

**CHEHALEM PARK AND RECREATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD  
NEWBERG, OREGON  
JANUARY 24, 2019  
6:00 P.M.  
AGENDA**

- I. Call To Order**
  - II. Roll Call**
  - III. Approval of or Additions to the Agenda**
  - IV. Approval of Consent Agenda**
    - A. Approval Minutes Regular Board Meeting November 23, 2018 and Special Meeting Bob Crystal Rilee Park Committee January 8, 2019.
    - B. Approval of Bills Payable
    - C. Approval of December Financials
    - D. Approval of Contract with RLSM (Robert Lloyd Sheet Metal, Inc)
  - V. Public Participation**
    - A. Bruce Snyder
    - B. Others not on Agenda
  - VI. Action Items/Committee Reports/Board Comments**
    - A. Approval of Contract for janitorial services
    - B. Cultural Center Development Update
    - C. Board of Directors Election and Budget Committee
    - D. Discussion of Fees at Pool
    - E. Discussion of Rilee Park Committee Special Meeting
    - F. Discussion of Feasibility Study for golf course and campground
    - G. Discussion of Sander Estate Park and meeting with Dundee on Feb 7, 2019
    - H. Reports and Comments from Board Members
  - VII. Old Business**
    - A. Updates on Projects
  - VIII. From the Superintendent's Desk**
    - A. Financial Report and Questions
    - B. Superintendent's Report
    - C. Staff Reports
  - IX. Correspondence**
    - A. Citizens' Comments/Evaluations
    - B. Miscellaneous Info
  - X. Adjournment**
- Next meeting is February 28, 2019.

To: Board of Directors  
From: Superintendent  
Date: January 22, 2019  
Re: Background information for January 24, 2019 Board Meeting  
Number corresponds to Agenda Item

- II. **ROLL CALL** – We need 3 present for the meeting. Please call if you cannot attend. PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE. .

**Please see page 4 for index for page numbers**

- III. **APPROVAL OR ADDITIONS TO AGENDA** – If you wish additions please give me a call.

IV. **APPROVAL OF CONSENT AGENDA**

- A. Approval of Board Meeting Minutes – Please see pages (5-14) for Regular Meeting Minutes of on November 22, 2018 and Special meeting on Rilee Park January 8, 2019.  
**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for November 22, 2018 and Special meeting Rilee Park January 8, 2019
- B. Approval of Bills Payable-Bills Payable summary is on page (15-16) for review. I will have copies of all the bills payable for review at the meeting or you may call me for copy.  
**RECOMMENDATION:** Approval of Bills Payable totaling \$739,165.60 General Fund, \$2,570,449.65 Capital Pool Construction and Loan Fund, \$43,136.85 SDC Fund, \$71,611.75 Foundation.
- C. Approval of December Financial – Copies of the Financials will be at the meeting to review. Please call me for a copy if needed. A summary is available on page (17) for review.  
**RECOMMENDATION:** Approve December Financials.
- D. Approval of RMSL Contract – Please see page (18-23).  
**RECOMMENDATION:** Approve contract with RMSL

V. **PUBLIC PARTICIPATION**

- A. Bruce Snyder – Requested to be on agenda for over 50 basketball.  
B. Others not on agenda – We have no other request at this time.

VI. **ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS.**

- A. Approval of Contract for janitorial services – Please see page (24-29). Casey will be at meeting to discuss.  
**RECOMMENDATION:** Approve contract
- B. Culture Center Development – Will give update at the meeting
- C. Board of Directors Election and Budget Committee – Please see page (30A-31)  
**RECOMMENDATION:** To approve budget committee for 2019-2020 budget,
- D. Discussion of Fees at pool – Please see page (32-36). Tara will be at meeting to discuss.
- E. Discussion of Rilee Park Committee Special Meeting – Would recommend the committee be released and those that wish remain to help select the consultant group for the Master Plan.
- F. Discussion of Feasibility Study for additional nine holes at golf course and campground development at property on Hwy 219. Please see page (37-44).  
**RECOMMENDATION:** Do a RFP
- G. Discussion of Sander Estate park and meeting with Dundee – Please see page (45-72).
- H. Reports/Comments from Board Members – Given at meeting.

VII. OLD BUSINESS

- A. Update on Projects – Will discuss at meeting. Staff will be present to answer questions.  
Projects to discuss: Status of paddle launch, Trail Development. Status of Pool and landfill.

VIII. FROM THE SUPERINTENDENTS DESK

- A. Financial Report and Questions. The projected ending balance was higher for 2017-18 than 2016-17 in the general fund. We did not have to borrow for the 2017-18 or 2018-19 Budget. The debt will be for the golf course, property on the river, fitness center and pool bond. We are allowed about \$92,400,000.00 in debt. Currently we have about \$35,260,787.00. SDC Beginning balance is lower and revenue is up. Revenue is up in SDC because we raised the fee.

	<u>GENERAL FUND SUMMARY</u>		
DESCRIPTION	AS OF 12/31/17-18	AS OF 12/31/18-19	DIFFERENCE
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,962,535.60</b>	<b>\$ 3,047,088.81</b>	<b>\$ 84,553.21</b>
TOTAL OPERATION EX.	\$ 2,300,097.27	\$ 2,654,678.01	\$ 354,580.74
TOTAL CAP/AQ/DEV/TRS	\$ 662,438.33	\$ 392,410.80	<\$ 270,027.53>
<b>TOTAL REVENUE</b>	<b>\$ 5,525,876.28</b>	<b>\$ 6,206,615.59</b>	<b>\$ 680,739.31</b>
TOTAL TAXES	\$ 2,627,896.13	\$ 2,802,522.27	\$ 174,626.14
TOTAL FEES & CHARGES	\$ 1,556,885.33	\$ 1,688,979.02	\$ 132,093.69
TOTAL OTHER REVENUE	\$ 28,955.84	\$ 315,114.30	\$ 286,158.46
BEGINNING BALANCE	\$ 1,312,138.98	\$ 1,400,000.00	\$ 87,861.02
<b><u>BALANCE</u></b>	<b><u>\$ 2,563,340.68</u></b>	<b><u>\$ 3,159,526.78</u></b>	<b><u>\$ 596,186.10</u></b>

	<u>SDC FUND SUMMARY</u>		
DESCRIPTION	AS OF 12/31/17-18	AS OF 12/31/18-19	DIFFERENCE
BEGINNING BALANCE	\$ 347,665.46	\$ 1,307,504.20	\$ 959,838.74
INTEREST	\$ 1.39	\$ 65.22	\$ 63.83
CITY OF NEWBERG	\$ 145,973.94	\$ 471,065.11	\$ 325,091.17
CITY OF DUNDEE	\$ 7,906.64	\$ 0.00	<\$ 7,906.64>
COUNTY OF YAMHILL	\$ 43,970.25	\$ 45,034.29	\$ 1,064.04
<b>TOTAL REVENUE</b>	<b>\$ 545,417.68</b>	<b>\$ 1,823,668.82</b>	<b>\$ 1,278,251.14</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 3,231.75</b>	<b>\$ 2,675.39</b>	<b>&lt;\$ 556.36&gt;</b>
<b><u>BALANCE</u></b>	<b><u>\$ 542,185.93</u></b>	<b><u>\$ 1,820,993.43</u></b>	<b><u>\$ 1,278,807.50</u></b>

Please note the operational cost is up about \$354,580.74. The operational revenue is up about \$592,878.29. If trend continues our ending balance may increase in General Fund.

- B. Superintendent Report – To be given at meeting.
- C. Staff Reports – Please see pages (73-74)

IX. CORRESPONDENCE

- A. Citizens Comments/Evaluations – Please see page (75-81).
- B. Miscellaneous Information – Please see page (82-88)

X. ADJOURNMENT.

**FEBRUARY 28, 2019 IS OUR NEXT SCHEDULED BOARD MEETING.**

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CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
November 29, 2018  
**MINUTES**

I. Peter Siderius called the meeting to order 6:00 p.m.

II. Roll Call

Board members:

Peter Siderius

Don Loving

Lisa Rogers

Excused:

Bart Rierson

Mike Ragsdale

CPRD Staff:

Don Clements, Superintendent

Jim McMaster, Park and Facilities Supervisor

Casey Creighton, Basic Services Supervisor

Julie Petersen, Special Services Supervisor

Kellan Sasken, Special Services/Golf Director

Public:

Angie Best

Rob Lewis

Pam Peebles

James Atkins, HBA Portland

Fred Robinson

Bret and Regina Shapiro

Mary Starrett, Yamhill County Commissioner

Robin Vachten

III. Approval of or changes to agenda – Don Loving added Resolution 11-29 to Action Items.

Moved Lisa Rogers

Second Pete Siderius

Passed unanimously

IV. Approval of consent agenda

- a. Approval of minutes of regular Board meeting Oct. 25, 2018 and Joint Work Session with City of Newberg Nov. 13, 2018
- b. Approval of bills payable
- c. Approval of October financials
  - Moved           Pete Siderius
  - Second         Lisa Rogers
  - Passed unanimously

**V. Public participation**

- a. Jim McMaster presented the request from Newberg Rotary Clubs that CPRD become a Rotary Peacebuilder Club Peace Partner. McMaster offered to pay the \$5.00 fee. The Board agreed to approve this. No vote taken.
- b. Others not on agenda – Fred Robinson, corrected in October minutes that he has lived in Newberg since 1985. He reiterated his information in the October minutes, and added comments urging planning and maintenance, and also urged the Board to approve the proposed scheduled increase for SDC rates.

Mary Starrett asked whether the subject of accepting redacted emails would be discussed tonight as she wished to address that. The Board moved it up from Miscellaneous to now. Don Loving reviewed the request. Starrett said one email included information addressed to her and it was confidential. She said she has received comments not just by email, but also over the phone and in person. One person had been concerned about CPRD in general but also included other information; she contacted the person and asked if the person was aware that this was a public email, and the person said no, she did not want the email shared. Therefore, Starrett asked if the Board would take that into consideration.

Starrett spoke about the SDC rate increase, opposing it.

Loving asked how many emails she had received. Starrett said not a lot, but there had been a lot of calls and discussion. Loving said this is a public record. Starrett asked whether the Board would accept it with information redacted with names and phone numbers. Siderius said that Starrett knew that the email was public record, yet she had brought it into discussion. Lisa Rogers said if people are having issues with us, why aren't they emailing us? Rogers said hearing this third hand makes it difficult to take into consideration, and would hope that Starrett would encourage someone coming to her to go to the Board. Loving asked whether the redacted sections would impede understanding of the issue; Starrett said no; it is quite personal. Discussion continued; Starrett said the woman who emailed her was thinking of building apartments and cited a figure that she would have to increase rent in the advent of the

SDC increase as reported in the Newberg Graphic. Rogers challenged the idea that the SDC increase is the problem with affordable housing. Pam Peebles said she was present about Bob and Crystal Rilee Park; she wished to talk about the need for a park. Loving directed her to address committee member Regina Shapiro, who was sitting behind her; she did, and Shapiro urged her to attend a committee meeting for this discussion. Shapiro then addressed the issue of SDCs and requested waiver eligibility be added to language she read in a county document (She wants to add onto her house); Clements explained the waiver practices of CPRD, but informed her the focus of tonight was about ADU costs, and explained that. Clements said he will contact the county to read that document, but explained that additions are not charged as SDCs, but ADUs are. The Board has not addressed that at this point, he said. Shapiro saw \$20 million had been allocated to Rilee Park, and wanted an explanation of that money. Clements said when the masterplan is adopted, the Board will have a clearer idea of what the specific costs will be, but he expects it is a reasonable starting point.

Siderius asked Starrett what she would recommend as options for building new parks, because SDCs are the only option for CPRD for this. He reviewed spending and major projects and the budget structure. Starrett talked about "empire building in the parks world," but lack of maintenance, and asked when do you stop. Siderius said we have done two land acquisitions – 1) ODOT wetland mitigation project property off Hwy 219 property ten years ago, and 2) Rilee park property on Parrett Mt. for an incredibly low price, and CPRD would have been remiss not to take that offer. Siderius said he does not think affordable housing is driven at all by what we charge for SDCs. CPRD waives fees for truly affordable housing, he said, so he does not agree with her arguments. Also, the Board is not receiving the pushback she is describing. McMaster talked about the public meeting held last night on the development of Friends Park, and that he explained the funding – not only from SDCs, but also grants, donations, and CPRD money – and they said great, glad to know this. He cited other projects, which benefit the public, that are similarly funded only in part by SDCs. Clements said CPRD was supporting social agencies which work with affordable housing long before the county and city became involved in that endeavor, and he takes offense when someone says that CPRD has not done its part in affordable housing, because it is not true, and the facts are there. The Board took the lowest SDC rate increase option, even though Clements recommended a higher one, in order not to make a burden; yet it is being viewed as a huge increase. But CPRD did not increase it for years. James Adkins, HBA Board said he appreciated the Board approving the lower SDC rate; he referred to his letter, submitted for this meeting, challenging the ENR index rate for Seattle. Discussion continued on

Forest Grove index rate. Clements explained how CPRD came to use the ENR that it has, and said he has no objection to changing it if it is incorrect, and that he will contact legal counsel for clarification. Fred Robinson said one of Starrett's election platforms was to kill the County SDC, and she did that, and gave the money to the builders, and he challenged the effects that has had; Starrett defended.

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

- a. Approval of Resolution 11-01-18 and ADU units. See page 19 for resolution with 7 percent increase tied to the appropriate regional Engineering News Record annual calculation, to take effect July 1, 2019. Siderius moved to approve.  
Moved           Pete Siderius  
Second           Lisa Rogers  
Passed unanimously
- b. Chehalem Cultural Center request for funding gap assistance with continued development of the building. See page 21 for information from Sean Andries, showing \$119,000 shortcoming for total estimated project cost of \$864,000. Clements recommended to allocate up to \$100,000, with a loan for the remainder of the cost, to be paid off in the future with other loans made after the development of the building. Loving said he wanted to wait until absent Board members were present, as they had strong feelings on this. Rogers said the reality is that they will never pay back the loans from CPRD. The subject was tabled until next meeting.
- c. Approval of 2019-2020 Budget Calendar, appointment of Superintendent Don Clements as Budget Officer and discussion of Budget Committee.  
Moved           Pete Siderius  
Second           Lisa Rogers  
Passed unanimously
- d. Jim McMaster reported that the Mural Committee had concluded in the successful hiring of Portland muralist Dan Cohen, Creative Lab Work contract for \$31,000 for creation of mural in new fitness wing of Chehalem Aquatic and Fitness Center, by Jan. 10. Siderius objected to the piece, and said he wanted to see human figures more reflective of the patrons at the fitness center (less fit) and also representing special needs population. McMaster said that this deal was already done, and apologized, but he wanted to get this done on time. Rogers said we gave the committee authority to make this decision. Siderius wanted to see as many changes as possible to reflect the community being served.
- e. Bob and Crystal Rilee Park Advisory Committee has requested a special meeting to present its recommendations for the masterplan to the Board of Directors, to schedule in January or February. The Board agreed to do this. Kat Ricker will send out a poll to schedule this meeting.



- f. Resolution 11-29: "as of Jan. 1, 2019, City of Newberg will cease billing CPRD for water usage at Hoover, Memorial, and Scott Leavitt Parks..."

Moved            Pete Siderius

Second          Lisa Rogers

Passed unanimously

- g. Reports and comments from Board members

Peter Siderius – NHS updates – His students are using advanced technology, georeferenced stream monitoring, for water quality, and he wishes to share this technology, and the students to operate it, with CPRD.

Lisa Rogers – Lisa moved to become Friends of Hess Creek.

Second          Pete Siderius

Passed unanimously

Lisa is unable to attend the next Newberg Riverfront Masterplan meeting on Dec. 6<sup>th</sup>; Pete Siderius said he will go in her place.

#### VII. Old business/project updates

- a. Jim McMaster reported that Babe Nicklous Pool Park playground is now open; Phase 1 of aquatic center is still underway; McMaster referenced the incident related to air bubbles which occurred Nov. 20, 2018. He said the investigation is still underway on what is happening to cause the bubbles. Contractor Anderson Pools will be working on the issues during off hours soon, but he had no timeline to report. Phase II is coming along well, he said; the elevated walking track is nearly complete. Clements said most of the HVAC unit is now on site and being installed. Fitness equipment should arrive on Dec. 10<sup>th</sup>.

