

FEBRUARY 22, 2018
SPECIAL MEETING WITH CITY OF NEWBERG 6:00 P.M.

FALCON CREST ROOM

1. Water Reuse Agreement

2. Cultural District

3. Trails

REGULAR SESSION 7:00 P.M.

CHEHALEM PARK AND RECREATION DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

CHEHALEM ADMINISTRATION OFFICE

125 S. ELLIOTT ROAD

FALCON CREST ROOM

NEWBERG, OREGON

- 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 January 25, 2018
 - B. Approval of Bills Payable
 - C. Approval of January Financials
- V. **Public Participation**
 - A. Discussion on Development
 - B. Discussion on Request to use Sanders House by City of Dundee
 - C. Others not on Agenda
- VI. **Action Items/Committee Reports/Board Comments**
 - A. Approval of Golf Carts and Golf Architect
 - B. Special meeting
 - C. Report on Retirements, Replacements and Reorganization
 - D. Personnel Policies Update Approval
 - E. 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 March 22, 2018

To: Board of Directors
From: Superintendent
Date: February 20, 2018
Re: Background information for February 22, 2018 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 (5-9) for Regular Meeting Minutes of January 25, 2018.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for January 25, 2018.

- B. Approval of Bills Payable-Bills Payable summary is on page (10-11) 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 \$608,461.21 General Fund, \$3,889,321.59 Capital Pool Construction and Loan Fund, \$0.00 SDC Fund, Foundation \$0.00.

- C. Approval of January 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 (12) for review.

RECOMMENDATION: Do not Approve January Financials.

V. **PUBLIC PARTICIPATION**

- A. Discussion of Development – Please see page (13-14). Individuals will be at meeting to discuss.

RECOMMENDATION: To Listen and Discuss.

- B. Discussion on Request to use Sanders House by City of Dundee – The mayor will be at the meeting to discuss the request.

RECOMMENDATION: To deny the request.

- C. Others not on agenda – We have no other request at this time.

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

- A. Approval of Golf Carts and Golf Architect – Kellen will be at meeting to discuss.

RECOMMENDATION: Approve the request from Kellen

- B. Special Meeting – Requested to be placed on agenda by President of the Board

- C. Report on retirements, Replacements and Reorganization – Please see page (15)

- D. Personnel Policies – Will have copies for Board to review at meeting.

RECOMMENDATION: To approve at March meeting after review

- E. 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: Rilee Park, Status of paddle launch, Golf Course & Putting Green, 210 N Blaine Street and Plaza at Culture Center, Trail Development and Master Plans.

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 Budget. The only debt will be for the golf course, property on the river 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 slightly higher and revenue is up slightly.

DESCRIPTION	<u>GENERAL FUND SUMMARY</u>		
	AS OF 1/31/16-17	AS OF 1/31/17-18	DIFFERENCE
TOTAL EXPENDITURES	\$ 3,424,680.46	\$ 3,412,027.39	<\$ 12,653.07>
TOTAL OPERATION EX.	\$ 2,548,062.30	\$ 2,749,589.06	\$ 201,526.76
TOTAL CAP/AQ/DEV/TRS	\$ 876,618.16	\$ 662,438.33	<\$ 214,179.83>
TOTAL REVENUE	\$ 5,254,739.60	\$ 5,822,156.37	\$ 567,416.77
TOTAL TAXES	\$ 2,591,694.76	\$ 2,793,741.77	\$ 202,047.01
TOTAL FEES & CHARGES	\$ 1,598,302.09	\$ 1,685,802.71	\$ 87,500.62
TOTAL OTHER REVENUE	\$ 41,454.08	\$ 30,472.91	<\$ 10,981.17>
BEGINNING BALANCE	\$ 1,023,288.67	\$ 1,312,138.98	\$ 288,850.31
<u>BALANCE</u>	<u>\$ 1,830,059.14</u>	<u>\$ 2,410,128.98</u>	<u>\$ 580,069.84</u>

