audit for MONTHS.

I still do not see an audit filed with the Secretary of State for fiscal year 2022:



Oregon Secretary of State

[Home](#)

[Business](#)

[Voting](#)

[Elections](#)

[S](#)

[Search State Audits and Reviews](#)

[Search and File Municipal Reports](#)

[Recently Released Audits](#)

[Report Government Fraud, Waste or Abuse](#)

[Audit Standards and Protocols](#)

[Pay Filing Fees](#)

Local Governm

Search Results

Your search for Fiscal Year: 202 resulted in 1 hits.

[New Search](#)

CHEHALEM PARKS & REC DISTR

Type PARKS AND

Mailing Address 125 SELLIC

NEWBERG

No audit report filed for fiscal year

[New Search](#)

Fiscal year 2022 ended over 15 months ago.

252

Page 10 of the audit draft says that “Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2022 except for System Development Fund- Debt Service, which was overexpended by \$941,523.” This fund is not within authorized appropriation to the tune of almost \$1 Million dollars? Please restate the question. My apologies, but it reads as a statement.

Is this the reason the audit has not been filed? No.

**CHEHALEM PARKS AND RECREATION
YAMHILL COUNTY,**

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures cannot legally exceed appropriations except at the time of budget adoption. Appropriations lapse at the end of the fiscal year for items in the budget without Board approval as long as appropriations are not changed. Supplemental appropriations may occur if the Board approves which was not determined at the time the budget was adopted.

Budget amounts shown in the basic financial statements include transfers between appropriations. Appropriations lapse at the end of the fiscal year.

Expenditures of the various funds were within authorized appropriations except for System Development Fund – Debt Service, which was overexpended by \$941,523.

Why is this audit so overdue? We have been waiting for the final draft to be issued. We received communication from the Auditors they expect the final to be issued this week. Why hasn't it been filed? It is filed upon completion by the Auditors. What's stopping CPRD from filing this report? The final to be issued.

I look forward to your response and receiving answers to my questions.

Thank you,

Dawn Paulson

From: Dawn Paulson <dawn.paulson6@gmail.com>
Sent: Thursday, April 27, 2023 1:57 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Cc: Don Clements <dclements@cprdnewberg.org>
Subject: Re: 21-22 Audit

Thank you Kat!
Dawn

On Thu, Apr 27, 2023 at 1:34 PM Kat Ricker <kricker@cprdnewberg.org> wrote:

Dawn:

This is attached.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
[125 S. Elliott Road](#)
[Newberg, OR 97132](#)
[971.832.4222](tel:971.832.4222) [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Dawn Paulson <dawn.paulson6@gmail.com>
Date: Wednesday, April 26, 2023 at 8:10 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: 21-22 Audit

Hello Kat,
In the Superintendent's Report in tomorrow's meeting agenda I see a draft mentioned for the 2021-2022 audit. Could you please add this draft to the meeting packet?
Thank you,

Dawn Paulson

254

Subject: RE: 21-22 Audit
Date: Monday, October 2, 2023 at 6:08:07 PM Pacific Daylight Time
From: dawn.paulson6@gmail.com
To: Kat Ricker, Heidi Smith, Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster
CC: Don Clements
Priority: High
Attachments: image001.png, image002.png, image003.png, CPRD_Initial Draft 2021-22 Audit.pdf

CPRD board, Kat, Heidi, Don,

I'd like to bring something to the attention of the board.

Why hasn't the 2021-2022 financial audit report been filed with the Secretary of State?

In April of this year I noticed the Secretary of State notified CPRD that it's 2021-2022 financial audit was overdue. This was on page 135 of the April 27, 2023 meeting packet.

The 2021-2022 audit draft was mentioned in the April 27, 2023 minutes (see below) but not included in the meeting packet. I asked for it to be added and instead was sent a copy of the audit draft. Why can't this be added to the board packet for public transparency?

C. Update Public Education – will give at meeting.

VIII. FROM THE SUPERINTENDENTS DESK

- A. Superintendent Report – Will give report at meeting. I have a draft of the 21-22 Audit, The land swap for Friends Park will not happen. Will discuss at meeting. Please see page (108)
- B. Staff Reports – Please see pages (109-121).

I still have not seen a copy of the audit draft in ANY meeting packet. This audit is dated December 5, 2022. CPRD has had this audit for **MONTHS**.

I still do not see an audit filed with the Secretary of State for fiscal year 2022:



Oregon
Secretary of State

- [Home](#)
- [Business](#)
- [Voting](#)
- [Elections](#)
- [State Archives](#)
- [Audits](#)

- Search State Audits and Reviews
- Search and File Municipal Reports
- Recently Released Audits
- Report Government

Local Government Audit Report Search

Search Results

Your search for Fiscal Year: 2022, County: YAMHILL, Government Type: PARKS AND RECREATION DISTRICTS resulted in 1 hits.

[New Search](#)

COPY HERE: PARKS AND RECREATION DISTRICTS

255

Fraud, Waste or Abuse
Audit Standards and Protocols
Pay Filing Fees

CHEHALEM PARKS & REC DISTRICT
 Type PARKS AND RECREATION DISTRICTS Customer # 000954MUNI
 Mailing Address 125 S ELLIOTT RD
 NEWBERG OR 97132
 No audit report filed for fiscal year 2022.
[New Search](#)

Fiscal year 2022 ended over 15 months ago.

Page 10 of the audit draft says that "Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2022 except for System Development Fund- Debt Service, which was overexpended by \$941,523." This fund is not within authorized appropriation to the tune of almost \$1 Million dollars?

Is this the reason the audit has not been filed?

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

NOTES TO BASIC FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2022, except for System Development Fund – Debt Service, which was overexpended by \$941,523.

Why is this audit so overdue? Why hasn't it been filed? What's stopping CPRD from filing this report?

I look forward to your response and receiving answers to my questions.

Thank you,

Dawn Paulson

From: Dawn Paulson <dawn.paulson6@gmail.com>
Sent: Thursday, April 27, 2023 1:57 PM
To: Kat Ricker <kricke@cprdnewberg.org>
Cc: Don Clements <dclements@cprdnewberg.org>
Subject: Re: 21-22 Audit

256

Thank you Kat!
Dawn

On Thu, Apr 27, 2023 at 1:34 PM Kat Ricker <kricker@cprdnewberg.org> wrote:

Dawn:

This is attached.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
[125 S. Elliott Road](#)
[Newberg, OR 97132](#)
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Dawn Paulson <dawn.paulson6@gmail.com>
Date: Wednesday, April 26, 2023 at 8:10 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: 21-22 Audit

Hello Kat,
In the Superintendent's Report in tomorrow's meeting agenda I see a draft mentioned for the 2021-2022 audit. Could you please add this draft to the meeting packet?
Thank you,

Dawn Paulson

Heidi Smith

From: MURRIETA Hillary * OGEC <Hillary.MURRIETA@ogec.oregon.gov>
Sent: Wednesday, August 30, 2023 9:31 AM
To: Heidi Smith
Cc: MYERS Susan * OGEC
Subject: Ethics response - tips for employees

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Heidi,

There is a pretty short answer to your question concerning whether service employees can accept tips. ORS 244.040(1), the use of office statute, does not apply if it is “any part of an official compensation package as determined by the public body that the public official serves.” Meaning, if the public body adopts the acceptance of tips as part the employees’ official compensation and benefits package, then it would not be a prohibited use of office, and they would be allowed to accept the tips.

Let me know if you have any additional questions.

Hillary Murrieta | Investigator
Oregon Government Ethics Commission
3218 Pringle Rd. SE suite 220
Salem, OR 97302
Direct: 503-378-6806
Pronouns: She/her

*****DISCLAIMER*****

This staff advice is provided under the authority given in ORS 244.284(1). This opinion offers guidance on how Oregon Government Ethics law may apply to the specific facts described in your request. This opinion is based on my understanding and analysis of the specific circumstances you described and should not be applied to circumstances that differ from those discussed in this request.

Subject: Re: Information as requested re: Tipping
Date: Wednesday, October 4, 2023 at 2:33:21 PM Pacific Daylight Time
From: Matthew Smith
To: Heidi Smith, Don Clements, Lisa Rogers, Gayle Bizeau, Jim McMaster, Jason Fields
CC: Kat Ricker
Attachments: image004.jpg, image001.jpg

Please include this info in the packet for our discussion.

Thank you for your hard work on this.

Get [Outlook for iOS](#)

From: Heidi Smith <hsmith@cprdnewberg.org>
Sent: Wednesday, October 4, 2023 2:24:22 PM
To: Matthew Smith <msmith@board.cprdnewberg.org>; Don Clements <dclements@cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Jim McMaster <jmcmaster@board.cprdnewberg.org>; Jason Fields <jfields@board.cprdnewberg.org>
Cc: Kat Ricker <kicker@cprdnewberg.org>
Subject: RE: Information as requested re: Tipping

At this point in time, I have *not* been able to locate a Special District that does. I called Bend and Tualatin Hills Park and Recreation District, and they both stated they do not allow tipping nor are they aware of any government special agency that does.

My working hours may not be the same as yours. Please don't feel obligated to reply outside of your normal hours.



Heidi Smith

Administrative Coordinator
Chehalem Park & Recreation District
Phone: 503.554.0283
Website: <https://cprdnewberg.org/> Email: hsmith@cprdnewberg.org

CONFIDENTIALITY NOTICE

The contents of this E-mail and document(s) accompanying it are protected by the Federal Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. The contents of this E-mail are confidential and contain the legally privileged communication of Chehalem Park & Recreation District. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, or the person responsible for delivering it to the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the information contained in this transmission is strictly PROHIBITED. If you have received this transmission in error, please immediately notify the sender and delete this message from your computer and destroy all copies.

From: Matthew Smith <msmith@board.cprdnewberg.org>
Sent: Wednesday, October 4, 2023 2:16 PM
To: Heidi Smith <hsmith@cprdnewberg.org>; Don Clements <dclements@cprdnewberg.org>; Lisa Rogers <lrogers@board.cprdnewberg.org>; Gayle Bizeau <gbizeau@board.cprdnewberg.org>; Jim McMaster

Heidi Smith

From: Eric Wilson <ewilson@hranswers.com>
Sent: Thursday, August 31, 2023 9:47 AM
To: Heidi Smith
Subject: RE: Handbooks and cash tips

Follow Up Flag: Follow up
Flag Status: Flagged

Heidi,

So nice to hear from you!

I must say, my "favorite" component of your email is, "...by assist, I mean you and/or your team would do it..." Put a smile on my face.

We can definitely assist in the development of the policy components however the "...would comply with Oregon and IRS requirements..." would likely require a "review" by your accounting team (or external auditor) and a ping back to the Oregon Ethics Board following its draft creation.

The key would be for YOU to bullet point the elements that you are considering and the goals of the program. Thereafter, we could assist with defining those objectives into what we believe would be a policy in alignment with those goals and objectives...of course, with an eye toward compliance considerations as well.

Regarding the cost, our standard rate is \$225 an hour and as a SDAO/SDIS "member discount" that would be reduced to \$180/hour. As for the time estimate of time it would be difficult to say for sure however I would think it should not exceed 5 hours...the billing would be based on actual hours required...however, I would "think" that even with a few meetings it should be at or under that "budgeted" timeframe.

Again, nice to hear from you again and also for thinking of us. I don't know of anywhere to refer you to regarding this request...I think it IS in our wheelhouse although some elements you will want a review for compliance once the draft is completed.

Best to you in all things that matter most,

Eric

(He/Him/His)



Eric Wilson

Senior Consultant | MBA, SPHR, SHRM-SCP, HRIP

ewilson@hranswers.com

(503) 885-9815 x226

7650 SW Beveland Street Ste 130 Tigard, Oregon 97223

www.hranswers.com

We're sure you know that all emails are subject to archiving and review. But just in case, we wanted to let you know that this email was intended solely for the person or entity to which it was addressed. If you have received this email in error, please contact us immediately and delete the material from any computer.

From: Heidi Smith <hsmith@cprdnewberg.org>
Sent: Wednesday, August 30, 2023 4:52 PM
To: Eric Wilson <ewilson@hranswers.com>
Subject: Handbooks and cash tips

Good almost evening!

I am researching cash/credit card tips, as the Board would like our employees to be able to receive them. I have received information back from the Oregon Ethics board, that if we make them a part of the compensation packet and address it in the handbook, that would be acceptable. We still have some other questions that need to answered before we officially move forward.

My question to you is:

Would you be able to assist us in drafting a tip policy that would comply with Oregon and IRS requirements? If so, by assist, I mean you and/or your team would do it. If not, do you have a person/place to recommend?

What would the hourly rate be, and an estimate of hours invested into this project do you think it would take?

If we proceed, we are a few months out still.

Thank you!

My working hours may not be the same as yours. Please don't feel obligated to reply outside of your normal hours.



Heidi Smith

Administrative Coordinator

Chehalem Park & Recreation District

Phone: 503.554.0283

Website: <https://cprdnewberg.org/> Email: hsmith@cprdnewberg.org

CONFIDENTIALITY NOTICE

The contents of this E-mail and document(s) accompanying it are protected by the Federal Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. The contents of this E-mail are confidential and contain the legally privileged communication of Chehalem Park & Recreation District. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, or the



Scott Parker
Chehalem Valley Chamber of Commerce
112 N. Garfield St, Suite 103,
Newberg OR 97132

September 15, 2023

Dear Chehalem Parks & Recreation District Directors & Staff,

The Chehalem Valley Chamber of Commerce supports continued cycling opportunities at Bob & Crystal Rilee Park. Dedicated to strengthening the local economy, promoting the Chehalem Valley, and creating business development opportunities, the Chehalem Valley Chamber represents our businesses on local issues. Outdoor recreation is a cornerstone to quality of life in Newberg, and as such, is a lynchpin for business retention and expansion, and our many employees' ability to recruit and retain a talented and active workforce.

Additionally, many of our member businesses rely on visitation for a portion of their livelihoods. The CVCC favors the expansion of cycling at Bob & Crystal Rilee Park and would encourage informational signage directing visitors to Newberg. If CPRD would be willing to engage with CVCC and Taste Newberg, our local Destination Marketing Organization, to help facilitate appropriate signage, we would gladly partner with you on this opportunity, one that would benefit the whole Newberg economy.

Sincerely,

Scott Parker

Scott Parker
Executive Director
Chehalem Valley Chamber of Commerce

112 N Garfield St, Suite 103, Newberg OR 97132

P 503-538-2014

www.chehalemvalley.org

CVMS Garden of Friendship



BUILT AS A GIFT FROM WADAYAMA JUNIOR HIGH SCHOOL IN 1997 IN APPRECIATION OF THE LONGSTANDING EXCHANGE PROGRAM. THE GARDEN OF FRIENDSHIP WAS RENOVATED IN 2023.



Dear CPRD,

9/2023

We are very proud to announce that the renovation of the Garden of Friendship at CVMS is complete. The Garden is stunning, please feel free to visit anytime at the front entrance of the school.

Thank you for your generous donation to this project; all of the funding came from local organizations and individuals.

We greatly appreciate your financial support and look forward to inviting you to a dedication ceremony in 2024.

Sincerely,
The Woodruff family

Z68

Jim Talt
201 Crestview Dr
Newberg, OR 97132

October 12, 2023

CPRD
125 S Elliott Rd
Newberg, OR 97132

Attention: Board Members

Subject: Ewing Young Park

This letter reiterates in writing my comments given during the August board meeting regarding Ewing Young Park.

Ewing Young Park's accessibility and utilization would be greatly enhanced with the addition of 3 things:

- 1) A graded and paved parking lot. Currently, the gravel parking lot is difficult for people with mobility issues and it becomes a mud puddle mess after a rain.
- 2) Flush toilets. The chemical toilets presently in use are not popular with anyone, particularly parents with young children. They are also somewhat of an accessibility problem for other park goers. And on a hot day, the inside of those chem toilets is like the surface of Venus.
- 3) A family picnic area in the grove area away from the skate park. The only table seating at Ewing Young is the covered area at the skate arena. That area is most often occupied by enthusiastic teen 'boarders' bragging about their arial accomplishments. You should consider adding a family friendly picnic spot with tables straddling the grove and meadow area and well away from the skate arena.

I believe the above improvements would make Ewing Young Park much more inviting to the community and result in greatly increased utilization. A public outreach PR campaign after each improvement would also be helpful. Many people within the CPRD district have not heard of the park and/or don't know where it is or what it offers.

Respectfully,

Jim Talt

Subject: Ewing Young Park
Date: Friday, October 13, 2023 at 8:17:03 AM Pacific Daylight Time
From: atalt@aol.com
To: Jason Fields, Matthew Smith, Gayle Bizeau, Jim McMaster, Lisa Rogers
CC: Kat Ricker, Don Clements
Attachments: Jim Talt Letter Ewing Young Park .docx

To the CPRD Board

Please see attached letter. Below is the text for your convenience.

This letter reiterates in writing my comments given during the August board meeting regarding Ewing Young Park.