Don Loving said at some point, he wants to talk about a separate fee for people who only want to walk on walking track.

Casey Creighton said he is now waiting for golf course architect Steidel's fourth revision on the plans for the third nine holes of the golf course.

Staff is removing many big trees (150' tall) which are dead. Siderius warned that if summers continue like the last summer, this toll will continue, and he wants to talk about a plan to save specific trees (water them). Casey said we are losing trees because we are giving them water, such as irrigated trees at golf course. Siderius said fir trees are dying statewide.

#### VIII. From the superintendent's desk – Clements will bring feasibility studies on campground and golf course to meeting in January.

- a. Financial report – Motion to approve financial report as presented

Moved            Lisa Rogers

Second          Pete Siderius

Passed unanimously

- b. Superintendent's report – Clements said the HBA letter discussed earlier came today, and so he gave it to the Board.
- c. Staff reports – Kellan Sasken reported that the good season has now started to quiet down. Loving wants to see more promotion of putting course, and offered to work with Sasken on that.

**IX. Correspondence**

- A. Citizen comments/evaluations – Discussion on Starrett email topic (see above). The Board agreed to proceed with request for emails regarding CPRD, and will accept the single email with redactions which she talked about at this meeting.

**X. Adjournment – Lisa Rogers moved to adjourn 8:03 p.m.**

Holiday dinner for staff and Board is 6:30 p.m. Dec. 20<sup>th</sup> at CCC ballroom.  
The next regular Board meeting will take place at 6 p.m. on Thursday, Jan. 24, 2019.

Respectfully Submitted,

Kat Ricker, Public Information Director

**CHEHALEM PARK AND RECREATION DISTRICT  
SPECIAL BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
January 8, 2019  
MINUTES**

**I. Bart Rierson called the meeting to order 6:03 p.m.**

**II. Roll Call**

Board members:

Bart Rierson

Don Loving

Mike Ragsdale

Lisa Rogers

Excused: Peter Siderius

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor

Shy Montoya, Administrative Coordinator

Russ Sheehan, Parks staff

Bryan Stewart, Landscape Coordinator

Public:

Craig Jensen

Shelley Coffee

Ian McDonough

Barbara and Linn Whitaker, LHNA

Mike Barnes, adjacent landowner

Ken Calves

Matt and Gwen Werger

Paul McDowell

Kena Ramsey, OET Valley View Riders

Matt Vogt, Yamhill County Planning

Rick Shelburg

Jenn Jeronimo

Marla Robison, neighbor

Linda Zimmerman

Charles Zimmerman

Sean Smith

Logan McCollum

Jeanette Etchebarne

Ken Genova  
Nancy Lewis, Anvil Academy  
Haley Grimm  
Mike Duncan  
Pam Peebles, equestrian  
Robin Vatchen  
Courtney Kohon, mountain biking, hiking interests  
Josh Kohon, Black Rock Mountain Bike Association  
Linda Wagner, Wild Horse Mountain Farms  
Barbara Livingston  
Ryann Reinhofer  
Randy Reinhofer  
Jon Globig, the advisory committee  
Phil Morton, Ladd Hill Neighborhood Association  
Sandor Bozso  
Ron Lee and Geneva  
Rich Rost  
Marya Globig  
Dan, Kelly and Brandi Jones  
Terry Duncan  
Barb and Bob Hitzemann  
Greg and Carol Taylor  
Leann Bennett, President of Friends of Parrett Mt.  
Joe/Kelle Tesheua  
John Brookfield  
Chris Taylor  
Melanie Taylor  
Matt Parkin, LHNA  
Judd Sirotiak  
Joan and Jud Sirotiak  
Jack and Mary Dugan, former Crystal Rilee Foundation Board member  
Deb Abe  
Shirley Heater Schrader  
Sharon and Stan Halle, LHNA  
Brian Bowman, RCRPA  
Shelby Carcraft, PML  
Diana Pompe, PML and LHNA  
Ryan Burdette, Chehalem Valley BMX Association  
Anne Dufag  
Wendy Wente, the advisory committee  
Bill and Kathy Wood

Bart Rierson informed the approximately 50+ individuals in attendance that this meeting was informational, and no decisions would be made this evening.

Bob and Crystal Rilee Advisory Committee presented recommendations for the masterplan of Bob and Crystal Rilee Park. Each committee member presented his or her category.

- Introduction - Wendy Wentte
- Habitat Restoration - Wendy Wentte
- Equestrian Recreational Activities - Regina Shapiro
- Mountain Biking - Brian Bowman
- Nature Play - Mary Harwood
- Community Education - Rob Lewis
- Secondary Uses: Hosting Events – Missi Gregg
- Access and Security – Jon Globig
- Next Steps – Wendy Wentte

Discussion included concerns about how these recommendations would be implemented, and the effect of one action on another (e.g., creating trails can easily have negative effects on the habitat; for example, one man talked about how sediment coming down to Corral Creek was affecting the creek and pond below). Wendy Wentte raised the issue that security fences can prevent wildlife from traveling normally. Discussion also arose on issues of security for families surrounding the park.

Committee members explained that they did consider where to locate activities so that they would not interfere with other activities, i.e. separating horse trails from bike trails, locating the nature play area near the parking area, and locating the learning centers near activities specific to the site.

Note from Lisa Rogers: What was not discussed was the cost to implement any of the activities listed. The general message was that CPRD would pay for the improvements as permitting. One man in the crowd did offer that his Trail Alliance would volunteer to help develop the bike trail portion.

The board had two questions. Mike Ragsdale asked if there was anything new or interesting they discovered at the park when looking at the site. Wentte replied that she had found Black Bear scat and therefore emphasized the importance of the White Oak grove, and added that any discovered historical items in the farmhouse should be handled carefully. Lisa Rogers asked if any of the proposals interfered with each other. Committee members acknowledged that not everyone on the committee had been in complete agreement with each of the recommendations; the group had determined which items to include in the report through a democratic voting process.

A number of questions were raised from the public: It was noted that there were glaring differences in the presentation. Discussion included the idea that some items were cost

effective; others appeared to be expensive and did not take into consideration their effects on existing infrastructure.

- Concern about good resource stewardship and how currently that is not occurring; for example, sediment from creating trails was affecting fish in a pond downstream.
- The desire to include blacksmithing as part of the educational section
- Protect and enhance the existing Art Walk art exhibit
- Concern about the traffic and security issues of more park visitors coming to use the horse and bike trails.
- How long will the process for making these improvements take?
- Closing the parks at dusk with a barrier to keep out trouble
- Noise concerns when using the farmhouse for events. How will those be addressed?
- Using the farmhouse as a wellness center.
- To consider this question when making any decisions: Would Bob and Crystal Rilee approve?

The meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Lisa Rogers

**GENERAL FUND  
ACCOUNTS PAYABLE AND PAYROLL  
UP TO JANUARY 20, 2019**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
*117328-117337 golf course		
117338-117395 MISPRINT		
117396-117453	\$ 20,116.77	PAYROLL
DIRECT DEPOSIT	\$ 40,808.91	PAYROLL
117454-117559	\$ 161,518.07	ACCOUNTS PAYABLE
117560-117626	\$ 18,705.05	PAYROLL
DIRECT DEPOSIT	\$ 37,486.28	PAYROLL
117627-117650	\$ 35,335.33	ACCOUNTS PAYABLE
117651	\$ 59.51	PAYROLL
117652-117700	\$ 23,617.14	ACCOUNTS PAYABLE
117701-117762	\$ 19,116.14	PAYROLL
DIRECT DEPOSIT	\$ 40,000.74	PAYROLL
117763-117791	\$ 81,643.21	ACCOUNTS PAYABLE
117792	\$ 238.00	ACCOUNTS PAYABLE
117793-117794	\$ 558.90	ACCOUNTS PAYABLE
117795-117801 MISPRINT		
117802-117809	\$ 8,052.05	ACCOUNTS PAYABLE
117810-117868	\$ 15,862.83	PAYROLL
DIRECT DEPOSIT	\$ 35,512.30	PAYROLL
117869-117953	\$ 93,524.30	ACCOUNTS PAYABLE
117007-117010 GOLF	\$ 860.77	ACCOUNTS PAYABLE
117328-117330 GOLF	\$ 525.63	ACCOUNTS PAYABLE
1773-1778	\$ 57,106.56	WIRE TRANSFER
1779-1779 NOT ISSUED		
1800-1808	\$ 48,765.11	WIRE TRANSFER
<b>GRAND TOTAL</b>	<b><u>\$ 739,413.60</u></b>	
<b><u>BREAKOUT</u></b>		
<b><u>ACCOUNTS PAYABLE</u></b>	<b>\$ 405,873.40</b>	
<b><u>PAYROLL</u></b>	<b>\$ 227,668.53</b>	
<b><u>WIRE TRANSFER</u></b>	<b>\$ 105,871.67</b>	

**ACCOUNTS PAYABLE FOR SDC FUND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1342	\$ 43,136.85	CASCADE RECREATION
<b>GRAND TOTAL</b>	<b><u>\$ 43,136.85</u></b>	

**ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1166	\$ 10,654.10	SEA
1167	VOID	
1168	\$ 567.06	KEY BANK
1169	\$ 421,089.49	TRIPLETT WELLMAN
1170	\$ 1,074.97	JIM MCMASTER VIDEO WT RM
1171	\$ 5,661.00	BLUE HERON FARM
1172	\$ 713,581.10	TRIPLETT WELLMAN
1173	\$ 1,016.25	CARLSON TESTING
1174	\$ 632.25	CARLSON TESTING
1175	\$ 65,945.20	TRIPLETT WELLMAN
1176	\$ 324,492.98	TRIPLETT WELLMAN
1177	VOID	
1178	\$ 976.00	US BANK(NORBERTS)
1179	\$ 8,471.69	SEA
1180	\$ 1,275.00	NORMAN'S FLOOR COVERING
1181	\$ 728.00	IMPACT SIGN
1182	\$ 856.22	ADVANCED LOCKING SOLUTIONS
1183	\$ 10,344.00	DAN COHEN
1184	\$ 811,078.50	TRIPLETT WELLMAN
1185	\$ 3,967.00	ALL STAR GLASS INC
1186	\$ 119,881.84	PACIFIC FITNESS PRODUCT INC
1187	\$ 56,763.00	PACIFIC FITNESS PRODUCT INC
1188	\$ 11,394.00	DAN COHEN
<b>GRAND TOTAL</b>	<b><u>\$2,570,449.65</u></b>	
<b>BREAKOUT</b>		
<b><u>CAPITAL POOL CONST.</u></b>	<b><u>\$2,570,449.65</u></b>	
<b><u>POOL BOND DEBT</u></b>	<b><u>\$ 0.00</u></b>	

**ACCOUNTS PAYABLE FOR FOUNDATION**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1039	\$ 1,512.00	CAL PORTLA ND
1040	\$ 5,760.00	DECRACTIVE BARK
101	\$ 52,542.42	CASCADE RECREATION
102	\$ 60.00	REID RENTAL
103	\$ 750.83	US BANK CC
104	\$ 11,000.00	CPRD(ROTARY SCHOLARSHIP
105	\$ 23.25	TECH SOUP
106	\$ 23.25	US BANK
<b>GRAND TOTAL</b>	<b><u>\$ 71,671.75</u></b>	



**FINANCIAL OVERVIEW  
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 12/31/17-18	AS OF 12/31/18-19	DIFFERENCE
Total Operational Expense	\$ 2,300,097.27	\$2,654,678.01	\$ 354,580.74
Total Capital Outlay & Transfers	\$ 662,438.33	\$ 392,410.80	<\$ 270,027.53>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 2,962,535.60</b>	<b>\$3,047,088.81</b>	<b>\$ 84,553.21</b>
Total Tax Revenue	\$ 2,627,896.13	\$2,802,522.27	\$ 174,626.14
Total Fees & Charges Revenue	\$ 1,556,885.33	\$1,688,979.02	\$ 132,093.69
Total Other Revenue	\$ 29,955.84	\$ 315,114.30	\$ 286,158.46
Beginning Balance	\$ 1,312,138.98	\$1,400,000.00	\$ 87,861.02
<b>GRAND TOTAL REVENUE</b>	<b>\$ 5,525,876.28</b>	<b>\$6,206,615.59</b>	<b>\$ 680,739.31</b>

**SDC FUND SUMMARY**

DESCRIPTION	AS OF 12/31/17-18	AS OF 12/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 3,231.75</b>	<b>\$ 2,675.39</b>	<b>&lt;\$ 556.36&gt;</b>
TOTAL REVENUE	\$ 197,752.22	\$ 516,164.62	\$ 318,412.40
BEGINNING BALANCE	\$ 347,665.46	\$1,307,504.20	\$ 959,838.74
<b>GRAND TOTAL REVENUE</b>	<b>\$ 545,417.68</b>	<b>\$ 1,823,668.82</b>	<b>\$ 1,278,251.14</b>

**LOAN SERVICE FUND SUMMARY**

DESCRIPTION	AS OF 12/31/17-18	AS OF 12/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 598,321.24</b>	<b>\$ 320,040.80</b>	<b>&lt;\$ 278,280.44&gt;</b>
REVENUE TRANSFERS	\$ 598,321.24	\$ 320,040.80	<\$ 278,280.44>
INTREST	\$ 355.67	\$ 355.67	\$ 0.00
BEGINNING BALANCE	\$ 31,269.21	\$ 31,699.09	\$ 429.88
<b>GRAND TOTAL REVENUE</b>	<b>\$ 629,946.12</b>	<b>\$ 352,095.56</b>	<b>&lt;\$ 277,850.56&gt;</b>

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**

DESCRIPTION	AS OF 12/31/17-18	AS OF 12/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CAPITAL PROJECT POOL FUND SUMMARY**

DESCRIPTION	AS OF 12/31/17-18	AS OF 12/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 7,729,055.47</b>	<b>\$ 6,003,000.00</b>	<b>&lt;\$ 1,726,055.47&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$11,878,499.33</b>	<b>\$ 6,413,301.52</b>	<b>&lt;\$ 5,465,197.81&gt;</b>

**BOND LOAN SERVICE SUMMARY**

DESCRIPTION	AS OF 12/31/17-18	AS OF 12/31/18-19	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ - 8.29</b>	<b>\$ 350,869.09</b>	<b>\$ 350,860.80</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,234,017.66</b>	<b>\$ 1,261,854.20</b>	<b>\$ 27,836.54</b>



503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
[cprdnewberg.org](http://cprdnewberg.org)

TO: Don Clements  
FROM: Jim McMaster  
DATE: December 20, 2018  
RE: Mechanical Service Contract

Attached is a contract with RLSM to provide preventative maintenance service on all of our mechanical systems at the Aquatic Center. After review with Troy and consultation with Casey, in the long run this should save the district time and money.

The work to be done is self-explanatory in the contract. Two of the large money items are that they will replace all of our filters 4 times a year. If the district were to do this themselves it would cost approx... \$1,600. The second big item is this DDC system is touchy. They will provide 24/7 monitoring and can repair issues as they happen in most cases over the internet which they have direct access to.

RLSM installed our current system and were the sub contractor for Triplett Wellman. They have an intimate knowledge of its capabilities and can problem solve for solutions.

The contract is for \$3,980 for the year. After one year the contract can be re-evaluated.



503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
[cprdnewberg.org](http://cprdnewberg.org)

December 20, 2018

Donald O" Neil  
RLSM Service Division  
Robert Lloyd Sheet Metal, Inc.  
P. O. Box 307/4485 Independence Highway 51  
Independence, OR 97351

Dear Mr. O'Neil,

Attached is a signed contract between the Chehalem Park and Recreation District and Robert Lloyd Sheet Metal, Inc. for mechanical HVAC systems and remote services at the Chehalem Aquatic and Fitness Center for a cost of \$3,980 per year.

