

**May 22, 2014**  
**CHEHALEM PARK AND RECREATION DISTRICT**  
**REGULAR BOARD MEETING**  
**Administration Office**  
**125 S. Elliot Road**  
**Newberg, OR 97132**

**MINUTES**

**I. Called to Order** by Mike McBride at 6:00 p.m.

**II. Roll Call**

**Board members**

Don Loving	Bart Rierson
Mike McBride	Mike Ragsdale
Peter Siderius	

**CPRD Staff**

Don Clements	Superintendent
Jim McMaster	Parks Supervisor
Mark Martin	Recreation Supervisor
Shilo Peacock	Administrative Coordinator

**Public**

Jim Seymour	Chehalem Pool Committee
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**III. Approval of the Agenda**

Moved	Mike Ragsdale
Second	Don Loving
Passed unanimously	

**IV. Public Hearing on the 2014-15 Budget**

- A. Opened Hearing
- B. Closed Hearing

**V. Approval of Consent Agenda**

- A. Approval of minutes of Budget Committee meeting April 8 and regular Board meeting April 24, 2014
- B. Approval of bills payable
- C. Approval of April financials
- D. Resolution 05-01-14 Intergovernmental Agreement

Moved	Mike Ragsdale
Second	Bart Rierson
Passed unanimously	

**VI. Public Participation** (Note changes to order of items from agenda)

A. Pool Committee Report – Jim Seymour’s update included that the committee is requesting the Newberg Graphic publish another article, the second and final direct mailer is scheduled to go out next week. Mike Ragsdale voiced concern on the first mailer’s content (advocacy vs. education). Kat Ricker will give Don Loving a copy of the second mailer, which he will have reviewed for legality, before it is mailed.

B. Opinion Poll – Because Jim Seymour was interested in the poll, the Board discussed this next, so he could leave afterward. Discussion on dollar amounts mentioned in poll and the overall poll length. Seymour requested language regarding the pool be changed from “modernize” to “renovate and expand.”

C. Veritas Proposed Use and Easement Agreement – The Board discussed and wants to renegotiate the proposed terms, targeting a 50 or 99-year lease instead of the 25-year lease identified in the terms. Ragsdale requested the Superintendent shows at the next Board meeting how this fits into the Board’s approved priorities, and what projects may need to be set aside with this project. Discussion concluded with Ragsdale’s instruction to Don Clements to tell Veritas “We are not sure we want to do the deal, but we certainly don’t want to do it on these terms.”

D. Others not on agenda – None present

## **VII. Action Items/ Committee Reports/Board Comments**

A. Closing Major Maintenance Fund – Discussion and motion to close this bank account.

Moved            Mike Ragsdale

Second           Peter Siderius

Approved unanimously

B. Bids for audio/visual system at Chehalem Cultural Center Ballroom – Jim McMaster reported the lowest bid was from Lewis Audio and Video. Motion to accept bid.

Moved            Mike Ragsdale

Second           Bart Rierson

Approved unanimously

C. Report and Comments from Board Members

- Don Loving said the Putting Green Committee will hold its first meeting on June 18. Committee includes Branden Thompson, Casey Creighton, Peter Siderius and Don Loving.

- Bart Rierson reported that he has obtained a model document from COG which may help the Board create an annual review document to review the Superintendent, as discussed. Rierson will bring this to the Board.

## **VII. Old Business**

A. Update on Chehalem Cultural Center forecourt – Jim McMaster gave an update on communication with contractor.

B. Update ODOT Mitigation – McMaster said there is nothing to report. Peter Siderius reported he is working on photo documentation.

- C. Update Chehalem Cultural Center Ballroom renovation – McMaster reported this is on schedule for opening July 15. The roof has been replaced. There will be some change orders, which are being discussed.
- D. Update Bob and Crystal Rilee Park – Don Clements reported he is researching the Jenkinds Estate for comparison. Ragsdale asked about the RFQ; Clements said he wants to do more research before he issues the RFQ, and will put this in the June Board meeting packet.

#### **IX. From the Superintendent's Desk**

- A. Financial report and questions
  - B. Superintendent's report – Reports from staff
    - 1. Shilo Peacock gave a report on the status of the audit and why it was late, and on what she does in her job on a typical basis.
    - 2. Kat Ricker gave a report on recent public communication highlights.
- Discussion on electronic tablets (All Board members now have them; some used them during this Board meeting to access the Board packet.) and how the Board wishes to use the shared Drive now available. Training is scheduled for June 3<sup>rd</sup>.
- C. Staff Reports – Not a staff report, but discussion on status of signage installation at the golf course. Don Clements said the staff will be purchasing signs and installing them instead of having Vigil Agrimis do it. Don Loving said the golf course marshals should be regularly supplied with Chehalem Heritage Trails maps and brochures. Don Clements said he will instruct Branden Thompson to have the marshals carry them.

#### **VII. Correspondence**

- A. Citizen comments/evaluations – None
- B. Miscellaneous - None

**Adjourned 8:14 p.m.**

Respectfully Submitted,

Kat Ricker

THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS WILL BE HELD AT 6:00 P.M. THURSDAY, JUNE 26 AT THE CPRD ADMINISTRATION OFFICE.