Ewing Young Park's accessibility and utilization would be greatly enhanced with the addition of 3 things:

- 1) A graded and paved parking lot. Currently, the gravel parking lot is difficult for people with mobility issues and it becomes a mud puddle mess after a rain.
- 2) Flush toilets. The chemical toilets presently in use are not popular with anyone, particularly parents with young children. They are also somewhat of an accessibility problem for other park goers. And on a hot day, the inside of those chem toilets is like the surface of Venus.
- 3) A family picnic area in the grove area away from the skate park. The only table seating at Ewing Young is the covered area at the skate arena. That area is most often occupied by enthusiastic teen 'boarders' bragging about their arial accomplishments. You should consider adding a family friendly picnic spot with tables straddling the grove and meadow area and well away from the skate arena.

I believe the above improvements would make Ewing Young Park much more inviting to the community and result in greatly increased utilization. A public outreach PR campaign after each improvement would also be helpful. Many people within the CPRD district have not heard of the park and/or don't know where it is or what it offers.

Respectfully,

Jim Talt

Subject: Thank you

Date: Friday, October 6, 2023 at 2:08:41 PM Pacific Daylight Time

From: Brooke Allen

To: Kat Ricker

I wanted to reach out and thank everyone involved in making such a great change for the Bob and Crystal Rilee Park. No longer having bicyclists is received with such relief and appreciation.

I have been adventuring at Bob's for many years now for many reasons. Be it horse riding, hiking and even search and rescue training.

I often take victimized children, mentally handicap children/ adults as well as military veterans horseback riding or hiking at this park to help these individuals recover from trauma in their lives as well as help them find inner peace. To no longer have bikes pose a threat is truly a God send! I now have the support to keep these students safe! Thank you!

I know this has been a long, hard journey to bring this part back to its original wishes from Crystal. I also know there have been some disgruntled people due to the outcome of this voting but like with many new and great changes, after time and letting the newness settle, things will go back to running smoothly.

You are all incredible!

I can't ever thank you enough.

Brooke Castillo

Subject: September 28, 2023 motion violation
Date: Friday, October 6, 2023 at 3:08:50 PM Pacific Daylight Time
From: Monica Bilodeau
To: Gayle Bizeau, Jason Fields, Matthew Smith, Lisa Rogers, Jim McMaster
CC: Kat Ricker, Phiggins@pacificcrestrea.com

Hello Board,

As a Newberg resident I would like to bring to attention that your Boards motion on September 28th 2023 to ban bicycles from Bob and Crystal Rilee Park violated Oregon Public noticing laws.

The tile of the agenda item was, "Bob and Crystal Riley Park Discussion".

No where was it disclosed to the public there was a motion or decision going to be made on the fate of a whole group of park users. Board Member McMaster mentioned the concern with making a motion without the full public discloser.

The Park district was actively going through the correct process to prepare a Park Master plan that looks at the best use of this public park, analyzing all the facts that go into a fully disclosed planning process. The public purchased this property and nowhere in the legal purchase and sale documents did it say bikes were to be banned.

The correct way would be to continue the Park Master plan process for this property with the correct public involvement and fact gathering. Once the plan is complete and circulated then the Board gets to make a fully informed and publicly disclosed decision.

Please do the right thing and follow Oregon disclosure laws and the planning process you learned when you came into office.

You are risking lawsuit and wasting tax payers dollars because you are not following laws and processes. Not to mention wasting tax payer dollars on the master plan process that has been started that you are making a mockery of.

Very saddened Newberg Resident,
Monica Bilodeau

Subject: FW: follow up to last month's CPRD meeting
Date: Tuesday, October 17, 2023 at 10:08:59 AM Pacific Daylight Time
From: Tamra Busch-Johnsen
To: Kat Ricker

Sorry, I had typed in address incorrectly the first time...
Tamra

From: Tamra Busch-Johnsen <tamrabj@onlinenw.com>
Sent: Tuesday, October 17, 2023 10:06 AM
To: msmith@board.cprdnewberg.org; jfields@board.cprdnewberg.org; gbizeau@cprdnewberg.org; Irogers@board.cprdnewberg.org; jmcmaster@board.cprdnewberg.org
Cc: 'Don Clements' <dclements@cprdnewberg.org>; ccreighton@cprdnewberg.org; kricker@cprdnewberg.org; bstewart@cprdnewberg.org
Subject: follow up to last month's CPRD meeting

Greetings,

I just wanted to let you know that you have renewed my faith in elected officials to do the right thing and not be swayed by heavy pressure to do the opposite. Your vote to ban bikers from the Crystal Rilee Park was a total shock to me. It seemed like the bikers were slowly taking over the whole park, riding on the horse side even when it was posted not to ride there.

I have ridden those trails for many years and had conversations with Crystal as I thanked her for the privilege to ride on her property. Her wishes for the property were clear. I am grateful that you as a board recognized and honored those wishes. I have not ridden there with my young horse as I feared a bike whipping around the corner or coming up fast behind me. I am so glad that you didn't wait for a bad accident before taking the stance you did.

Thank you again for honoring the wishes of a generous patron in our community. I stand ready to help in any way I can to support the full implementation of her vision.

Sincerely,

Tamra

Tamra Busch-Johnsen
33003 SW Ladd Hill Rd
Wilsonville, OR 97070

CPRD Citizen Comment

Good Evening and thank you for serving on the CPRD Board.

My name is Rodney, I am a resident of Sherwood, a volunteer on the Sherwood Parks board, volunteered on the Sherwood West Citizen Advisory Committee, and MTB Coach.

I joined the Sherwood Parks board to promote people getting outdoors enjoying the parks and recreation in the area. I believe parks benefit peoples' physical and mental health greatly. I have been an observer of past CPRD board meetings and have felt that now was the time to speak up.

I would like to start out by talking about how dangerous Horseback riding is. Riding a bucking horse for 8 seconds while it is jumping around trying to buck you off is dangerous. Many people have fallen and broken bones, got stepped on by a horse, and even died. Not to mention the cruelty to the horse. A study out of Texas says "Horseback riding is the most dangerous sport, study warns." "Horse riding is more dangerous than other sports including football, motorcycling and even skiing, a new study warns" Horseback riding should not be allowed in CPRD parks!

After hearing the above statement I hope you think I am a fool. That statement has no relation to Crystal Rilee park. Horseback riding has been in the park for years and provide many people an opportunity to gain the benefit of being outdoors doing an activity they enjoy. However, since I am part of the public I can come up here and say anything. I can continue to say foolish things until people start to believe them. I hope that you as the CPRD board take the proper steps to get factual, relevant information when making any decision about the use of any Park.

Just some quick questions and fact checking:

- Should people be weaponizing their horses in parks? That statement needed more clarification, as it was shocking to hear.
- Please look into the Lusher Farm statements. A pump track was denied, not mountain biking. That statement is similar to you banning trail riding because they ride a horse just like bronc riders do. Please do not group all cycling sports together.
- Does one bad apple ruin the whole bunch? If there are wheeled sports being done on the west side, shouldn't that be enforced instead of banning all wheeled sports in the park. Using that logic, should one horse on the east side warrant a ban of all horses in the park?
- Mount Hood Ski Bowl provided downhill mountain biking, not cross-country mountain biking. Again, we are back to comparing trail riding to bronc riding. Foolish. I would also like to mention recreation immunity, something left out of the August presentation.
- The comparison of horse riding venues to mountain bike trails was meant to miss lead you and make you look the fool. A proper comparison using common units of measure, vs public usage, as done by a consultant would show very different results.

I attended the public meeting over the summer concerning the master planning process for the Rilee Park. I was impressed with the consultant and park staff. I was concerned with the public input and behavior. After talking with the consultant and park staff, I left the meeting happy to know the future of the park was in good hands. Watching the presentation given in your August meeting made me concerned that the Master Planning Process might not be followed and foolish public input would be instead.

Many things were said that were not true, not relevant or incomplete. The statements were one sided, lacking context and slanted to meet someone's agenda. A proper process allows for experts to gather public input, research options, listen to all sides, present options and help people make an informed decision. I hope as good board members you saw the errors of the August presentation and are open to allowing the master planning process to take its course and provide the correct, accurate, informed information required to make a decision.

In conclusion, I hope, as board members, you follow through with the master planning process, and base your decisions on factual, researched, and vetted information, so you do not look like the fool.

Thank you,

Rodney

Subject: Riley Park

Date: Thursday, October 5, 2023 at 1:19:19 PM Pacific Daylight Time

From: Kim@reecejohnson.com

To: Kat Ricker

Dear CPRD board,

I wanted to thank you for all your hard work on restoring Crystal and Bob Riley's wishing for the trails to be used for Equestrian use. As a close friend and former member of the Crystal Dawn Smith Rilee Foundation for the equestrian trails it is much appreciated!

Bob and Crystal loved their land and always wanted to preserve it.

Sincerely,
Kim Johnson

Subject: Re: Usage changes and updates for Bob & Crystal Rilee Park
Date: Thursday, October 5, 2023 at 8:41:16 AM Pacific Daylight Time
From: Brandon Parmelee
To: marketing

Please note that i am very disappointed in the decision to remove bikes from the trails at Bob and Crystal Rilee Park. To use so much for CRP resources and land for a limited small interest group, horse back riding, is very difficult to swallow as a neighbor of and resident in the Parrett Mountain neighborhood. I believe the decision was made with misinformation and being pressured by a single small group of people and not doing what is best for the community at large. I hope the board will take out the loud voices of a few people and make the decision on what is best for the community. Tax dollars were used to to purchase the park and it should be enjoyed by all.

Thank you
Brandon Parmelee

On Tue, Oct 3, 2023 at 2:20 PM CPRD News Letters <newsletter@cprdnewberg.org> wrote:

SEASONAL RESTRICTIONS EFFECTIVE IMMEDIATELY

In order to protect the conditions of trails, horseback riding is not permitted at Bob and Crystal Rilee Park during the rainy season. This restriction is now in place for fall and winter. There is no set date of when horseback riding may resume in spring; CPRD Parks staff will assess trails and weather conditions in spring and announce then when horses may return to the trails. Check the website and watch for updates in your email inbox. Meanwhile, dedicated hikers, don your rain gear and get outside!

BIKE REMOVAL EFFECTIVE NOV. 1, 2023

Bicycles (e.g. mountain bikes) will no longer be permitted at Bob and Crystal Rilee Park. Trails will be open to hikers (pedestrians) and horseback riders (equestrians) only going forward after Nov. 1. This was based on a decision that the Board of Directors passed at their meeting on Sept. 28th. The motion included direction to the staff to find a suitable location at another park for mountain bikers to recreate. Stay tuned for updates on that.

[Click here for more details](#)

Subject: thank you

Date: Wednesday, October 4, 2023 at 10:19:20 PM Pacific Daylight Time

From: Lauren Pfeiffer

To: Don Clements, Casey Creighton, Kat Ricker, Bryan Stewart, Gayle Bizeau, Lisa Rogers, Jim McMaster, Matthew Smith, Jason Fields

Dear CPRD Board,

I'd like to express my sincere appreciation and gratitude for the recent Board action to return the East side trails of Bob and Crystal Rilee park to the Equestrians and Hikers only. I admire the integrity and character that were exhibited by the board in 'keeping their promise' and commitment to Crystal Rilee and her clear intentions and instructions for this land. This will surely be viewed as a key moment in the Board's history and will no doubt be noted by future donors that CPRD can be trusted to follow through with the agreed upon stewardship of such gifts.

It is unfortunate that this decision is also receiving some outsized negative attention specifically from the disappointed mountain biking community. Not all land can be used for all things, and it is my hope that the mountain biking community will use this energy to instead work collaboratively with CPRD on your pledge to find another location for their activities and enjoyment. It is also my hope that this work and attention from all interested parties will continue at this level and be directed towards implementing some of Crystal's other wishes for the Rilee land so that many more people may enjoy this tremendous gift and community asset. Let's get started!

Again, thank you.

Sincerely,

Lauren

Subject: Rilee Park - Thank you!

Date: Wednesday, October 4, 2023 at 3:02:07 PM Pacific Daylight Time

From: Danna Kemp

To: Jim McMaster, Lisa Rogers, Don Clements, Casey Creighton, Kat Ricker, Matthew Smith, Jason Fields, Gayle Bizeau

CC: Danna Kemp, Marla Robinson (salersman@aol.com), Carnes, Kristi, maddie Kemp (via Google Docs), tylerkemp2@gmail.com, Kathy Behrens (kbehrens1966@yahoo.com), Tracy Ryan (tracyryan@q.com), clearskies@frontier.com

Priority: High

Dear CPRD Board,

Thank you for honoring Crystal and Bob's wishes for the intended use of the property.

We are very grateful and appreciate the new board's leadership and positive direction of CPRD.

Sincerely,

Danna Kemp
Secretary and Treasurer
Crystal Dawn Smith Rilee Foundation

Kristi Carnes (Pfarr)
President
Crystal Dawn Smith Rilee Foundation

Darrell Kemp
Marla Robison
Madeline Kemp
Tyler Kemp
Kathy Smith Behrens
Tracy Ryan
Joan and Judd Sirotiak

279

Subject: Bob & Crystal Rilee Park Equestrian Trail Safety

Date: Wednesday, October 4, 2023 at 2:20:55 PM Pacific Daylight Time

From: Mary Dugan

To: Kat Ricker

Hi Kat!

Haven't talked to you in a long time but wanted to take this opportunity to congratulate CPRD and the Board for their recent decision to keep Bob & Crystal's dream alive.

It was Crystal's fervent wish that her family property be kept as a place for people to enjoy through walking and horseback riding. She would be most pleased with the clarification of that premise. As those of us who live next to the property realize, biking is at odds with Crystal's wishes and a danger to the equestrians who've used the mountain trails since Crystal's day with her encouragement and approval.

Thank you and everyone on the Board for following Crystal's wishes for her family land.

With best wishes,

Mary Dugan
Vice President
Crystal Dawn Smith Rilee Foundation

Subject: Equestrian Trails at Bob & Crystal Rilee Park
Date: Wednesday, October 4, 2023 at 1:23:36 PM Pacific Daylight Time
From: casey3franklin@gmail.com
To: Kat Ricker

Good Afternoon

I just wanted to reach out and share my appreciation for the recent decision made by the CPRD Board members to maintain and designate the Bob and Cystal Rilee Park Trails to the equestrian community and hikers only. As an equestrian AND a cyclist, I can tell you this is the correct decision and will keep people and animals safe. Not to mention this is most likely in the best interest of keeping CPRD out of legal issues down the road. Bob & Crystal would be pleased with this decision. It will be a pleasure to enjoy the trails again once the wetter season has subsided.

Kind regards and thank you for a job well done!

Casey Franklin

Direct: 503-539-7709

Social I Connect:

Instagram: @casey3franklin

Facebook: @CaseyFranklinRealEstate

LinkedIn: /in/caseyfranklin

Subject: RE: Thank you and much appreciated from Crystal Rilee Park
Date: Wednesday, October 4, 2023 at 12:46:14 PM Pacific Daylight Time
From: Ryann Reinhofer
To: Don Clements, Casey Creighton, Kat Ricker, Bryan Stewart, Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster
Attachments: image001.png

I'd like to pass along the latest message received from a fellow neighbor whom I've never met! His sentiments echo with the neighborhood surrounding the park.

12:33



Matthew Kibbe

Active 21m ago



View profile

MON 7:58 PM

Hi,

I live across the field from you—the White House between you and Kirk's. I have been following the work you are doing regarding the park and I read today they have now reversed their policy largely based on the work you did. While

282

Subject: Crystal Rilee Park vote

Date: Tuesday, October 3, 2023 at 3:40:14 PM Pacific Daylight Time

From: Anne Dufay

To: Don Clements, Casey Creighton, Kat Ricker, Bryan Stewart, Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster

Dear CPRD Board Members and Staff,

We are writing to thank you for the patience, persistence and care that went into the ultimate decision on the Rilee Park Mountain Bike issue.

That was a very hard vote. We want to thank you all for doing your best for the citizens of your district.

We are glad that the planners can now move forward with clear guidelines. That should make the ultimate outcome, come a little sooner :-).

We appreciate that you listened to your constituents. We look forward to walking our dog on those trails in the peace of this lovely fall season.

We are supportive of working to establish a mountain bike trail system that will be safe and accessible to CPRD youth. The Dundee location sounds promising.

Again, thank you all!

Anne and Frank Dufay

34304 SW Ladd Hill Rd, Wilsonville, OR 97070

283

Subject: Re: Thank you
Date: Tuesday, October 3, 2023 at 11:11:32 AM Pacific Daylight Time
From: Matt Dolphin
To: Jason Fields
CC: Lisa Rogers, Gayle Bizeau, Matthew Smith, Jim McMaster, Kat Ricker
Attachments: 338384151_1261594641437409_1167553156936717240_n.jpg

Jason (and CPRD Board)-

Thank you for drawing my attention to Ryann Reinhoffer's testimony and presentation. I have reviewed them and have found several incorrect facts and flawed conclusions to her presentation and testimony. I would be happy to share more details with you and the board if you would like to have a more well rounded understanding of the situation surrounding Rilee Park.

When reviewing testimony or materials as part of a governing board, the public expects you to be even handed. As you move through your political careers, you may find it helpful to consider to some degree the source and its motivation. To that end, and since you brought up Mrs. Reinhoffer as a source you relied on in your decision making process, I would like to know, are you aware of the following?

Ryann Reinhoffer never met or spoke with Crystal Rilee. To make well informed decisions, I urge you to look at facts and not solely rely on emotionally charged opinions or foggy memories from 10-20 years ago.