The district would like to begin this contract the first of January 2019 for a period of one year. After the first year, the contract will be re-evaluated by both parties to determine viability.

All questions concerning the contract should be directed to Casey Creighton, Park and Facility Supervisor at [ccreighton@cprdnewberg.org](mailto:ccreighton@cprdnewberg.org) On site facility questions should be directed to Troy Kronewitter, Building and Facility Maintenance at [tkronewitter@cprdnewberg.org](mailto:tkronewitter@cprdnewberg.org)

Please forward to the Chehalem Park and Recreation District your current insurance coverage for our files. Maintenance shall not begin prior to receiving this information.

Thank you for your proposal,

A handwritten signature in black ink, appearing to read "Jim McMaster". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jim McMaster,  
Project Manager

**ROBERT LLOYD SHEET METAL, INC.**

*P.O. Box 307/4485 Independence Highway 51  
Independence, OR 97351*

WASHINGTON license#ROBERLS0990F OREGON license#62476  
Phone: (503) 838-3863 Fax: (503) 838-3964 Service: (503)606-5019

August 1, 2018

Chehalem Park & Recreation District  
125 S Elliott Street  
Newberg, OR 97132

ATTN: Jim McMaster

RE: Preventive Maintenance Proposal on HVAC System and remote services

To maintain the proper care for your heating and air conditioning system we highly recommend a regular preventive maintenance program to minimize future repair costs and maintain the efficient operation of your system.

A detailed quarterly schedule is part of the manufacturer requirements to keep your system running efficiently. RLSM installed your building automation system and we can help maintain its long life and comfort complaints. The attached preventive maintenance schedule details the services RLSM can perform on your HVAC system.

If you have questions or concerns, please contact our service department for assistance.

Sincerely,

Donald O'Neil  
RLSM Service Division  
Ph: 503-838-3863 ext. 5059  
donaldo@rlsm.net

~~Handwritten signature and scribbles~~

The following systems will be serviced once during heating season and once during cooling season:

DHU-1  
DHU-2  
DOAU-1  
DOAU-2  
MAF-1  
EF-1 Thru EF-7  
Split Systems ACU-1 thru 5(Precooling)

The following systems will be serviced once a year  
Boiler 1 & Boiler 2  
BCP-1 & BCP-2

**Pre-Cooling Maintenance:**

Maintenance work that will be performed under this visit:

- Visual inspection of units
  - Inspect belts and sheaves for wear
  - Check dampers and linkage for proper operation
  - Check outside air intake filter screen and clean
  - Inspect condenser fan blades for bent or cracked blades
  - Check gas train compartment for hornets, bugs, or debris
  - Check electrical components and connections
- Operation of compressor
- Operations of condenser fan motors
- Clean outdoor condensing coil and comb fins
- Clean indoor evaporator coil
- Grease bearings
- Belt replacement if required
- Lube Pumps

**Pre-Winter Maintenance:**

Maintenance work that will be performed under this visit:

- Visual inspection of units
  - Inspect belts and sheaves for wear
  - Check dampers and linkage for proper operation
  - Check outside air intake filter screen
  - Inspect condenser fan blades for bent or cracked blades
  - Check gas train compartment for hornets, bugs, or debris
  - Check electrical components and connections
- Heat exchanger analysis
- Confirm proper staging of heating
- Check ignition, flame, temp rise
- Clean outdoor condensing coil and comb fins

- Clean indoor evaporator coil
- Grease bearings
- Belt replacement if required
- Check Boiler Operation

**Replacing Filters 4 times a year.**

The following systems will have filter changes, belt inspections, and visual inspections

DHU-1

DHU-2

DOAU-1

DOAU-2

MAF-1

EF-1 Thru EF-7

**RLSM will maintain an extra set of belts for each belt driven piece of equipment on site.**

RLSM technician will submit a completed service checklist upon completion of maintenance.

**Remote Monitoring**

Also included is remote monitoring of the system when tenant complaints come in. We will notify you when there is a mechanical failure at which point we can decide if it will be necessary to dispatch a technician to the site.

**Scope of Services**

- Unlimited technical support over the phone

**Excludes programming, sequence of operation revisions, and remote assistance for contractors or onsite service calls.**

Pricing = \$3,980/ year

RLSM proposal does not cover repair or the replacement of parts and or systems. Repair and replacement will be done on a time and material cost basis at a reduced rate for customers with service agreements. The current RLSM service rates as of April 2012 are as follows:

**Standard rate of \$105/hr normal business hours**  
**Overtime rate of \$157.50/hr weekends and holidays**  
**15% markup of material costs**

Our prices will stay fixed for the duration of the contract and will be subject to negotiation prior to renewal.

Also note, this proposal includes unlimited technical support over the phone and internet connection for problems and or observations.

If you agree to this PM proposal, please have an authorized individual sign and return this original by fax or e-mail.

Thank you.

Please enter your billing address below:

Chesham Park Res. Dist.  
e/o Casey Creighton  
125 Elliott Rd.  
Newberg, OR 97132

Jim McMaster  
Authorized Customer's Printed Name

12/20/18  
Date

Jim McMaster  
Authorized Customer's Signature

503-519-6154  
Customer phone number

Sincerely  
Donald O Neil  
503.838.3863 Ext 5059  
donaldo@rlsm.net



## COMPANY PROFILE

Cascade Building Services was founded in 1961 and purchased by Darren Rahier in 1997. In the last eighteen years we have enjoyed tremendous growth due to referral based business. Loyal clients, who have enjoyed working with us and who appreciate the high level of service, have shared their experiences with other businesses. CBS strives to be the leader in the industry and takes a great deal of pride in our work as well as our level of customer service. We are professionals in; janitorial services, floor care, carpet, and window care. We are known for our high standards of cleaning and our proactive customer service.

## EXTENSIVE TRAINING

What makes our janitorial company successful is ensuring that the janitors are well trained, communicate well with our office staff and take pride in their work. Our janitors go through general training with our supervisors to ensure that they are doing a thorough job that is consistent with our company requirements and standards. Cascade Building Services also provides periodic additional training to stay on top of new technology and products.

## QUALITY

Cascade Building Services prides itself on our quality work. The key to quality work is communication and we have controls in place that allow us to provide proactive support to your building with the highest of expectations placed on quality and communication. Our cleaning teams have a leader that is responsible for quality checks at each service, and a supervisory staff that is regularly inspecting the performance of the teams. We have staff that can be dispatched 24 hours a day, 7 days a week.

## EQUIPMENT AND SUPPLIES

We are proficient at recognizing the equipment and supplies that are the most beneficial for your facility's needs. CBS has a great working relationship with our supplier of cleaning products and equipment that maintain our awareness of new products and applications. We are able to provide paper products and other consumable supplies to your facility at a very competitive cost.





## **Sustainability and GREEN awareness**

CBS consistently promotes GREEN awareness to create options that help our company and yours to be more sustainable (paperless billing, general recycling, GREEN cleaning chemicals, etc.) Our cleaning staff use green products to clean, where available; we use environmentally friendly products within our own facility and our fleet of vehicles maximize the use of fuel. Our staff is set up with teams of janitors to allow us to quickly and efficiently clean your facility in an effort to use as little of the facility's energy while the cleaning is being provided.

**Client Information:**    **Jim McMaster**  
                                  **Chehalem Parks & Recreation District**  
                                  **Newberg Fitness Center**  
                                  [mcmasti@cprdnewberg.org](mailto:mcmasti@cprdnewberg.org)

**Service Location:**    **1802 Hawthorn Ave**  
                                  **Newberg, OR 97132**

### **Exercise Room and Weight Room – Daily Service**

1. Dust mop or vacuum and damp mop with customer-supplied chemical all matting and hard surface flooring.
2. Wipe down all exercise equipment.
3. Dust window sills and horizontal surfaces below 7 feet at least 1x per week.
4. Dust dumbbells and kettlebells and racks.
5. Clean and polish mirrors 3x per week
6. Spot clean walls, partitions and doors
7. Disinfect touch points
8. Replace consumable products as needed.
9. Empty trash and replace liners as needed.
10. Wipe down outside of trash cans.
11. Consumable supplies provided by the customer.

### **Fitness Classroom – Daily Service**

1. Dust mop or vacuum and damp mop with customer-supplied neutral cleaner all hard surface flooring.

Tualatin, Oregon  
[www.cascadebuildingservices.com](http://www.cascadebuildingservices.com)

503-691-0776  
Page 2 of 6

2. Clean and polish mirrors 3x per week
3. Spot clean walls, partitions and doors
4. Dust window sills and horizontal surfaces below 7 feet at least 1x per week.
5. Disinfect touch points
6. Empty trash and replace liners as needed.
7. Wipe down outside of trash cans.
8. Consumable supplies provided by the customer.

#### **Basketball Court – Daily Service**

1. Dust mop and light damp mop court with water.
2. Autoscrub with water only 1x per month as to preserve surface.

#### **Rubber flooring around basketball court and elevated track surface – Daily Service**

1. Vacuum and autoscrub surfaces with neutral cleaner.
2. Dust ledges below 7 feet at least 1x per week.

#### **Elevator Daily Service**

1. Vacuum/mop with neutral cleaner.
2. Remove finger prints from doors, walls, button panel.
3. Vacuum door track as needed.

#### **Restrooms – Daily Service**

1. Clean and disinfect counters and door handles with a neutral disinfectant cleaner.
2. Spot clean walls.
3. Dust mop and damp mop floors with neutral cleaner.
4. Clean sink, fixtures and disinfect.
5. Clean toilets, urinals, scour as needed.
6. Dust horizontal surfaces and air vents at least 1x per week.
7. Replace consumable products as needed.
8. Empty trash and replace liners as needed.
9. Wipe down outside of trash cans.
10. Clean and polish mirrors and bright work.
11. Consumable supplies provided by the customer.



### Service Charges

Janitorial Fitness Center - 7 days per week	\$3,488 per month
Janitorial Fitness Center - 6 days per week	\$2,990 per month

### Special Projects:

Window cleaning, gym floor finishing, high dusting	\$TBD per time
--	----------------

### References

Bob Harding	Pacific Continental Bank	503-350-1205
Joe Van Waardenburg	Beam Development	971-303-7010

## SERVICE AGREEMENT

This service agreement and contract is hereby made by and between **Cascade Building Services**, an independent owner and operator, hereinafter referred to as "*Contractor*", and **Chehalem Parks and Recreation District** hereinafter referred to as "*Client*".

I. *Contractor* hereby agrees to provide services as outlined and attached herein and listed as specifications for the purpose of providing contract services. *Client* agrees to pay *Contractor* a service fee, of which the agreed sum is \$TBD per month. *Contractor* shall submit a monthly invoice for services and *Client* agrees to pay said invoice amount within thirty (30) days from the date thereof.

II. *Client* and *Contractor* agree that service is to commence on TBD, and shall continue for 1 year or unless clause VII is exercised. At the anniversary date of this agreement, the agreement will renew with a 3% increase, unless agreement is re-evaluated. *Client* or *Contractor* may request a re-evaluation at any time within the annual agreement with a 30 day written notice to the other party. *Client* agrees to provide safe and reasonable access to all areas *Contractor* is granted access, as referenced in the proposal and attached hereto and made part of the agreement.

III. *Client* may request services that are not included in the original specifications. *Client* agrees to communicate to *Contractor*, in writing (or email) all requests prior to *Contractor* performing designated services. *Contractor* will provide quote for

any additional services and upon written acceptance by *Client*. The cost of such additional work shall be itemized and billed as a separate cost item on the regular monthly billing cycle. Janitorial work performed, that is not included in the attached specifications and is during *Contractor's* normal working hours, will be billed at \$25 per hour. Janitorial work performed, that is not included in the attached specifications and is not during *Contractor's* normal working hours, will be billed at \$35 per hour.

IV. *Contractor* complies with all Federal, State, and other regulatory agencies having competent jurisdiction in the disposal of any hazardous waste. Our agreement does not include emptying, carrying, transporting or disposal of any hazardous waste product or hazardous waste by-product.

V. *Client* agrees that during the term of this contract and for a period of 180 days following the termination of this contract, *Client* will not hire, employ or retain any prior employee(s) and/or sub-contractor(s) of *Contractor* to perform similar services at the facility where *Contractor* has been contracted to perform services. If this service agreement is breached, *Contractor* shall have the right to seek satisfaction from a court having jurisdiction to restrain *Client* from employing or retaining such employee(s) and/or sub-contractor(s).

VI. *Contractor* and *Client* enter into this Service Agreement and Contract as a mutually beneficial relationship. Should *Client* feel *Contractor* has failed to provide the services as required in the contract *Client* shall in writing, (or email), notify *Contractor* of any such deficiencies. *Contractor* shall correct any such written deficiencies within three (3) working days of receipt of said written notice. *Contractor* and *Client* agree if payment is past due more than 60 days service may be interrupted or interest charged at 1.5% per month, unless *Client* makes acceptable arrangements with *Contractor*. *Client* agrees not to retain another firm until all outstanding payments are settled as between *Client* and *Contractor*.

VII. *Client* or *Contractor* may terminate this agreement, if above terms and conditions above have not been met, with a thirty (30) day written notice to the other party. Both parties signature are required and attest to the agreement herein.



Accepted:

\_\_\_\_\_ *Client Signature*

\_\_\_\_\_ *Print name and title*

\_\_\_\_\_ *Date*

Accepted:

\_\_\_\_\_ *Contractor Signature*

\_\_\_\_\_ *Print name and title*

\_\_\_\_\_ *Date*

TO: BUDGET COMMITTEE  
FROM: ZACK MODE, BUDGET OFFICER  
DATE: MARCH 30, 2018  
SUBJECT: BUDGET MEETING APRIL 3, 2017, 6 P.M. ADMINISTRATIVE  
OFFICES AT 125 S. ELLIOT ROAD NEWBERG, OREGON

Attached is the budget for the 2018 – 2019 fiscal year. The budget format is similar to prior years.

Please call Don at 503 537 4165 if you have questions, concerns or desire to tour facilities. If requested a tour will be given of the park district facilities and property on request. The tour will start at the District Office 125 S Elliot Road. Lunch will be provided. If you can't meet until the afternoon, a tour will be given starting at 5 p.m. with dinner included. Please call me if you wish to take a tour.

I will see everyone on Tuesday April 3, 2018 at 6 p.m.. If you cannot make the meeting please give me a call. In case we do not finish April 3<sup>th</sup> additional days April 4<sup>th</sup> through 6<sup>th</sup> have been set aside in case.

Listed are the Budget Committee members:

APPOINTED MEMBERS	APPOINTED THROUGH
Elijah Dickson	2019-20
Andrew Yinger	2019-20
Mike McBride (Appointed)	2021-22
Elizabeth Comfort	2020-21
Bob Phillips	2020-21

**We will check to ensure each member wishes to continue to serve. Please note every one is back and reappointed.**

THE ABOVE MEMBERS ARE APPOINTED FOR THREE YEAR TERMS

BOARD MEMBERS	APPOINTED THROUGH
Don Loving	2018-19
Bart Rierson	2018-19
Lisa Rogers	2020-21
Pete Siderious	2020-21
Mike Ragsdale	2020-21

The public will be allowed to have input at the meeting on April 3rd, In the past we have completed the budget in one meeting and have not had to have additional budget meetings. Please see budget calendar for additional meeting dates if needed.

