

CHEHALEM PARK AND RECREATION DISTRICT
SPECIAL WORK SESSION
FACILITATED BY MID-WILLAMETTE VALLEY OF COUNCIL OF GOVERNMENTS
MWVCOG EXECUTIVE DIRECTOR SCOTT DADSON
CPRD ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD, NEWBERG, OR 97132
OCTOBER 17, 2023
MINUTES

I. Matt Smith called the meeting to order at 5:30 p.m.

II. Roll Call

Board Members Present:

- Matt Smith
- Jason Fields
- Gayle Bizeau
- Jim McMaster
- Lisa Rogers (arrived late)

CPRD Staff Members Present:

- Don Clements, Superintendent
- Casey Creighton, Assistant Superintendent
- Bryan Stewart, Basic Services Supervisor
- Julie Petersen, Special Services Supervisor
- Richard Cornwell, IT Specialist, operation remotely
- Heidi Smith, Administrative Coordinator (Finance), remote

Others Present:

- Scott Dadson, meeting facilitator

The Board is implementing a flag salute at the start of meetings now

III. Part two of the Board's meeting work sessions begins

- *Matt Smith* introduces Scott Dadson and asks him to give an introduction of where they left off in the last meeting and what they hope to accomplish tonight.
- *Scott Dadson* explains some of the actions the Board took last meeting. First being the affirmation of the Board's mission, vision, and goals. Second being the revision of projects—one section being projects underway, and the other being Board approved, but only with estimated costs. Third being the discussion of top priorities for the Board and taking a look at where the Board members overlap in consistency towards those goals. Dadson's objective is to help the Board members see where they work consistently together so that work can be prioritized for those action items and be relayed to the staff, in order to get those projects done.

- *Dadson* explains that today's session will consist of organizing some of the information they discussed during the last work session to then see what the Board is together on, talk about what their priorities are, and how to rank them.
- *Dadson* has found a top consistency in priority among the Board members for the following:
 - Sports fields and making sure there are enough of them and that they are well maintained
 - Permanent restrooms in parks and reinvesting in parks and improving them—especially at Ewing Young Park and Jaquith Park
 - Progressing on the Sanders Estate project to get it done
 - George Fox University Partnerships and building and maintaining programs of pickleball
- *Dadson* reiterates that he is just organizing what the Board members said with the information given and arranging them into the current lists/categories. The goal for tonight is to prioritize where the Board is at, what they've left out, and then see if the Board agrees with its list, and then take a look at the timeline for projects.

IV. Interactive Exercise: *Dadson* is having the Board do an interactive group exercise where they color code the projects based on how long they want the project to take to get started/finish. Lisa brought up a point that the Board might want projects to get done within a certain timeframe, but outside entities might keep that from happening. *Dadson* stated to refer to the staff who are present if they have questions about the projects.

- **Results:**
 - **1 year category:** Chehalem Cultural Center (one year timeframe to be completed), Renne Field, Bob & Crystal Rilee Park, Sanders Estate
 - **1–3 year category:** Bypass Trail, Crabtree Park part four, restrooms, paddle launch (Lisa Rogers states that we don't have access to the river, which is why CPRD doesn't have a paddle launch), pickleball courts (leaning more towards a longer timeframe),
 - **5 year category:** Trail system bypass, bypass trail after phase one, Chehalem Glenn Golf Course third nine, clubhouse (3–5 year range), 219 campground
- *Casey Creighton* states that he is happy to see restrooms being placed as a priority. Don Clements said there were three restrooms budgeted out for this year (Ewing Young, Renne field, Chehalem Glenn Golf Course)
- *Bryan Stewart* mentioned that the parks are in the repair and replacement budget for this year and updates and repairs are already underway.
- *Jim McMaster* brings up discussion on costs for maintenance and repair and to have the board keep in mind what level they are wanting some of these projects to be completed at, because it can start to get very costly for staff.

V. Dadson reveals themes brought up by the Board:

- Creating a list of partners to the project specifically. The other local governments and committees of the boards that have a relationship with successful completion of those goals. Yamhill County, City of Dundee, City of Newberg, ODOT, School District, George Fox University, and others.
 - Leveraging the district board in meeting with these other elected officials and partners, to secure completion of strategies.
 - Gaining a better understanding of local revenues of the district and the relationships, the grants, partnerships, and the completion of projects.
 - Review and rank the standards of projects
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- *Don Clements* states that setting these priorities is good, but expresses to the Board to please not bypass any opportunities that may pop up.

VI. Dadson finishes up his presentation and lets the Board know he will get all of this information together to distribute to them.

- General discussion of wanting better future communication between the Board and Staff in order to allow the Board to understand day to day workings and insights into project processes, funding, and deadlines.

VII. Adjournment—6:35 p.m.

Respectfully Submitted,
Kayla McElligott, Events Marketing Coordinator

Next regular Board meeting is scheduled for 6 p.m. Thursday, October 26 at CPRD Administration Office.