"It is my understanding, although **I did not know Crystal Rilee...**"

- Ryann Reinhoffer 10/27/2022 CPRD Board Meeting 00:30:27.

https://www.youtube.com/live/3E8TJ69m7ZU?si=N5IQnGPzIR_mfeN&t=1827

Ryann Reinhoffer is a real estate agent specializing in horse properties. One can assume that her recent publicity surrounding Rilee Park is good for business. Not only can she now market properties as "near the only equestrian-only park in Oregon", she can say she lead the effort to create it!

Ryann Reinhoffer owns property adjacent to the park. Her gates open directly into the park. If not for signage, one could get the impression that the park is part of her personal landholdings. And it appears that Ms. Reinhoffer treats it as such.

Ryann Reinhoffer is the administrator of an online group that has discussed, and possibly taken part in actions to instigate and exaggerate confrontations between equestrians and bicyclists.

Ryann Reinhoffer stood up in a public meeting and offered \$10,000 to CPRD with the condition that, "it will go towards the original intent of something equestrian". Some may see this as a quid-pro-quo for the board's vote to kick kids on bikes out of the park. It is also entirely possible that Ms. Reinhoffer intended this as a signal to remind board members that she has disposable income that could benefit board members in their future political aspirations.

Ryann Reinhoffer may have, through an assumed name of "CPRD Equestrian Trail Riders", endorsed two board members that promised to ban bikes from Rilee park as part of their campaign promises. It is deeply concerning to me that these board members did not recuse themselves from the decision, appear to take into consideration opposing view points, or follow proper governance processes.

284

Subject: Thank you for preserving the Intentions of Crystal Rilee

Date: Tuesday, October 3, 2023 at 9:53:30 AM Pacific Daylight Time

From: Habitat Design PDX

To: Don Clements, Casey Creighton, Kat Ricker, Bryan Stewart, Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster

Hi all,

Just a huge shout out and thank you for your decision concerning the Crystal and Bob Rilee Equestrian Park. Mostly, I appreciate that you took time to understand the importance in creating safe places for people to enjoy, to create separate spaces for Equestrians and Bicyclists, while also honoring the explicit intention of Crystal.

This is a win win for all of the community members and we will all be more safe through your work and careful analysis and allocation of public resources as it pertains to all users, all community members, into the future.

Thank you for your considered, comprehensive, and orderly decision making process. Going slow and carefully certainly has its benefits and in this case it was very wise.

Sincerely,

Leslie

285

Subject: Fw: Bob and Crystal Rilee Park Trails
Date: Tuesday, October 3, 2023 at 11:56:25 AM Pacific Daylight Time
From: Registration
To: Kat Ricker

From: Alex Brown <alexanderwb19@gmail.com>
Sent: Tuesday, October 3, 2023 11:54 AM
To: districtoffice <districtoffice@cprdnewberg.org>
Subject: Bob and Crystal Rilee Park Trails

Hi CPRD,

I want to preface this email by saying that I couldn't find an email address for Bob & Crystal Rilee park specifically, so if this is the wrong place for the email please forward onto the correct people. Thanks!

There have been an extremely small number of times in my life that I've emailed in to anyone complaining about a decision, but I wanted to express confusion/disappointment with the plan to ban mountain biking at the Bob and Crystal Rilee park. I visit the park at least once a week to mountain bike or hike, and much of my family visits to do horse riding. I've never heard any genuine concerns about horse riding and mountain bike mixing. With the usage split across the road, and the bar over the horse access points to discourage bikes, I am not aware of anyone ever riding where they were not allowed. The Bob and Crystal Rilee park was an interesting gem of mountain biking in an area where there are no other legal places to bike nearby.

I appreciate all the work that goes into maintaining our park system, and I'm looking forward to hearing the proposal on new mountain biking locations. Thank you,

Alex

286

Subject: Crystal Rilee park

Date: Monday, October 2, 2023 at 6:50:29 PM Pacific Daylight Time

From: babcock.julie

To: Don Clements, Casey Creighton, Kat Ricker, Bryan Stewart

I am writing to express my thanks for the recent decision to remove the chance of bicycle/horse accidents at Crystal Rilee Park trails. As an older rider, now 70, I am much less flexible than I used to be and much, much less willing to hit the ground. My mare is a very experienced and well trained trail horse and is quite calm. And she is used to meeting bicycles on trails, especially if they make noise and slow down. Meeting a bike while riding around fields would probably be fine. However many of the fun and beautiful trails in between the fields are quite steep and I would hate to meet a bike on many of them. We meet bikes often when riding at Stubb Stewart state park and I would say that the majority are excellent to interact with. However there's always a few that can cause problems and I would hate to have that happen. I greatly appreciate riding at Crystal Rilee and I am so glad that I will continue to be able to enjoy riding here. Thank you, Julie

Sent from my Galaxy

287

Subject: Thanks You for upholding and honoring the wishes of the Rilee Family

Date: Monday, October 2, 2023 at 3:49:51 PM Pacific Daylight Time

From: Bob Freshman

To: Don Clements, Casey Creighton, Kat Ricker, Bryan Stewart, Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster

Dear CPRD,

I attended the recent CPRD meeting and support and applaud the decision of the board to uphold the vision and wishes of Crystal Rilee and her family for the park. We have lived close to the park for almost 24 years and had the pleasure to know Bob and Crystal and understand their vision for their land and how it should be used and maintained. The Rilee family graciously allowed us to ride our horses and hike only asking that we stay off the fields and close the gates in return. We have used the park both as horse folks and in recent years as frequent hikers and value the beauty and peacefulness of this land. All the people we have talked with in the area feel grateful for the recent decision of the board and hope this park can be maintained and expand educational activities that allow others to enjoy this beautiful area as well. I know that I and others will feel safer using this park as an equestrian and hiking venue without concerns about our safety.

As well, I support CPRD finding another suitable property that could be utilized by the bike community for the safe enjoyment of this activity.

Thanks you for making the decision to honor and abide by the Rilee family wishes for this beautiful and historic property.

Sincerely

Bob Freshman and Jane Stanton



Virus-free www.avast.com

Subject: Thank you and much appreciated from Crystal Rilee Park

Date: Monday, October 2, 2023 at 1:59:22 PM Pacific Daylight Time

From: Ryann Reinhofer

To: Don Clements, Casey Creighton, Kat Ricker, Bryan Stewart, Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster

Dear CPRD,

I'm writing to thank the board on their recent action and to relay appreciation from the local community. I have been inundated with an outpouring of thankful and happy residents. Especially on behalf of the hiking and nature preservationists, the equestrians and most of all from those who knew firsthand the wishes of the Rilee donation. The inherent risk of accidents between horses and mountain bikers on these many blind corners and steep topography was only a matter of time. Lastly, I'd like to commend your voiced commitment to identify another CPRD park for the mountain bikers to continue racing and enjoying their outdoor activity. Everyone should be able to enjoy their special interest activity without fear of accidents. I'm thankful this can be accomplished without sacrificing your word for honoring the donation.

Sincerely,
Ryann

289

Subject: Re: RFP for Legal Services
Date: Tuesday, September 26, 2023 at 9:44:13 AM Pacific Daylight Time
From: Kat Ricker
To: Rebecca Wallis, Don Clements
CC: Matthew Smith, Jason Fields
Attachments: SKM_C750i23092608400.pdf, SKM_C750i23092608401.pdf

Rebecca,

Please understand that public record requests are requests for documents that exist. So please in the future, limit your requests to items which already exist. Attached are documents which exist and are responsive to your request. So that we have a clear record of requests, we would like all record requests to work through this portal. Here is the website with details and an online form.

<https://www.cprdnewberg.org/general/webform/public-records-request>

Thank you.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Monday, September 25, 2023 at 4:35 PM
To: Kat Ricker <kricke@cprdnewberg.org>, Don Clements <dclements@cprdnewberg.org>
Cc: Matthew Smith <msmith@board.cprdnewberg.org>, Jason Fields <jfields@board.cprdnewberg.org>
Subject: RFP for Legal Services

Good Afternoon,

Quick question. How is the RFP for legal services advertised? It is only placed on the website of CPRD, or is it advertised in other locations?

If it is advertised in other locations; what are those locations and when does it get posted?

Kind Regards,
Rebecca Wallis

290

Subject: Re: Public Records Request
Date: Tuesday, September 26, 2023 at 9:29:31 AM Pacific Daylight Time
From: Kat Ricker
To: Rebecca Wallis
CC: Don Clements, Casey Creighton, Matthew Smith, Jason Fields

CPRD cannot locate the document that you are requesting.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Monday, September 25, 2023 at 12:37 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Cc: Don Clements <dclements@cprdnewberg.org>, Casey Creighton <ccreighton@cprdnewberg.org>, Matthew Smith <msmith@board.cprdnewberg.org>, Jason Fields <jfields@board.cprdnewberg.org>
Subject: Re: Public Records Request

Good Afternoon,

The document you sent me for the Bylaws is NOT the correct set, unless they filed the correct set with the state of Oregon and gave CPRD the wrong set of documents.
This is the second time CPRD has sent me an unsigned document as an official public record. I am asking for the executed and legal documents when requesting public records.

I will attach the link to the set provided to the state. I would like a copy of the executed set of Bylaws with a signature and the corresponding CPRD Board meeting minutes, agenda and packet that approves the removal of CPRD board members from the CCA board.

<http://records.sos.state.or.us/ORSOSWebDrawer/Recordhtml/6537210>

As always, I appreciate your prompt replies and responses and I appreciate your work within CPRD.

Kind Regards,
Rebecca Wallis

On Mon, Sep 25, 2023 at 10:03 AM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Rebecca,

Attached are CCA bylaws and Articles of Incorporation.

291

Staff is looking into your other requests and if applicable, we will send you an estimate for any costs associated with researching and fulfilling other items.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 cprdnewberg | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Wednesday, September 20, 2023 at 9:43 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: Public Records Request

Good Morning,

I am requesting:

- 1) Articles of Incorporation for Chehalem Center Association filed with SOS by Don Clements on Sept 27,2005 including the attached Bylaws filed with the Articles of Incorporation.
- 2) ByLaws of CCA created at time of incorporation.
- 3) Amended ByLaws of CCA since the creation of the entity by Don Clements with Dates and copy of the minutes when the Bylaws were changed.
- 4) Budget allocation for CCC.
- 5) Any outstanding loans CPRD has taken for or on behalf of any operations; land or building of the Cultural Center.

Kind regards,
Rebecca Wallis

Subject: Re: Public Records Request
Date: Tuesday, September 26, 2023 at 9:23:06 AM Pacific Daylight Time
From: Kat Ricker
To: Rebecca Wallis
CC: Casey Creighton, Don Clements, Matthew Smith, Jason Fields

We have no documents that are responsive to your request.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Monday, September 25, 2023 at 2:03 PM
To: Kat Ricker <kricke@cprdnewberg.org>
Cc: Casey Creighton <ccreighton@cprdnewberg.org>, Don Clements <dclements@cprdnewberg.org>, Matthew Smith <msmith@board.cprdnewberg.org>, Jason Fields <jfields@board.cprdnewberg.org>
Subject: Re: Public Records Request

Hi Kat,
Can you provide the CPRD legal justification for the District not having to vote on new ByLaws for CCA please?

Kind Regards,
Rebecca Wallis

On Mon, Sep 25, 2023 at 1:41 PM Kat Ricker <kricke@cprdnewberg.org> wrote:

Hello,
Please see below for responses.
I am also looking for CPRD board minutes that show the CPRD vote and approval of an amended Bylaws of the CCA in 2018.

Is there a signed and executed version of the bylaws?

CPRD Board of Directors would not have voted on CCA bylaws.

4) *Budget allocation for CCC.*

CPRD has not made any budget allocations for CCC. CPRD staff does not breakdown expenses of maintenance into facilities but rather calculates a District expense for Buildings, Structures, Grounds Maintenance, Natural Gas, Electrical, Water & Sewer, Janitorial Supplies and Garbage.

5) *Any outstanding loans CPRD has taken for or on behalf of any operations; land or building of the Cultural Center.*

We do not currently have any outstanding loans for the Chehalem Cultural Center.

Thank you.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Monday, September 25, 2023 at 11:45 AM
To: Kat Ricker <kricker@cprdnewberg.org>
Cc: Casey Creighton <ccreighton@cprdnewberg.org>, Don Clements <dclements@cprdnewberg.org>
Subject: Re: Public Records Request

Also,

I may not be clear enough in my request.

I am also looking for CPRD board minutes that show the CPRD vote and approval of an amended Bylaws of the CCA in 2018.

Kind Regards,
Rebecca Wallis

On Mon, Sep 25, 2023 at 10:10 AM Rebecca Wallis <rrwallis@gmail.com> wrote:

Hi Kay,

Is there a signed and executed version of the bylaws?

Kind Regards,
Rebecca Wallis

On Mon, Sep 25, 2023 at 10:03 AM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Rebecca,

Attached are CCA bylaws and Articles of Incorporation.

Staff is looking into your other requests and if applicable, we will send you an estimate for any costs associated with researching and fulfilling other items.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Wednesday, September 20, 2023 at 9:43 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: Public Records Request

Good Morning,

I am requesting:

- 1) Articles of Incorporation for Chehalem Center Association filed with SOS by Don Clements on Sept 27,2005 including the attached Bylaws filed with the Articles of Incorporation.
- 2) ByLaws of CCA created at time of incorporation.
- 3) Amended ByLaws of CCA since the creation of the entity by Don Clements with Dates and copy of the minutes when the Bylaws were changed.
- 4) Budget allocation for CCC.
- 5) Any outstanding loans CPRD has taken for or on behalf of any operations; land or building of the Cultural Center.

Kind regards,
Rebecca Wallis

Subject: Re: Public Records Request

Date: Monday, September 25, 2023 at 1:41:52 PM Pacific Daylight Time

From: Kat Ricker

To: Rebecca Wallis

CC: Casey Creighton, Don Clements

Hello,

Please see below for responses.

I am also looking for CPRD board minutes that show the CPRD vote and approval of an amended Bylaws of the CCA in 2018.

Is there a signed and executed version of the bylaws?

CPRD Board of Directors would not have voted on CCA bylaws.

4) Budget allocation for CCC.

CPRD has not made any budget allocations for CCC. CPRD staff does not breakdown expenses of maintenance into facilities but rather calculates a District expense for Buildings, Structures, Grounds Maintenance, Natural Gas, Electrical, Water & Sewer, Janitorial Supplies and Garbage.

5) Any outstanding loans CPRD has taken for or on behalf of any operations; land or building of the Cultural Center.

We do not currently have any outstanding loans for the Chehalem Cultural Center.

Thank you.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>

Date: Monday, September 25, 2023 at 11:45 AM

To: Kat Ricker <kricker@cprdnewberg.org>

Cc: Casey Creighton <ccreighton@cprdnewberg.org>, Don Clements <dclements@cprdnewberg.org>

Subject: Re: Public Records Request

Also,

I may not be clear enough in my request.

I am also looking for CPRD board minutes that show the CPRD vote and approval of an amended Bylaws of the CCA in 2018.

Kind Regards,

Rebecca Wallis

On Mon, Sep 25, 2023 at 10:10 AM Rebecca Wallis <rrwallis@gmail.com> wrote:

Hi Kay,

Is there a signed and executed version of the bylaws?

Kind Regards,
Rebecca Wallis

On Mon, Sep 25, 2023 at 10:03 AM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Rebecca,

Attached are CCA bylaws and Articles of Incorporation.

Staff is looking into your other requests and if applicable, we will send you an estimate for any costs associated with researching and fulfilling other items.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
[125 S. Elliott Road](#)
[Newberg, OR 97132](#)
[971.832.4222](tel:971.832.4222) [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Wednesday, September 20, 2023 at 9:43 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: Public Records Request

Good Morning,

I am requesting:

- 1) Articles of Incorporation for Chehalem Center Association filed with SOS by Don Clements on Sept 27,2005 including the attached Bylaws filed with the Articles of Incorporation.
- 2) ByLaws of CCA created at time of incorporation.
- 3) Amended ByLaws of CCA since the creation of the entity by Don Clements with Dates and copy of the minutes when the Bylaws were changed.
- 4) Budget allocation for CCC.
- 5) Any outstanding loans CPRD has taken for or on behalf of any operations; land or building of the Cultural Center.

Kind regards,
Rebecca Wallis

297

Subject: Re: FW: Public Records Request

Date: Monday, September 25, 2023 at 11:34:05 AM Pacific Daylight Time

From: Sean Andries

To: Kat Ricker

Hi Kat,

I do believe that when we updated our bylaws they were presented to Don and/or the CPRD Board as a courtesy. I am unaware if CPRD has retained copies of them. Our bylaws were updated in 2018 and went into effect by unanimous vote of our board of directors on 11.28.18.

We are in the midst of our busy season, staff time is at a premium. CCC is unable to assist further at this time.