30 A



# Brian Van Bergen Yamhill County Clerk

414 NE Evans St, McMinnville, OR 97128-4607 • Ph. 503.434.7518 • Fax 503.434.7520 • [clerk@co.yamhill.or.us](mailto:clerk@co.yamhill.or.us)  
Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

**TO:** School, Fire and other Special District Election Officers  
**FROM:** Brian Van Bergen, Yamhill County Clerk  
**SUBJECT:** 2018 Election Materials and Forms  
**DATE:** July 1, 2018

## MEMORANDUM

### PLEASE PLACE THESE MATERIALS WHERE THEY MAY BE FOUND FOR QUICK REFERENCE

#### Basic Packet of Information:

- Restrictions on Political Campaigning for Public Employees
- 2018 Elections Calendars
- ORS 280.040-280.150 – Local Option Tax Levies
- OAR 150-280.075 Tax Election Ballot Measure Requirements
- Guide for Local Measure Elections
- Tax Election Ballot Measure Information
- Examples of Ballot Titles and Notices of Receipt of Ballot Title
- Sample of Spreadsheets for Local Election Billing
- Fee Schedule for Candidates/Arguments
- Notice of City Measure filing form SEL 802 & District Measure Election filing form SEL 803
- Explanatory Statement for Measures (must accompany each filing)
- Argument Statement for Measures
- Yamhill County Voter Pamphlet Candidate Statement, Statement of Endorsement and examples
- Candidate Signature Sheet – Nonpartisan SEL 121 and Candidate Filing Form SEL 190
- Certificate of candidates & examples
- A Guide for Oregon School District Board Candidates
- New items to review

If you are ever in doubt whether or not you have the correct and up-to-date form, we recommend you contact the Secretary Of State's office or website.

Oregon Secretary of State    <https://sos.oregon.gov>  
503-986-1518                      [elections.sos@state.or.us](mailto:elections.sos@state.or.us)

The Yamhill County Clerk's Office is no longer able to provide City, District, Campaign Finance, or Election Law Manuals. You will find these by visiting the Secretary of State's website and download your manuals and forms at: <https://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>

Please note, it is very helpful if you are able to supply us with an e-mail or electronic copy of the measure, and explanatory statement filings, in addition to your paper copies.

Please contact us if you have any questions and we will do our best to help you.

Yamhill County Elections  
[elections@co.yamhill.or.us](mailto:elections@co.yamhill.or.us)  
503-434-7518

## District Update Information Form

Contact Information - update as needed

Phone (503) 554-0283

Fax

Email

**CHEHALEM PARK DIST.**  
ATTN: DON CLEMENTS  
125 S ELLIOTT RD  
NEWBERG, OR 97132

**Very Important! If a vacancy has occurred the position will appear at the next election.**

**Next Election :** MAY 21, 2019 SPECIAL DISTRICT ELECTION

**This form must be received by the election officer by :** 1/25/2019

**Send completed, signed form to :** YAMHILL COUNTY ELECTIONS  
414 NE EVANS ST  
MCMINNVILLE, OR 97128-4607

PHONE (503) 434-7518  
FAX (503) 434-7520  
EMAIL  
ELECTIONS@CO.YAMHILL.OR.US

The information below is correct as given

Additions or corrections to the information below should be made as indicated

All appointments have been verified as qualified to hold the office

**Signature & Title of Contact Person** \_\_\_\_\_ **Date** \_\_\_\_\_

PLEASE LET US KNOW YOUR DISTRICT'S CURRENT CONTACT INFORMATION (PHONE, FAX, E-MAIL, MAIL, ETC.) IN ADDITION TO CONFIRMING/UPDATING YOUR POSITION HOLDER INFORMATION.

### Part I: Current Position Holder

Position	Name	Start Date	Status	Term Expires	Next Election
CHEHALEM PARK & REC DIRECTORS - 2 AT-LARGE	DON LOVING 29265 NE BENJAMIN RD NEWBERG, OR 97132-6907	07/01/2015	E	06/30/2019	2019
CHEHALEM PARK & REC DIRECTORS - 2 AT-LARGE	BART RIERSON 110 HAZELNUT DR NEWBERG, OR 97132-2806	07/01/2015	E	06/30/2019	2019
CHEHALEM PARK & REC DIRECTORS - 3 AT-LARGE	MIKE RAGSDALE 1119 SW 1ST ST DUNDEE, OR 97115-9502	07/01/2017	E	06/30/2021	2021
CHEHALEM PARK & REC DIRECTORS - 3 AT-LARGE	LISA ROGERS 509 S COLLEGE ST NEWBERG, OR 97132	07/01/2017	E	06/30/2021	2021
CHEHALEM PARK & REC DIRECTORS - 3 AT-LARGE	PETER SIDERIUS PO BOX 472 NEWBERG, OR 97132	07/01/2017	E	06/30/2021	2021

### Part II: Complete the following for appointments or vacancies only

Name of Replaced Position Holder and/or Position Number	Name of Appointee	Appointment Date
--	-------------------	------------------





**North Clackamas Aquatic Park**

Main: 503-557-7873

Search NCPRD

**Register Here**

- Hours
- Rates
- Big Surf!
- Parties & Celebrations
- Parent Pre-school
- Rock Wall
- Groups
- Aquatic Park Rentals
- Swim Lessons
- Aquatic Fitness
- FAQ's
- Contact Us

**Rates**

AAA

**RATES AS OF 6/14/2018**

BIG SURF! ADMISSION		
	NCPRD RATE	NON-NCPRD RATE
<b>Under Age 3</b>	<b>Free</b> (with paying adult 2:1 ratio)	
<b>Ages 3 and older*</b>	\$6.50	\$10
<b>Group Rate</b>	\$5.50	\$9
<b>Family Rate</b> <i>Available Sundays Only</i> Valid for up to 2 adults and 4 children from the same immediate family and living in the same household	\$18	\$32
<b>*Children 3 to 8 years old <u>must be</u> accompanied by a responsible supervisor 13 years of age or older in the water (with a ratio of 3:1)</b>		
SWIM LESSONS		
	NCPRD RATE	NON-NCPRD RATE
<b>Swim Lesson Program</b>	\$50	\$66
<b>Private Lessons</b>	N/A	N/A
<b>Semi-Private Lessons</b>	N/A	N/A

THREE MONTH PASS	N CPRD RATE	NON-N CPRD RATE
<b>Child (Under 18)*</b>	<b>\$70</b>	<b>\$90</b>
<b>Adult</b>	<b>\$85</b>	<b>\$105</b>
<b>Senior (Ages 62+)</b>	<b>\$70</b>	<b>\$90</b>
<b>Family Rate</b> Valid for up to 3 people from the same immediate family and living in the same household; each additional person is \$20	<b>\$180</b>	<b>\$225</b>
ONE YEAR PASS	N CPRD RATE	NON-N CPRD RATE
<b>Child (Under 18)*</b>	<b>\$220</b>	<b>\$280</b>
<b>Adult</b>	<b>\$245</b>	<b>\$300</b>
<b>Senior (Ages 62+)</b>	<b>\$220</b>	<b>\$280</b>
<b>Family Rate</b> Valid for up to 3 people from the same immediate family and living in the same household; each additional person is \$60	<b>\$480</b>	<b>\$600</b>
<b>*Children 3 to 8 years old must be accompanied by a responsible supervisor 13 years of age or older in the water (with a ratio of 3:1)</b>		

OTHER FEES & ADMISSIONS	N CPRD RATE	NON-N CPRD RATE
Adult Lap Swim	\$3.50	\$5
Senior Swim	\$1.50	\$2
Lap Swim Punch Card (24 uses per card)	\$71	\$99
Water Aerobics: Adult	\$5.50	\$7
Water Aerobics: Senior	\$5	\$6
Water Aerobics Punch Card: Adult (18 uses per card)	\$88	\$110
Water Aerobics Punch Card: Senior (18 uses per card)	\$80	\$100
Parent/Preschool Swim for parents of children ages 6 and under	\$3.25 Adult \$2.25 Child	\$4.25 Adult \$3.25 Child

Rock Wall – Daily Unlimited Climb	\$6	\$10
Locker Fees	\$4	\$4



Sign up for NCPRD updates

Your Email Address \*

GO

7300 S.E. Harmony Road  
Milwaukie, OR 97222

Map

Volunteer : Contact us : Are you in district? : Clackamas County : RecConnect

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## Admission Fees - Affordable Fun

**DAY PASS: One fee. Any program or class. Unlimited re-admission.**

High School admission requires a valid student ID. The Fitness Center is not available with Child Admission. A Hand Stamp, available at the front counter, is required for re-admission.

### DAY PASS-SINGLE ADMISSION

- Adults (18+): \$5.00
- Seniors (62+) & H.S. Students: \$4.00
- Child (2yrs-8th Grade): \$3.00
- Children under the age of 2 Free

### DISCOUNT DAY PASS-10 VISITS

- Child (2 yrs-8th Grade): \$25.00
- Senior (62+) & H.S. Student: \$35.00
- Adult (18+): \$45.00



**MEMBERSHIP: Any program or class. Unlimited re-admission. Significant Discount based on usage.**

Membership also provides a generous discount on Swimming Lessons, Pro Shop and Pool Rentals. No joining fees. Payment Plans Available. The Fitness Center is not available with Child Membership. Inquire at the MAC for additional Terms & Conditions.

SINGLE MEMBERSHIPS	3 Months	6 Months	Annual
Child (2yrs-8th Grade)	\$50	\$80	\$137
Senior (62+) & H.S. Student	\$65	\$110	\$187
Adult (18+)	\$85	\$140	\$237
Non-Residents	+\$10	+\$20	+\$30
FAMILY MEMBERSHIPS	3 Months	6 Months	Annual
Family (2 or more)	\$125	\$215	\$355
Senior (both 62+)	\$100	\$170	\$280
Non-Residents	+\$15	+\$30	+\$45

### HEALTH PLAN MEMBERSHIPS (for Older Adults)

Click the following links to see if you are eligible: [Silver&Fit](#), [SilverSneakers](#) and [Renew Active](#).

### PARTY AT THE POOL!

Rent all or part of our facility for your next party!

## Aquatic Center

[Admission](#)

[Hours](#)

[Winter Swim Lessons](#)

[Fitness Classes](#)

[Community Partners](#)

[Employment](#)

[Safety](#)

[Staff Directory](#)

## Contact Information

Aquatic Center

Manager: Rob

Porter

Phone: 503-434-

7309

[Email](mailto:aqoffice@mcminnvilleoregon.gc)



Aquatic Center

138 NW Park Drive

McMinnville, OR 97128

Phone: 503-434-7309

[aqoffice@mcminnvilleoregon.gc](mailto:aqoffice@mcminnvilleoregon.gc)

[View Full Contact Details](#)



You can rent the recreational pool, competition pool or both! Or swim at a scheduled swim and rent the party room for your dry land fun! It's great for:

- Birthdays
- Church Groups
- Youth Groups
- Neighborhood Parties
- Family Reunions
- Sports Team Parties
- Scout Groups
- Office Parties
- Day/Child Care Groups

Call (503) 434-7309 for dates and rental rates. Reserve your special day. Pool rental prices starting at \$95.00.



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230 NE Second Street, McMinnville, OR 97128

Site Design by Aha Consulting

## REQUEST FOR QUALIFICATIONS (RFQ)

Notice is hereby given that qualifications will be received by the Chehalem Park and Recreation District, located at 125 South Elliott Road Newberg, Oregon 97132 for:

RFQ # 01-01-01

### Consultant Services for a Feasibility Study for a Camp Ground and Third Nine at Chehalem Glenn Golf Course

By filing with the Chehalem Park and Recreation District Administrative Office 125 S. Elliott Road Newberg, Oregon 97132 until

Date: February 27, 2019

Time: 1:00 P.M.

Qualifications submitted after the due date will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault. Electronic delivery of proposals shall not be accepted.

A detailed Request for Qualifications (RFQ) information packet including general information, requested services, submittal requirements, and evaluation process is available on the District's website at [www.cprdnewberg.org](http://www.cprdnewberg.org).

The District reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the District to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the District to accept or contract for any expressed or implied services.

It is the District's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The District is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with the District's equal opportunity requirements.

Dated this 24th day of January, 2019

W. Don Clements, Superintendent

Published: Newberg Graphic (January 30, 2019) and Journal of Commerce (January 30, 2019)

## **SUGGESTED SCOPE OF SERVICE:**

**PRIMARY WORK PRODUCT:** To provide consultant services for a feasibility study of building a camp ground on property located on Hwy 219, and a 9 hole addition to Chehalem Glenn located on Fernwood Road.

### **1. Initial review and Analysis**

- a. Interviews. The consultant will interview appropriate stakeholders involved with the project. These will include current users of the golf course and other community members and staff through an open meeting format.
- b. Site Analysis. The consultant will review the existing site where the camp ground and additional golf holes is to be built. The consultant will provide plans on how the site can be used to its fullest potential by the general public.
- c. Design. The Consultant will provide a document detailing the reasons the project is feasible or unfeasible. Zoning criteria and other permitting processes will be part of the study.
- d. Website. The Consultant will provide information for the District's website. As officials deem appropriate, the Consultant will provide materials including text, photographs, maps, renderings, and other images for the website. This material will describe the consultants credentials and help explain the project's process.

### **2. Public Design Process**

- a. Work closely with park district personnel and its board of directors, the County of Yamhill, City of Newberg Building and Planning Departments, Yamhill County Planning Department and Oregon State Parks on the development of feasibility study.
- b. Public Workshop. Public workshops will take place to initially gain ideas for implementation of the Study. Plans, renderings, and initial ideas that reflect ideas articulated in the workshops will be publicly presented, and further feedback will be solicited from the community. It is essential that local government officials be invited to attend this presentation along with citizens, stakeholders and district staff

### **3. Approval Process**

- a. Public Hearing Presentations. The Consultant will make a formal presentation to the District Board of Directors.
- b. Additional Revisions. The Consultant will be responsible for two rounds of revisions that may become necessary between presentations. The District staff

will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revisions or response.

## **SUBMITTAL SUMMARY:**

Submittals should be provided in 8 identical copies and include the following items, along with other material to demonstrate Consultant's expertise and capability. **Submittals are limited to a maximum of 15 pages.** (Note: submittals may be rejected if page requirement exceeded).

1. A brief written description of the Consultants approach to the project.
2. The expertise/credentials of the team assembled by Consultant to carry out the work.
3. A list of comparable projects undertaken by the Consultant and/or team members.
4. A copy of at least one feasibility study previously created by the Consultant and implemented.
5. Provide a copy of financial pro forma analysis for a past project.

## **RECOMMENDED FORMAT FOR SUBMITTALS:**

1. DESCRIPTION OF APPROACH - Up to two pages describing the Consultants typical approach to projects similar to this one, including the nature of the public process and intended extent of public involvement.
2. TEAM EXPERTISE – A thorough description of general qualifications, the multidisciplinary nature of the team assembled for this project, specific evidence of relevant experience in the design of feasibility study for camp ground and golf course, and a listing of key personnel and their experience that would be available to work on this project.
3. COMPARABLE PROJECTS - Summary of previous feasibility studies. (Three studies maximum)
  - a. References, preferably municipal agencies. References shall be able to comment on Respondent's performance for similar work. Reference information shall include name, title, affiliation, address, and telephone number.
  - b. Current status of the project (in progress, completed, or implemented).



- c. Nature of public involvement in the project.
- d. Client type (public, private, others). Please clarify role of client
- e. Was the vision plan created as part of process, or done separately?
- f. Size and scale of the project.
- g. Type of development (park, business, other).

4. SAMPLE feasibility Plan - Please include one or more samples. Photos of designed or built results are encouraged.

#### **EVALUATION OF SUBMITTALS:**

Consultants responding to this RFQ must demonstrate the following:

- Experience in feasibility studies.
- Experience in engaging the public in the process
- Strong graphic skills
- Strong skills in written and oral communications

#### **Response Questions:**

All questions concerning the preparation of responses should be addressed to:

Don Clements, Superintendent, 503-537-4165, [dclements@cprdnewberg.org](mailto:dclements@cprdnewberg.org)

#### **Respondent Conflicts**

Respondent shall include disclosure of any conflicts of interest, either actual or potential, or any other conditions that may influence the Respondent's performance or judgment while undertaking the Scope of Services described in this RFQ.

#### **Respondent Expenses**

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Park District, if any. The Park District will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

#### **Acceptance of Responses**

The RFQ is not an agreement to purchase goods or services. The Park District is not bound to enter into a contract with any Qualified Respondent. Responses will be assessed through the use of standardized review criteria. The Park District will be under no obligation to receive further information, whether written or oral, from any Respondent.

### **Definition of Contract**

Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ or in any subsequent RFP. Only if a Qualified Respondent and the Park District enter into a subsequent full written Contract, as a result of an RFP, will a Respondent acquire any legal or equitable rights or privileges.

### **Modification of Terms**

The park district reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without issuing an RFP and the right to cancel the RFP at any time without entering into a contract.

