

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
June 23, 2022  
**MINUTES**

- I. Lisa Rogers called the meeting to order 6:00 p.m.
  
- II. Roll Call
  - Board members:
    - Gayle Bizeau
    - Don Loving
    - Jim McMaster - excused
    - Bart Rierson - excused
    - Lisa Rogers - remote
  
  - CPRD Staff:
    - Don Clements, Superintendent
    - Richard Cornwell, IT Specialist
    - Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
    - Julie Petersen, Special Services Supervisor/Recreation Supervisor
    - Kat Ricker, Public Information Director
    - Kellan Sasken, Special Services/Golf Director (remote)
    - Heidi Smith, Administrative Coordinator (remote)
  
  - Public:
    - Rob Daykin
    - Tom Hammer (no affiliation)
    - Steve Paulson
    - Tom Sheridan
  
- III. Approval of agenda
  - Moved            Gayle Bizeau
  - Second           Don Loving
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of May 26 Board meeting
  - b. Approval of bills payable
  - c. Approval of financials
    - Moved            Don Loving
    - Second            Gayle Bizeau
    - Passed unanimously

- V. Public participation
- a. Rob Daykin brought the City of Dundee Park proposed Sander Estate Master Plan, which CPRD had submitted for approval. He stated that he was speaking as a private citizen and not representing the City. He asked to see CPRD's pending LGGP grant application currently under ORPD's review, in order to keep the Dundee Parks Advisory Committee apprised of the project; Don Clements stated that Casey Creighton participates in those meetings whenever the Sander Estate is discussed. Creighton confirmed this and said that he would give the information to him. Discussion: There will be an advisory committee for the project in the future, and Rob Daykin expressed interest.
- b. Steve Paulson updated the Board on the first meeting of the Golf Course Advisory Committee; seven members, and the meeting schedule has been established. He praised the improvement in grounds maintenance since he, along with others, had raised concerns at a previous meeting. Paulson also raised the suggestion for CPRD to provide a mechanism for customers to leave tips electronically for food and beverage service at Chehalem Glenn Golf Course pro shop as part of credit card payments. Heidi Smith explained the conflict of tipping with ethical codes which government agencies must adhere to, and Don Clements said we will continue to look into it. There was discussion of cash tips. Praise was given for Casey Creighton's dedication to the course and obviously long hours.
- VI. Action items/committee reports/Board comments
- a. **Motion to approve Resolutions 06-01-22, 06-02-22, 06-03-22, 06-04-22, for 2022-23 Budget.** Motion approved 06-03-22 as amended to correct Debt to pay bond principal to \$735,000; Fund Total to \$1,335,225; and Grand Total to \$13,966,528. Motion also included allowance for any other amendments to the other resolutions should they be necessary.  
**Moved Don Loving**  
**Second Gayle Bizeau**  
**Passed unanimously**
- b. **Motion to approve SDC Resolution 06-05-22 for System Development Charges annual fees adjustment**  
**Moved Gayle Bizeau**  
**Second Don Loving**  
**Passed unanimously**
- c. **Motion granting authorization to Superintendent to sign amendment to existing Intergovernmental Agreement (approx. \$125,000) with Yamhill County Department of Community Justice for landscaping maintenance services.**  
**Moved Don Loving**

**Second            Gayle Bizeau**  
**Passed unanimously**

- d. Motion to approve contract with Rail Engineering (\$22,000) for preliminary engineering/construction plans for the River Road Crossing Improvement Project, to extend the multiuse path through the RR crossing. Road designed to be prepared by Kittelson & Associates.**

**Moved            Don Loving**  
**Second            Gayle Bizeau**  
**Passed unanimously**

- e. Reports and comments from Board members  
Don Loving - Further update on aforementioned Golf Course Committee and its pending formation; Loving will work with Kat Ricker to create description and application for volunteer members and begin publicizing it.  
Gayle Bizeau - Trails committee did not meet last month, so no updates.  
Lisa Rogers - Attended CPRD-sponsored, first-ever Chehalem Valley Vaudeville event; Rogers praised the event and the talent of CPRD staff performers Kat Ricker (who was also co-producer) and golf course employee Greg Hanson.  
Rogers excused herself and left the meeting at 6:45 p.m. as she said that she did not feel well.

**VII. Old business/project updates**

- a. Casey Creighton gave project updates; see packet for report.

**VIII. From the superintendent's desk**

- a. Superintendent's report – Living trust arrangement for property with Mary Brillas is now approaching transition to CPRD ownership.

**Staff reports –**

- a. Kellan Sasken gave golf course activity updates; see packet for report.  
b. Don Loving noted that Heidi Smith took corrective action on the candy bowl updating in her office, as he had noted this in the previous meeting.  
c. Julie Petersen gave recreation activity updates; see packet for report.  
d. Casey Creighton confirmed that the splashpad is now open and will now be open every day the temperature hits a minimum of 70 degrees.  
e. Kat Ricker reported that Chehalem Valley Vaudeville event June 10 and 11 was sold out both nights. This effort was a partnership between CPRD, City of Newberg's Chamber of Commerce, and Chehalem Cultural Center; CPRD was singing and dancing with City of Newberg. Ricker also described the partnership effort with Newberg Public Library on Newberg Passport to the Parks, a summer themed reading project, taking readers into CPRD parks for

stamps on "passports" commemorating their reading of park- and trail-themed books.

- IX.** Correspondence
  - A. Citizen comments/evaluations – None discussed.
  - B. Don Clements mentioned the new Oregon government accounting standards law known as GASB, and said it contained a number of new auditing requirements.
  - C. Ricker invited the Board to attend a Bypass Trail Phase 2 internal working site tour next Wednesday; CPRD and team are preparing to apply for second cycle of ODOT's Community Paths Grant Project slated to open in July.
  - D. Tom Hammer asked when Don Loving had given up basketball; Loving talked about his long park and rec recreational league basketball career. Loving said that he last played at age 59 but had enough after prolonged recovery from partially torn Achilles tendon.
  
- X.** Adjournment – Loving adjourned 7:22 p.m.

Next meeting: July 28, 2022

Respectfully Submitted,

Kat Ricker, Public Information Director