

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
October 24, 2024  
**MINUTES**

- I. Matt Smith called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call
  - Board members present:  
Matt Smith, President  
Jim McMaster  
Lisa Rogers
  
  - Absent:  
Jason Fields, Vice President (absent)  
Gayle Bizeau, Secretary/Treasurer (absent)
  
  - CPRD Staff:  
Casey Creighton, Assistant Superintendent  
Julie Petersen, Special Services Supervisor/Recreation Supervisor  
Richard Cornwell, IT Specialist (meeting operator)
  
  - Public:  
*Brandon Slyter*, Friends Park resident  
*Julie Terry*, Friends Park Resident
- IV. Changes to agenda – None
- V. Approval of consent agenda
  - a. Approval of 2024 meeting minutes of Work Session September 19, Regular Board meeting September 26, 2024 and Special Meeting Oct. 1  
Lisa: October 1 meeting minutes, page 14, amend to include Jim McMaster to list of superintendent search committee members.  
Jim McMaster is taking a hard look at finances/budgets now that superintendent position is open. Casey Creighton will keep a fiscal eye on department 450 (Basic Service), due to last year's overage in personnel expense.  
**Moved Matt Smith**  
**Second Lisa Rogers**
  - b. Approval of bills payable

- c. Approval of financials  
MOTION TO APPROVE CONSENT AGENDA W/ CHANGED ABOVE  
**Moved Matt Smith**  
**Second Lisa Rogers**  
**Passed unanimously**

VI. Public participation

- a. *Brandon Slyter*, Friends Park resident

*Julie Terry*, Friends Park Resident

Neighbors shared community concerns regarding Friends Park, including destruction of trees, a fire, and lack of information/transparency coming from the owner of property. Recent filing in Yamhill County (filing L2124), which states some of the creek land will be returned back to city but could include surrendering some park land back to owner of tax lot. Land is on western side of park/possibly trees. Where is the line? Concerns include increased traffic, destruction to wildlife/plant life. Rumors/facts about Kennedy Road to Wynooski, which is causing alarm. Developer may have overstepped boundaries. Lots of trucks, rocks all over the neighborhood, endangered kids. Community feels developer is overlooking neighbors. Hoping city/CPRD can have a seat at the table during discussions, helpful if city would communicate information. Brandon has filed an appeal with county over tax lot change. Casey said he's not aware of any changes, heard developer buried storm/sewer lines. Developer would like an easement/future road, developer trying to get city utilities to a county line. Property is in the county, city has an easement for the sewer line going down the middle of canyon. Developer has easement to his property through housing development/Friends Park off of Kennedy. Up to the city, Casey has had discussion with Clay, not sure how city is planning to proceed. Developer would like our land for an easement to access driveway to proposed (developer) lots. Nothing has been signed by CPRD Board regarding easement. Casey can provide Board with maps/drawings so Board can look at it again. How many acres are we trading? Don Clements suggested 5,000 square feet; developer requested Trading 5K feet for 3 acres. Developer requested 20 foot-wide access, Casey suggested 15 so it wouldn't eliminate trees on the side of park. Casey suggested running pathways from the park down into stream corridor. City has storm inspection caverns down there. What is city's role in this matter? Casey isn't sure, he will find out. Add to future agenda (maybe December, CPRD Board hasn't made any decisions on this issue). Good that neighbors have identified issues, we (CPRD) need to find out where the lines are on the ground. Is 5K in the city? Yes, property is in the city of Newberg, everything outside of Friends Parks is in the county (west side

is county property). Bryan Stewart brought it up that he was concerned (trees/barriers). Pat Darby sold to this develop, property should've been surveyed in the beginning.

*Julie Terry*, lives on corner of Kennedy Drive (easement goes through her property); developer is using the easement to bring in filler and parking trucks in gravel parking lot to bring in their supplies as well. County said developer can add filler. Julie is concerned about losing the protection of the trees for safety reasons. Brandon did file an appeal with County for discussion and transparency.

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

a. Discussion of superintendent search

Matt and Jim on the search committee, they are working and meeting with SDAO rep Bob Keefer. Finalized a draft version of job description and starting salary and amended the search schedule. Looking to whittle list to five applicants, hoping for end of February superintendent hire.

