

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
June 27, 2024  
**MINUTES**

- I. Matt Smith called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call
  - Board members:  
Matt Smith, President  
Jason Fields, Vice President  
Gayle Bizeau, Secretary/Treasurer  
Jim McMaster  
Lisa Rogers, excused
  
  - CPRD Staff:  
Richard Cornwell, IT Specialist (meeting operator)  
Casey Creighton, Assistant Superintendent  
Julie Petersen, Special Services Supervisor/Recreation Supervisor  
Kat Ricker, Public Information Director  
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor
  
  - Public:  
Don Loving, former Director, CPRD Board of Directors  
Bart Rierson, former Director, CPRD Board of Directors  
Mike McBride, CPRD Honorary Board Member for Life  
Jon Globig  
Eric Kuehne  
Tamra Busch-Johnson, Rilee Park equestrian  
Roger Kuhlman, Golf Course Committee  
Steve Paulson  
Angela Smith
- IV. Changes to agenda – Add Bid to award contract for Chehalem Cultural Center ROW construction under Action Items. Move Board member recognition to top, and before public participation.
- V. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting May 23rd and special meeting/work session June 6th. Jim McMaster asked Julie Petersen to explain what the online software registration is (ActiveNet) and why its cost has increased; Petersen explained that their prices increased, and so

did registration volume. Petersen said that staff is looking at competing registration software providers and also looking in-house to explore whether a product could be created.

- b. Approval of bills payable
- c. Approval of financials

**MOTION TO APPROVE CONSENT AGENDA**

**Moved Jason Fields**  
**Second Gayle Bizeau**  
**Passed unanimously**

- VI.** Recognition and appointment of Don Loving as Honorary Board Member for Life, teammate and friend to the District. Jason Fields read the resolution aloud and said that staff had altered his alma mater, U of O, about this achievement. Don Loving made some remarks. Former Directors Bart Rierson and Mike McBride were in attendance in support.

**MOTION TO APPROVE RESOLUTION 07-01-24, TO RECOGNIZE AND APPOINT DON LOVING AS AN HONORARY BOARD MEMBER FOR LIFE**

**Moved Jason Fields**  
**Second Matt Smith**  
**Passed unanimously**

- VII.** Public participation
  - a. Eric Kuhne, Carlton resident with some of his farm property within CPRD District, is looking to bring in seasonal farm labor housing for six months out of the year and sought relief from SDC fees. Jim McMaster said the protocol would be to contact the Superintendent with a waiver/reduction request and then staff would bring it to the Board at the August meeting; Matt Smith said he could include the Board in such an email to the Superintendent as well.
  - b. Tamra Busch-Johnson, Ladd Hill Road resident and equestrian, thanked Bryan Stewart for leading a group in blackberry trimming on trails. When will the single-track trails be open to horse riders? Stewart said the staff is still looking at which trails will be multiuse and what their design will be, and in the meantime, as we progress with the masterplan, those trails are not safe for horse riders to use, so signs are posted on those for temporary restrictions. Fields challenged this by asking why these would be considered to be safe for bike riders but not horse riders.
  - c. Keena Ramsey, Wilsonville resident who frequently walks her dog on Rilee trails and has helped with volunteer maintenance, described different trails - said trails needs finished near yellow house, but it is 6' wide - and offered to bring equipment and help with maintenance, suggested a sistern for horses and dogs to drink from creek.

- VIII.** Action items/committee reports/Board comments

- a. Casey Creighton reported that a total of four bids were received on the Chehalem Cultural Center Right of Way (ROW) and ADA-compliance sidewalk improvement project; the closing date to apply was (earlier) today. Creighton had included CCC Executive Director Sean Andries in the bids review meeting. Creighton recommended the Board award the job to the lowest bidder, Haworth Inc. of McMinnville. McMaster described several past projects that Haworth has performed with CPRD.