DESCRIPTION	<u>SDC FUND SUMMARY</u>		
	AS OF 1/31/16-17	AS OF 01/31/17-18	DIFFERENCE
BEGINNING BALANCE	\$ 274,631.34	\$ 347,665.46	\$ 73,034.12
INTEREST	\$ 1.19	\$ 1.39	\$.20
CITY OF NEWBERG	\$ 118,221.65	\$ 145,973.94	\$ 27,752.29
CITY OF DUNDEE	\$ 1,976.66	\$ 7,906.64	\$ 5,929.98
COUNTY OF YAMHILL	\$ 7,663.25	\$ 43,870.25	\$ 36,207.00
TOTAL REVENUE	\$ 402,494.09	\$ 545,417.68	\$ 142,923.59
TOTAL EXPENDITURE	\$ 3,193.21	\$ 273,650.00	\$ 270,456.79
<u>BALANCE</u>	<u>\$ 399,300.88</u>	<u>\$ 271,767.68</u>	<u>\$ <127,533.20></u>

Please note the operational cost is up. The revenue is up slightly.

B. Superintendent Report – To be given at meeting.

C. Staff Reports – Please see pages (16-29)

IX. **CORRESPONDENCE**

A. Citizens Comments/Evaluations – Please see page (30).

B. Miscellaneous Information – Please see pages (31-32) Info for meeting with City

X. **ADJOURNMENT.**

MARCH 22, 2018 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
January 25, 2018
MINUTES

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

II. Roll Call

Board members:

Peter Siderius

Bart Rierson

Don Loving

Mike Ragsdale

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Golf Course Grounds Supervisor

Jim McMaster, Park and Facilities Supervisor

Mark Martin, Recreation Supervisor

Kellan Sasken, Golf Course Director

John Bridges, Legal Counsel

Public:

Brian Bowman, Bob and Crystal Rilee Park Advisory Committee

Terry Counsel, Chehalem Valley Chamber of Commerce

Paula Radich, St. Peter Catholic Church

Jack Recorder, St. Peter Catholic Church

Steve Duch, Triplett Wellman

Burke Walls, Disc golf advocate

III. Approval of or changes to agenda – Approval of agenda as amended, to include item VI.D Bob and Crystal Rilee Park discussion.

Moved Mike Ragsdale

Second Don Loving

Passed unanimously

IV. Approval of consent agenda

a. Approval of minutes of regular Board meeting October 2, 2017 and Special Work Session Jan. 11, 2018.

b. Approval of bills payable

c. Approval of December financials

Moved Mike Ragsdale
Second Lisa Rogers
Passed unanimously

V. Public participation

- A. Special presentation – Chamber of Commerce recognized Mark Martin for receiving the Ed Stevens Distinguished Service Award; this will be acknowledged at the upcoming annual awards banquet.
- B. Discussion of fitness center construction (Phase II Chehalem Aquatic and Fitness Center construction and renovation project) – Gene Wellman presented updated cost estimates for seven alternatives; grand total estimate approximately \$4.6 million; Triplett Wellman's fee raised from 2.45% to 4.5%. Jim McMaster described what will take place in the renovation. Superintendent Don Clements recommended the Board approve the increased fee of 4.5%. The Board agreed to approve the increased fee of 4.5% when this item returns for action in a future meeting with subsequently updated figures. Pete Siderius requested staff recommendations on the alternatives.
- Bart Rierson said he would like to add an outdoor walking track around the perimeter of the building. Jim McMaster said there will be a small track in the playground area, but it would not be practical to build one around the back of the building due to trucks and deliveries.
 - Clements suggested a special Board meeting be held in the new classroom of the facility.
- C. Others not on agenda – Burke Walls (in reference to Item VI.D) talked about advocating for disc golf within CPRD in the past, offering labor from his volunteer group. He said he has been shut out of discussions on the potential for disc golf in Bob and Crystal Rilee Park, and asked whether he could get access for public comment with that advisory committee. Siderius said the Board was very interested in expanding disc golf in Ewing Young Park (see Jan. 11 minutes from special work session). Don Loving led discussion regarding the advisory committee, and said there is time for public comment on the agendas for those meetings; Feb. 20 is date of next meeting.