### **Ownership of Responses**

All documents, including Responses, submitted to the Park District become the property of the Park District. They will be received and held in confidence by the Park District, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## **Selection Procedure**

### **Proposal Evaluation**

The Park District will evaluate the proposals in accordance with the evaluation criteria below and may contact former clients and/or conduct interviews. Respondents identified as qualified will be invited by the Park District to complete an RFP.

### **Evaluation Criteria**

Responses will be assessed against the following desirable criteria, receiving a Pass or Fail rating.

A respondent not achieving a pass will receive no further consideration during the qualifications review.

### **Criterion**

1. Experience in doing feasibility studies
2. Qualifications / Personnel / Expertise
3. Experience in public zoning, planning, permitting
4. Community relations/presentations/media implementation
5. Experience in doing feasibility studies that are used and accurate.
6. References

## **REQUEST FOR PROPOSALS (RFP)**

The Chehalem Park and Recreation District is soliciting proposals to provide professional services for a feasibility study for the development of a campground and additional nine holes. A copy of the proposal must be submitted on or before 5 p.m. April 25, 2019. They may be mailed to Chehalem Park and Recreation District 125 S. Elliott Road Newberg, OR 97132 or dropped off at the same address. Proposals shall be sent in a sealed envelope and clearly marked "Proposal –Feasibility Study". Questions regarding this solicitation should be directed to Don Clements (503 537 4165), or email at [dcllements@cprdnewberg.org](mailto:dcllements@cprdnewberg.org).

## **PROJECT DESCRIPTION**

The Chehalem Park and Recreation District is in the midst of developing a feasibility study for a third nine at Chehalem Glenn Golf Course and a camp ground on property owned and located on Hwy 219. The District is developing a third nine layout plan for the third nine and has the area for the campground.

## **SCOPE OF WORK**

Upon selection the consultant will prepare a feasibility study that will look at the feasibility of developing a third nine and campground. The study will discuss the need and cost estimates for the development.

## **PROPOSAL ELEMENTS**

Each proposal is limited to fifteen (15) double-sided pages. Please present the development team qualifications for the project. Please give project's team approach to project and the anticipated project schedule and cost. Please give an hourly cost for each member if additional work is required. Please give the firm's process/procedures for providing quality assurance/quality control throughout the life of the project. A description of experience in working on projects similar to this project.

## **SELECTION PROCESS AND EVALUATION CRITERIA**

A committee of Chehalem Park and Recreation personnel will evaluate and rate the proposals to these criteria:

1. Project team experience with similar projects (15%)
2. Project team experience with government (state and federal) funded projects (15%)
3. Project team member's qualifications and cost per hour (15%)
4. Approach to the project and cost (20%)
5. Capability of meeting the project schedule (20%)
6. Quality Assurance / Quality Control Plan (15%)

## **TERMS AND CONDITIONS**

The Chehalem Park and Recreation District reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the Chehalem Park and Recreation District to pay any cost incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the Chehalem Park and Recreation District to accept or contract for any expressed or implied services. Furthermore the Chehalem Park and Recreation District reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within fifteen (15) days after the award of the proposal.

### Q1 How many persons in your household ages 0-5 years?

Answered: 159 Skipped: 6

**RESPONSES**

0	104
1	30
2	18
3	5
4	2

### Q2 How many persons in your household ages 6-18 years?

Answered: 159 Skipped: 6

**RESPONSES**

0	92
1	32
2	28
3	3
4	3
5	1

### Q3 How many persons in your household ages 19-30 years?

Answered: 156 Skipped: 9

**RESPONSES**

0	108
1	26
2	19
3	2
4	1

### Q4 How many persons in your household ages 31-54 years?

Answered: 159 Skipped: 6

#### RESPONSES

0	43
1	24
2	92

### Q5 How many persons in your household over 55 years old?

Answered: 157 Skipped: 8

#### RESPONSES

0	103
1	11
2	42
3	1

Sander Estate Park Survey (Dundee)

Q6 On what street do you live in Dundee?

Answered: 159 Skipped: 6

#	RESPONSES
1	Tomahawk
2	Main
3	Locust
4	Alder
5	Red Hills Lane
6	Fox Farm
7	Newberg
8	1st
9	Beech
10	Brier
11	Hawthorne Ct
12	Oliver ct
13	Hillview ct
14	7th
15	NW Dogwood Drive
16	We attend Dundee Elem but live in Newberg
17	Upland
18	8th
19	NIEDERBERGER
20	James Ct
21	13th
22	SE Maple St
23	Cedar st
24	Edwards
25	Falcon Crest
26	Seventh
27	Fox Farm Rd
28	Ash st
29	Scotsman Court
30	6th Street
31	Fox Farm Rd.
32	Hawthorne Ct
33	Birch
34	Laurel
35	Alder



## Sander Estate Park Survey (Dundee)

36	Red Hills Dr.
37	SW Viewmont Dr
38	Upland Dr
39	Alder
40	Viewmont Dr.
41	SW Alder
42	Alder
43	Logan Ln
44	Boysen
45	Boysen Lane
46	Elm
47	Hemlock
48	Hemlock
49	SW Fir Ct
50	Fir Court
51	Locust
52	Alder
53	Fairview Drive
54	Plum
55	laurel
56	Sw 5th
57	Boysen
58	Beech
59	Fir Ct
60	Elm St.
61	Chablis ct
62	Se red hills dr
63	Dogwood Dr
64	Graystone
65	SW Upland
66	1st St
67	View Crest Dr
68	1st
69	SE Edwards Drive
70	1st
71	Alder
72	SE Boysen Lane
73	Fairview Dr
74	Graystone Place
75	Graystone Place
76	6th

## Sander Estate Park Survey (Dundee)

77	Locust st
78	8th
79	Oliver
80	Red Hills
81	8th
82	Oliver
83	Ash
84	Fir Ct
85	5th
86	9th Street
87	Laurel
88	SE 9th
89	10305 ne fox farm road
90	SE Maple
91	NW 1st Street
92	Walnut
93	Graystone Dr.
94	10305 NE Fox Farm Rd.
95	SW 7th Street
96	Canyon Drive
97	SW View Crest Drive
98	alder
99	SW Alder
100	Arrowhead Pl
101	Plum
102	View Crest Dr.
103	Elm
104	7th
105	Brier Ave
106	Edwards
107	View Crest
108	7th
109	9th Street
110	9th
111	lone
112	lone
113	James Court
114	Oliver Court
115	View Crest Drive
116	10th
117	yes

**Sander Estate Park Survey (Dundee)**

- 118 Carmel Circle
- 119 Peach
- 120 Red Hills
- 121 Plum
- 122 Ilafern
- 123 Alpine
- 124 Red Hills Drive
- 125 10th
- 126 Graystone Dr
- 127 Spruce
- 128 NW VIEWMONT
- 129 Upland Drive
- 130 SW Dogwood Drive
- 131 View Crest
- 132 Alder
- 133 7th
- 134 7th
- 135 Ione
- 136 5th
- 137 Red hills rd
- 138 Sw Locust
- 139 Oliver Ct
- 140 Walnut
- 141 Beech
- 142 NE Trunk Rd
- 143 Carmel Circle
- 144 Elm
- 145 Viewcrest
- 146 7th
- 147 Maple
- 148 Hawthorne
- 149 9th sw
- 150 SW 11th
- 151 Carmel Circle
- 152 Alder
- 153 Brier
- 154 7th
- 155 View Crest dr
- 156 sw 5th
- 157 SE Edwards
- 158 Arrowhead Place

**Sander Estate Park Survey (Dundee)**

159

**Viewmont**

Sander Estate Park Survey (Dundee)

Q7 On average, how often do you use the following facilities in Newberg?

Answered: 163 Skipped: 2

	NEVER	A FEW TIMES A YEAR	MONTHLY	ONE OR MORE TIMES PER WEEK	TOTAL
Aquatic & Fitness Center	39.87% 63	41.77% 66	9.49% 15	8.86% 14	158
Skate Park/BMX Track	86.08% 136	12.03% 19	0.63% 1	1.27% 2	158
Splashpad or Water Feature	60.13% 95	29.11% 46	5.06% 8	5.70% 9	158
Golf Course	67.92% 108	25.79% 41	5.68% 9	0.63% 1	159
Dog Park	76.58% 121	15.19% 24	5.70% 9	2.53% 4	158
Disc Golf Courses	75.80% 119	20.38% 32	1.91% 3	1.91% 3	157
Senior Center	94.87% 148	4.49% 7	0.00% 0	0.64% 1	156
Armory/Youth Center	79.11% 125	18.35% 29	1.27% 2	1.27% 2	158
Cultural Center	31.25% 50	58.13% 93	9.38% 15	1.25% 2	160
C.A.R.E./Preschool	94.19% 146	1.94% 3	0.00% 0	3.87% 6	155
Playgrounds	31.65% 50	27.85% 44	13.92% 22	26.58% 42	158
Trails	21.60% 35	39.51% 64	15.43% 25	23.46% 38	162
Other (please specify below)	66.67% 30	2.22% 1	6.67% 3	24.44% 11	45

Sander Estate Park Survey (Dundee)

#	OTHER (PLEASE SPECIFY)	DATE
1	Carlton's outdoor pool in the summer	11/21/2018 10:47 PM
2	Playgrounds evey day or every other day.	11/21/2018 6:01 PM
3	Walking in park	11/11/2018 2:38 PM
4	Ymca	11/10/2018 6:41 PM
5	Jaquith Park tennis courts	11/10/2018 10:57 AM
6	Walking trail around park in Dundee	11/9/2018 10:41 PM
7	Walking trail in park	11/9/2018 11:18 AM
8	Parks	11/9/2018 11:08 AM
9	Used to use the dundee paddle launch regularly.	11/7/2018 8:30 AM
10	Sports Fields	10/26/2018 3:38 PM
11	Parks / Green Spaces	10/14/2018 5:25 PM
12	I would use trails if I knew of any.	10/14/2018 3:46 PM
13	Hess Creek Trail through George Fox and Friendsview	10/13/2018 3:34 PM
14	Dundee Billick Park- almost every day	10/8/2018 11:58 AM
15	Library - weekly	10/6/2018 9:42 AM
16	Walks	10/3/2018 5:58 PM

Sander Estate Park Survey (Dundee)

Q8 On average, how often to you use the following facilities in the Dundee area?

Answered: 162 Skipped: 3

	NEVER	A FEW TIMES A YEAR	MONTHLY	ONE OR MORE TIMES PER WEEK	TOTAL
Dundee Billick School Park	9.88% 16	29.01% 47	17.28% 28	43.83% 71	162
Fortune Park	59.74% 92	22.08% 34	9.09% 14	9.09% 14	154
Falconcrest Park	62.34% 96	22.73% 35	6.49% 10	8.44% 13	154
Harvey Creek Trail	27.85% 44	43.04% 68	18.99% 30	10.13% 16	158
Viewmont Greenway	54.84% 85	19.35% 30	7.74% 12	18.06% 28	155
Dundee Community Center	76.13% 118	22.58% 35	0.65% 1	0.65% 1	155
Crabtree Park	49.03% 76	43.23% 67	5.81% 9	1.94% 3	155
Other (please specify below)	85.00% 34	5.00% 2	2.50% 1	7.50% 3	40

#	OTHER (PLEASE SPECIFY)	DATE
1	The riverfront path in Vancouver	11/21/2018 10:47 PM
2	Fire department, events.	11/7/2018 8:30 AM
3	Didn't know about viewmont or community center	10/28/2018 7:21 PM
4	I won't walk in Billick Park because too many dogs not on lesh	10/21/2018 7:08 AM
5	Dundee Overlook Park	10/17/2018 9:55 AM
6	I used to walk to the Willamette R. on SE 8th as well as kayak in the Willamette multiple times per week and sorely miss this access! Can we get it back???	10/14/2018 10:30 AM
7	used to use the boat launch once or twice a year	10/13/2018 4:43 PM
8	Crabtree park has deteriorated and is creepy, unsafe and poorly maintained.	10/13/2018 3:34 PM
9	dog park at overlook park	10/7/2018 8:47 AM
10	Walks	10/3/2018 5:58 PM

Sander Estate Park Survey (Dundee)

**Q9 Which of the following should be prioritized for development in Dundee?**

Answered: 163 Skipped: 2

	<b>STRONGLY SUPPORT</b>	<b>SOMEWHAT SUPPORT</b>	<b>DO NOT SUPPORT</b>	<b>TOTAL</b>
Off-Leash Dog Park	24.20% 38	45.86% 72	29.94% 47	157
Community Garden	29.22% 45	52.60% 81	18.18% 28	154
Willamette River Park/Kayak Launch	72.15% 114	22.78% 36	5.06% 8	158
Splashpad/Water Fountain	44.52% 69	41.29% 64	14.19% 22	155
Daycare/Preschool	23.38% 36	37.66% 58	38.96% 60	154
Senior Center	20.92% 32	41.18% 63	37.91% 58	153
Youth Center	33.78% 53	48.41% 76	17.83% 28	157
Indoor Event Space & Theatre	36.67% 55	40.00% 60	23.33% 35	150
Bike/Pedestrian Trail connecting Dundee & Newberg	80.00% 128	11.88% 19	8.13% 13	160
Soccer Field	25.32% 39	44.81% 69	29.87% 46	154
Other (please specify below)	76.09% 35	2.17% 1	21.74% 10	46



**Sander Estate Park Survey (Dundee)**

- | #  | OTHER (PLEASE SPECIFY)   |
|----|--|
| 1  | Walking trail  |
| 2  | Nature trails, flower garden   |
| 3  | Mountain bike park/trails  |
| 4  | An outdoor pool like in Carlton  |
| 5  | I DO NOT support any kind of urban growth development (housing), parking lots or more restaurants. |
| 6  | Handicap Accessible  |
| 7  | A natural area playground.   |
| 8  | Pickleball Courts  |
| 9  | Pickleball or newer tennis courts would be great! Picnic areas.                                    |
| 10 | Outdoor Amphitheatre   |
| 11 | More tennis courts   |
| 12 | Bike trail between Dundee and McMinnville  |
| 13 | Library has been one of the top 2 needs for the city since 1994                                    |
| 14 | Library  |
| 15 | More local bike trails   |
| 16 | Bike trails  |
| 17 | Splash pad   |
| 18 | Upgrading parks they are terrible here in Dundee it is very disappointing.                         |
| 19 | Splashpad  |
| 20 | Special needs park/splash pad  |
| 21 | nature parks and trails  |
| 22 | Library, because we can't use Newberg's, which is silly because we share police/fire               |
| 23 | Year round farmers market  |
| 24 | CAMPING IN AREA  |
| 25 | Indoor Playground - similar to Hillsboro's   |

## Sander Estate Park Survey (Dundee)

26	Paving balance of Dundee Greenway
27	Area for community events, such as a city dance with food and drinks.
28	comfortable green spaces to gather for conversation, table games
29	Library
30	I strongly support a trail along the river as well as other trails in dundee .
31	picnic area on the river
32	Indoor Tennis/Basketball Courts
33	Amphitheater- outdoor stage
34	Natural play park: mud kitchen, sand pit, water play, log and/or boulder play structures(e.g., Champeog's)
35	multi-purpose center
36	Large courtyard with tables for gathering/eating/games and open area for dances/tai chi/farmers market. Town center vibe.
37	Concert amphitheatre, ballparks
38	River access picnic area
39	More baseball and soccer facilities. There are currently very limited places for teams to practice with proper, appropriate safe fields.
40	Library
41	turf field to be used for lacrosse in addition to soccer/football

**Q10 What are your top three (3) park and recreational facilities that you would most like to see developed in the Dundee area?**

