

JANUARY 28, 2016
REGULAR SESSION 6:00 P.M.
CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
ADMINISTRATIVE OFFICE 125 S ELLIOTT ROAD
NEWBERG, OREGON
AMENDED

I. Call To Order

II. Roll Call

III. Approval of or Additions to the Agenda

IV. Approval of Consent Agenda

- A. Approval Minutes Regular Board Meeting October 22, 2015, December 14, 2015
And January 11, 2016
- B. Approval of Bills Payable
- C. Approval of December Financials
- D. Approval of Personnel Policy Change
- E. Approval of Budget Calendar for 2016-17 Budget
- F. Appoint Budget Officer

V. Public Participation

- A. Review of Cultural District
- B. Review of Pool Plans
- C. Others not on Agenda

VI. Action Items/Committee Reports/Board Comments

- A. Easement to ODOT
- B. Approve Riley Park Contract WH Pacific
- C. College Street LID Payment
- D. 210 Blaine Street Property
- E. Reports and Comments from Board Members

VII. Old Business

- A. Update on signs

VIII. From the Superintendent's Desk

- A. Financial Report and Questions
- B. Superintendent's Report
 - 1. SDAO Conference
 - 2. Local Government Dinner Amity
 - 3. Rate Review Committee Update
- C. Staff Reports

IX. Correspondence

- A. Citizens' Comments/Evaluations
- B. Miscellaneous Info

X. Adjournment

FEBRUARY 25, 2016 IS OUR NEXT REGULAR BOARD MEETING. MEETING WILL BE AT ADMINISTRATIVE OFFICE 125 S ELLIOTT RD AT 6 P.M.

To: Board of Directors
From: Superintendent
Date: January 25, 2016
Re: Background information for January 28, 2016 Board Meeting
Number corresponds to Agenda Item

AMENDED

- II. **ROLL CALL** – We need 3 present for the meeting. Please call if you cannot attend. PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE.

Please see page 4 for index

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

IV. **APPROVAL OF CONSENT AGENDA**

A. Approval of Board Meeting Minutes – Please see pages (5-10) for Regular Meeting Minutes of October 22, 2015 and Special Meetings on December 14, 2015; January 11, 2016.

RECOMMENDATION: Approval of Regular Board Meeting Minutes of the October 22, 2015 and Special Meetings December 14, 2015; January 11, 2016.

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

RECOMMENDATION: Approval of Bills Payable totaling \$1,148,487.30

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

RECOMMENDATION: Approval of December Financials.

D. Approval of Personnel Policy for Sick Leave. Please see page (14-15). This is new law and is required.

RECOMMENDATION: Approval of Sick Leave Policy.

E. Approval of budget calendar – please see page (15B)

RECOMMENDATION: Approval of budget calendar for 2016-17.

F. Approval of budget officer – Mark Martin will serve as the budget officer.

RECOMMENDATION: Appoint Mark Martin as budget officer

V. **PUBLIC PARTICIPATION**

A. Review of Cultural District – A report may be given at the meeting. I missed the last meeting but The report is annual. Lea and Rob will attend to give the report.

B. Review of Pool Plans – Jim McMaster will be at the meeting to discuss the project.

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

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

A. Easement to ODOT – Please see pages (16-43). Will discuss at meeting.

RECOMMENDATION: Approve the quick claim deed to ODOT.

B. Approve Riley Park Contract – Please see pages (44-49). Will discuss at meeting.

CHEHALEM PARK AND RECREATION DISTRICT
2016 - 2017 BUDGET CALENDAR

| | |
|-----------------------|--|
| JANUARY 28, 2016 | Appoint Budget Officer and Adopt budget calendar Discuss Appointment of Budget Committee Members |
| FEBRUARY 25, 2016 | Appoint Budget Committee Members |
| MARCH 4, 2016 | Staff budget to Superintendent |
| MARCH 4, 2016 | Notice of Budget Committee Members sent to Graphic. If needed |
| MARCH 9, 2016 | Publish Advertisement for Budget Members If needed |
| MARCH 11, 2016 | Notice of Budget Committee meeting and public hearing sent to Newberg Graphic must include web site |
| MARCH 16, 2016 | Publish notice of Budget Committee meeting and public hearing |
| MARCH 16, 2016 | Post notice of Budget Committee meeting and public hearing on Chehalem Park and Recreation District Web Site cprdnewberg.org |
| MARCH 18, 2016 | Deadline for Applications for Budget Committee If needed |
| MARCH 24, 2016 | Appoint Budget Committee Members (If Necessary) |
| APRIL 1, 2016 | Budget delivered to Budget Committee and Board Members Budget available to public at 125 S. Elliott Road Newberg, Oregon. |
| APRIL 5, 2016 | Budget Committee meeting 6 p.m. at 125 S Elliott Road in the Administrative Building. Public Input will be welcomed at this meeting. Budget Approved |
| APRIL 06-8, 2016 | Additional Budget Committee meetings if needed at 6 p.m. at 125 S Elliott Rd in the Administrative Building. Public input will be welcomed if meetings necessary and held. Budget Approved |
| APRIL 22, 2016 | Notice of budget summary and notice of public budget hearing sent to Newberg Graphic. |
| APRIL 27, 2016 | Publish budget summary and notice of public budget hearing. Must include Web Site |
| APRIL 27, 2016 | Post budget summary and notice of public budget hearing on Chehalem Park and Recreation District Web Site. |
| MAY 26, 2016 | Public budget hearing 6 pm at 125 S Elliott Rd in the Administrative Building |
| JUNE 23, 2016 | Adopt 2014-2015 budget, make appropriations and impose and categorize taxes by resolutions. |
| JULY 8, 2016 | Submit budget and resolutions to County Clerk and submit to County Assessor tax certification documents. |

Dates in bold are the public meeting dates.