VI. Action items/committee reports/Board comments

- a. St. Peter Catholic Church request (moved from B to A). Paula Radisch presented the request for waiving of SDC fee for new construction of rectory. Clements recommended waiving the fee.

Motion to waive fee.

Moved Mike Ragsdale
Second Lisa Rogers
Passed unanimously

- b. Bob and Crystal Rilee Park discussion (moved from D to B) – Brian Bowman presented draft bylaws. Discussion included whether all members must reside within District boundaries (allowance in bylaws for member Rob Lewis, who operates a business within the boundaries), and whether becoming a 501(C)3 would be appropriate for this group. Lisa Rogers objected to the structure that the Board used to appoint the committee members—limiting the number of members to seven total—which resulted in not appointing Burke Walls to committee (before she joined the Board), because he and others of the 16 applicants who were not appointed to the committee would not be able to vote; discussion followed on why maximum was set. Rogers requested a policy decision be formally made on structure of how committees are formed. At the suggestion of Mike Ragsdale, the Board agreed to vote on these bylaws at a future meeting, once the committee adds a provision on filling vacancies. Clements said staff will contact all applicants by email and notify them the committee is open to public comment during meetings. Siderius said he will charge the committee with outreach for public comment, and directed Clements to add policy on committee formation on agenda for Feb. 22nd meeting.
- c. Dundee Volunteer Firefighter Association request (moved from D to C). Clements recommended Board deny request to house volunteer firefighters in CPRD’s new residential property on 5th St. in Dundee. Motion to deny request.
 Moved Mike Ragsdale
 Second Don Loving
 Denied unanimously
- d. Contract with SEA (moved from E to D) – Discussion on contract (dated in November) being submitted after most of the work was completed. Motion to authorize superintendent to sign contract.
 Moved Mike Ragsdale
 Second Bart Rierson
 Passed unanimously
- e. Approval of 2018-19 Budget Calendar and Budget Officer – Clements presented calendar and recommended Zach Mode be named budget officer. Motion to approve calendar and officer.
 Moved Lisa Rogers
 Second Mike Ragsdale
 Passed unanimously
- f. Reports and comments from Board members
 Peter Siderius – n/a
 Bart Rierson – n/a
 Don Loving – n/a

Mike Ragsdale – Interested in donors of aquatic center items; Kat Ricker said they are posted on CPRD website by name unless they are anonymous.

Lisa Rogers – n/a

VII. Old business/project updates

- a. Jim McMaster reported on aquatic center progress – tilework, pouring of decks. He plans to apply for a state grant for Friends Park in the future. Rotary has funded a roofed shelter to provide shade at the splashpad at Chehalem Cultural Center, and they may be requesting money for it; McMaster said he will bring plans to next Board meeting.
- b. County landfill acquisition – Siderius wanted to know when to expect an update on this effort. Clements said he would call them tomorrow.
- c. Siderius asked if Clements had contacted ODOT on Ewing Young Park connection? Will be discussed at joint work session with city council on Feb. 22nd.
- d. Siderius asked if Clements had issued RFPs yet for economic feasibility items discussed at Jan. 11th special work session; Clements recommended March.

VIII. From the superintendent's desk

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

Moved Don Loving
Second Mike Ragsdale
Passed unanimously

- b. Superintendent's report – Clements said agenda for Feb. 22nd Joint Work Session with Newberg City Council will include water reuse agreement, cultural district, and trails. Siderius wants Clements to provide city council with price comparisons on water reuse rates with similar agreements in Oregon, and point out that CPRD is paying the City to water its parks. Siderius requested Clements provide Board with supplemental information to be presented one week prior to meeting. Clements said he will arrange with the city manager to share such supplement information mutually between the two agencies prior to meeting.
- c. Staff reports – Kayla McElligott reported on how the MLK event went; she represented CPRD on that planning committee. The attendance was highest yet – over 400 people. Ragsdale noted that the stage at the CCC needs better assistance (ramp, rail, or lift); Siderius directed Clements to make recommendations at the next meeting. Kellan Sasken reported on working on tournament calendar for year, and preparing for golf trade show. Loving and Siderius said they had received good feedback on Kellan's approachable persona so far. Casey Creighton reported on golf

course maintenance. McMaster noted good rescue response incident by a CPRD lifeguard this week.