Answered: 127 Skipped: 38

#	RESPONSES
1	Dog park
2	Tennis, playgrounds, dog park
3	Splash pad Water park Kayak launch
4	Safe walking trail from one side of Dundee to the other side of Newberg
5	Trails Splash pad (similar to Sherwood or Wilsonville) Flower garden (small Oregon garden type of area)
6	Theatre, trail, kayak launch
7	Riverfront development, bike path to Newberg,
8	A riverfront path, like in Vancouver, WA An outdoor pool More hiking trails
9	-Natural Park -KEEP the barn, it's lovely!!! Use for community animals/barn dances/events/etc - safe paved trails for running/bikes/strollers
10	1.Bike/pedestrian trail to Newberg. 2.Splashpad/Fountain 3. Kayak Launch
11	Little league baseball diamomd (s) Soccer field Picnic park
12	Dog park, community garden, senior center
13	Bowling alley, pool hall, and dog park
14	1) river park, 2) youth center, 3) pedestrian trail
15	It would be great to have a park with restrooms, fields, and a play structure. A water feature would be nice. We often drive to Sherwood because Snyder Park has all those things.
16	Splash pad, community garden
17	Dog Park (Like McMinnville's with asphalt paths that can be used all year long) Bike ped Trail Kayak launch
18	Billick park is in poor repair & the play structures are a patch job away from a serious injury. With the new shiny flagship pool park being all crazy and incredible I suppose other area parks would have to suffer.
19	Splashpad, daycare/preschool, youth center
20	Rec Center, Willamette River Park/Kayak Launch and a Multi-Sports Complex
21	River trail, Event space
22	Splash pad Path to Newberg/Dundee Youth Center
23	Dog park Connected bike and walkways Splash pad
24	Indoor playplace
25	Dog park, a community gym, dog park
26	1. Bike/walking trails along river, looping through city, connecting to Newberg 2. Outside gathering space for concerts, performances, sitting and reading books 3. community spaces to enjoy the views with ART and interesting lighting,
27	1. Kayak launch 2. Bike/Ped trail between Dundee-Newberg 3. Indoor event center
28	More tennis courts, dog park, paddle launch
29	golf course, wedding venue, golf course

Sander Estate Park Survey (Dundee)

- 30 Indoor event theater senior area
- 31 Dog park, safe walking/bike trail to newberg
- 32 Dog park, trail connecting Dundee/Newberg, youth center.
- 33 River launch Walking or bike trails connecting to Newberg Community center for local gatherings or community activities
- 34 Crabtree.
- 35 Dog park, bike trails, access to river
- 36 Daycare Better play structures
- 37 dog park kayak launch splash pad
- 38 Learning center on Oregon agriculture, specifically hazelnut with the orchard already there, training center to teach farming techniques, possibly woodworking, blacksmithing, etc. Historical center.
- 39 Preschool, aquatic center, golf course
- 40 Kayak launch
- 41 Falconcrest park
- 42 Water front area and walking trails and bowling
- 43 Library General community gathering place indoors Keep the old walnut and maple trees on the property
- 44 Garden space, senior/youth activity center, splash pad
- 45 maybe a waterfront park?
- 46 Running and hiking Trails, splash pad,
- 47 Basketball court indoor, running trail, splash pad
- 48 A youth center, a splash pad, bike/pedestrian path connecting Dundee to Newberg.
- 49 Trails River Access Wetland areas
- 50 1. Library. 2. Bike path to Newberg. 3. safer crosswalks on 99w at multiple locations.
- 51 Probably some kind of community garden and outdoor covered amphitheatre
- 52 1)Bike trails 2)Dog park 3)Event space
- 53 Bike trails, dog park, event space
- 54 Splash pad/ fun park River access Zip lining
- 55 Water park/splash pad Water access to the river Trails
- 56 Water park for children the one in Newberg is terrible, adding trails for walking and biking, and having access to water to paddle or kayak. Also the current parks could use an upgrade like adding play equipment the fortune park is pretty small for how much space there is to add equipment.
- 57 1) parks2) water parks 3) trails
- 58 Sport courts Splash park Outdoor concert area
- 59 Our own Parks Dept. CPRD is a rip off
- 60 pool, splashpad, river access
- 61 see above
- 62 Willamette River Park/Kayak Launch, Trails, Gardens
- 63 Kayak launch, community garden and hiking trails.
- 64 walking / Biking trail, Paddle launch, Central Park area with art installations
- 65 Bike paths, kayak/boat launch, swimming pool

**Sander Estate Park Survey (Dundee)**

- 66 Splash pad, community gathering space, sidewalks to Newberg
- 67 A water facility; a soccer field; bike path connecting Newberg & Dundee
- 68 Nature park/trails, River access with park
- 69 Willamette River
- 70 biking trails. Senior Center. Library
- 71 Willamette River Park and Kayak Launch Expansion of Nature Trail System Bike/Pedestrian Trail connecting Dundee and Newberg
- 72 1) Trail connecting Dundee & Newberg 2) River Park Kayak Launch 3) Soccer Field
- 73 Dundee Newberg trail
- 74 Open space, natural areas, NO golf
- 75 Off Leash Dog Park Willamette River Access Splashpad or Water Park
- 76 Walking and biking without fear of being hit by car, ACCESS to Willamette Kayak Park, RIVER FRONT PARKS
- 77 The River area. Too bad about the kayak pad. I haven't used all we have, I tend to use what is handy. The trail at Billick is very nice, another would be great!
- 78 Dog Park, Splash Pad, Senior Center
- 79 Dog park
- 80 Walking Trails, Splash Park, Playground, Bike trails
- 81 Willamette River access for water sports
- 82 hiking trails; biking trails, kayak launch
- 83 1. City of Dundee Parks/Trails - expand trail systems 2. Senior Center 3.
- 84 I would love to see large park and green spaces developed on both sides of 99W here in town.
- 85 1. Bike/Pedestrian Trail connecting Dundee and Newberg 2. Indoor event space & theatre 3. Willamette River park/kayak launch
- 86 Theatre trail connecting newborn/dundee youth center
- 87 (1) Bike/Pedestrian Trail connecting Dundee and Newberg, (2) Indoor Playground, and (3) Youth Center
- 88 dog park, walking/bike trails, water feature for kids
- 89 (1) hiking/biking trails with connection to Newberg. (2) River access (3) Soccer Field
- 90 Bike/Pedestrian trail connecting Newberg and Dundee. Indoor Event Space for community events. Park large enough for community dance and outdoor events.
- 91 Paddle Launch Bike path to Newberg Have community dances
- 92 riverfront, paddle launch, nature playground
- 93 River access. Connecting trails/paths.
- 94 1. Library 2. Bike/walk path to Newberg along the Willamette 3. Rec center
- 95 kayak launch
- 96 1.) Gym/Pool 2.) Splash Pad 3.) Kayak Launch
- 97 Hiking Trails Safe things for teens to do Splashpad
- 98 Access to willamette river, off leash dog park, more pedestrian walking routes/paths.
- 99 1) My top priority is Willamette River access for kayaking and walking. 2) Riverside trail from Dundee to Newberg. 3) Create nature park at or near sewage treatment plant.
- 100 Paddle kayak launch. Senior center. splash pad
- 101 1. Bike/Ped trail to Newberg 2. Unpowered boat launch 3. Waterfront picnic area

Sander Estate Park Survey (Dundee)

102	Kayak Launch
103	Community garden. Willamette River nature park. Bike and pedestrian trail to Newberg.
104	We'd love to see an amphitheater for public and community events such as food, wine, music, outdoor movie, and event space activities. It would be wonderful to leave some of the orchard trees or incorporate them into the landscape design. Thanks for taking our household's feedback!
105	Dog park, paddle launch, indoor tennis/basketball
106	Amphitheater- outdoor stage Community garden More grass lawn play/picnic areas- think mini-central park
107	1. Nature playground. 2. Outdoor community center/ amphitheater. 3. Splash pad
108	multi-purpose center dog park bike trail to newberg
109	I think a splash pad would be a neat addition on the estate to tie into Dundee billick, with another walking path connecting it and some more parking. (Parking is a real issue when sporting events are going on) I don't know if the barn could be used to rent out for events/weddings similar to a park in wilsonville (I think it's memorial park?)
110	Riverside Access/Kayak Launch/Large Riverside park development Bike Trails to connect Dundee/Newberg Extending Park Space at Sanders Estate -
111	River access, bike paths, safe cross walks on 99
112	Waste of land and money!
113	Outdoor stage are for outdoor entertainment, sports fields, playground
114	Gym space and activity space
115	Water fountains like Murase Plaza or Town Center Park in Wilsonville (flowing water vs splashpad), Town Center for social gathering, indoor theatre.
116	More abundant and better maintained sportsfields as the current ones are embarassing and inadequate; river access-there is a beautiful river in town that no one knows about; need a outdoor amphitheatre for community events and concerts and beer festivals:)
117	Trails! Unstructured nature play area!!! Open gardens & fields (not manicured lawns) ...bee gardens, flowers kids can pick and then space to create and examine
118	A soccer field or an event space would be excellent! Similar to Memorial Park Inn wilsonville where there is a barn for events, splash pad, park equipment and fields.
119	Sports field including small and regulation soccer fields. Community gardens, trails for walks.
120	gym, bowling alley
121	Small scale outdoor concert venue or simple amphitheater for summer concerts. River access! Place to launch kayaks and hiking trails along the river. Access to "Lifetime" sports such as horseshoes, pickleball, shuffleboard, corn hole, etc.to bring generations together.
122	A bike/pedestrian trail between Dundee and Newberg, a river park/kayak launch, a youth center
123	Dog park
124	Community pool, community tennis courts, golf course
125	off leash dog park Senior center youth center
126	Community Center (needs an updated look, ie new curtains, better lighting)
127	Splashpad, more bike path/trails, amphitheater/outdoor event space

**Q11 Which of the following Active Recreation items should be prioritized for development at the future Sander Estate Park? (Active Recreation: Outdoor recreation, such as sports and playgrounds, that require extensive facilities or development, or that have a significant impact on the site.)**

Answered: 158 Skipped: 7

	<b>STRONGLY SUPPORT</b>	<b>SOMEWHAT SUPPORT</b>	<b>DO NOT SUPPORT</b>	<b>TOTAL</b>
Splashpad/Water Feature	46.71% 71	33.55% 51	19.74% 30	152
Climbing Rock Wall	40.00% 60	36.67% 55	23.33% 35	150
Disc Golf Holes	17.12% 25	41.10% 60	41.78% 61	146
Tennis/Handball Courts	19.86% 29	32.88% 48	47.26% 69	146
Covered Basketball	24.00% 36	41.33% 62	34.67% 52	150
All Abilities Children's Playground	52.35% 78	32.21% 48	15.44% 23	149
Bike Course	19.73% 29	38.10% 56	42.18% 62	147
Outdoor Volleyball	21.09% 31	39.46% 58	39.46% 58	147
Other (please specify below)	75.68% 28	5.41% 2	18.92% 7	37

## Sander Estate Park Survey (Dundee)

#	OTHER (PLEASE SPECIFY)
1	Mini golf
2	Please leave some of the orchard intact, as well as the buildings.
3	Outdoor pool
4	softball fields
5	Pickleball Courts
6	I think the existing playgrounds should be developed as all ability playgrounds.
7	Tennis court with pickle ball lines
8	Senior activities
9	Dog park
10	Event facility, dog park,
11	general games such as bocce
12	Event Center - eg. barn could used as a wedding venue - would be nice in wine country.
13	Covered tennis courts
14	Covered tennis court
15	Water/ splashpad!!
16	Pickleball court
17	Pickle Ball
18	Soccer field
19	nature park with trail
20	Pickle Ball
21	We have nearly all of these at Billick Park. Need something different
22	Soccer Field
23	Open natural areas with walking paths
24	PICKLE BALL
25	Indoor/Covered Playground
26	outdoor sand volleyball area would be really nice
27	the all abilities playground should be a natural playground
28	Library
29	Picnic area, esp. if there is no prospect of a picnic area on the river.
30	Bike course around the outside, Green grass lawns, big open space areas for kids to play and families to picnic, and keep some of the trees! And a amphitheater- with grass hillside seating for summer music concerts or plays and other events. maybe make it multi-purpose- ie- big enough for people to play a basketball game on "stage", talent contests, poetry/ book readings, ping-pong, four square challenges-
31	amphitheater
32	Utilizing the old barn as a rental venue for weddings and other events
33	Champoeg and Newberg both have Disc Golf. (unnecessary)
34	BALLFIELDS PLEASE!!! Senior/adult/youth sports like pickleball, horseshoes, shuffleboard, etc.
35	Soccer field
36	walking path around the perimeter
37	A wall that can be used for wall ball



**Sander Estate Park Survey (Dundee)**

**38**      **Walking path**

**Q12 Which of the following Passive Recreation items should be prioritized for development at the future Sander Estate Park? (Passive Recreation: Outdoor recreation that require a minimum of facilities or development and have minimal environmental impact on the site.)**

Answered: 159 Skipped: 6

	<b>STRONGLY SUPPORT</b>	<b>SOMEWHAT SUPPORT</b>	<b>DO NOT SUPPORT</b>	<b>TOTAL</b>
Perimeter Trail	75.32% 116	19.48% 30	5.19% 8	154
Community Garden Area	34.64% 53	47.06% 72	18.30% 28	153
Off-Leash Dog Park	23.45% 34	42.07% 61	34.48% 50	145
Horseshoe Pit	18.37% 27	50.34% 74	31.29% 46	147
Picnic Shelter	50.65% 78	35.71% 55	13.64% 21	154
Nature Play Area	55.63% 84	35.76% 54	8.61% 13	151
Arboretum/Formal Garden	33.79% 49	36.55% 53	29.66% 43	145
Other (please specify below)	55.00% 11	10.00% 2	35.00% 7	20

- # OTHER (PLEASE SPECIFY)**
- 1 A beautiful outdoor wine country park with rustic and manicured features
  - 2 Affordable Event Space
  - 3 Library and natural areas with the old walnut trees preserved and blight resistant filberts planted to honor the history of the family
  - 4 Again, an event center for the wine country, for weddings, parties. etc.
  - 5 Splash pad
  - 6 Zip lines
  - 7 community garden is never kept up well, we have picnic at Billick. need something entirely different. Senior Center, Library, etc.
  - 8 Wooded Wine Country Picnic Area
  - 9 PICKELBALL COURTS
  - 10 Off-Leash Dog Park is not a good idea since it is so close to children and not all dogs are well-behaved or people do not pick up after their dogs. Liability is higher also.
  - 11 Filbert heritage site
  - 12 Should not be extra noisy – thus no dog park
  - 13 Can we have some rolling hills? and have the hills be seating for an amphitheater/stage?
  - 14 bocce court

Sander Estate Park Survey (Dundee)

**Q13 Which of the following Educational, Arts, & Cultural Recreation items are most important for development at the future Sander Estate Park?**

Answered: 160 Skipped: 5

	<b>STRONGLY SUPPORT</b>	<b>SOMEWHAT SUPPORT</b>	<b>DO NOT SUPPORT</b>	<b>TOTAL</b>
Outdoor Gathering Space	58.06% 90	30.97% 48	10.97% 17	155
Indoor Theatre	26.00% 39	44.00% 66	30.00% 45	150
Horticultural Learning Center	26.39% 38	42.36% 61	31.25% 45	144
Reading Room	29.25% 43	38.10% 56	32.65% 48	147
Senior Social Center	25.34% 37	39.04% 57	35.62% 52	146
Youth Center/After School Activities	42.38% 64	39.07% 59	18.54% 28	151
Multi-Age Program Facility	36.00% 54	46.00% 69	18.00% 27	150
Maker Space/Tool Library	32.47% 50	40.26% 62	27.27% 42	154
Daycare/Preschool	17.01% 25	41.50% 61	41.50% 61	147
Other (please specify below)	31.58% 6	21.05% 4	47.37% 9	19

- #      **OTHER (PLEASE SPECIFY)**
- 1      Library - in cooperation with PCC or Chemeketa CC
  - 2      Library
  - 3      Library
  - 4      Creative art space for all ages which may be covered above
  - 5      Visitor's Center
  - 6      Public Library
  - 7      Year Round Farmers Market in Barn Space
  - 8      More outdoor space less inside space.
  - 9      Indoor/Covered Playground
  - 10     Do not want this built up. It should be a natural space
  - 11     Out door venue/amphitheater with grass hillside seating and a stage
  - 12     Residential development
  - 13     Concert venue
  - 14     Library

### Q14 Which of the following Revenue Generation items are most important for development at the future Sander Estate Park?

