

CHEHALEM PARK AND RECREATION DISTRICT
SPECIAL MEETING

CPRD Administration Office
125 S. Elliott Road
October 1, 2024

MINUTES

I. Matt Smith called the meeting to order 5:00 p.m.

II. Pledge of Allegiance

III. Roll Call

Board members:

Matt Smith, President

Jason Fields, Vice President

Jim McMaster

Lisa Rogers

Don Loving, Board Member for Life

Not present: Gayle Bizeau - Excused

CPRD Staff:

Richard Cornwell, IT Specialist (meeting operator)

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kat Ricker, Public Information Director

Bryan Stewart, Basic Services Supervisory/Parks and Facilities Supervisor

*Plus Bob Keefer, Special Districts Association of Oregon (SDAO)

Public:

Bob Travers, Golf Course Clubhouse Citizens' Advisory Committee

Roger Kuhlman, Golf Course Clubhouse Citizens' Advisory Committee

IV. Public comment: Bob Travers read a statement from the committee, requesting that staff liaison be changed from Casey Creighton to Kellan Sasken. Matt Smith said that request will be forwarded to staff.

V. Bob Keefer led discussion of SDAO-led hiring search for a new superintendent.

The Board invited Don Loving to join them in front, and Loving sat in his previous place with the Board. Loving explained that he had been present during the search for a superintendent in the 1980s, as a newspaper reporter who covered the search in executive sessions, and so this was coming full circle for him, and he could offer much historical context from that and his 32 years on the Board.

Highlights: Review of draft timeline; discuss consensus that it seemed overly ambitious to adhere to. Board must determine whether it will give authority to a search committee. Don

Loving recommended no more than two Board members be on it. Jason Fields suggested that Loving be on it since he was present during last superintendent hiring process in 1984. Jim McMaster raised desire to involve additional persons from the park and rec field; Keefer described option of citizen stakeholder and staff committee which does a series of interviews through a pool.

MOTION Appoint Matt Smith, Jim McMaster, and Don Loving to Superintendent Search Committee.

Moved Jason Fields

Second Lisa Rogers

Passed unanimously

Board agreed to schedule the "optional" virtual meeting for Keefer to meet with staff to gather input. Job description: Keefer will have SDAO staff provide some examples. Keefer asked what key attributes the Board members are looking for.

Smith: Communication, interpersonal skills, ability to budget, personality trait to fit this District/locally

Fields: Visionary, thinking long term, budgeting skills (having a plan in place and not seeking to hire a budget officer), someone who already lives in this community and knows it.

McMaster: Good staff relationships, good public relation skills, someone who understands budgets and knows how to delegate

Rogers: Budgeting understanding and application, ability to interact with people of different backgrounds and needs, can easily talk to a variety of groups, and emphasis on interacting with staff in a positive way, knowledgeable about park and rec field.

Keefer clarification: Acumen for finance, how a business plan might work to support what you're doing. Someone who has not changed jobs every two years, has shown commitment to community and invested in community.

Discussion highlights: these attributes, CPRD projects, 20-year plan, modernization of processes such as human resources and staff operations, desire to retain current budget processes that work, and balance with increase of staff necessary for upcoming projects and expiring maintenance and staffing levels, and compensation to retain staff, growth while maintaining quality of amenities and facilities today.

McMaster stressed that the new person would have to consider a tax levy at some point, and Keefer recommended surveying community to assess needs and desires first.

Salary and compensation discussion - Board agreed that former superintendent at \$121,000 was working on "the cheap," and they would want to offer more in order to attract a quality person.

Keefer will work with Kat Ricker to schedule virtual meeting with staff.

VI. Discussion of hiring search for new Park Projects Planner - Discussion of draft job description provided by Jim McMaster. Keefer recommended that this position be hired by new superintendent and asked whether a temporary Consulting Contractor might be hired--someone local and qualified--on a contract basis, until the superintendent is hired, and then that person could recruit for a permanent planner. McMaster said there is the Assistant Superintendent who can work on this: the Board agreed that Casey Creighton is currently overworked, and yet this position is urgently needed in order to provide him some relief.

Discussion - Board asked for staff input: Bryan Stewart supported contractor position. Julie Petersen supported posting job description and hiring for planner instead of a contractor. Kat Ricker supported identifying two to three top projects with urgent timeline needs to adhere to grant requirements, and meanwhile, immediately post and begin recruitment for planner position with an open-ended timeline for all projects.

Discussion - McMaster asked for Keefer's referral/recommendation for a lead on a contractor, but Board agreed it would have to examine the budgeting for this.

Don Loving offered sports analogy that a team always hires the Sports Manager first and then everyone else.

Matt Smith recommended going with Ricker's suggestion - posting job description immediately and move forward with hiring a contractor. McMaster volunteered to work on this to get it moving.

Board agreed to work with the job description of Park and Projects Planner as submitted by Jim McMaster.

MOTION to authorize staff to move forward with Project Planning contact outstanding to projects existing, and appointing Jim McMaster as liaison to work with staff to develop criteria.

Moved Matt Smith
Second Jim McMaster
Passed unanimously

VII. Adjournment 6:31 p.m.

Next meeting: 6 p.m. Thursday, Oct. 24, 2024

Respectfully Submitted,
Kat Ricker, Public Information Director