IX. Correspondence

Citizen comments/evaluations – Clements noted addition of letter from Palisch Homes, pgs. 40-41.

X. Adjournment – 8:25 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Coordinator

Next meeting will take place at 7 p.m. Thursday, Feb. 22, 2018 in the Falcon Crest Room of the CPRD Administration Offices. This will be preceded by a Joint Work Session together with Newberg City Council at 6 p.m. in the same location.

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO FEB 14, 2018**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
114408-114412	\$ 20,245.54	ACCOUNTS PAYABLE
114413-114425 (SET ASIDE FOR GOLF COURSE)		
114426-114461	\$ 27,241.69	ACCOUNTS PAYABLE
114462-114518	\$ 15,510.22	PAYROLL
DIRECT DEPOSIT	\$ 31,092.74	PAYROLL
114419-114420	\$ 231,357.00	ACCOUNTS PAYABLE
114521-114536	\$ 31,332.34	ACCOUNTS PAYABLE
114537-114542 (CHECKS WRITTER FOR CAPITAL POOL CONST.)		
114543-114566	\$ 20,553.97	ACCOUNTS PAYABLE
114567-114628	\$ 18,698.41	PAYROLL
DIRECT DEPOSIT	\$ 33,476.00	PAYROLL
114629-114676	\$ 143,049.89	ACCOUNTS PAYABLE
EFT	\$ 18,251.39	WIRE TRANSFER
EFT	\$ 17,652.02	WIRE TRANSFER
GRAND TOTAL	<u>\$ 608,461.21</u>	
<u>BREAKOUT</u>		
<u>ACCOUNTS PAYABLE</u>	\$ 473,780.43	
<u>PAYROLL</u>	\$ 98,777.37	
<u>WIRE TRANSFER</u>	\$ 35,903.41	

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
<u>NO CHECKS ISSUED</u>		
GRAND TOTAL	<u>\$ 0.00</u>	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1089	\$ 1,926.25	PRO GROW MIXES INC.
1090	\$ 2,299.00	BERRYHILL NURSERY
1091	\$ 2,544.35	AURORA NURSERY
1092	\$ 23,027.00	PYRAMIDE USA INC
1093	\$ 1,855.00	ERNST NURSERY & FORMS, LLC
1094	\$ 949.00	CARLSON TESTING
1095	\$1,468,510.00	TRIPLETT WELLMAN
1096	\$ 17,869.27	SEA
1097	\$ 111,559.02	US BANK LOAN PMT
1098	\$ 690.00	TERRA CALC LAND SURVEY INC
1099	\$ 6,101.11	PGE
1100	\$1,491,037.42	TRIPLETT WELLMAN
114537	\$ 59,653.75	SEA

114538	\$ 1,557.41	RECREONICS
114539	\$ 2,826.00	CARLSON TESTING INC
114540	\$ 621,324.70	TRIPLETT WELLMAN
114541	\$ 619.34	SIGNS DIRECT INC
114542	\$ 74,972.97	SEA
GRAND TOTAL	<u>\$3,889,321.59</u>	
BREAKOUT		
<u>CAPITAL POOL CONST.</u>	\$3,777,762.57	
<u>POOL BOND DEBT</u>	\$ 111,559.02	