**MOTION TO AWARD BID TO HAWORTH INC. IN AMOUNT OF BID \$118,891, FOR CONSTRUCTION TO MEET CITY CODE REQUIREMENTS AND IMPROVE CITY SIDEWALKS OUTSIDE CHEHALEM CULTURAL CENTER**

**Moved Jim McMaster**  
**Second Matt Smith**  
**Passed unanimously**

- b. Appointment of Chehalem Glenn Golf Course Clubhouse Citizens' Advisory Committee members. Six applicants: Jeff Dillon, Joe Fischer, Robert Kulman, Dennis Lewis, Tom Sheridan, Robert Travers. Matt Smith noted two exceptions for the Board to approve: one, that Dennis Lewis's application had been received after the deadline; and two, that would make the number six instead of five as specified. Jason Fields said he would like to solicit applicants again so that they can appoint one additional applicant, in order to bring the committee to an odd number (seven). After discussion, the Board agreed to open application window again, to close on August 16th and appointment to take place on Aug. 22nd.

**MOTION TO APPOINT citizens Jeff Dillon, Joe Fischer, Robert Kulman, Dennis Lewis, Tom Sheridan, and Robert Travers to the new Chehalem Glenn Golf Course Clubhouse Citizens' Advisory Committee**

**Moved Jason Fields**  
**Second Jim McMaster**  
**Passed unanimously**  
**Board liaisons: Jason Fields and Jim McMaster**

- c. Approval of Resolution 06-01-24 transfer in General Fund. Creighton said this was due to change in pricing and does not affect the overall budget, but evens out where things are off.

**MOTION TO APPROVE RESOLUTION 06-01-24 TRANSFER TO GENERAL FUND**

**Moved Jim McMaster**  
**Second Jason Fields**

**Passed unanimously**

- d. Approval of 2024-25 Budget Resolutions 06-02-24, 06-03-24, 06-04-24, 06-25-24, adopting the budget and appropriations, and levying taxes at rate of \$.9076 per \$1,000, for 2024-25 Budget, with a sum of \$21,018,100.00.

**MOTION TO APPROVE AS SUBMITTED**

**Moved Jim McMaster**

**Second Matt Smith**

**Passed unanimously**

- e. Approval of bids to purchase park and golf mowing and related outdoor maintenance equipment detailed in packet pgs. 116 - 127. Stewart explained that this is included in the budget and gave some details about the equipment and how it would be used. Discussion, public citizen Steve Paulson raised concern that the roller that he wished to be included was not; staff and Board discussed this and provided explanation.

**MOTION TO APPROVE BIDS ON GOLF COURSE EQUIPMENT AND THE TRAILER FOR A TOTAL OF \$311,463.00: GOLF EQUIPMENT, TORO/TURFSTAR; TRACTOR, OBS/KUBOTA; MOWER, STARK STREET; VENTRAC; TRIPLEX, GREENS TEE MOWER, TORO; MOWERS, VENTRAC.**

**Moved Jim McMaster**

**Second Jason Fields**

**Passed unanimously**

- f. Approval of committee request for changes to Committee Rules policy passed Jan. 25, 2024 - Chehalem Heritage Trails Citizens' Advisory Committee Chairman Quentin Comus explained that the committee is requesting modification to CPRD Committee Rules in order to clarify that staff may direct or engage with committee members wishing to volunteer on CPRD projects, without CPRD Board of Directors' approval - specifically, to add the word "staff" in addition to 'board' throughout Section 7, Part B. Comus explained that the intention is to help smooth the process of organizing volunteer work parties for trail maintenance.

**MOTION TO ADOPT CHANGE COMMITTEE RULES DOCUMENT AS REQUESTED, ADDING "STAFF" IN ADDITION TO 'BOARD' IN SECTION 7, PART B.**

**Moved Jim McMaster**

**Second Jason Fields**

**Passed unanimously**

**g. Approval of Public Records Request policy**

Discussion: Kat Ricker said that CPRD's current procedure is reflected in this document for the Board's consideration to adopt a formal policy. Discussion - McMaster recommended edit to replace "district director" with "superintendent" under section: Authorization Required for Removal of Original Records

**MOTION TO ADOPT POLICY WITH EDIT** to replace "district director" with "superintendent" under section: Authorization Required for Removal of Original Records

**Moved Jason Fields**

**Second Matt Smith**

**Passed unanimously**

**h. Reports and comments from Board members**

*Jim McMaster* - McMaster recommended that this Board direct the Superintendent to hire an experienced Planner/Project Manager, to manage capital projects such as the golf course clubhouse, from permitting and land use and work with other government agencies, in order move projects along as fast as he would like to see. He recommended drawing from Contingency Fund in order to offer competitive compensation for such a position. He said that he is concerned that costs related to projects such as Sanders property are rising and will continue to rise; CPRD has many more projects than ever before; and Board is asking staff to "bird dog" other agencies to get projects moving, and also asking staff to get up early and work at the golf course before doing those things (Assistant Superintendent Creighton working in absence of Golf Course Superintendent).

