

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
Aug. 22, 2024
MINUTES

- I. Matt Smith called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
Smith led a moment of silence for Russ Sheehan, a parks staff member who passed on Aug. 16th.
- III. Roll Call
Board members:
Matt Smith, President
Jason Fields, Vice President
Gayle Bizeau, Secretary/Treasurer
Jim McMaster
Lisa Rogers - attended remotely

CPRD Staff:
Don Clements, Superintendent
Richard Cornwell, IT Specialist (meeting operator)
Casey Creighton, Assistant Superintendent
Kat Ricker, Public Information Director
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public:
James Booker, Sherwood resident using Rilee trails
Ryann Reinhofer
Brian Bowman, Rilee MTB
Lauren Pfiefer
Keena Ramsey
Tamra Busch-Johnson
Bob Freshman
David Heddy
Jon Globig
Nick Konnen, pickleball committee
Angela Smith
- IV. Approval of or changes to agenda –
- V. Approval of consent agenda
 - a. Approve minutes of regular Board meeting June 26, 2024
 - b. Approval of bills payable

- c. Approval of financials

MOTION TO APPROVE CONSENT AGENDA

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

- VI. Public participation and potential Board action
 - a. James (Jim) Booker spoke about the trails at Bob and Crystal Rilee Park, and said that the trail conditions are deteriorating and asked the walking use, which he emphasized is the most dominant use of trails, be given attention.
 - b. David Heddy said that he had moved to town in part for access to recreation, specifically the mountain bicycling trails at Bob and Crystal Rilee Park, and he probably would not have had he known that cycling would have been banned, and it has been disheartening and disengaging. He requested the Board reopen the trails to cycling before finalizing the plan.
 - c. Bob Freshman, who lives near Bob and Crystal Rilee Park, said the trails that are there would not be there were it not for Russ Sheehan, and he asked to name one of the trails after Russ, and/or have a park bench with his name. He asked whether progress had been made on trail signage and offered to help.
 - d. Keena Ramsey, a Wilsonville resident who rides her horse on Bob and Crystal Rilee Park trails, described a proposed Cycle Yamhill County biking facility near Carlton. She said she had not seen any deterioration of the trails. Public discussion from cyclists at the meeting followed; comments were that this was not a sure thing, and it would still be too far away to be used on much of a regular basis.

- VII. Action items/committee reports/Board comments
 - a. Superintendent retirement and discussion on search for new Superintendent - Matt Smith announced that Superintendent Don Clements had set his retirement date for June 30, 2025. Clements suggested using SDAO for the hiring search. Lisa Rogers thanked Clements for his contributions and said he agreed with using SDAO. Jason Fields urged haste in beginning search so that Don could be part of it, and said he would like someone local, who knows the community. Jim McMaster said he would like someone who has degrees in parks and recreation or public administration degree, no matter where they come from. McMaster referenced sample job descriptions that he had provided to the Board and favored SDAO as well, with the first meeting with SDAO on this to be public for transparency. Board agreed to schedule this meeting in middle of September. Gayle Bizeau said she would like to cast net as wide as possible. Smith commended Clements for leaving District on good financial standing and many projects, to make it attractive to applicants. Clements said this was where his family wanted to be, and he

said the expansion has been done reasonably with taxpayers in mind, and we are way in front of park and rec agencies in Oregon and the nation.

MOTION to hire SDAO for Superintendent search and direct staff to work with staff to get a work session scheduled.

Moved Lisa Rogers

Second Jim McMaster

Passed unanimously

- b. Potential new position: Project Planner - Jim McMaster urged the Board approve creation of a new position for managing projects, and provided a written proposal explaining his reasoning, in order to move projects such as Sander Estate along faster. Clements said he would not recommend hiring this position, because by the time a hire would be made and onboarding/training complete, things would be even farther behind, and it would put more workload on staff. Discussion followed.