Best,

Sean Andries
Executive Director (he/him)



(503) 583-2625 mobile

(503) 487-6883 office

Director@ChehalemCulturalCenter.org

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

We are a non-profit 501(c)(3) organization. [Donate today!](#)
CONNECTING COMMUNITY & CULTURE EVERY DAY

On Mon, Sep 25, 2023 at 11:05 AM Kat Ricker <kricker@cprdnewberg.org> wrote:

Thank you. I do understand that. I am trying to determine whether CPRD is in possession of the bylaws (whether CPRD superintendent signed it, for example, or a CPRD Board member) or CCC; and if it is CCC, then I would expect that this would be the case.

--

Kat Ricker

Public Information Director

*Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132*

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

298

From: Sean Andries <director@chehalemculturalcenter.org>

Date: Monday, September 25, 2023 at 11:02 AM

To: Kat Ricker <kricker@cprdnewberg.org>

Subject: Re: FW: Public Records Request

We will not provide anything in regards to public records requests. We are not public therefore do not hold public records. I have attached the Yamhill County District Attorney's ruling on the matter for you.

Sean Andries

Executive Director (he/him)

Image removed by sender.

(503) 583-2625 mobile

(503) 487-6883 office

Director@ChehalemCulturalCenter.org

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

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

CONNECTING COMMUNITY & CULTURE EVERY DAY

On Mon, Sep 25, 2023 at 10:16 AM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Sean,

I am reviewing the request below sent from Ms Wallis. Is the bylaws document something that I should refer her to the CCC in order to request? I have an unsigned copy that is on CCC letterhead. Thanks for any assistance you can provide.

299

--

Kat Ricker

Public Information Director

*Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132*

971.832.4222 [cprdnewberg](https://www.cprdnewberg.org) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Monday, September 25, 2023 at 10:10 AM
To: Kat Ricker <kricke@cprdnewberg.org>
Cc: Casey Creighton <cCreighton@cprdnewberg.org>, Don Clements <dClements@cprdnewberg.org>
Subject: Re: Public Records Request

Hi Kay,

Is there a signed and executed version of the bylaws?

Kind Regards,

Rebecca Wallis

On Mon, Sep 25, 2023 at 10:03 AM Kat Ricker <kricke@cprdnewberg.org> wrote:

Hello Rebecca,

Attached are CCA bylaws and Articles of Incorporation.

Staff is looking into your other requests and if applicable, we will send you an estimate for any costs associated with researching and fulfilling other items.

--

Kat Ricker

300

Public Information Director

Chehalem Park & Recreation District

[125 S. Elliott Road](#)
[Newberg, OR 97132](#)

971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Wednesday, September 20, 2023 at 9:43 PM
To: Kat Ricker <kricke@cprdnewberg.org>
Subject: Public Records Request

Good Morning,

I am requesting:

- 1) Articles of Incorporation for Chehalem Center Association filed with SOS by Don Clements on Sept 27,2005 including the attached Bylaws filed with the Articles of Incorporation.
- 2) ByLaws of CCA created at time of incorporation.
- 3) Amended ByLaws of CCA since the creation of the entity by Don Clements with Dates and copy of the minutes when the Bylaws were changed.
- 4) Budget allocation for CCC.
- 5) Any outstanding loans CPRD has taken for or on behalf of any operations; land or building of the Cultural Center.

Kind regards,

Rebecca Wallis

Subject: Re: Media Public Records Request
Date: Monday, September 25, 2023 at 3:48:13 PM Pacific Daylight Time
From: Kat Ricker
To: Justin Alderman
CC: Casey Creighton, Don Clements

Justin,

Here are the cost estimates based on initial search results regarding your request. This is based on estimated staff time at \$30 per hour.

Public Records Requests since January 1st, 2020, to include private individuals and news media.

363 items (~108.74 MB)
6.05 hours total
\$181.50

All email communication sent to/from the email address kricker@cprdnewberg.org regarding Equestrian Media Group's initial public records request made August 30th, 2023, through the date of production of the records.

90 items (11.5 MB)
1.50 hours total
\$45.00

TOTAL COST ESTIMATE: \$226.50

If you wish to proceed, please respond to this email and we will create an invoice.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 cprdnewberg.org | [Instagram](#) | [Facebook](#)

From: Justin Alderman <jalderman@equestrianmedia.group>
Date: Wednesday, September 20, 2023 at 3:49 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Cc: Casey Creighton <cCreighton@cprdnewberg.org>
Subject: Re: Media Public Records Request

Hi Kat,

Thank you, I will call tomorrow morning. We also intend to pay for the records related to the OGEC noted request as well, but we make the same request for a waiver or reduction of fees as previously made. Please advise of your response to that request on that item.

302

Please also see our 2nd Public Records Request which is attached.

Justin Alderman, Managing Editor

Equestrian Media Group | jalderman@equestrianmedia.group

Visit our flagship publication at nwhorsereport.com



On Wed, Sep 20, 2023 at 3:41 PM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Justin,

I have attached the invoice for your payment. You may contact our registration staff beginning tomorrow morning in order to pay over the phone by credit card; the number is 503.537.2909. If you have any questions, please let me know. Thank you.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

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

From: Justin Alderman <jalderman@equestrianmedia.group>

Date: Wednesday, September 20, 2023 at 2:35 PM

To: Kat Ricker <kricker@cprdnewberg.org>

Subject: Re: Media Public Records Request

Hi Kat,

We will move forward in paying for these records, but for the record are doing so under protest. This will include the costs for records related to OGEC as quoted.

I'm happy to give you a call in order to make payment as previously discussed, or if you or someone else can give me a call at (503) 217-4306

Justin Alderman, Managing Editor

Equestrian Media Group | jalderman@equestrianmedia.group

Visit our *flagship* publication at nwhorsereport.com

Error! Filename not specified.

On Wed, Sep 20, 2023 at 2:23 PM Kat Ricker <kricker@cprdnewberg.org> wrote:

303

Justin,

The initial search results have come back and there are approximately 645 potentially responsive documents (557 MB of data). IT staff estimates the time required to review all these documents would be approximately 11 hours; our rate for IT review of public records requests is \$30.00/hour. If the actual time is more than estimated, then additional charges would apply.

CPRD has considered your request for a waiver or reduction of fees and has decided not to grant a waiver or reduction of fees.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](https://www.cprdnewberg.org) | [Instagram](#) | [Facebook](#)

From: Justin Alderman <jalderman@equestrianmedia.group>
Date: Wednesday, September 20, 2023 at 2:05 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: Re: Media Public Records Request

1. What were the factors in the determination for not granting the waiver and which official(s) made the determination?
2. Did CPRD consider a reasonable reduction of the fees?

Also, the provided document outlines the processes already established in ORS 192.324 and ORS 192.329. It does not appear to include

- (b) The amounts of and the manner of calculating fees that the public body charges for responding to requests for public records.

"Costs to fulfill a Public Records Request are based on factors including the amount of staff time that it will take to complete, duplication or paper or electronic records. CPRD will review the request and calculate a good faith cost estimate based on the information available."

This statement appears arbitrary and does not explain the manner of actually calculating the fees,

304

except to imply a "good faith" effort.

Regards,

Justin Alderman, Managing Editor
Equestrian Media Group | jalderman@equestrianmedia.group
Visit our *flagship publication* at nwhorsereport.com
Error! Filename not specified.

On Wed, Sep 20, 2023 at 1:56 PM Kat Ricker <kricker@cprdnewberg.org> wrote:

Justin,

CPRD has chosen not to grant this fee waiver. You still have the option to proceed with the request at the estimated cost. If you would like to proceed, please let me know and CPRD will create an invoice.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](http://cprdnewberg.org) | [Instagram](#) | [Facebook](#)

From: Justin Alderman <jalderman@equestrianmedia.group>
Date: Wednesday, September 20, 2023 at 12:44 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: Re: Media Public Records Request

Hi Kat,

Our request for a waiver of all fees is made as the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of the operations of a special district within Oregon that is presently involved in making decisions related to park usage and access that could have a number of impacts to citizens both within and outside the districts coverage area. The records being sought also raise serious questions as to the conduct of CPRD officials, especially in light of public records from the Oregon Government Ethics Commission recently indicating an open investigation of a now former CPRD Board Member.

Further, we are a news media organization with a focus on equestrian-related stories, which current public discussion and debate center around. Our reporters are also members of the Society of Professional Journalists.

We have the appropriate means to also disseminate the information to the public for the public's benefit of being aware and making informed decisions concerning their government. Our publication is provided online free of cost, meaning we also do not require any subscription and paywall type restrictions. This information is not being sought for commercial purposes.

Justin Alderman, Managing Editor
Equestrian Media Group | jalderman@equestrianmedia.group
Visit our *flagship* publication at nwhorsereport.com

Error! Filename not specified.

On Wed, Sep 20, 2023 at 12:15 PM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Justin,

Thank you for your interest. Since you are seeking a fee waiver or reduction, please explain how making these records available primarily benefits the general public.

The CPRD procedure information sheet is attached. Please let me know if you have further questions.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
[971.832.4222](tel:971.832.4222) [cprdnewberg](http://cprdnewberg.org) | [Instagram](#) | [Facebook](#)

From: Justin Alderman <jalderman@equestrianmedia.group>

Date: Tuesday, September 19, 2023 at 2:50 PM

To: Kat Ricker <kricker@cprdnewberg.org>

Subject: Re: Media Public Records Request

I am also requesting pursuant to ORS 192.324(7) that you immediately provide a copy of your written procedure for making public records request outlined therein.

Thank you.

On Tue, Sep 19, 2023, 14:47 Justin Alderman <jalderman@equestrianmedia.group> wrote:

I'll go ahead and begin the formal request for fee waiver process instead then, sense it obviously would not be able to be fulfilled before your meeting on the 28th.

Thanks,

On Tue, Sep 19, 2023, 14:45 Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Justin,

In answer to your question from our phone conversation yesterday, fulfilling Item 1 regarding email messages would take approximately ten working days from the time of its initiation. Please let me know how you would like to proceed.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](http://cprdnewberg.org) | [Instagram](#) | [Facebook](#)

From: Justin Alderman <jalderman@equestrianmedia.group>
Date: Wednesday, August 30, 2023 at 7:02 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: Media Public Records Request

To whom it may concern:

Pursuant to ORS 192.324, please provide copies of the following records. Each numbered item shall be considered its own request, thus a response is necessary for each item individually.

1. Copies of all email communication records within the cprdnewberg.org email system for all board members and/or superintendents that contain the following keywords from January 1st, 2022 to the present. "Horse" and "Horses", "Equestrian", or "Ryann".
2. Copies of the bylaws for Chehalem Parks & Recreation District.
3. Copies of all current and past residential leases, contracts, and/or employment agreements with any individuals in connection with the structures located at 10500 and 12075 NE Parrett Mountain Rd, Newberg, OR 97132. This may include, but not limited to, individuals Russell Sheehan or Haomi Sheehan.
4. Copies of financial documents showing any amounts paid to or reporting of benefit value provided to those outlined in request #3, from the period that CPRD purchased the property through to the present.
5. Any work logs and reports related to "caretakers" for the Bob & Crystal Rilee Park & Farm property, from Jan 1st, 2020 to the present.

6. Copies of any communications to CPRD from the Oregon Government Ethics Commission, related to anyone or any matter, from 2014 to the present.

Justin Alderman, Managing Editor

Equestrian Media Group | jalderman@equestrianmedia.group

Visit our *flagship* publication at nwhorsereport.com

Error! Filename not specified.

Subject: Ewing Young Park and Bridge

Date: Sunday, September 24, 2023 at 1:45:25 PM Pacific Daylight Time

From: Nichole Sauer

To: Matthew Smith, Jason Fields, Gayle Bizeau, Lisa Rogers, Jim McMaster

CC: Kat Ricker

Please build the Ewing Young Bridge as soon as possible. We shouldn't have to wait 5 years and spend hundreds of thousands of dollars to get 11 acres annexed into the city. The citizens of our community own the park and should be able to access all of it. I'm disgusted that a few rich home owners and the county commissioners are blocking us out of our own park!

Sent from my iPhone

Subject: Re: Public Records Request: Crystal's Wishes
Date: Monday, October 2, 2023 at 11:12:02 AM Pacific Daylight Time
From: Kat Ricker
To: Matt Dolphin
CC: Jason Fields

Hello Matt,

Your request has been received. Once we are able to identify any additional records, you will receive another email detailing the subsequent response time related to the request, no later than Oct. 6, but possibly earlier.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 cprdnewberg | [Instagram](#) | [Facebook](#)

From: Matt Dolphin <matt@mattdolphin.com>
Date: Friday, September 29, 2023 at 7:51 AM
To: Kat Ricker <kricker@cprdnewberg.org>
Cc: Jason Fields <jfields@board.cprdnewberg.org>
Subject: Public Records Request: Crystal's Wishes

Hi Kat!

It has come to my attention that board members may have been given documents and statements that were not included in the responses to my 9/13/2023 Public Records Requests. In an email received today, Jason Fields writes:

> We were provided with documents, statements from a family member and even from the firm responsible for making this happen that this was her [Crystal Rilee's] wish.

Pursuant to state law, I respectfully request: Any additional documents and statements provided to board members related to Crystal Rilee's wishes and plans for the property that have not already been sent to me.

Thanks,

Matt Dolphin
<http://mattdolphin.com>
503-332-2711

Clemsam123@gmail.com

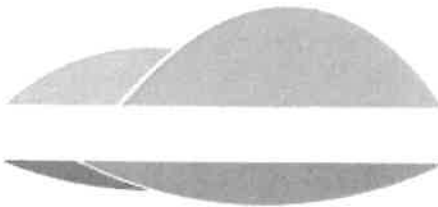
Describe your request

Please provide all electronic communications by the board members during all official capacity meetings, including two, and not limited to board meetings and committee meetings for the past 12 months from today's date. Please include a list of those meeting dates and times.

If you're seeking a fee waiver or reduction, please explain how making these records available primarily benefits the general public.

This is for the information of the District to ensure the Board members are meeting legal and ethical requirements.

[Previous submission](#) [Next submission](#)



DONATE TO THE FOUNDATION

[Home](#) [Sitemap](#) [Employee Portal](#) [Contact Us](#) [Register Here](#) [Dashboard](#) [Logout](#)

Select Language | ▼

311

Subject: Public Records Request: Crystal's Wishes
Date: Friday, September 29, 2023 at 7:51:23 AM Pacific Daylight Time
From: Matt Dolphin
To: Kat Ricker
CC: Jason Fields

Hi Kat!

It has come to my attention that board members may have been given documents and statements that were not included in the responses to my 9/13/2023 Public Records Requests. In an email received today, Jason Fields writes:

> We were provided with documents, statements from a family member and even from the firm responsible for making this happen that this was her [Crystal Rilee's] wish.

Pursuant to state law, I respectfully request: Any additional documents and statements provided to board members related to Crystal Rilee's wishes and plans for the property that have not already been sent to me.

Thanks,

Matt Dolphin
<http://mattdolphin.com>
503-332-2711

312

Subject: Re: Public Records Request: Crystal's Wishes
Date: Tuesday, October 3, 2023 at 1:55:49 PM Pacific Daylight Time
From: Kat Ricker
To: Matt Dolphin
CC: Jason Fields

CPRD does not possess additional documentation related to your request.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Matt Dolphin <matt@mattdolphin.com>
Date: Friday, September 29, 2023 at 7:51 AM
To: Kat Ricker <kricker@cprdnewberg.org>
Cc: Jason Fields <jfields@board.cprdnewberg.org>
Subject: Public Records Request: Crystal's Wishes

Hi Kat!

It has come to my attention that board members may have been given documents and statements that were not included in the responses to my 9/13/2023 Public Records Requests. In an email received today, Jason Fields writes:

> We were provided with documents, statements from a family member and even from the firm responsible for making this happen that this was her [Crystal Rilee's] wish.

Pursuant to state law, I respectfully request: Any additional documents and statements provided to board members related to Crystal Rilee's wishes and plans for the property that have not already been sent to me.

Thanks,

Matt Dolphin
<http://mattdolphin.com>
503-332-2711

313

Subject: Re: Records Request

Date: Monday, October 2, 2023 at 7:27:37 PM Pacific Daylight Time

From: Clem Samuals

To: Kat Ricker

Thank you! I would request them electronically. I noticed I had a typo, electronic communications includes text messages since you can obviously see from the recordings board members texting members of the audience and or each other. Board members are carrying out their official duties during a board meeting therefore communications to the audience and each other are public.

Can you confirm the \$10,000 bribe was paid to the district? Or was it paid to the board members directly?

Thanks,
Clem

On Monday, October 2, 2023, Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Clem,

We have received your request as follows:

Please provide all electronic communications by the board members during all official capacity meetings, including two, and not limited to board meetings and committee meetings for the past 12 months from today's date. Please include a list of those meeting dates and times.

In order to help us determine the staff time involved, would you please specify whether you would prefer printed copies or electronic? Thank you.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

[125 S. Elliott Road](#)

Newberg, OR 97132

971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

314

Subject: Re: Records Request

Date: Tuesday, October 3, 2023 at 3:38:00 PM Pacific Daylight Time

From: Clem Samuals

To: Kat Ricker

That doesn't matter. When they, the board members, are in an official meeting texting members of the audience and or each other those communications are subject to public records. The public therefore requests those communications. I'm certain your IT personnel are more than capable of extracting the data from their phones.