*Matt Smith* - said he agreed with the idea of hiring a Project Manager, and said we are overburdening some staff, in particular Creighton. Priority One needs to be hiring a Golf Course Superintendent, and that may mean offering a higher salary than we have been offering. Also, make sure that we are treating all volunteer groups with the same level of respect. He said it was hard to listen that we have allowed bikes on a trail with pedestrians, but we are not allowing horses with pedestrians on the same trail. Volunteers who are willing to help with maintenance work, should be treated the same as other volunteer groups.

*Jason Fields* - said that he agreed to fill the positions and he is disappointed that we did not include a roller.

Creighton explained why it is better to stick with the roller that staff uses now instead of the one that Steve Paulson is requesting; he explained the difference between them, how they are used and perform, and how much they cost. He said you can smooth things out way better with a vibratory roller than one that goes back and forth. Fields said that Kellan

Sasken had said that greens are not consistent because they are not rolled, which is a big complaint from players. Creighton said that was not what Kellan had said recently. He said there have been changes since the previous Golf Course Superintendent had been there, including the roller not being properly operated, plus many other factors beyond the roller, including sanding, to help with consistency. The Board agreed to wait and see whether there would be improvement.

Gayle Bizeau had a request from a citizen for more portable restrooms at various parks, specifically Tom Gail. McMaster confirmed that there is one at that park and explained the distinction of Neighborhood Parks, which are 5 acres max, designed for local neighborhood use, and so do not have restrooms by design.

**IX. Old business/project updates**

a. Committee updates

1. Pickleball - N/A, did not meet in June

2. Trails - Committee Chairman Quentin Comus gave committee update.

The committee had been on hiatus for lack of a quorum for several months until the June meeting. He said he had walked the trails with Matt Smith and some local equestrians, and discussion takeaway was an urgent need for signage; the committee had recommended a signage package which the Board had postponed until passage of the masterplan. He agreed that there were some trails which are not safe for equestrians at this time. He said the volunteer group is eager to work with equestrians and staff on maintenance. Three recommendations:

1) Direct staff to implement committee-proposed temporary trails managed use parameters at Bob and Crystal Rilee Park, 2) temporarily restore bike access to Bob and Crystal Rilee Park while a location is found for bikes, 3) direct staff to identify, acquire, plan, and/or develop a cycling trails system according to committee's criteria, with some adjustments, which are detailed in packet documentation.

Smith said his thoughts are that CPRD's Hwy. 219 property would meet this criteria for mountain biking, and suggested that the Board direct staff to explore what the options are for accessing CPRD's Hwy. 219 property, since building a campground there could be 10 - 15 years away. Discussion.

McMaster said that such access from 219 would probably cost \$1 million, but it behooves his Board to look and find a property, because mountain biking is a growing sport and we need to do more. He reminded the Board that he was against leaving the Rilee property.

Fields suggested the idea of having staff talk with residents on Wilsonville Road to see if there would be any possibility of access from that road instead of 219. Discussion.

Smith reiterated having Superintendent look at locating hiking and possibly biking trails on this property which volunteers could help with, so that this

great property could be used by the public now, since future campground development could be years away.

- X.** From the superintendent's desk
  - a. Superintendent's report - Don Clements was excused from this meeting while on vacation. Casey Creighton and Kat Ricker spoke in his place.
  - b. The Board appointed Jason Fields and Jim McMaster as (two) Board liaisons to the new Golf Course Clubhouse Committee.
  - c. Newberg Old Fashioned Festival Grand Parade on July 27 - Board members confirmed that they will plan to drive golf carts in the parade - Jim McMaster, Matt Smith, Jason Fields, Gayle Bizeau.
  - d. Creighton read highlights from Superintendent report and said it was financially a successful year overall.
  - e. Jason Fields and Matt Smith praised Bryan Stewart's landscaping making the parks and golf course beautiful.
  - f. Staff reports – Brief staff updates were given; see packet for detailed activity reports.
  
- XI.** Correspondence
  - A. Citizen comments/evaluations – N/A
  
- XII.** Adjourned 7:47 p.m.

Next meeting:

Respectfully Submitted,

Kat Ricker, Public Information Director