**Motion to accept job description and starting salary for Superintendent, as set by subcommittee.**

**Moved Jim McMaster**

**Second Lisa Rogers**

**Passed unanimously**

b. Update on temporary Park and Project Planner hire

Grants are coming due (and limited staff) so hire of planner is important for projects. October 1, SDAO suggested hiring planner on contract (instead of salaried employee) and Board agreed. The thought is the new superintendent may also want to hire their own project manager in the future. Bridge/Sanders property top priority due to grants, pickleball will also be worked on soon. Met with Gary Barth, administrator for Clackamas County (N Clackamas Park District). If CPRD Board approves today, Casey can meet and offer contract to Gary Barth Consulting. Casey and Garth will potentially meet on Monday. CPRD Board would like a detailed report from him at December meeting, if possible.

**Motion to approve contract from Gary Barth Consulting for Park and Project Planner**

**Moved Jim McMaster**

**Second Matt Smith**

**Passed unanimously**

c. Legal counsel review of proposed contract with Crestview Crossing for Spring Meadow Park “to provide for the construction and perpetual maintenance of a new private access easement and improvements . . . for adequate circulation of emergency vehicles and pedestrians.” Jesse from Crestview Crossing asked for questions from the CPRD Board. Jim

asked if sidewalk could be approved by the city for ADA access, Jess stated it had already been approved. Jim wondered if sidewalk could be brought closer so tree well wasn't an issue, Jesse stated they could snug that up a little tighter but they wanted to be more efficient with the walkway. He said there are some areas where it has to be separated. Crestview Crossing will take care of the structural integrity.

The Board agreed to accept recommendations of legal counsel on the proposed contract; staff will sign the paperwork and have it notarized; Crestview Crossing will also sign and have it notarized and paperwork recorded, and Jesse will pick up the paperwork from CPRD.

- d. Jim's comments about staff and committees working together. Compile a booklet with past information, Quentin Comus did a great job of putting information together. Casey will put together this together prior to Tuesday's meeting.
- e. Board liaison appointments to Chehalem Heritage Trails Citizens' Advisory Committee - After discussion, Matt Smith and Jason Fields were appointed to committee as board liaisons.
- f. Appointments of applicants and liaisons to the Pickleball Citizens' Advisory Committee

Jim McMaster and Lisa Rogers were appointed to Pickleball committee as board liaisons. Four applicants have applied for the committee, we are in need of five. Jim McMaster indicated he knows of another that turned in his application, may have emailed Kat Ricker. We will leave this committee open for another 30 days to gather additional applicants. Lance Trantham, Linda Sandberg, Sheryl Greiner and Nick Konen were appointed to committee (hoping for three additional members).

**Motion to appoint the four applicants to the pickleball committee.**

**Moved Lisa Rogers**

**Second Matt Smith**

**Passed unanimously**

Jim commented about the importance of staff and committees working together. Casey will put together an informational booklet from previous Trails Committee to pass on to the new committee. Quentin Comus and his group did a great job of putting information together. Casey will put this together prior to Tuesday, October 29, 2024 meeting.

- g. Board meeting schedule for November and December - We will stick with the typical holiday schedule. Next CPRD Board meeting will take place December 5, 2024.
- h. Board comments  
Matt Smith: N/A  
Jason Fields (absent)  
Gayle Bizeau (absent)

Jim McMaster: Would like to thank the group that put up interpretive signs of foreign fauna at Ewing Young Park.

Lisa Rogers: Brought back great pictures from Portugal of parks

- VIII.** Old business/project updates
  - a. Updates from Citizen Advisory Committees
    - 1. Pickleball – none
    - 2. Chehalem Heritage Trails – none
    - 3. Golf Course Committee – next work session will be November 11. Julie Petersen verified the amount in Chehalem Glenn Golf Course Clubhouse account: \$154,000 per Amber Hill.
  - b. Project updates
    - City of Dundee (Sanders Project) next on list for Casey. Jim is encouraged that Gary is coming on board to get it done for city of Dundee and be shovel ready this spring. Received the 1200 C permit.
  
- IX.** From the superintendent's desk
  - a. Superintendent's report – Discussion/no discussion
  - b. Staff reports – Brief staff updates were given; see packet for detailed activity reports.
    - Julie – Casey and Julie are meeting with Dr. Dave Parker on Wednesday, October 30, at 11 am to discuss Renne project. Jim will be out of town, Matt Smith will attend as well.
  
- X.** Correspondence
  - A. Citizen comments/evaluations - None
  
- XI.** Adjourned 6:56 p.m.

Next meeting: December 5, 2024

Respectfully Submitted,

Julie Petersen, Special Services/Recreation Supervisor  
together with Kat Ricker, Public Information Director