Thanks,
Clem

On Tuesday, October 3, 2023, Kat Ricker <kricker@cprdnewberg.org> wrote:

Please note that CPRD may provide District employees with cell phones, according to the CPRD Employee Handbook; however, this does not pertain to Board members. Therefore, communication such as texting would not take place on District equipment.

--

Kat Ricker

Public Information Director

*Chehalem Park & Recreation District
[125 S. Elliott Road](#)
Newberg, OR 97132*

971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Clem Samuals <clemsam123@gmail.com>

Date: Monday, October 2, 2023 at 7:27 PM

To: Kat Ricker <kricker@cprdnewberg.org>

Subject: Re: Records Request

Thank you! I would request them electronically. I noticed I had a typo, electronic communications includes text messages since you can obviously see from the recordings board members texting members of the audience and or each other. Board members are carrying out their official duties during a board meeting therefore communications to the audience and each other are public.

Can you confirm the \$10,000 bribe was paid to the district? Or was it paid to the board members directly?

315

Subject: Request for Public Records

Date: Wednesday, September 27, 2023 at 4:20:08 PM Pacific Daylight Time

From: Rebecca Wallis

To: Kat Ricker

CC: Matthew Smith, Jason Fields

Good Evening,

I am requesting the following public records.

Contracts for legal services for the 2019,2020,2021,2022 and 2023 if any exist.

Bills and invoices paid to any legal services in 2019,2020,2021,2022 and 2023.

Kind Regards,

Rebecca Wallis

Subject: Re: Request for Public Records

Date: Monday, October 2, 2023 at 12:51:24 PM Pacific Daylight Time

From: Kat Ricker

To: Rebecca Wallis

Yes, it would be possible to download this way. According our administrative coordinator, the estimate for staff to complete this would be approximately two hours – at \$30 per hour, the total would be approximately \$60.

Please respond if you would wish to proceed and an invoice will be created.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

971.832.4222 cprdnewberg | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>

Date: Monday, October 2, 2023 at 10:38 AM

To: Kat Ricker <kricker@cprdnewberg.org>

Subject: Re: Request for Public Records

Good Morning,

Is it possible then for staff to run a report that has the entered invoices and the date paid? Then the report be emailed to me?

It would be a much more effective and efficient delivery of the requested information.

On Mon, Oct 2, 2023 at 10:33 AM Kat Ricker <kricker@cprdnewberg.org> wrote:

Staff uses Springbrook software to process payment by computer check.

Invoices are paper and filed by hand.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

[125 S. Elliott Road](#)

[Newberg, OR 97132](#)

971.832.4222 cprdnewberg | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>

317

Subject: Trails Advisory Committee public records request

Date: Wednesday, September 27, 2023 at 5:10:56 PM Pacific Daylight Time

From: Rebecca Wallis

To: Kat Ricker

Good Morning,

I would like to make a public records request for all documents on the Trails advisory committee's google drive dating back to Jan of 2021 to present.

Kind Regards,
Rebecca Wallis

Subject: Re: Trails Advisory Committee public records request
Date: Monday, October 2, 2023 at 10:30:48 AM Pacific Daylight Time
From: Kat Ricker
To: Rebecca Wallis

In that case, the labor estimate would be one hour and the cost approximately \$30. If payment is received today, the estimated date of completion would be no later than Oct. 6, and possibly earlier.

Please notify with a reply to this email if you wish to proceed.

From: Rebecca Wallis <rrwallis@gmail.com>
Sent: Monday, October 2, 2023 10:13 AM
To: Kat Ricker <kricke@cprdnewberg.org>
Subject: Re: Trails Advisory Committee public records request

Good morning,

I assumed since the documents were already digital that they could be zipped and emailed to me in digital format. I'm not interested in paper documents. What is the charge for transfer of digital documents? How long do you estimate copying and zipping those files and then emailing them will take?

Kind regards,

Rebecca Wallis

On Mon, Oct 2, 2023 at 10:05 AM Kat Ricker <kricke@cprdnewberg.org> wrote:

The total number of documents requested is approximately 121, and the volume of pages varies; therefore, this cost estimate is approximate.

The estimated cost of staff time is \$120; time estimate is four hours, at the rate of \$30 per hour. Printing cost would be additionally calculated at the cost of 25 cents per page, beginning at \$30.25 for a total of 121 pages; however, the actual total would be greater depending on the actual number of pages printed.

The total cost would be no less than \$150.25.

If you choose to proceed, reply to this email and an invoice will be created.

From: Rebecca Wallis <rrwallis@gmail.com>
Sent: Wednesday, September 27, 2023 5:10 PM
To: Kat Ricker <kricke@cprdnewberg.org>
Subject: Trails Advisory Committee public records request

Good Morning,

I would like to make a public records request for all documents on the Trails advisory committee's google drive dating back to Jan of 2021 to present.

Kind Regards,
Rebecca Wallis

Subject: Re: Public Records Request
Date: Tuesday, September 26, 2023 at 9:29:31 AM Pacific Daylight Time
From: Kat Ricker
To: Rebecca Wallis
CC: Don Clements, Casey Creighton, Matthew Smith, Jason Fields

CPRD cannot locate the document that you are requesting.

--
Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Monday, September 25, 2023 at 12:37 PM
To: Kat Ricker <kricker@cprdnewberg.org>
Cc: Don Clements <dclements@cprdnewberg.org>, Casey Creighton <ccreighton@cprdnewberg.org>, Matthew Smith <msmith@board.cprdnewberg.org>, Jason Fields <jfields@board.cprdnewberg.org>
Subject: Re: Public Records Request

Good Afternoon,

The document you sent me for the Bylaws is NOT the correct set, unless they filed the correct set with the state of Oregon and gave CPRD the wrong set of documents.
This is the second time CPRD has sent me an unsigned document as an official public record. I am asking for the executed and legal documents when requesting public records.

I will attach the link to the set provided to the state. I would like a copy of the executed set of Bylaws with a signature and the corresponding CPRD Board meeting minutes, agenda and packet that approves the removal of CPRD board members from the CCA board.

<http://records.sos.state.or.us/ORSOSWebDrawer/Recordhtml/6537210>

As always, I appreciate your prompt replies and responses and I appreciate your work within CPRD.

Kind Regards,
Rebecca Wallis

On Mon, Sep 25, 2023 at 10:03 AM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello Rebecca,

Attached are CCA bylaws and Articles of Incorporation.

320

Subject: Re: Public Records Request sent on 8/22
Date: Monday, September 11, 2023 at 10:42:37 AM Pacific Daylight Time
From: Kat Ricker
To: Rebecca Wallis
CC: Don Clements, Matthew Smith

Hi Rebecca,

According to our administrative coordinator, this is the same program. If an employer was using the State-funded program and did not get State approval for a third party or to be self-insured, then yes – deductions would have begun with January hours. We are not unique, and all businesses in Oregon had the same options. Metropolitan was approved by the State of Oregon to be utilized, and our payments will go to them, as they will be administering the plan instead of the State of Oregon as approved by the State of Oregon.

Thank you.

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
125 S. Elliott Road
Newberg, OR 97132
971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>
Date: Monday, September 11, 2023 at 10:30 AM
To: Kat Ricker <kricker@cprdnewberg.org>
Cc: Don Clements <dclements@cprdnewberg.org>, Matthew Smith <msmith@board.cprdnewberg.org>
Subject: Re: Public Records Request sent on 8/22

I think we may be talking about different programs. The Oregon Paid Leave Fees were to be started Jan 1, 2023. Did the district somehow get a reprieve from paying this until September? The program goes into effect September and that is when employees can utilize the benefit, however employers and employees were required to pay into this fund starting Jan 1, 2023. I'm including a link to the Oregon Site that explains this. Is CPRD somehow exempt from paying the fees until September?

<https://paidleave.oregon.gov/employers-overview/>

Kind regards,
Rebecca Wallis

On Mon, Sep 11, 2023 at 10:21 AM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hi Rebecca,

The employee and employer portion will not be taken out until all hours have been worked for the month of September. There will not be a lump sum charged to the employees. CPRD has not yet received its first

321

Subject: Re: Public Records Request

Date: Tuesday, September 26, 2023 at 9:23:06 AM Pacific Daylight Time

From: Kat Ricker

To: Rebecca Wallis

CC: Casey Creighton, Don Clements, Matthew Smith, Jason Fields

We have no documents that are responsive to your request.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

971.832.4222 [cprdnewberg](#) | [Instagram](#) | [Facebook](#)

From: Rebecca Wallis <rrwallis@gmail.com>

Date: Monday, September 25, 2023 at 2:03 PM

To: Kat Ricker <kricker@cprdnewberg.org>

Cc: Casey Creighton <ccreighton@cprdnewberg.org>, Don Clements <dclements@cprdnewberg.org>, Matthew Smith <msmith@board.cprdnewberg.org>, Jason Fields <jfields@board.cprdnewberg.org>

Subject: Re: Public Records Request

Hi Kat,

Can you provide the CPRD legal justification for the District not having to vote on new ByLaws for CCA please?

Kind Regards,
Rebecca Wallis

On Mon, Sep 25, 2023 at 1:41 PM Kat Ricker <kricker@cprdnewberg.org> wrote:

Hello,

Please see below for responses.

I am also looking for CPRD board minutes that show the CPRD vote and approval of an amended Bylaws of the CCA in 2018.

Is there a signed and executed version of the bylaws?

CPRD Board of Directors would not have voted on CCA bylaws.

4) Budget allocation for CCC.

CPRD has not made any budget allocations for CCC. CPRD staff does not breakdown expenses of maintenance into facilities but rather calculates a District expense for Buildings, Structures, Grounds Maintenance, Natural Gas, Electrical, Water & Sewer, Janitorial Supplies and Garbage.

5) Any outstanding loans CPRD has taken for or on behalf of any operations; land or building of the Cultural Center.

We do not currently have any outstanding loans for the Chehalem Cultural Center.

322

WORK ORDER #:

38724

VERSION #:

2
ADDITIONAL CHARGE
FOR VERSION 3 & HIGHER

MATERIAL:

3mm Dibond

FONTS:

Helvetica

COLORS:

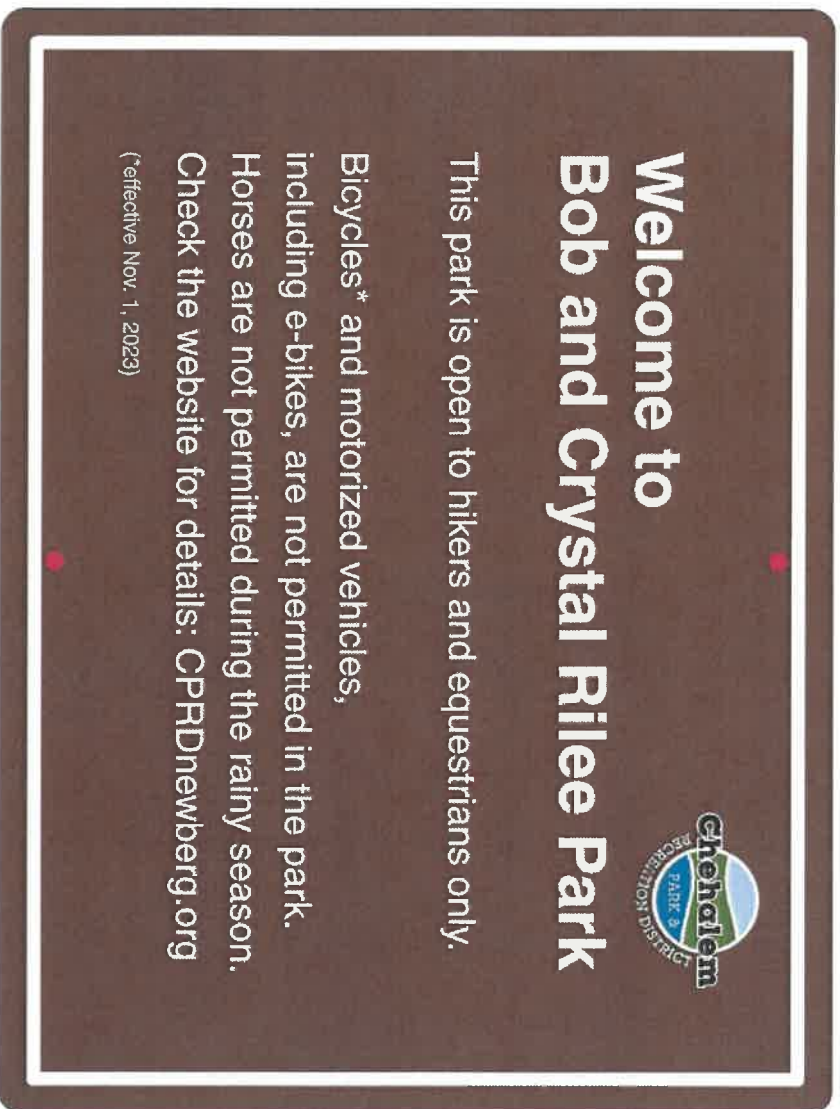
Full color

NOTES:

Valdalguard Laminate
1/2" round corners
3/8" center hole drill

18 in

24 in



X4

ATTENTION: PLEASE TAKE NOTICE
This proof appears at a lower resolution than the final output. We cannot guarantee accurate color for any raster based images. Proof are shown in RGB but prints CMYK. We use an eight color, CMYK process for all digital prints. If necessary, please call out all Pantone colors.



Trails, Politics and Building Bridges

**Quentin Comus and Matt Dolphin
CPRD Chehalem Heritage Trails Advisory Committee**




Disclaimer

This presentation does NOT represent the views of Chehallem Park and Recreation District or the Chehallem Heritage Trails Advisory Committee unless otherwise noted.



386



**Trails Should Connect Our Community
(not divide it!)**



Trails Connect Us To:

Our Community - A Civic Duty

Our Country - An Act of Patriotism

Our Creator - Covenant with Our Creator

What is a Trail?

Definition of a Recreational Trail

The term 'recreational trail' means a thoroughfare or track across land or snow used for recreational purposes such as hiking, horseback riding, cycling, and aquatic or water activities. - 23 U.S.C. 206





History of Trails in Yamhill County

History of Trails in Yamhill County

Settlement of the Willamette Valley

Prior to the fur exploration of the Pacific Northwest and westward expansion of the United States, the Kalpuya and Molalla tribes inhabited current-day Newberg.

Pre-18th Century	Early-1700s	1830s
Kalapuya tribe migrated from the southern Willamette Valley to current-day Yamhill Co.	Hudsons Bay Company fur trappers frequent the Newberg and Champoege area.	Ewing Young established a homestead in current-day Yamhill County, died in 1841.



History of Trails in Yamhill County

Establishment of Yamhill County

Yamhill County was established as one of the oldest and largest districts of the Northwest Territory in 1843. Shortly thereafter, indigenous communities were physically removed from the area and settlers acquired land for agricultural purposes.

1843

Oregon's provisional government established in Champeog; Yamhill County established.

1855

The Kalapuya tribe forcibly removed to the current-day Grand Ronde Reservation.

1859

Oregon established as the 33rd state of the United States, 10,000+ settlers arrive in Oregon annually.

History of Trails in Yamhill County

Incorporation of Newberg

Ewing Young, Sebastian Brutscher, and Jesse Edwards played significant roles in the incorporation of Newberg as a town in 1889 and as a city in 1893.

1885

The Quakers established Pacific Academy, later named George Fox University.

1893

Newberg incorporated as a city, named by Postmaster Sebastian Brutscher in 1869.



History of Trails in Yamhill County

The Beginnings of CPRD

Long after the establishment of the National Park Service, Walter Jaquith inspired Newberg citizens in voting to create the Chehalem Park and Recreation District.

1965

Voters approved the formation of the Chehalem Park and Recreation District.

1967

CPRD became operational with an annual tax base of \$48,500 under Superintendent McCoy.

1972

CPRD purchased the 28.5-acre Ewing Young Park for \$45,500, trails are developed.



History of Trails in Yamhill County

CPRD Acquires and Develops Parks

Under the direction of current Superintendent Don Clements, CPRD quickly expanded and developed over 300 acres of neighborhood and community parks.

2005

CPRD opened the Chehallem Glenn Golf Course, trails were developed.

2015

CPRD acquired Bob and Crystal Rilee Park, equestrian and hiking trails were developed.

2021

CPRD initiated the Newberg-Dundee Bypass Trail project with a \$1.8 million ODOT grant.

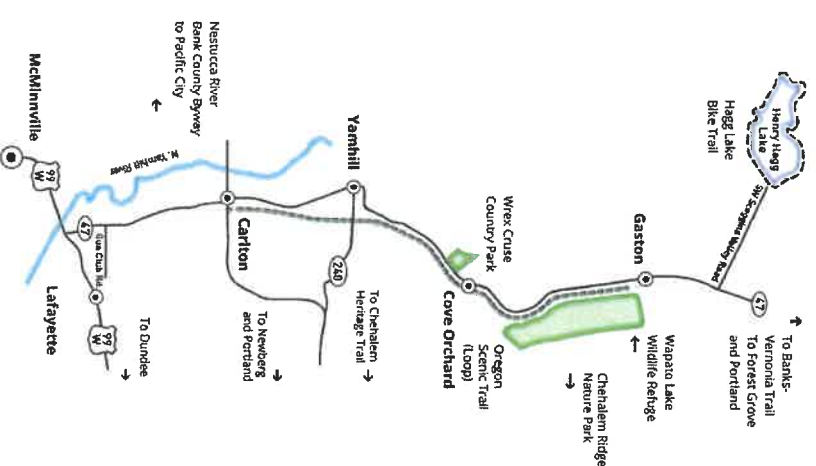


Intersection of Trails and Politics

Intersection of Trails and Politics

Yamhelas-Westsider Trail

- 17-mile rail-to-trail project in rural Yamhill County.
- Initial effort to develop the trail failed in 1998, but was later revived by the Friends of Yamhelas-Westsider Trail in 2012.
- Yamhill County then pursued the project in 2016.
- LUBA heard land use law violation suits in 2019 and 2020, resulting in favorable and unfavorable results.
- Commissioner Lindsay Berschauer elected in 2020 on campaign promise of defeating the project.
- Yamhill County Commissioners voted 2-1 to abandon the project.