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
<u>NO CHECKS ISSUED</u>		
GRAND TOTAL	<u>\$ 0.00</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 1/31/16-17	AS OF 1/31/17-18	DIFFERENCE
Total Operational Expense	\$ 2,548,062.30	\$2,749,589.06	\$ 201,526.76
Total Capital Outlay & Transfers	\$ 876,618.16	\$ 662,438.33	<\$ 214,179.83>
GRAND TOTAL EXPENSES	\$ 3,424,680.46	\$2,962,535.60	<\$ 12,653.07>
Total Tax Revenue	\$ 2,591,694.76	\$2,793,741.77	\$ 202,047.01
Total Fees & Charges Revenue	\$ 1,598,302.09	\$1,685,802.71	\$ 87,500.62
Total Other Revenue	\$ 41,454.08	\$ 30,472.91	<\$ 10,981.17>
Beginning Balance	\$ 1,023,288.67	\$1,312,138.98	\$ 288,850.31
GRAND TOTAL REVENUE	\$ 5,254,739.60	\$5,822,156.37	\$ 567,416.77

SDC FUND SUMMARY

DESCRIPTION	AS OF 1/31/16-17	AS OF 1/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 3,193.21	\$ 273,650.00	\$ 270,456.79
TOTAL REVENUE	\$ 127,862.75	\$ 197,752.22	\$ 69,889.47
BEGINNING BALANCE	\$ 274,631.34	\$ 347,665.46	\$ 73,034.12
GRAND TOTAL REVENUE	\$ 402,494.09	\$ 545,417.68	\$ 142,923.59

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 1/31/16-17	AS OF 1/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 474,662.73	\$ 598,321.24	\$ 123,658.51
REVENUE TRANSFERS	\$ 474,662.73	\$ 598,321.24	\$ 123,658.51
INTREST	\$ 234.40	\$ 165.63	<\$ 68.77>
BEGINNING BALANCE	\$ 30,866.61	\$ 31,269.21	\$ 402.60
GRAND TOTAL REVENUE	\$ 505,763.74	\$ 629,756.08	\$ 123,992.34

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 1/31/16-17	AS OF 1/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

CAPITAL PROJECT POOL FUND SUMMARY

DESCRIPTION	AS OF 1/31/16-17	AS OF 1/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 2,041,877.42	\$ 7,729,055.47	\$ 7,075,903.44
GRAND TOTAL REVENUE	\$19,428,791.11	\$11,879,499.33	<\$ 7,538,687.39>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 1/31/16-17	AS OF 1/31/17-18	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 1,574,481.35	\$ - 8.29	<\$ 1,574,473.05>
GRAND TOTAL REVENUE	\$ 1,153,969.81	\$ 1,054,982.82	<\$ 98,986.99



January 24, 2018

Don Clements
Chehalem Parks Board
Chehalem Park & Recreation District
125 South Elliott Road
Newberg, OR 97132

Re: Springbrook Master Plan

Dear Don and Board Members:

As we mentioned in our meeting with Don last week, Pahlisch Homes is under contract to purchase a portion of the Springbrook Master Plan, generally between Aspen Way and College Street. Pahlisch Homes takes considerable pride in developing lifestyle communities, and parks and open spaces are so vital to maintaining long term value to homes that we build in these communities. The Springbrook Master Plan offers a terrific opportunity to partner with your district in developing and maintaining an amenity for the community to enjoy.

The original Master Plan assumed that all parks would be privately owned and maintained by the Homeowners Association. Pahlisch Homes would like to discuss the possibility of dedicating some or all of the parks to Chehalem Parks and Recreation in exchange for SDC credits. We are currently working with the Hillsboro Parks Department on two large master-planned communities in South Hillsboro, whereby Pahlisch purchased the land, will build two neighborhood parks to City specifications, and then dedicate the completed parks to the Parks Department in exchange for SDC credits.