MOTION to direct Superintendent to research and develop a plan for the hiring of a Parks Project Manager position

Moved Jim McMaster

Second Matt Smith

Passed 4 to 1

Aye Smith, Fields, McMaster, Rogers

No Bizeau

- c. SDAO (Special Districts Association of Oregon) online training for Board of Directors regarding public meetings law - Jim McMaster suggested that all Board members complete this training offering, and noted that this would make CPRD eligible for a two-percent credit on insurance. Clements said that staff will contact SDAO on this to get it set up for the Board to do.

- d. Adoption of proposed masterplan for Bob and Crystal Rilee Park

MOTION to adopt proposed masterplan for Bob and Crystal Rilee Park

Moved Matt Smith

Second Jason Fields

Passed 3 - 2

Aye Smith, Fields, Bizeau

Nay McMaster, Rogers

- e. Ewing Young Park proposed bridge options as submitted in the packet by CPRD legal counsel - Rogers said she would rather not vote unless she has the opportunity to ask attorney Steve Elzinga questions. Clements said

he will have Elzinga attend the September meeting. The Board agreed to table to September.

- f. Chehalem Heritage Trails Citizens' Advisory Committee discussion as terms expire. Discussion on whether to renew it. Fields, Rogers, and McMaster all strongly supported keeping the committee and praised the work of the last committee.

MOTION to continue Chehalem Heritage Trails Citizen Advisory Committee and advertise for applications for five District citizen members and two members from outside the District.

Moved Jason Fields

Second Lisa Rogers

Passed unanimously

- g. Additional applicants to Chehalem Glenn Golf Clubhouse Development Citizens' Advisory Committee after extended deadline: Marc Belsher, Tony Roos, Brandon Casey - Discussion on whether to appoint one or all applicants. Board agreed to limit the number of people on committees in order for the committee to be effective. Rogers urged consistency through all committees.

MOTION to appoint one additional member: Tony Roos

Moved Matt Smith

Second Jim McMaster

Passed 4 - 1

Aye Smith, Fields, McMaster, Bizeau

No Rogers

- h. Contract for construction of pickleball courts and resurfacing of tennis courts at Jaquith Park. Bizeau clarified that horseshoe pits would remain.

MOTION authorizing Superintendent to sign contract with NV5 pickleball courts and resurfacing of tennis courts at Jaquith Park

Moved Lisa Rogers

Second Matt Smith

Passed unanimously

- i. Reports and comments from Board members
Jim McMaster - Parking lot stripes look great.
Jason Fields - Looking forward to his first use of the golf course at tournament next week.
Matt Smith - Commended improvement of driveway/parking lot where trailers park at Bob and Crystal Rilee Park that Russ did, portable

restroom placement, and reopening of one trail.

Gayle Bizeau - Brought feedback from mothers who bring children to pool who are charged to be there was high. Discussion on rule that children must have adult accompaniment. Smith asked staff to look into rule and come back to Board to discuss.

Lisa Rogers, liaison to the CCC Board, extended the invitation to Board members to attend the grand opening of LaJoie Theater in Chehalem Cultural Center on Sept. 6th. Kat Ricker handed out their individual invitations.

VIII. Old business/project updates

a. Committee updates

1. Pickleball - Nick Konnen gave updates from meeting and thanked the Board for the progress, said the committee is excited.
2. Trails - None
3. Golf course clubhouse - McMaster gave updates.

IX. From the superintendent's desk

- a. Superintendent's report - Spoke about Russ Sheehan and that he believed that he was on the job when he died. Clements told the story of what had happened. He said Russ was probably the premiere trail builder in the state and would be missed. As for Clements's retirement, he said that while he intends to retire on his announced date, he was willing to remain with the District as long as it might take the Board to find a replacement.

At Smith's cue, Clements announced that ORPA has selected the Renne Park Project for awarding CPRD's requested \$1 million for Local Government Grant Program.

- b. Staff reports – Brief staff updates were given; see packet for detailed activity reports.

X. Correspondence

- A. Citizen comments/evaluations – N/A
- B. Miscellaneous information - Clements brought up the letter from City of Dundee, pg. 115, asking for comment regarding mushrooms. Smith said no.

XI. Adjourned 7:56 p.m.

Next meeting: 6 p.m. Thursday, Sept. 26, 2024

Respectfully Submitted,
Kat Ricker, Public Information Director