Intersection of Trails and Politics

Yamhelas-Westsider Trail

Concerns

- Infringement of private property rights.
- Negative impacts on farming practices.
- Homelessness and trespassing.
- Lack of transparency and collaboration.

Impact

- Neighboring farmers filed suit with LUBA over concerns.
- Tensions grew over perceived lack of transparency and process.
- Lindsay Berschauer ran and was elected on campaign promise of ending project.

Intersection of Trails and Politics

Ewing Young Park

- 46-acre park with trails, disc golf, dog park, skatepark, and BMX track.
- Acquired and developed in 1972, expanded in 1993.
- Master Plan process completed in 2018, proposing expanded trails and recreation amenities on 11 acres of undeveloped land.
- CPRD pursued bridge permitting in 2022, Yamhill County staff denied the application in 2023.
- CPRD appealed and neighboring landowners voiced concerns to the County Board of Commissioners, who denied the appeal.
- CPRD Board of Directors pursued a LUBA appeal in Spring 2023 before the newly-elected Board of Directors abandoned the appeal in Summer 2023.

Intersection of Trails and Politics

Ewing Young Park

Concerns

- Violation of Oregon land use laws.
- Negative impacts on the environment.
- Negative impacts on residential neighbors.
- Homelessness and trespassing.

Impact

- Neighboring landowners share grievances with Board of Commissioners.
- CPRD filed LUBA appeal, sparking public discourse.
- New CPRD Board abandoned the LUBA appeal to pursue alternative action.

Intersection of Trails and Politics

Bob and Crystal Rilee Park

- 327-acre mountain park including 12 miles of trails and historical structures.
- Originally acquired in an 1853 Donation Land Claim by the Parrett family.
- Bob and Crystal Rilee established legacy farm and private equestrian park.
- CPRD acquired the park in 2014 for \$280,000 from the Crystal Dawn Rilee Foundation with agricultural, recreational, and educational intent.
- Bob and Crystal Rilee Park Advisory Committee presented recommendations to the CPRD Board of Directors in 2019.
- Cyclists are allowed on the property in 2021, sparking concern from equestrians.
- Jason Fields and Matt Smith elected with equestrian support in 2023 on campaign promise of banning cyclists.
- Cyclists are banned from the park in 2023, while an alternative park is identified.

Intersection of Trails and Politics

Bob and Crystal Rilee Park

Concerns

- Inaction of previous Board of Directors.
- Mismanagement of “donated” land.
- Equestrian and cyclist safety.
- Equestrian and cyclist conflict.
- Vandalism and drug use.

Impact

- Equestrian community voiced concerns over safety and crime.
- Board candidates ran and were elected on campaign promise of banning cyclists.
- New CPRD Board banned cyclists, currently exploring alternative park.

Intersection of Trails and Politics

Common Themes

Concerns

- Infringement of private property rights; negative impacts on private citizens.
- Trail user safety; homelessness and crime.
- Mismanagement; lack of transparency and process.

Impact

- Political candidates adopt alignment to binary solutions.
- Voters adapt to new perceptions presented by political campaigns.
- Volatile political environment is established with ineffective and inconsistent impact.

Intersection of Trails and Politics

Lasting Impacts

The politicization of trails:

- Presents the public with binary outcomes.
- Inhibits proactive park management.
- Discourages professionalism.
- Perpetuates collaboration.

So how can we depoliticize trails?

Intersection of Trails and Politics

Depoliticization

Utilizing the 5 C's Framework:

- **Communication:** Establish clear channels of communication among all stakeholders to ensure transparency and mutual understanding.
- **Cooperation:** Foster a spirit of cooperation to work towards shared objectives.
- **Compromise:** Be willing to make concessions to achieve a balanced solution that caters to the broader community interest.
- **Collaboration:** Engage in collaborative efforts to pool resources, knowledge, and expertise for the betterment of the trail project.
- **Consensus:** Strive for consensus, ensuring that decisions reflect a collective agreement and shared values among stakeholders.



Chenailem Heritage Trails Advisory Committee

346

Trails Advisory Committee

Who We Are

- Citizens advisory committee comprised of 10 individuals with diverse training, education, and experience.
- Established by the CPRD Board of Directors in 2021.
- Monthly meetings open to the public.
- Purpose is to “provide recommendations to the CPRD Board of Directors regarding existing, new, and developing trails and pathways within the Chehallem Heritage Trails network of pedestrian, bicyclist, equestrian, water, and any other modality of trails.”

Trails Advisory Committee

What We Do

- Build awareness of park and trail offerings at community events, through promotional materials, and online.
- Collect and compile community input through surveys, focus groups, town halls, and other feedback mechanisms.
- Develop a volunteer trail maintenance listserve and host “trail work parties.”
- Support CPRD park master plans and ongoing trail projects.
- Provide expert opinions/recommendations on trail development, maintenance, management, and engagement questions for the entire District.

Trails Advisory Committee

Our Accomplishments

Previous Projects

- Yamhelas-Westsider Trail Feasibility and Jurisdiction Discussion
- Bob and Crystal Rilee Park Managed Use Recommendations
- Bob and Crystal Rilee Park Trail Signage Recommendations
- National Trails Day Work Party at Bob and Crystal Rilee Park

Current Projects

- Community Trails Survey
- Community Engagement at Farmer's Market (ongoing)
- Newberg-Dundee Bypass Trail Support (ongoing)
- Volunteer Trail Work Parties (ongoing)
- CPRD Trails Microsite Updates

Trails Advisory Committee

Our Values

Regardless of who serves on the CPRD Board of Directors, what taxpayers tell us, or what we personally believe, we will:

- Act with transparency.
- Seek and consider broad public input.
- Make data-informed decisions
- Pursue solutions that benefit the entire District.

As such, we strive to develop and sustain **collaboration** and **consensus**.



Opportunities for Collaboration

Opportunities for Collaboration

Collaboration

Collaboration enables diverse stakeholders to craft potential alternatives (solutions) in the decision-making process, betting informing decision-making bodies.

- **Multi-Stakeholder Engagement:** Involve diverse stakeholders such as local government, community groups, and environmental organizations in the planning and development process.
- **Joint Problem-Solving:** Tackle issues and challenges collectively, leveraging the diverse skills and perspectives of stakeholders.
- **Resource Sharing:** Share resources like funding, knowledge, and manpower to achieve common goals more efficiently.

Opportunities for Collaboration

Consensus

Consensus is the most time-consuming approach but employs proven tools to achieve the best outcome possible for decision-making bodies to consider.

- **Inclusive Decision-Making:** Ensure that decision-making processes are inclusive, valuing the input of all stakeholders.
- **Conflict Resolution:** Employ constructive conflict resolution strategies to address disagreements and work towards a consensus.
- **Community Validation:** Seek validation from the community to ensure that decisions align with their needs and aspirations.

Opportunities for Collaboration

Creating Better Processes

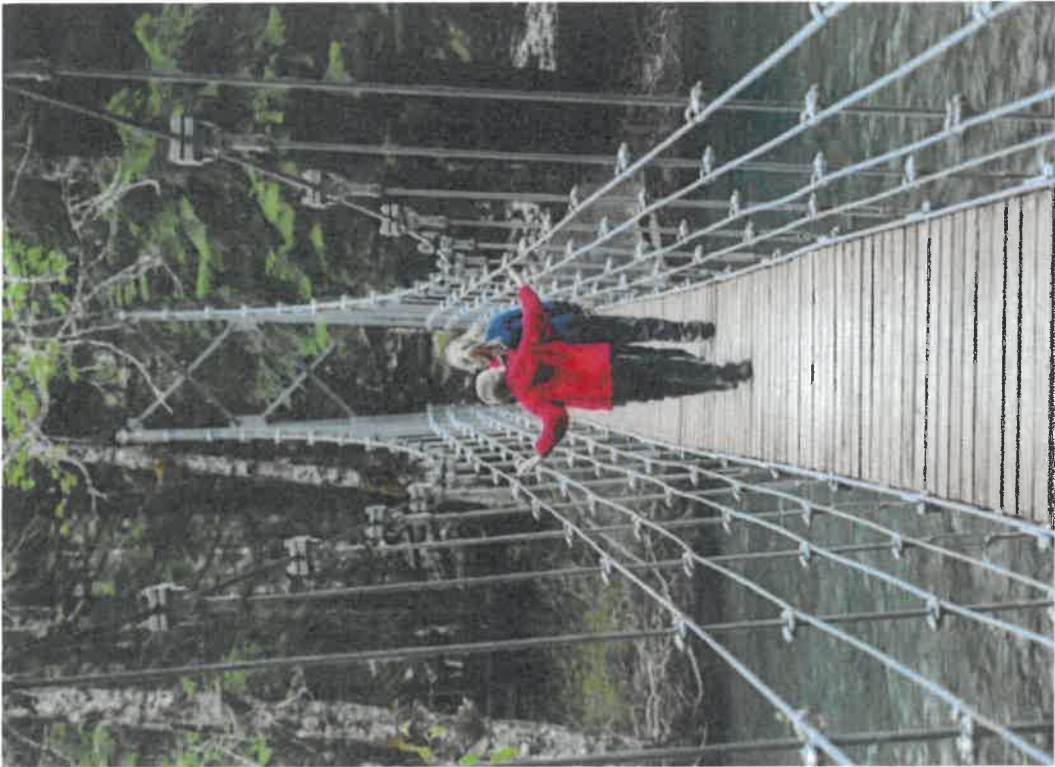
We have an opportunity to revise and standardize the processes under our council-administrator form of government to promote collaboration and consensus.



Opportunities for Collaboration

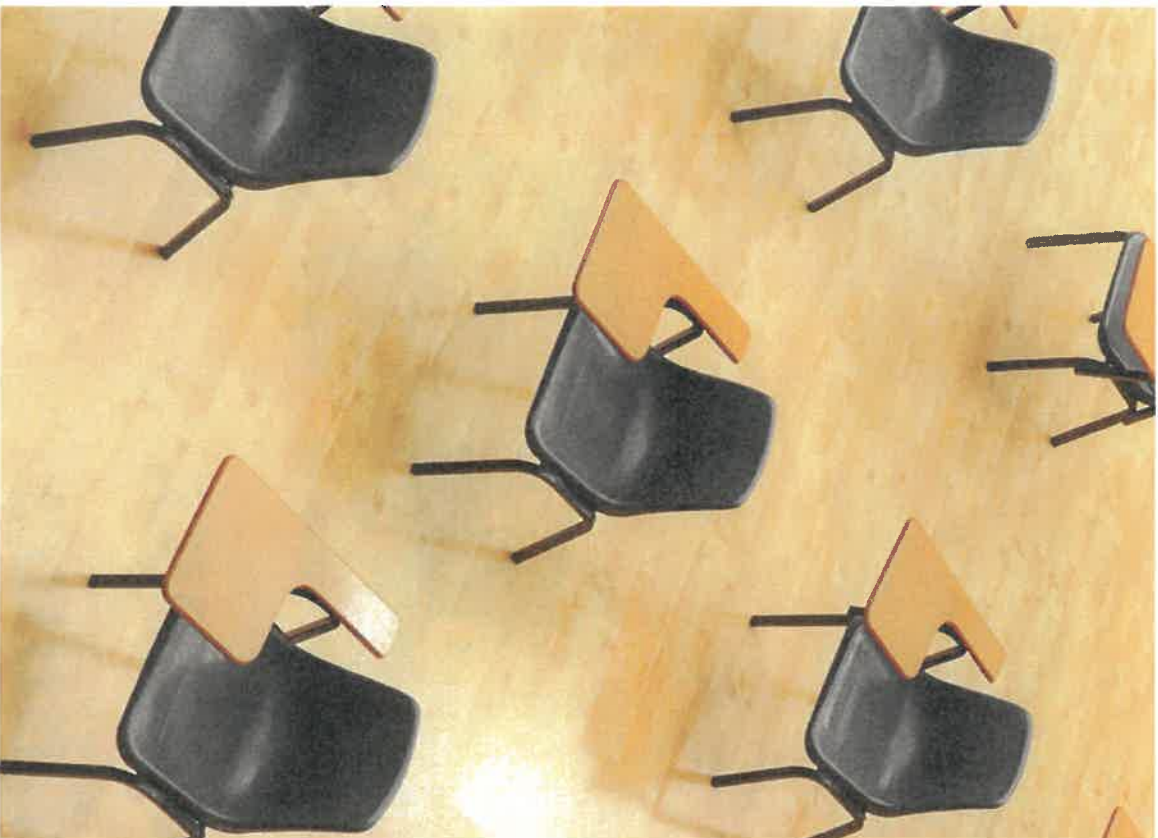
Our Aspirations

- Trail User Town Halls/User Group.
- Trail Maintenance Training Workshops.
- “Share the Trail” Workshops.
- Feasibility Study for Trail Development/Expansion.
- Support Planned Trail Projects Underway or “In the Queue.”
- Support the Identification and Development of New Cycling Park.





Board Member Relations, Expectations, and Ethics



Board Member Relations, Expectations and Ethics

**George Dunkel, Senior Consultant
Special Districts Association of Oregon
gdunkel@sdao.com
(800) 285-5461**

358



Introduction

- Board Members
- Staff
- Attorneys
- Insurance Agents

359



Agenda

- Powers and Protections of the District
- Roles and Responsibilities of the Board
- Meeting Organization and Decorum
- Board Expectations, Code of Conduct
- Ethics
- Public Meetings, Short Version
- Risk Management and Loss Prevention

360



Powers and Protections

- Authority of the District
- Duties and Authorities of the Board
- Board Qualifications
- Sovereign immunity

36



“Dillon’s Rule”

A local government may exercise powers that are expressly provided for by law or are necessarily implied.

Expressly provided authority

- ORS Chapter 198
- “Principal Act” of District
- Other statutes, e.g.:
 - Elections (ORS Ch. 255)
 - Bonds (ORS Ch. 280)
 - Contracts (ORS Ch. 279A, B, C)
- Administrative Rules
- Ordinances

363



Implied Authority

- Purchasing supplies
- Employing staff
- Entering into contracts
- Incidental tasks relating to exercise of authority

364

Sovereign Immunity

- Protects a government body from being sued unless the “sovereign” (e.g., the state of Oregon) grants permission to do so through legislation
- The legislation may dictate the method and terms of the suit

365



Legal action against public bodies [ORS 30.320]

- Contracts: Treated like any private party.
- Quiet title: Treated like any private party.
- Tort: Only as provided in ORS 30.260 to 30.300 [Oregon Tort Claims Act]

366

Oregon Tort Claim Act

“Subject to the limitations of ORS 30.260 to 30.300, every public body is subject to action or suit for its torts and those of its officers, employees and agents acting within the scope of their employment or duties... The sole cause of action for any tort of officers, employees or agents of a public body acting within the scope of their employment or duties ... shall be an action against the public body only... No other form of civil action or suit shall be permitted.”

Oregon Tort Claims Act Damage Caps

(July 1, 2022 – June 30, 2023)

Personal injury or death:

- State, single claimant: \$2,418,100
- State, aggregate claims: \$4,836,200
- Local government, single claimant: \$ 806,100
- Local government, aggregate claims: \$1,612,000

368

Property damage:

- State and local, single claimant: \$ 132,200
- State and local, aggregate claims: \$ 661,000

Roles and Responsibilities of the Board

- Qualifications
- Rights
- Duties





Duties of the Board

- Ensure the District operates in a legal and fiscally responsible manner
- Enter into legal agreements on behalf of the District
- Oversee financial operations
- Establish legislation by ordinance when appropriate
- Establish district-wide policies (resolutions)
- Delegate authority when appropriate
- Supervise the chief executive officer, if there is one

370

Board Members

- Must be qualified to serve in the District (usually “elector” or resident)
- Can be “compensated” up to \$50/day or portion thereof, and be reimbursed for expenses
- Are entitled to indemnity under OTCA for claims of negligence against Board
- Are not entitled to indemnity if acting outside “course and scope”
- Can be found personally liable for repayment of unlawful expenditure of public funds (ORS 294.100)
- Elected board members can be recalled, but usually can’t otherwise be removed. Exception in (ORS 450.055)

371

Board Members (con't)

- However, elected officials can become ineligible for office if:
 - Is “a member of, or affiliated with, any organization which teaches the doctrine of, or advocates, the overthrow of the Government of the United States by force or violence” (ORS 236.030)
 - Is convicted of an infamous crime, or any offense involving the violation of the oath of the incumbent while in office
 - Refuses or neglects to take the oath of office, or to give or renew the official bond of the incumbent, or to deposit such oath or bond within the time prescribed by law/Has their election or appointment declared void by a competent tribunal
 - Is found to be a mentally diseased person by a competent tribunal
 - Ceases to possess any other qualification required for election or appointment to such office (ORS 236.010) or;
 - Agrees to engage in, or does engage in, a duel, or “curry a challenge” to a duel to another person (Or. Const. Art. II, Section 9)

372



Individual Board members have the power to engage in the following tasks without the consent of the rest of the Board (choose all that apply):

- A. Attend board meetings by telephone/virtual.
- B. Establish policies.
- C. Review personnel records.
- D. Direct staff.
- E. Sign contracts.

