

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
January 25, 2018
MINUTES

- I. Peter Siderius called the meeting to order 6:00 p.m.

- II. Roll Call
 - Board members:
 - Peter Siderius
 - Bart Rierson
 - Don Loving
 - Mike Ragsdale
 - Lisa Rogers

 - CPRD Staff:
 - Don Clements, Superintendent
 - Casey Creighton, Golf Course Grounds Supervisor
 - Jim McMaster, Park and Facilities Supervisor
 - Mark Martin, Recreation Supervisor
 - Kellan Sasken, Golf Course Director
 - John Bridges, Legal Counsel

 - Public:
 - Brian Bowman, Bob and Crystal Rilee Park Advisory Committee
 - Terry Counsel, Chehalem Valley Chamber of Commerce
 - Paula Radich, St. Peter Catholic Church
 - Jack Recorder, St. Peter Catholic Church
 - Steve Duch, Triplett Wellman
 - Burke Walls, Disc golf advocate

- III. Approval of or changes to agenda – Approval of agenda as amended, to include item VI.D Bob and Crystal Rilee Park discussion.
 - Moved Mike Ragsdale
 - Second Don Loving
 - Passed unanimously

- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting October 2, 2017 and Special Work Session Jan. 11, 2018.
 - b. Approval of bills payable
 - c. Approval of December financials

Moved Mike Ragsdale
Second Lisa Rogers
Passed unanimously

V. Public participation

- A. Special presentation – Chamber of Commerce recognized Mark Martin for receiving the Ed Stevens Distinguished Service Award; this will be acknowledged at the upcoming annual awards banquet.
- B. Discussion of fitness center construction (Phase II Chehalem Aquatic and Fitness Center construction and renovation project) –Steve Duch presented updated cost estimates for seven alternatives; grand total estimate approximately \$4.6 million; Triplett Wellman’s fee raised from 2.45% to 4.5%. Jim McMaster described what will take place in the renovation. Superintendent Don Clements recommended the Board approve the increased fee of 4.5%. The Board agreed to approve the increased fee of 4.5% when this item returns for action in a future meeting with subsequently updated figures. Pete Siderius requested staff recommendations on the alternatives.

-Bart Rierson said he would like to add an outdoor walking track around the perimeter of the building. Jim McMaster said there will be a small track in the playground area, but it would not be practical to build one around the back of the building due to trucks and deliveries.

-Clements suggested a special Board meeting be held in the new classroom of the facility.

- C. Others not on agenda – Burke Walls (in reference to Item VI.D) talked about advocating for disc golf within CPRD in the past, offering labor from his volunteer group. He said he has been shut out of discussions on the potential for disc golf in Bob and Crystal Rilee Park, and asked whether he could get access for public comment with that advisory committee. Siderius said the Board was very interested in expanding disc golf in Ewing Young Park (see Jan. 11 minutes from special work session). Don Loving led discussion regarding the advisory committee, and said there is time for public comment on the agendas for those meetings; Feb. 20 is date of next meeting.

VI. Action items/committee reports/Board comments

- a. St. Peter Catholic Church request (moved from B to A). Paula Radisch presented the request for waiving of SDC fee for new construction of rectory. Clements recommended waiving the fee.

Motion to waive fee.