Answered: 159 Skipped: 6

	STRONGLY SUPPORT	SOMEWHAT SUPPORT	DO NOT SUPPORT	TOTAL
Wedding & Event Venue	29.61% 45	42.11% 64	28.29% 43	152
Bike Rentals	28.57% 42	42.18% 62	29.25% 43	147
Coffee Shop	43.05% 65	31.13% 47	25.83% 39	151
Adult Education/Fitness Classes	53.69% 80	35.57% 53	10.74% 16	149
Mini-Golf	34.21% 52	42.11% 64	23.68% 36	152
Zipline	28.57% 42	26.53% 39	44.90% 66	147
Other (please specify below)	60.00% 12	15.00% 3	25.00% 5	20

- # OTHER (PLEASE SPECIFY)
- 1 Outdoor pool like in Carlton, with a snack shack/cafe
  - 2 Jazzercise!
  - 3 Small-scale community supported agriculture
  - 4 Splash pad/ like Wilsonville memorial park!
  - 5 Don't charge to use!
  - 6 Food carts or a bakery
  - 7 Bike rentals IF WE HAD A BIKE TRAIL. No need for rental shop if not place to ride!
  - 8 It would be wonderful to have a community gathering space!
  - 9 space for local artists co-op
  - 10 Outdoor spaces
  - 11 Indoor Playground
  - 12 Too many other venues available for weddings with the wineries nearby.
  - 13 the coffee shop should be locally owned not a chain
  - 14 Do not want this built up. It should be a natural space
  - 15 Sell off a few acres and use the proceeds to buy land on the Willamette for what Dundee truly needs - a park on the River!
  - 16 Concerts and plays, and other events that could be held on a stage

**Sander Estate Park Survey (Dundee)**

- 17      **low cost membership work out center**
- 18      **Mountain bike course**
- 19      **More sport fields for youth sports.**

## Q15 What are your comments and suggestions about the development of the Sander Estate Park property?

Answered: 67 Skipped: 98

#	RESPONSES
1	A tourist driven park that will bring in neighboring communities. For kids park, make them safe, open. Make the space secure from wildlife, and our increasing homeless population. Create jobs with this new park/space.
2	If this is a community space then I would NOT support it being used as a private venue space where any given day its being rented the rest of the public was not allowed to use it!
3	Please keep as much green/natural space as possible within your development of the property. It is unique that Dundee has an orchard within City limits, and it would be disappointing to see that all disappear.
4	Please incorporate as much of the original estate as possible into a natural play area and learning/event venue if possible. It would be a shame to remove all of the history of this beautiful site.
5	Please consider the needs of families with children. A pool or splash pad would be great. There are already several disc golf courses in Newberg so that would be redundant. I think it's important to consider what isn't in the Newberg and Dundee area collectively, not just what isn't in Dundee.
6	-PLEASE keep the barn. It's amazing and could be utilized in so many different ways. I feel like using it for event rentals would not only utilize its amazing features, but provide sustainable revenue for the town of Dundee.
7	Newberg and/or Dundee do not offer handicap accessibility playgrounds or spaces for children!!!! This needs to change!!!
8	It should be a space for the young and old to enjoy
9	Include the community in the planning. Create things everyone can use. The aquatic center is being paid for by everyone's taxes, but the fees/costs prohibit some people from using it on a regular basis.
10	Youth oriented programs, particularly daycare and pre-school would be more convenient for Dundee residents. Sander Estate Park programs should not compete with the same programs provided by the Dundee Woman's Club at the Dundee Community Center. Also, rather than use tax resources for additional passive park on 5th Street, they should be used to improve the facilities at Billick Park or be used to acquire riverfront property.
11	I would like to see the farm character be maintained.
12	Should be a dog park
13	Keep it
14	Would like to keep it as natural as possible. Please leave the barn and some of the well kept filbert trees. It's what we used to be known for.
15	Make it fun for all age kids
16	Use the home as event center, keep part of hazelnut orchard and incorporate it into landscaping
17	Would like to see a learning center based on the local history. Use part of the hazelnut orchard to teach about one of Oregon's biggest agriculture industries. Classes to learn on the how to of farming skills. Creative class offerings like woodworking, gardening, blacksmithing, etc.
18	The property should reflect the history of Jan's family in Dundee - an exhibit should be included. Jan's opinion of the final plan should have great weight in light of her generous donation.
19	It's a wonderful gift to the city, hope it can be developed into something for the Dundee community.

## Sander Estate Park Survey (Dundee)

- 20 I think more activities for the kids around here would be a good way to keep them busy and out of trouble.
- 21 Usage needs to be mindful that there are residences nearby. Activities need to be quiet and respectful of the neighborhood. No wedding parties, movies, concerts, etc.
- 22 You should lease the house and get a library going.
- 23 I think some place to honor the recent agricultural use of the property and also bring the community together to learn more about healthy local eating would be good. If we had more infrastructure for bike trails around here, bike rentals might be nice, but we don't really have that.
- 24 Do not allow thru street to Graystone place. This is a quiet area and we will be greatly impacted by a park regardless so we hope to at least keep our street free of excess traffic.
- 25 Do not allow a thru street. We have traffic and safety concerns.
- 26 We need a really fun awesome park for kids to play with a bug space for water features like the Wilsonville memorial park, a rock wall, volleyball area and zip lining would be awesome to have as well.
- 27 Water/splash pad but similar to Wilsonville the Newberg one is not very big or fun for children, a rock wall would be very fun. The more that can be added the better and more fun for everyone. Please look at examples from other cities the current parks in Newberg and Dundee are not good examples of good parks.
- 28 It would be awesome to have a park like Memorial Park in Wilsonville with their cool water feature and amazing park.
- 29 We need a water park like Wilsonville Memorial Park. We need to have parks like Sherwood and Wilsonville.
- 30 Give the property to the City of Dundee!
- 31 I'd like the city to have its own library.
- 32 We would love to see something similar to the Wilsonville Memorial Park. The City of Dundee and CPRD should combine the properties on both sides of 5th to create a stunning multi-purpose park with water feature, venue options, picnic options, soccer, playgrounds, walking trails, outdoor gathering spaces etc.
- 33 I would like to see more of a nature park with activities that support this.
- 34 Community outdoor spaces
- 35 Just more space for kids to be kids. To enjoy green space. To run and play and know they are safe.
- 36 The barn should absolutely stay. Historic features of the property should be preserved and perhaps expanded on to educate on Dundee's history.
- 37 We could really use a nature park for kids to play in the woods. Could maybe even have outdoor classroom space for school to utilize!
- 38 I attended a meeting at the estate. I show of hands was taken that people were totally against putting a street through to 6th/Graystone Ct. I hope that choice is adhered to. Sander's Estate needs NOT make more traffic issues that can be supported by the neighborhood. If something like a Senior Center or the like that makes traffic is decided, serious attention needs to be given for parking, and impact of traffic on the nearby school.
- 39 Other than feeling that Dundee needs its own library, I am not sure about the needs of the community. Will there be any active community outreach such as door to door canvassing or mail surveys? Do we need before and after school programming for the elementary school kids? If there is a need, the Sanders site is the perfect location.
- 40 I would like to see as much green space preserved as possible particularly on 5th street. If parking is necessary it should be located behind existing buildings to reduce existing congestion generated by school, post office and city hall. I would like to see a combination of uses that reflect inter-generational integration meaning children, families and elders are engaged alongside each other to build community. Place and purpose for gathering, ie, farmers market, community gardens, event center, artist co-op. We are enthusiastic and hopeful about the new opportunities this project could create to build community.

## Sander Estate Park Survey (Dundee)

- 41 More safe spaces for kids to recreate would continue to draw families to our city and help keep our real estate moving in a positive direction. Facilities aimed at adult recreation often are underutilized in our area. Current tennis courts are a great example.
- 42 Retain outdoor spaces as much as possible, gardens, covered space for smaller events, indoor spaces at other sites to keep and retain open outdoor space
- 43 No dog area as owners do not pick up after them.
- 44 I would want to make sure that lots of green space is preserved while still utilizing and developing the property.
- 45 So excited at the list of possible things this land might become! It will really add to the quality of life in Dundee!
- 46 maker spacell I would volunteer and teach classes.
- 47 All of these ideas are wonderful! Especially love the idea of a Maker Space/Tool Library and would LOVE an indoor playground. Something that is unique to our area that would attract not only Dundee and Newberg citizens, but also those outside of the area to come and use our facilities/generate revenue.
- 48 something family and dog friendly!
- 49 subdivide the house off and sell on the market. Keep the barn for storage, use the rest of the property for options listed above.
- 50 I would ask the Dundee Elementary School for suggestions since they are near and have families to learn from. A covered area might be nice for outdoor education programs and family picnics. Mini golf would bring people to the area for outdoor fun and revenue. A coffee shop would provide a public meeting area besides restaurants for meetings and gatherings on a budget.
- 51 I think that a gym/community and all abilities exercise space is most important. I also think that a splash pad, garden and water feature would be a great addition. I am a professor at George Fox and a bike/running trail to Newberg would also be wonderful.
- 52 Please develop the existing home into a library.
- 53 These are lots of great ideas and as a young family, we are encouraged to see that the city is growing and becoming more self sustaining from newberg. We are excited to see what you guys decide, and look forward to using this space to recreate in Dundee.
- 54 Why are we developing the Sander property when there is already a park nearby (Billick park)? We should sell the Sander property and purchase accessible land on the Willamette R. instead. This is a MUCH higher priority in my mind!
- 55 It is a potential gem. Development should be consistent w/ open space/green area. Trees! Maybe mini-golf? but anything more concrete/artificial than that would not be an amenity to the surrounding residential area.
- 56 If features are already available in nearby parks, such as tennis courts at Billick or nature play area at Viewmont Greenway, don't duplicate it here.
- 57 I strongly believe some of the orchard should be left to be seen as-is to preserve the history and personality of the area. Maybe in the middle in a circular section to draw the community into a discussion about early Dundee.
- 58 Keep it as green, natural, and rustic as possible. Keep with the "wine country" community theme. Ideally, more open fields for kids and families to relax/play and for families, friends, and neighbors to gather. I really like the idea of rolling grass hills and a stage with hillside seating where families can bring picnic blankets and watch concerts or other stage based events
- 59 do not trust CPRD
- 60 I accidentally made those comments on the previous page. However I like the idea of nature play, an area for kids to learn about nature, and mini golf would be a fun new thing for the newberg Dundee area!
- 61 Everything listed could be available at the park across the street!
- 62 Has to be secure, all our parks are transient invested, no camping ordinance needs to be enforced, park volunteers would help police



## Sander Estate Park Survey (Dundee)

- 63 Should benefit youth, adults, and seniors. Amphitheater/ballfields are the best options. Lots of seniors watch grandkids play sports.
- 64 Would love to see something safe and productive for the teens in our area whom are too young to drive to Newberg for social times whenever they want. Having something here local, not down the highway in Newberg, would be amazing.
- 65 Small amphitheater for summer concerts Lifetime sports area with horseshoes, shuffleboard, pickleball, etc.
- 66 I would like the house turned into a Community Library. This was suggested at the community meeting last April and I am curious as to why it was not mentioned in the options above.
- 67 Whatever is developed needs to be sensitive to the needs of the school next door, including traffic patterns (pick-up/drop-off), security concerns, noise (not sure about a dog park for this reason), and parking. The school already uses the park spaces as overflow parking, on event days there are cars up and down the street and in the fields.



## Adult Sports

January 2019 Activity Report, Department 452

Department 452 Participation Tracking	December 2019	
Activity	Participants	Participant Hours
Participation Total	00	00
Department 452 Financial Tracking	December 2019	
Supervisory Staff Expense	335.00	
Administrative Staff Expense	445.00	
Part Time Staff Expense	00.00	
Material Expense	780.00	
Total Expense	1560.00	
Program Revenue	5640.00	
Net	4080.00	
Cost Per Participant	00.00	
Cost Per Participant Hour	00.00	

### Department 452 – Adult Sports

The month of December includes final registration for Adult City League basketball. This year we have 11 teams participating, which exceeds last year's total by 3 teams. CPRD is again represented with a team coached by Golf course director Kellan Sasken. The Camellia run staff has been working diligently on changing the course and promotion.

We look forward to another exciting year in adult sports for 2019.

## Youth Sports

October 2018 Activity Report, Department [453](#)

Department 453 Participation Tracking	December 2019	
Activity	Participants	Participant Hours
Tiger Paw	185	500
Junior Tiger	300	2000
Elite Basketball	120	1500

Department 453 Financial Tracking	December 2019	
Supervisory Staff Expense	2225.00	
Administrative Staff Expense	4940.00	
Part Time Staff Expense	2560.00	
Program/Materials Expense	11300.00	
Total Expense	21025.00	
Program Revenue	11000.00	
Net	(10025.00)	
Cost Per Participant	(16.57)	
Cost Per Participant Hour	(2.50)	

### Department 453 – Youth Sports

The month of December marks the beginning of all 3 CPRD youth basketball programs. Our participation numbers have increased 10% for the 2019 winter season. We continue to employ over 25 high school and college students to officiate and supervise our programs. Registration will begin in January for track, youth softball and Lacrosse.

The sports department thanks all those who have contributed their time and effort to our programs.



# Give us your feedback

11/30/18

What are you commenting on?

### Activities

- Adults 50+
- Aquatics
- C.A.R.E. Childcare
- Community School
- Recreation
- Sports

### Facilities

- Bonnie Benedict Preschool
- Chehalem Armory
- Chehalem Aquatic & Fitness Center
- Chehalem Community Center
- Chehalem Cultural Center
- Chehalem Glenn Golf Course
- Chehalem Senior Center

### General

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

We would love to have a calendar or brochure, printed  
I cant read the online version from my phone

What is your recommendation?

please print one, there is one for 50+ but it would be  
great to have a printed version for everyone else  
Once a quarter would be sufficient.

We are here to serve you. If you would like to discuss something, let us know and we will contact you.

Would you like us to contact you?  Yes  No

Preferred method of contact  Phone  Email

### Optional

Name Andrea McBride  
 Address 21215 SW McCormick Hill Rd, Hillsboro OR 97123  
 Phone 503 5938113  
 Email \_\_\_\_\_

### Other ways to make your voice heard

- **Attend a Board meeting.** The Chehalem Park and Recreation District Board of Directors generally meets the fourth Thursday of each month. The public is welcome. Due to the holidays, the board meets only if necessary in November and December. Visit our website for meeting locations and details.
- **Give us a call.**  
Administration Office (503) 554-0283  
Registration Desk (503) 537-2909
- **Go online.** You can leave feedback for CPRD on our website at [cprdnewberg.org](http://cprdnewberg.org), through Facebook, Twitter, and our blog.



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### General

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- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

The women's locker room is way too small to serve busy times. It seems not well thought out. What a pity that this brand new building has inadequate space

What is your recommendation?

for users to dress after swimming. Think about 2 dozen women needing to use the locker room after water exercise. The hallway and lobby spaces are vast. Remodel locker rooms to be more useful and take up wasted space elsewhere. The locker room in the old building had sufficient space. We are here to serve you. If you would like to discuss something, let us know and we will contact you.

Would you like us to contact you?  Yes  No

Preferred method of contact  Phone  Email

### Optional

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

during hours most hours the comp pool locker rooms are also available Jane

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### General

- Litter
- Parking
- Parks
- Playground
- Restroom
- Website
- Other

What is your comment?

There is wasted space in the sauna in the women's locker room. Only 3-4 people can use it at one time.

What is your recommendation?

Benches can be added where there are none

We are here to serve you. If you would like to discuss something, let us know and we will contact you.

Would you like us to contact you?  Yes  No

Preferred method of contact  Phone  Email

*due to ADA compliance (Jara)*

### Optional

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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Administration Office (503) 554-0283  
Registration Desk (503) 537-2909
- **Go online.** You can leave feedback for CPRD on our website at [cprdnewberg.org](http://cprdnewberg.org), through Facebook, Twitter, and our blog.