373

Individual Board members have the power to engage in the following tasks without the consent of the rest of the Board (choose all that apply):

- A. Attend board meetings by telephone/virtual.
- B. Establish policies.
- C. Review personnel records.
- D. Direct staff.
- E. Sign contracts.

374



Board Action

- Must be at a properly called public meeting
- Requires a quorum to be present
- Generally, requires approval by a majority of the board
- All votes must be taken publicly (no secret ballots)

375



Decision Making

- Expectations of Board Members
- Expectations of the CEO
- Procedures for Decision-Making

376

Expectations of Board Members

- Be prepared and informed
- Be honest and courteous
- Be respectful of each other and the District
- Be on time
- Be friendly
- Be courageous
- Represent the board's position/action
- Understand your and others' roles and responsibilities

377

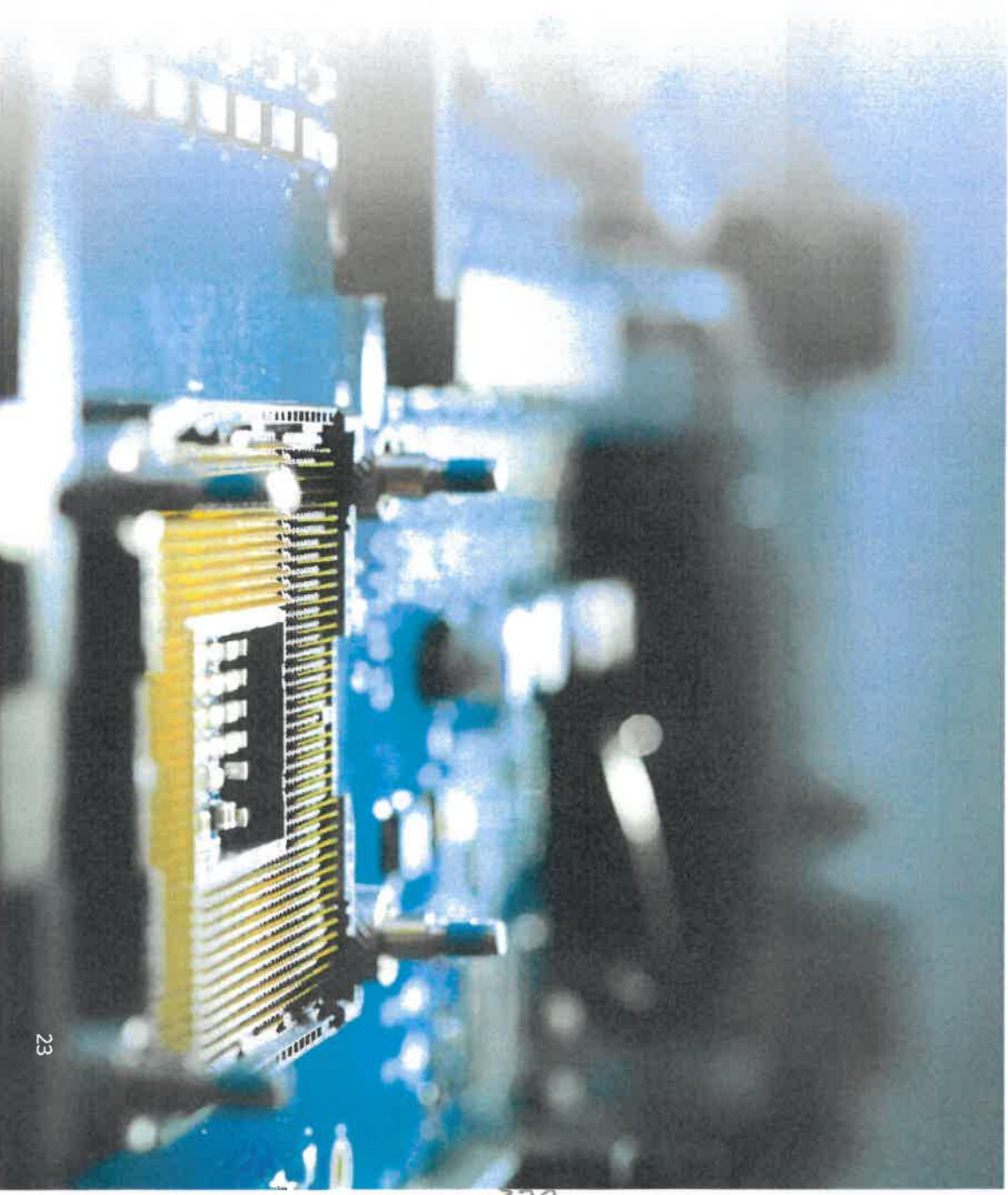


Expectations of the CEO/Manager/Staff

- Be prepared and informed
- Provide options
- Make recommendations
- Provide organized board packets
- Communicate; no surprises
- Be honest
- Be friendly
- Represent Board's actions

378

*Procedures
for
Board
Decision
Making*





Regular voting procedures

- Affect day-to-day operations
- Recorded in the minutes
- No other documentation necessary

380



Resolutions

- Establish formal policy of the District or the Board
- Govern internal operations
- Creates a written record of important board decisions and district policy
- May be required by statute
- Simple adoption requirements
- Include in published meeting agenda
- Must be approved by majority of board

381



Ordinances

- Creates local law
- Requires statutory authority
- Formal adoption procedures

382

Non-emergency ordinance

- Notice published in a newspaper of general circulation 4-10 days before the meeting, stating time, date and place of the meeting, giving a brief description of the ordinance to be considered, and stating that copies are available at the district office
- May also be posted in three public places within the district at least 10 days before the meeting; or published by radio and television stations broadcasting in the district [see ORS 193.310 and 193.320]
- Must be read during regular meetings of the district board on two different days at least six days apart
- Reading must be full and distinct unless, at the meeting:
 - A copy of the ordinance is available for each person who desires a copy; and
 - The board directs that the reading be by title only
- Requires affirmative vote of a majority of the members of the district board

383

Non-emergency ordinance (con't)

- Within seven days after adoption:
 - Signed by the presiding officer;
 - Attested by the recording secretary of the district board at the session at which the board adopted the ordinance; and
 - Filed in the records of the district.
- A certified copy filed with the county clerk, available for public inspection.
- Unless referred to electors, takes effect on the 30th day after it is adopted, unless a later date given in the ordinance.

384

Emergency ordinance

- May be adopted after a single reading
- Takes effect immediately upon adoption
- Must state nature of emergency
- Requires unanimous approval, a quorum being present
- Notice must be published within fifteen (15) days of adoption

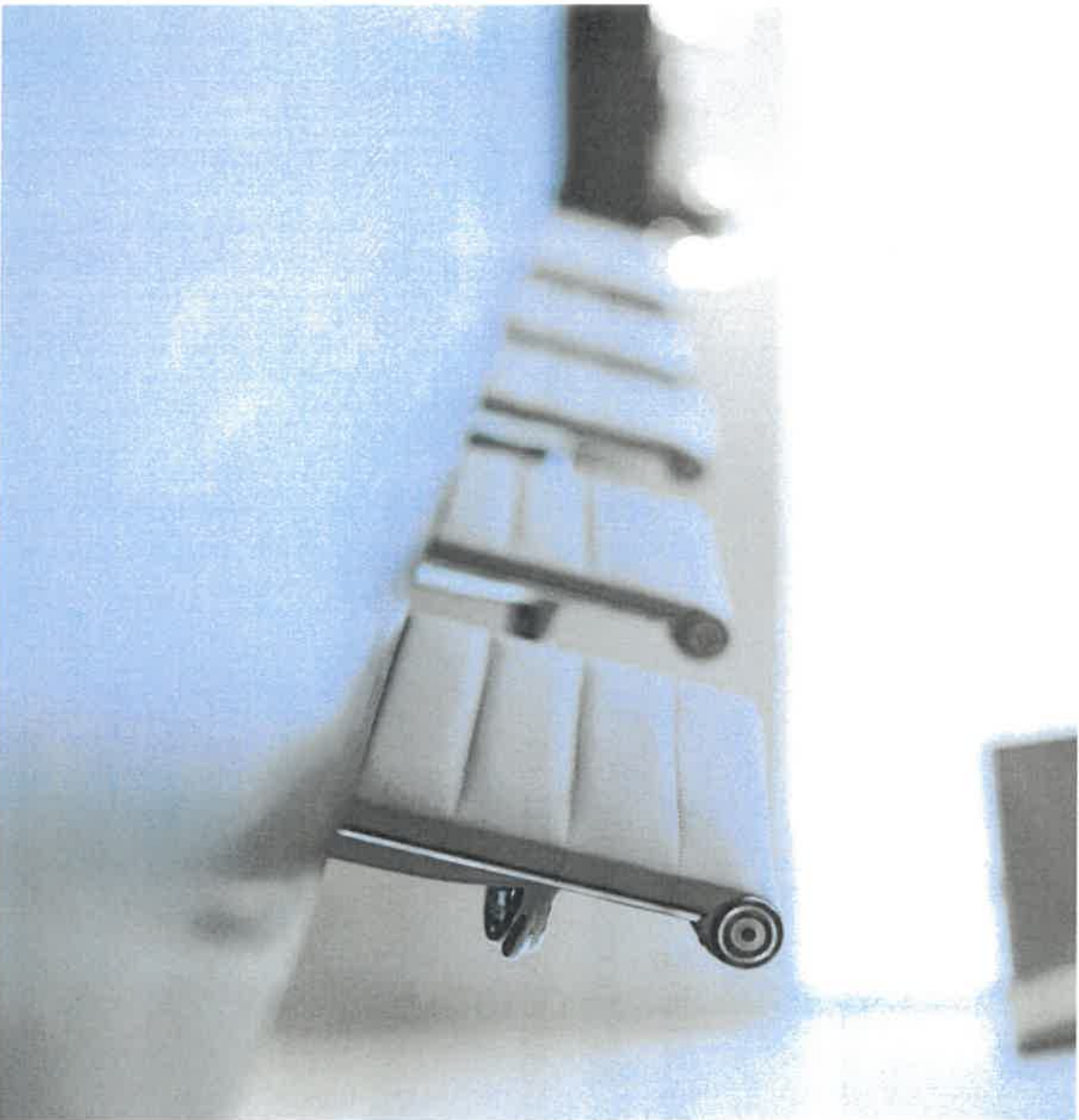
385



Board vision, mission, and values

- Vision:
What does the District strive to be?
How do we want to be seen?
- Mission:
Why does the District exist?
What services do we provide?
- Values:
What are our guiding principles?
What are our standards for conduct and ethics?

386



***Meeting
Organization
and
Decorum***

38⁷



Governance

- Annual Organizational Meeting
- Policy Development and Responsibilities
- Strategic vs. Tactical Decisions/Direction
- Development of Trust
- Handling Difficult Situations/Incidents

388




Ethics for Public Officials

- Application of the law
- Ethics in employment
- Financial gain
- Gifts
- Undue influence
- Conflicts of interest

390



- 
- Oregon Revised Statutes (“ORS”) Chapter 244
 - Oregon Ethics Commission’s Guide for Public Officials
 - Oregon Government Ethics Commission (OGEC) is the administrative agency that enforces Oregon’s ethics laws
 - Created in 1974 by a state-wide ballot measure following the Watergate scandal
 - Ethics laws for public officials were enacted at the same time

392



Scope of Ethics Laws

- Economic conflicts of interest
- Undue influence
- Use of political office for financial gain
- Public disclosure

393



Ethics laws apply to public officials, their businesses, and their relatives.

- Public Official: Any person serving the state of Oregon or any of its political subdivisions or any other public body of the state as an elected official, appointed official, employee, agent, irrespective of whether the person is compensated for the services. ORS 244.020(14)

394



Includes, but is not limited to:

- Current board members
- Former board members
- Employees
- Volunteers
- Candidates for public office

395

Relatives of public officials:

- Spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, daughter-in-law of the public official, or of the public official's spouse. (*Updated to indicate that "First Person," includes the spouse or partner of the Governor*)
- Any individual for whom the public official has a legal support obligation; or who benefits financially from the public official's employment with the public entity

396



“Can I hire my relative?”

- No. A public official may not participate in employment decisions regarding relatives or household members
- Includes interviews, debates, or discussions regarding the hiring or firing of relatives or household members

397

Exceptions:

1. The class exception: If the public official's action affects a class of people (including his/her relative) to the same degree, then the nepotism provisions are not violated.
2. The unpaid volunteers exception: Generally, nepotism provisions do not apply to decisions regarding unpaid volunteers.

398

Also, a public official may serve as a **reference** or provide a **recommendation** for a relative.



“Can I supervise my relative?”

No, a public official may not directly supervise relatives or household members

399

The “but for” test.

- A public official shall not use the official position to obtain financial gain or avoid financial detriment that would not otherwise be available *but for* the public official’s position. ORS 244.040
- Applies to the public official, a relative of the public official, or a business owned by the public official or the public official’s relative.

400

Examples of unlawful gain:

- Using district equipment (eg. phones, computers, wood shop tools, vehicles, or storage space) when the public does not have the same access to this equipment
- Free use of District facilities when the public is required to pay to use them
- Accepting meals or other free stuff by public officials
- Employer-provided cell phones for personal use, frequent flier miles earned on official business, discounts -- unless part of compensation

40

What is NOT unlawful financial gain?

- Official salary and benefits
- Unsolicited honoraria under \$50 or related to private employment
- Reimbursement of expenses
- Unsolicited awards for professional achievement
- Gifts under \$50 from a source without an administrative or financial interest in the public official or the entity he/she represents


402



Gifts

A public official (or a relative, or a business of the public official) may not receive a gift valued at greater than \$50 from someone with a legislative or administrative interest in the public body.

403



What is a “gift”?

“Something given to a public official, or a relative of the public official, when there is no payment, or payment is for a discounted price, and the opportunity (gift) is not available to others who are not public officials on the same terms or conditions.”

404

What is a “legislative or administrative interest”?

With respect to the public body, does the giver seek to:

- ❖ sell things?
- ❖ submit bids?
- ❖ get a license or permit?
- ❖ advocate for legislative outcomes (i.e., lobby)?
- ❖ be affected by employment decisions?

45



Permissible gifts

- Gifts of any value if the giver does not have a legislative/administrative interest in the public entity
- Gifts of \$50 or less from a single source with a legislative/administrative interest in the public entity
- Gifts that bear no relationship to the person's public position
- Informational or program material, publications or subscriptions related to the recipient's performance of official duties

406

Permissible gifts (con't)

- Reasonable expenses paid by a public or non-profit entity for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent a government entity
- Unsolicited awards of appreciation with a resale value of less than \$25 dollars (e.g., engraved plaques) 407
- Unsolicited honoraria of less than \$50
- Reasonable expenses provided to the public official, relatives, or staff when the public official is representing the public entity or speaking in an official capacity
- Contributions to the public official's legal expense trust fund established under ORS 244.209



“Is entertainment a gift?”

- Yes, entertainment gifts include invitations to events or activities put on for recreation or amusement. (E.g. concerts, plays, sporting events).
- If provided by someone with a legislative or administrative interest in the public body, the \$50 annual limit applies.

408



“What about meals and beverages?”

- Food and beverages consumed in the presence of the buyer is subject to the \$50 limit
- However, you may accept food and beverage at a reception when it is an incidental part of the reception
- Also, food or beverage consumed at the event when the public official represents the public entity is not a gift

409

Undue Influence

A public official may not:

- Solicit or accept the offer, pledge or promise of **future employment** based on any understanding that a vote, official action or judgment would be influenced by the offer
- Use or attempt to use **confidential information** gained through their positions as public officials for financial gain. *[Also applies to former public officials.]*

411

Continued...

Undue Influence (con't)

A public official may not:

- Directly receive a beneficial interest in a contract which they authorized for the two years following the contract's authorization
- Solicit or accept the offer, pledge or promise of **future employment** based on any understanding that a vote, official action or judgment would be influenced by the offer
- Use or attempt to use **confidential information** gained through their positions as public officials for financial gain (*Also applies to former public officials.*)

三



Potential conflict of interest.

