

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
June 25, 2020  
**MINUTES**

- I. Bart Rierson 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, Basic Services Supervisor/Park and Facilities Supervisor
    - Julie Petersen, Special Services Supervisor/Recreation Supervisor
    - Kellan Sasken, Special Services/Golf Director
    - Shy Montoya, Administrative Coordinator
  
  - Public:
    - Rodney Rider
    - Mike Fanger
  
- III. Approval of amended agenda –
  - Moved Lisa Rogers
  - Second Peter Siderius
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting May 28, 2020
  - b. Approval of bills payable
  - c. Approval of May financials
    - Moved Don Loving
    - Second Mike Ragsdale
    - Passed unanimously
  
- V. Public participation
  - a. Rodney Rider expressed dismay with the updates at the disc golf course at Herbert Hoover Park. He claimed to have been involved in the original course

construction 24 years ago, and he was unhappy that the updates had been done, the names of the volunteers and sponsors had been removed, and the hole sponsors had been guaranteed that their names would be displayed in perpetuity.

Michael Fanger said they had made commitments to the sponsors. In 2013, he had approached the superintendent about putting a course in at Ewing Young Park, and the former supervisors of parks and recreation departments had said it would be necessary to consult with the people who had developed the course at Ewing Young Park before his group could approach the Board, yet his group had not been consulted about the updates at Hoover Park. He was unhappy that the names of the volunteers and sponsors had been removed. He wants the history preserved through acknowledgements of original volunteer and sponsor names.

Don Loving recommended the Board consult with staff and revisit the issue at the next meeting. Mike Ragsdale recommended a task force be formed with Rider, Fanger, and park staff; they convene; return to Board with recommendations. Ragsdale asked Kat Ricker if history could be posted on website; she said yes.

**VI. Action items/committee reports/Board comments**

a. Motion to combine and approve the following Resolutions for 2020 - 2021 Budget:

1. Resolution 06-01-20 Making Appropriations
2. Resolution 06-02-20 Adopting 2020 - 21 Budget for sum of \$11,949,167.00
3. Resolution 06-03-20 Approving Levying Taxes 2020 - 21 at rate of \$.9076 per \$1,000, with exclusions from debt service totaling \$1,391,509.00.
4. Resolution 06-04-20 Categorizing Taxes 2020 - 21

Moved Don Loving

Second Mike Ragsdale

Passed unanimously

b. Discussion of operations in light of Coronavirus/COVID-19 pandemic - Don Clements said activities will be normal enough that we should be all right financially, and if we watch expenditures closely, should not have to borrow externally this year. Good news is no full-time employees were laid off, which he attributes to "running lean and mean."

Siderius asked about the softball tournaments, and Julie Petersen assured him that the tournaments are run in compliance with Phase 2, and gave examples of implementation. Because it is the only location with fields open, she said, many interested potential renters are contacting her

wanting to use the fields. Bart Rierson said this makes it difficult to use trails there; she said they have talked with them about this, and their monitors are to help with that.

- c. Approval of Resolution 06-05-20 Acceptance of 3.54-acre property from Del Boca Vista, donated as open space and a trail connection, for purpose of development into Ewing Young Park. Casey Creighton described the property.

Moved Don Loving  
Second Peter Siderius  
Passed unanimously

- d. Reports and comments from Board members

Peter Siderius - Nothing

Lisa Rogers - Nothing

Bart Rierson - Has been using Ewing Young Park Trail and saw mother with infant slip and fall. He recommends using gravels in areas of chronic drainage and steepness. Mike Ragsdale said that was where he had his fall, which has left him using a cane. Creighton said Bryan Stewart will be working on this park with his crew soon, and could spread gravel.

Clements directed Creighton to report on this in August. Rierson offered to round up volunteers and also volunteer himself. Discussion continued: This week, some people have been horseback riding on the trail at the golf course; staff has posted signs and is attempting to contact them.

Don Loving - Trail users are walking on the course, especially at Hole 18. Creighton recommends a split-rail fence to designate trail. Loving recommends signage.