From: **aj\_oneal** aj\_oneal@comcast.net  
Subject: Re: Take a deep breath before you open this email...  
Date: January 12, 2019 at 6:23 PM  
To: kricker cprdnewberg.org kricker@cprdnewberg.org

Kat,

I was finally able to see the plaque today (Saturday) in the daylight! It is beautiful, special and I really love it. I took Jerry's daughter over to see it (we saw it together for the first time this morning) and she loved it too!

Thank you for your's and everyone else's efforts to get this done, I really appreciate it.

Adele

Sent from my Sprint Samsung Galaxy S9.

----- Original message -----

From: "kricker cprdnewberg.org"

<kricker@cprdnewberg.org>

Date: 1/10/19 10:53 AM (GMT-08:00)

To: Adele O'Neal <aj\_oneal@comcast.net>

Subject: Take a deep breath before you open

Dear CPRD Board,

Thank you so much for allowing us to present to the Board in September. We truly appreciate your support as we begin our student-led watershed restoration projects this winter. We look forward to including you in our work this coming year. May all of you enjoy a warm holiday season with family and friends!

yours truly,

Quentin Cosma  
and all of us at CVWP



George Fox University  
414 N. Meridian St.  
Newberg, OR 97132

neopost<sup>®</sup> FIRST-CLASS MAIL  
09/20/2018  
US POSTAGE \$000.35<sup>00</sup>



ZIP 97132  
044141200300

Thanks for giving  
our students and  
staff this  
opportunity to  
serve + learn!

Chenahalem Park + Rec Dist.  
Jim McMaster  
125 Elliott Rd  
Newberg, OR

~~97132~~  
97132





**November 28, 2018**  
**Notes from Friends' Park Neighborhood Meeting**  
**CPRD Administration Office**  
**125 S. Elliott Road**  
**Newberg, OR 97132**

Present

Staff:

Jim McMaster, CPRD Parks and Facilities Supervisor  
Casey Creighton, CPRD Parks and Facilities  
Don Clements, Superintendent

Public:

23 present

Signed in:

Julie Firth  
Judy Foster  
Lynne Witmer  
Shallay Booker  
Richard Booker  
Nic and Nicole Romersa  
Rochelle and Brian Kemp  
Diane and Steve Paillette  
Debbie Koski  
Matt Russell  
Mark Grier  
Katie Spilker  
Kristl Plinz  
Megan Zimmer

Playground committee volunteers:

(Initial meeting to be scheduled after Dec. 25, 2018)

Sarah Carey  
Eric Moon  
Julie Firth  
Shallay Booker  
Kristl Plinz  
Katie Spilker  
Debbie Koski  
Megan Zimmer

- I. Jim McMaster spoke about the history of the property – Nine acres, CPRD's 22<sup>nd</sup> park

- II. Features – Map review, discussion included the paved walking trail for stroller walking
- III. Timeline – McMaster said the construction will begin with roughly a week’s worth of grading excavation. Since this is to be performed as an donation of labor by a contractor who wishes to remain anonymous, the timeline depends upon when this contractor chooses to perform the work. CPRD’s goal is to complete Phase I development by this summer, but the grant allots two years for completion.
- IV. McMaster described CPRD’s definition of a Neighborhood Park, which this is, designed to serve immediate residents, which is why neither restrooms nor parking are generally included; however, because this park will have a trail connection eventually, along the Hess Creek stream corridor on the east side of the parcel, this park will contain restroom facilities and, in Phase II, a parking lot.
- V. CPRD called for volunteers interested in helping plan the playground; see above list for volunteers who identified themselves.
- VI. Discussion turned to concerns about the proximity of the playground, and its potentially negative effects of noise and eroding privacy. McMaster explained the buffer intended to mitigate these issues. One neighbor requested it be placed farther away than the 75’ as planned. McMaster also explained that cut blackberries will be used to build berms. McMaster assured concerned neighbors that heavy equipment will access the property from Kennedy during the construction phase. Other discussion points included the ideas of a small splashpad, a bike rack, the high number of dog walkers, potential easement access to the trail, and that there can be no organized games in the practice field planned for the park.
- VII. Public Information Director Kat Ricker described the various communication methods the CPRD uses and will continue to use to outreach to the neighborhood and the general public in order keep them informed.

Adjourned at 7:30 p.m.



**HAGAN HAMILTON**  
insurance services

BERN COLEMAN  
HAGAN-HAMILTON INSURANCE  
503-472-2165

October 16, 2018

558

CHEHALEM PARK & RECREATION DIST  
125 ELLIOTT RD  
NEWBERG, OR 97132-2117

SAIF policy: 269304

Since 1990, Oregon has gone from having one of the worst workers' compensation systems to one of the best. During that time, workplace safety has improved, and claims incidence has gone down 70 percent, with a similar percentage decrease in average pure premium rates. You'd be hard pressed to find any line of insurance that has seen those results over the past 30 years.

Oregon has a real success story to tell, and we're proud of the role SAIF's policyholders played in these results.

That's why SAIF's board of directors has again declared two dividends: a primary dividend of \$120 million, and a safety performance dividend of \$40 million.

Under the primary dividend, each policyholder receives a share of their 2017 policy year premium (some of which may have been paid in 2016). You are receiving 21.93 percent of your standard premium under the primary dividend.

For the safety performance dividend, policyholders are rewarded on a scale ranging from zero percent to 11.79 percent of their standard premium. The amount is determined by the policyholder's 2017 policy year claims experience. You've been awarded 10.46 percent of your 2017 standard premium for safety performance.

The dividends are possible because of SAIF's overall financial results, including investment returns and favorable trends in claims costs. You play an essential role, too, through your continued efforts to reduce injuries and improve employee health, which reduce costs. Thank you for your commitment to keeping workers safe and healthy.

If you have questions, please log on to Business Online at [saif.com](http://saif.com), or contact your agent or SAIF representative.

Sincerely,

Kerry Barnett  
President and CEO



HAGAN HAMILTON insurance services

BERN COLEMAN HAGAN-HAMILTON INSURANCE 503-472-2165

CHEHALEM PARK & RECREATION DIST 125 ELLIOTT RD NEWBERG, OR 97132-2117

SAIF Policy 269304 Check No. 012658029 Amount \$13,533.00 Issue Date 10/16/2018

Our policyholders' efforts to reduce on-the-job injuries continues to pay off, year after year. That's why SAIF's board of directors again this year declared two dividends: a primary dividend of \$120 million, and a safety performance dividend of \$40 million.

The attached check reflects your total for both dividends.

Primary dividend: 21.93 percent of your 2017 policy year standard premium

Safety performance dividend: 10.46 percent of your 2017 policy year standard premium

Please see the enclosed letter for more information. If you have questions, log on to Business Online at saif.com, or contact your agent or SAIF representative.

It is unlawful in Oregon for an insurer to promise to pay policyholder dividends for any unexpired portion of the policy term or to misrepresent the conditions for dividend payment... Dividends will be due and payable only for a policy period that has expired, and only if declared by and under conditions prescribed by the Board of Directors of the Insurer. Furthermore, it is an unlawful rebate and a violation of the Oregon Insurance Code for an insured or a representative of an insured knowingly to accept a dividend pursuant to a promise to pay policyholder dividends if the promise is made before the policy is issued or if the promise is made for any unexpired portion of a policy period.

Payment\_Policy\_Dividend\_sCheck

Please keep the upper portion for your own records

FOLD ON PERFORATION LINE BELOW BEFORE DETACHING.

DO NOT ACCEPT THIS CHECK UNLESS YOU CAN SEE A TRUE WATERMARK OF CHAIN-LINKED SHAPES WHEN HELD TO THE LIGHT



400 High St SE Salem, OR 97312 503.373.8000

Dividend

To The State Treasurer Salem, Oregon

96-10 1232

Check No. 012658029

Date 10/16/2018

Pay THIRTEEN THOUSAND FIVE HUNDRED THIRTY THREE AND 00/100 DOLLARS

Amount \$ \*\*13,533.00

Pay To The Order Of

CHEHALEM PARK & RECREATION DIST

(Void After 2 Years From Date Of Issue)

Handwritten signature

Authorized Signature

PAYABLE THROUGH US BANK

83

VOID watermark

THE FACE OF THIS CHECK HAS A COLORED BACKGROUND. EXPLANATION OF ADDITIONAL SECURITY FEATURES INDICATED ON REVERSE SIDE.

012658029 23200101 435021



December 6<sup>th</sup>, 2018

Jim McMaster  
Chehalem Parks & Recreation District  
125 S. Elliot Rd  
Newberg, OR 97132

421 SW Oak St., Suite 300  
Portland, OR 97204

1.866.368.7878  
energytrust.org

Subject: **Incentive Check**

**Project Name: Chehalem Aquatic & Fitness Center - Phase 2**  
**Project ID: 2017676**

Dear Jim:

Congratulations on the progress you have made on completing your New Buildings project. We have completed the review of the commissioning design review activities. Enclosed is the incentive check for \$900.00.

If you have questions, please feel free to contact me at 503.314.9021 or [elin.shepard@clearesult.com](mailto:elin.shepard@clearesult.com). I look forward to continuing work with you on this project.

Sincerely,

A handwritten signature in cursive script that reads "Elin Shepard".

Elin Shepard  
Outreach Manager  
New Buildings Program  
CLEAResult

Enclosure: Energy Trust of Oregon, Inc. Check # 746441



# Oregon

Kate Brown, Governor

Department of Environmental Quality  
Western Region Eugene Office  
165 East 7th Avenue, Suite 100  
Eugene, OR 97401-3049  
(541) 686-7838  
FAX (541) 686-7551  
TTY 711

January 4, 2019

Jim McMaster  
Chehalem Park & Recreation District  
125 S Elliott Rd  
Newberg, OR, 97132-2295

*F4 I*  
*we are signed*  
*ctf for*  
*perm project*  
*[Signature]*

Re: Cancellation of General NPDES Permit No. 1200-C Assignment  
File No. 124855  
Site Location: Chehalem Aquatic & Fitness Center, 1802 E Haworth Ave, Newberg  
Yamhill County

Dear Mr. McMaster:

We received your Notice of Termination request on 12/31/2018 requesting cancellation of your assignment to the above referenced permit because you have completed permanent controls to eliminate sediment runoff. Thank you for your efforts to protect Oregon's water quality. The DEQ will cancel your assignment to NPDES Stormwater Permit Number 1200-C, effective **01/04/2019**.

If the local ordinance requires temporary erosion and sediment control measures to be left in place, then these measures will require ongoing maintenance.

Thank you for updating us on the status of your operation. Questions on fees or other administrative issues should be directed to Deborah Kimball at (541) 686-7930.

Respectfully,

Zachary J. Loboy  
Water Quality Manager

cc: Source File, DEQ - Eugene  
Rodney Lemeni, DEQ-WQ



**From:** Christian Boenisch boenischc@co.yamhill.or.us  
**Subject:** RE: CPRD Public Information Request  
**Date:** December 11, 2018 at 7:40 PM  
**To:** kricker cprdnewberg.org kricker@cprdnewberg.org  
**Cc:** dclements cprdnewberg.org dclements@cprdnewberg.org, Mary Starrett starrettm@co.yamhill.or.us



Kat,

The initial search results have come back and there are approximately 410 potentially responsive documents. I estimate the attorney time required to review all these documents would be approximately 2-3 hours; our rate for attorney review of public records requests is \$100.00/hour. If the actual time is more than estimated additional charges would apply, plus costs for the searches (done by IT, \$65.00/hr), any additional administrative staff time (\$32.00/hr) and any copies (\$0.25 per copy).

If you would like me to proceed I can prepare and send over a formal cost and time estimate. Or, I am happy to discuss ways to try and help further narrow the scope (and thus the total cost) of the request.

Thanks,

Christian

Christian F. Boenisch  
Yamhill County  
County Counsel  
(503) 434-7502  
[boenischc@co.yamhill.or.us](mailto:boenischc@co.yamhill.or.us)

\*\*\*\*\*CONFIDENTIALITY NOTICE\*\*\*\*\*

This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.

\*\*\*\*\*

**From:** kricker cprdnewberg.org <kricker@cprdnewberg.org>  
**Sent:** Thursday, December 6, 2018 3:12 PM  
**To:** Christian Boenisch <boenischc@co.yamhill.or.us>  
**Cc:** dclements cprdnewberg.org <dclements@cprdnewberg.org>; Mary Starrett <starrettm@co.yamhill.or.us>  
**Subject:** Re: CPRD Public Information Request

Thank you

Kat Ricker

JAN | FEB 2019

# Athletic Business

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NEWBERG OR 97132-2295





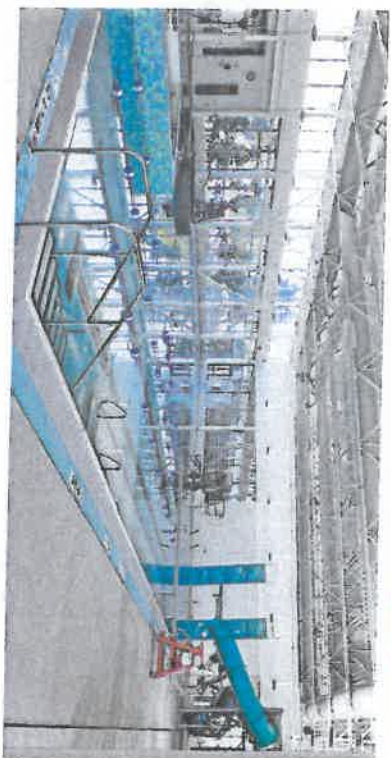


## TIME FOR AN UPGRADE

The Chehallem Aquatic and Fitness Center opened in 1970 and immediately became a point of pride within the community. Over the years the community began to outgrow the original facility as recreational needs increased and evolved. In 2015, planning began for a new aquatic and fitness center that would meet the needs of the Newberg community for the next 50 years.

## VARIED USE

The pool was designed to have something for everyone in the community, from child to adult and youth club athletes to NCAA-caliber competitors. As such, the pool was designed and constructed to have three separate but connected recreational zones. A wading zone includes an 18-inch-deep area with dumping buckets, a climbable fire engine with water cannons and a slide, and a squirting fire hydrant. A stretch 25-meter pool was designed for NCAA and NFHS water polo and competitive swim events. A bulkhead helps create numerous pool layout options for the facility's varied use by community members.



## QUICK FACTS

**LEAD ARCHITECT:** Scott Edwards Architecture | Portland, Ore.  
**AQUATIC DESIGN CONSULTANT:** Counsilman-Hunsaker | St. Louis, Mo.  
**COST:** \$19 million  
**SQUARE FOOTAGE:** 40,390  
**OCCUPANCY:** June 2018

## COMPONENTS

- Leisure pool
- Wading zone
- Lazy river
- 25-meter competition pool
- Indoor spa

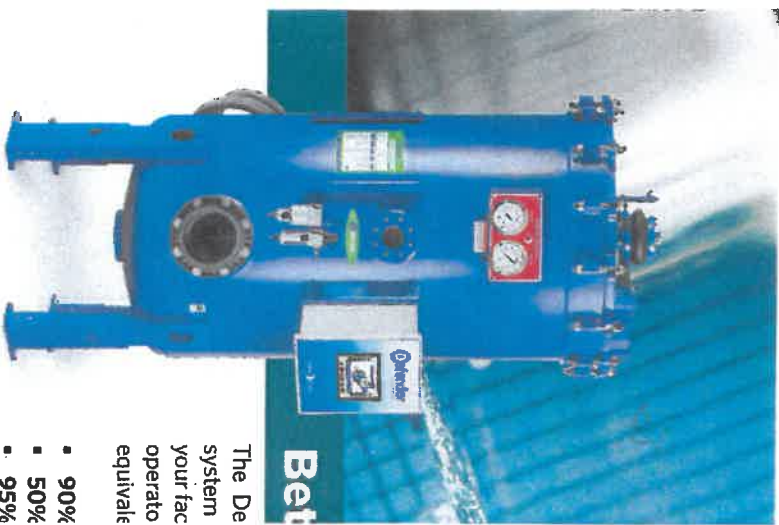
## SUPPLIERS

**Competitor Swim Products/Recreonics**  
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