“Could” result in financial gain or avoidance of financial detriment

- Disclose for the record
- You may still discuss
- You may still vote

412



Actual conflict of interest

Will result in financial gain or avoidance of financial detriment

4/3

- Disclose for the record
- Abstain from discussion

Do not vote (unless action cannot be taken without member's vote)

Violation Consequences

- Maximum penalty for most ethics violations is \$5,000
- Penalty for violation of executive session law \$1,000 (*Excused if decision made in reliance on advice of public body's legal counsel*)
- In addition, if a public official financially benefited, the OGEC can impose a civil penalty in an amount equal to twice the amount the public official realized as a result of the violation
- No penalty if official or candidate relied in good faith on Ethics Manual or Ethics Commission opinion.
- Prevailing party may file a petition in Marion County Circuit Court seeking attorney fees, which the court may award if the award was not “substantially justified” or other circumstances make the award “unjust,” and provided the funds are “available to the Commission.”

514

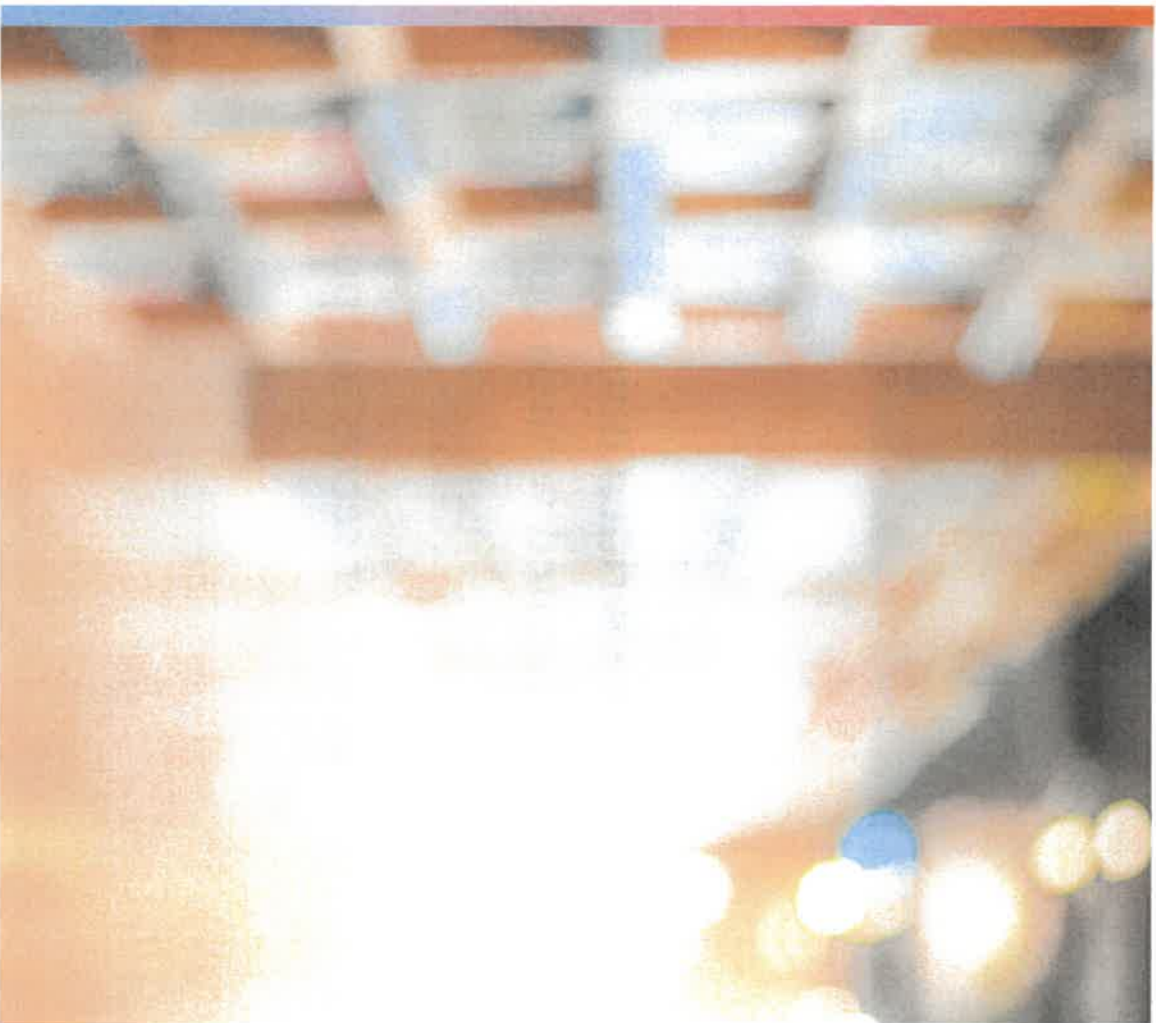


Recent Law Changes.

SB 61 (2021): Authorizes Ethics Commission to issue written opinions on violations of executive session laws (Former statute limited written opinions to violations described in ORS chapter 244 only.)

46

SB 62 (2021): Prohibits public official from requesting or receiving public money to pay penalty for ethics violation(s)



Public Meetings

- Review of the law
- Notice requirements
- Executive sessions

416




Oregon statutory policy

“The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of [the public meetings law] that decisions of governing bodies be arrived at openly.”

ORS 192.620 [1973]

17

- 
- To open meetings of governing bodies to the public;
 - To give notice of the time and place of meetings; and
 - To make meetings accessible to those wishing to attend.
 - No requirement to let the public talk.
 - “Public Meeting” vs “Public Hearing.”

418



What is a Public Meeting?

- Any meeting where a quorum of the decision-making body is present and is discussing or “deliberating toward” a matter of business is a public meeting
- Any meeting of a body formed to advise a public body is a public meeting

4/9



Which of the following is allowed at a public meeting? (Choose all that apply.)

- A. Shouting at each other.
- B. Meeting outside the district.
- C. Meeting on the second floor of a building with no elevator.
- D. Holding the meeting when no notice was given.
- E. Smoking

420

Which of the following is allowed at a public meeting? (Choose all that apply.)

- A. *Shouting at each other.***
- B. *Meeting outside the district.***
- C. *Meeting on the second floor of a building with no elevator.***
- D. *Holding the meeting when no notice was given.***
- E. *Smoking***

421

For a five-member board, which is NOT a public meeting?

- A. Two members call a third one on the phone, to discuss firing the manager.
- B. Three members go fishing together.
- C. The chair/president sends a group email to the rest of the board to ask how they plan to vote at next week's board meeting.
- D. Three members attend a work session at the home of the chair/president, to hammer out some personnel policies.

422

For a five-member board, which is NOT a public meeting?

- A. Two members call a third one on the phone, to discuss firing the manager.
- B. Three members go fishing together.
- C. The chair/president sends a group email to the rest of the board to ask how they plan to vote at next week's board meeting.
- D. Three members attend a work session at the home of the chair/president, to hammer out some personnel policies.

423



What is the difference between a legal public meeting and an illegal public meeting?

424



True or false:

If no members of the public attend a district's board meetings for one year, the public body is not required to send out notice for meetings.

425

FALSE

426

“How much notice is required?”

Provide *general* notice to the public at large, and *actual* notice to specifically interested persons:

- Executive session only: Same as for any other meeting.
- Special meeting: At least 24 hours’ notice to public and media.
- Emergency meeting: As much notice as possible under the circumstances.

427

“What if we don't give proper notice?”

Any member of the media or anyone affected by a decision of the public body may sue

- A successful suit makes the meeting illegal
- Decisions may be voidable or void
- Successful plaintiff can receive attorney fees
- Board members can be held *personally* liable for abusing the executive session privilege; civil penalties up to \$1,000 per violation and attorney's fees under Oregon's Government Standards and Practices (ethics) laws

428



“Can we tape record the meeting instead?”

Yes. Minutes may be taken in writing, or by sound, video, or digital recording.

429

Final transcript or recording must “give true reflection of matters discussed and views of the participants.” The public may be charged for the cost of a written transcript made from a recording.



“Can’t we just post a running notice somewhere, giving the time and date of the meetings?”

Yes, if the notice includes an agenda.

430


But if possible, you should publish notice for each general meeting, along with a proposed agenda.

“What should be in the minutes?”

At minimum:

- Names of every board member present
- A general summary of each topic discussed
- How each topic was resolved
- The outcome of any votes taken, including who voted, and how
- Reference to any document discussed at the meeting

431



*Can a board call an executive session
whenever it chooses?*

432

Penalties for Violation

- Failure to comply with executive session laws is punishable under Oregon's Ethics Laws for Public Officials
- It is personal to the elected official;
- The maximum fine is \$1,000 per violation but excused if decision made in reliance on advice of public body's legal counsel

433



Recent Law Changes:

HB 2805 and SB 207 (2023). The Oregon Ethics Commission now has oversight authority over violations of public meetings laws generally, not just executive sessions. See legislative updates to public meetings law section.

434



Legislative Updates 2023

HB 2004 (2023). Requires ranked choice voting for federal and major statewide elective offices. Optional for local governments

HB 3073 (2023). Requires Secretary of State to establish provision to be included in each nominating petition or declaration of candidacy that allows candidate to check box indicating that candidate does not want candidate's residence address to be publicly disclosed except in response to written public records request

435

SB 442 (2023). When soliciting for a contract for a procurement, the contracting agency may give preference to procuring goods that are fabricated or processed, or services that are performed, entirely within Oregon if: (A) The goods or services cost not more than five percent more than goods or services that are not fabricated or processed, or services that are not performed, entirely within this state and the contracting agency can reasonably and credibly determine that procuring the goods or services at the higher price offsets environmental costs that are attributable to transporting the goods or the service providers from outside this state; or (B) The goods or services otherwise cost not more than 10 percent more than goods that are not fabricated or processed, or services that are not performed, entirely within Oregon

SB 168 (2023). Expressly prohibits public employees, while on job during working hours or while otherwise working in official capacity, from promoting or opposing appointment, nomination or election of public officials




SB 728 (2023). Grants a tax credit to volunteer firefighters who engage in certain activities

SB 775 (2023). Clarifies qualification requirements for SWCD directors representing specific zones

SB 812 (2023). A local government may enact an ordinance or resolution prohibiting or regulating the takeoff and landing of unmanned aircraft systems in parks owned by the local government

437



SB 814 (2023). Expands port's authority to enter into agreements for public cargo and passenger ports

SB 871 (2023). Expands public agency's ability to participate in energy savings performance contracts

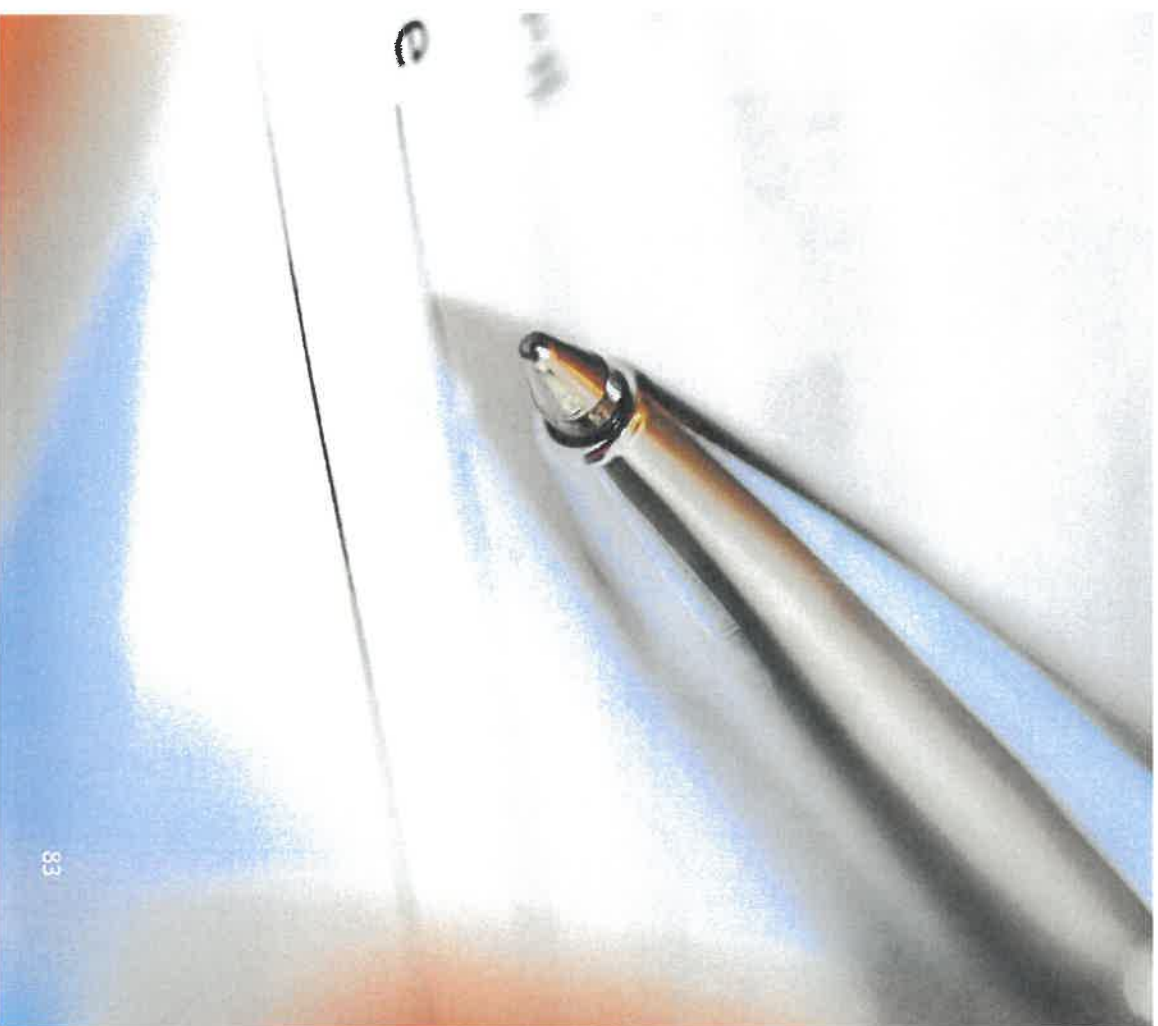
SB 1068 (2023). Authorizes fire district to annex lands within seven miles of fire station and charge fee to properties that don't consent to annexation

438

SCR 3 (2023). Designates potato as official vegetable of Oregon

Risk Management and Loss Prevention

- Known claim served
- You think you may have a claim
- You are considering personnel action
- “Oh, shucks.”
- SDIS Pre-Loss Legal Program





Questions?

- All questions are welcomed
- Answers are not legal advice 法律
- You may not agree with my response to your question
- Not a debate session

Resource List

<p>Public Records and Meetings Manual Oregon Attorney General</p>	<p>\$25 hard copy, free on-line http://www.doj.state.or.us/pdf/publications_orderform.pdf</p>
<p>Public Contracting Manual Oregon Attorney General</p>	<p>\$65 http://www.doj.state.or.us/pdf/publications_orderform.pdf</p>
<p>Public records retention schedules Oregon State Archivist</p>	<p>Free, on-line Oregon Administrative Rules (OAR) Chapter 166</p>
<p>Basic Budgeting Book Local Budgeting in Oregon Local Budget Law Local Budgeting Manual • Oregon Department of Revenue</p>	<p>Free, on-line Oregon Department of Revenue : Local budget law : Property Tax : State of Oregon</p>

<p>A Guide for Public Officials Oregon Ethics Commission</p>	<p>Free, on-line <i>http://www.oregon.gov/OGEC/docs/PO_Guide_2008.doc</i></p>
<p>District Elections Manual Oregon Secretary of State, Elections Division</p>	<p>Free, on-line <i>http://www.sos.state.or.us/elections/publications/district.html</i></p>
<p>Restrictions on Political Campaigning for Public Employees Oregon Secretary of State, Elections Division</p>	<p>Free, on-line <i>http://www.sos.state.or.us/elections/publications/260.432_quickref.pdf</i></p>

242

Thank You

George Dunkel, Senior Consultant
SDAO

gdunkel@sdao.com

(800) 285-5461

443

CPRD is upholding Crystal's wishes...

"This decision to give the land to CPRD was made by the foundation as a positive answer to the **best future interests of the community**, following the wishes of Crystal Rilee to benefit people and allow them to enjoy the land she'd acquired," said Mary Dugan, vice president of the Foundation. "**Crystal wanted people to enjoy the land and the beauty of nature there and was adamantly against any future residential or business development on the property, so she would be very pleased to have it become a park.**"

WELCOME

HOME
EVENTS
SUBSCRIPTIONS
VOLUNTEERS
SUGGESTIONS
DONATIONS
CONTACT
DIRECTIONS
LINKS

Crystal Dawn Smith RILEE FOUNDATION

The Crystal Dawn Smith Rilee Foundation endeavors to help those in the community who help others and to preserve the rich historical fabric of the Willamette Valley.

My goal is to provide everyone access to a turn-of-the-century farm, as well as protect these 400 acres from encroaching urban development.

I want to make it available to groups, like schools and woodworkers associations, and keep a working garden, a greenhouse, chickens, turkeys, goats and hogs. :)



-Crystal Rilee, Founder
June 24, 1915 - December 8, 2006

Parrett Mountain Newsletters

- [Parrett Mountain Newsletter - Winter 2008](#)
- [Parrett Mountain Newsletter - Fall 2007](#)

Downloads:

"...My goal is to **provide everyone access** to the turn-of-the-century farm, as well as **protect these 400 acres from encroaching urban development...**"

Parrett Mountain
EQUESTRIAN

10500 NE

More in common than different