Mike Ragsdale - Reiterated Lisa's question about how CPRD will address or be responsible to address the drainage from the housing development on the Ewing Young Park parcel that CPRD is accepting from Del Boca Vista. Creighton explained the drainage pond. Rogers said she thinks it will cost a lot more than you think.

- e. Annual election of Board of Directors officers, committee appointments and liaison appointments:

Officers - effective August

President - Lisa Rogers

Nominated - Don Loving

2nd - Bart Rierson

Unanimous

Vice President - Mike

N - Peter Sierius  
2nd - Bart Rierson  
Unanimous

Secretary/treasurer - Pete Siderius

N - Don Loving  
2nd - Bart Rierson  
Unanimous

Liaison Appointments

County of Yamhill - Don Loving  
Special Districts of Oregon - Don Loving  
Council of Governments - Lisa Rogers  
City of Dundee/Dundee Committees - Peter Siderius  
City of Newberg/Newberg Committees - Mike Ragsdale  
Newberg Schools - Bart Rierson  
Cultural Committee/Center - Lisa Rogers

Committee Appointments - TBD

Financial and Personnel  
Recreation Programming  
Parks & Development

- VII.** Old business/project updates
- a. Ewing Young Park Trail grant for bridge - Creighton reported the application has been submitted.
  - b. Siderius reported on the meeting that he participated in with Clements, Creighton, Ricker, and Paul Agrimis concerning plans for a campground on CPRD property off Hwy. 219. Agrimis will attend August Board meeting with a proposal addressing improving access, utilities and irrigation, as well as a lay out. Ragsdale said he would like to made changes to budget soon in order to prioritize this project.
- VIII.** From the superintendent's desk
- a. Financial report – No discussion
  - b. Superintendent's report –
    - 1. Audit - We have a draft. Final interview is tomorrow.
    - 2. ADP - Implementing automated payroll service; staff is undergoing training.
    - 3. Notice of Intent to Assess Civil Penalties - We did not report, as required, to BOLI that minors were employed, and one was injured while on the job. We reported on ourselves and are facing a fine and will try to appeal.

c. Staff reports –

Julie - Thanked Don for keeping full-time staff employed during pandemic and thanked staff. Competition pool is open by reservations, and that is going well. She gave updates on Phase II implementations in aquatics, and attendance to Newberg Wednesday Market, sports camps, and childcare. Summer camps have surpassed registration of last year; people are calling in and asking what there is for children to do.

Don Loving excused himself at 8:00 p.m.

Kellan Saksen reported on golf course. Leagues and camps are opening up. Tournaments are coming back; some have cancelled and others delayed, but they are still holding most.

Shy Montoya said we had 38 employees and are now back up to 160, and the ADP system should improve accountability and efficiency.

Kat has been keeping news media and public informed on our pandemic adaptations; spotlight is on us (There has been much positive reaction that playgrounds and pool are open); helping publicize food distribution from St. Peter's Church (Jim Seymour's project). Participating in Zoom meetings has become the norm: ORPA Administration Section weekly calls (Regarding pandemic, we are doing comparatively well to agencies throughout Oregon, by keeping staff working, informing public, opening amenities), Oregon Trails Coalition quarterly, Oregon Outdoor Summit Planning Committee monthly, Trails Stewardship Committee weekly calls, one West Metro Trails Council meeting, and the annual COLT State of the Lands meeting. Ricker recently gave presentations via Zoom about CPRD—history and amenities, plus trails and pandemic regulations—for Newberg Historical Society (viewable on YouTube) and Kiwanis. Metro is holding listening sessions starting next week to decide whether to take a trails measure to ballot in November, which shows how strong the public desire is for trails and public outdoor recreation, even in pandemic environment.

Casey Creighton said we are adding staff and maintenance is about two weeks behind; two playgrounds are waiting to be installed. There are still issues with pool, and it still has not been commissioned.

Lisa Rogers thanked the staff and said she is a proud Board member. Mike Ragsdale concurred.

**IX.** Correspondence

A. Citizen comments/evaluations –

**X.** Adjournment – moved to adjourn 8:20 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director