Moved Mike Ragsdale

Second Lisa Rogers
Passed unanimously

- b. Bob and Crystal Rilee Park discussion (moved from D to B) – Brian Bowman presented draft bylaws. Discussion included whether all members must reside within District boundaries (allowance in bylaws for member Rob Lewis, who operates a business within the boundaries), and whether becoming a 501(C)3 would be appropriate for this group. Lisa Rogers objected to the structure that the Board used to appoint the committee members—limiting the number of members to seven total—which resulted in not appointing Burke Walls to committee (before she joined the Board), because he and others of the 16 applicants who were not appointed to the committee would not be able to vote; discussion followed on why maximum was set. Rogers requested a policy decision be formally made on structure of how committees are formed. At the suggestion of Mike Ragsdale, the Board agreed to vote on these bylaws at a future meeting, once the committee adds a provision on filling vacancies. Clements said staff will contact all applicants by email and notify them the committee is open to public comment during meetings. Siderius said he will charge the committee with outreach for public comment, and directed Clements to add policy on committee formation on agenda for Feb. 22nd meeting.
- c. Dundee Volunteer Firefighter Association request (moved from D to C). Clements recommended Board deny request to house volunteer firefighters in CPRD's new residential property on 5th St. in Dundee. Motion to deny request.
Moved Mike Ragsdale
Second Don Loving
Denied unanimously
- d. Contract with SEA (moved from E to D) – Discussion on contract (dated in November) being submitted after most of the work was completed. Motion to authorize superintendent to sign contract.
Moved Mike Ragsdale
Second Bart Rierson
Passed unanimously
- e. Approval of 2018-19 Budget Calendar and Budget Officer – Clements presented calendar and recommended Zach Mode be named budget officer. Motion to approve calendar and officer.
Moved Lisa Rogers
Second Mike Ragsdale
Passed unanimously

- f. Reports and comments from Board members
 - Peter Siderius – n/a
 - Bart Rierson – n/a
 - Don Loving – n/a
 - Mike Ragsdale – Interested in donors of aquatic center items; Kat Ricker said they are posted on CPRD website by name unless they are anonymous.
 - Lisa Rogers – n/a

VII. Old business/project updates

- a. Jim McMaster reported on aquatic center progress – tilework, pouring of decks. He plans to apply for a state grant for Friends Park in the future. Rotary has funded a roofed shelter to provide shade at the splashpad at Chehalem Cultural Center, and they may be requesting money for it; McMaster said he will bring plans to next Board meeting.
- b. County landfill acquisition – Siderius wanted to know when to expect an update on this effort. Clements said he would call them tomorrow.
- c. Siderius asked if Clements had contacted ODOT on Ewing Young Park connection? Will be discussed at joint work session with city council on Feb. 22nd.
- d. Siderius asked if Clements had issued RFPs yet for economic feasibility items discussed at Jan. 11th special work session; Clements recommended March.

VIII. From the superintendent's desk

- a. Financial report – Motion to approve financial report as presented
 - Moved Don Loving
 - Second Mike Ragsdale
 - Passed unanimously
- b. Superintendent's report – Clements said agenda for Feb. 22nd Joint Work Session with Newberg City Council will include water reuse agreement, cultural district, and trails. Siderius wants Clements to provide city council with price comparisons on water reuse rates with similar agreements in Oregon, and point out that CPRD is paying the City to water its parks. Siderius requested Clements provide Board with supplemental information to be presented one week prior to meeting. Clements said he will arrange with the city manager to share such supplement information mutually between the two agencies prior to meeting.
- c. Staff reports – Kayla McElligott reported on how the MLK event went; she represented CPRD on that planning committee. The attendance was highest yet – over 400 people. Ragsdale noted that the stage at the CCC

needs better assistance (ramp, rail, or lift); Siderius directed Clements to make recommendations at the next meeting. Kellan Sasken reported on working on tournament calendar for year, and preparing for golf trade show. Loving and Siderius said they had received good feedback on Kellan's approachable persona so far. Casey Creighton reported on golf course maintenance. McMaster noted good rescue response incident by a CPRD lifeguard this week.

IX. Correspondence

Citizen comments/evaluations – Clements noted addition of letter from Palisch Homes, pgs. 40-41.

X. Adjournment – 8:25 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Coordinator

Next meeting will take place at 7 p.m. Thursday, Feb. 22, 2018 in the Falcon Crest Room of the CPRD Administration Offices. This will be preceded by a Joint Work Session together with Newberg City Council at 6 p.m. in the same location.