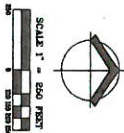
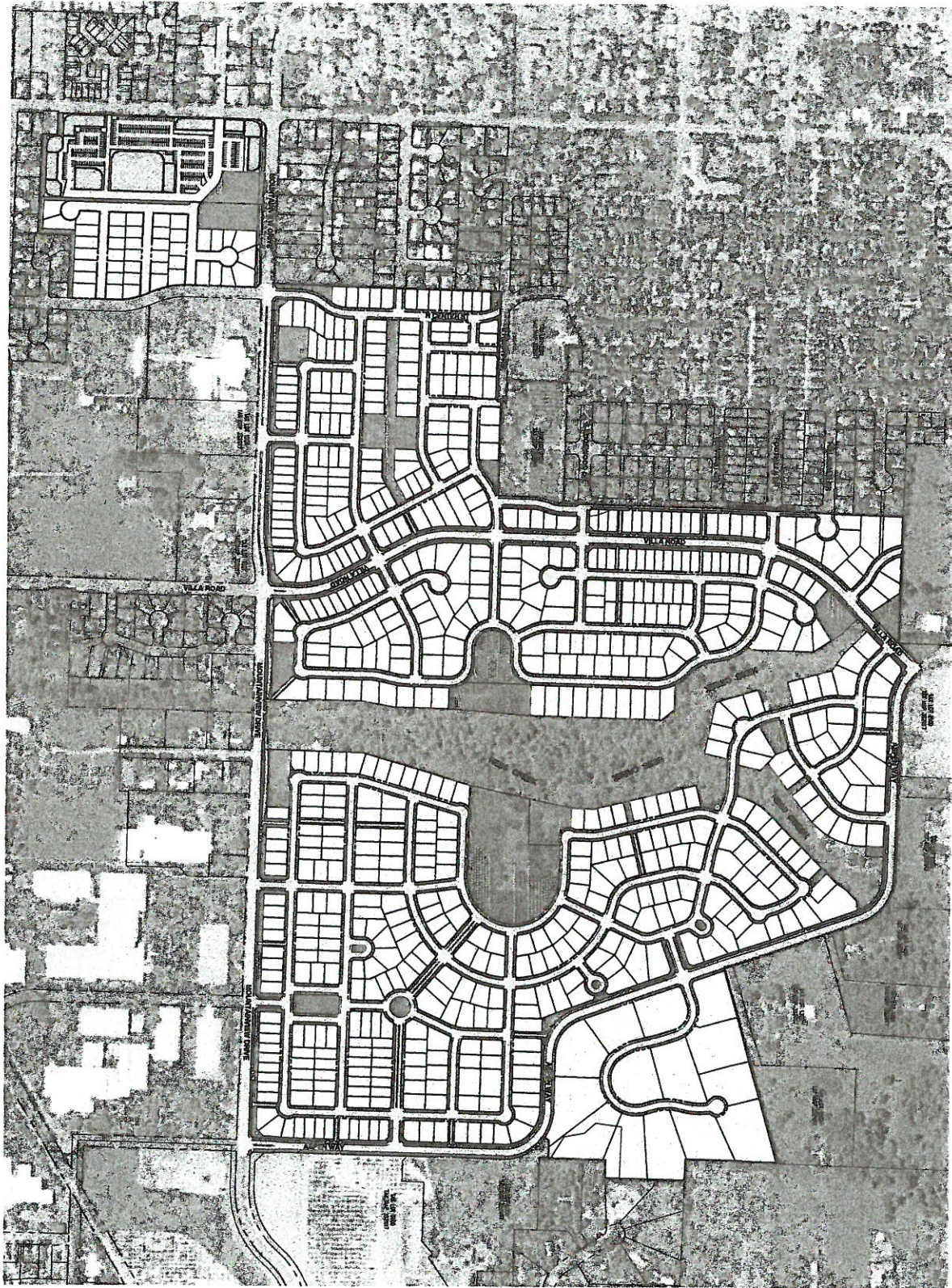
In preliminary conversations with Don Clements, it appears that there may be the greatest opportunity for a public neighborhood park on the east side of Hess Creek along with the potential dedication of the full Hess Creek drainageway corridor with an adjacent trail system. We see value in including the park on the west side of Hess Creek as well. We have attached a general overview of the Pahlisch Springbrook site for your early review. We would like to discuss this matter with the Board at your February 22, 2018 board meeting.

Thank you for your consideration, and don't hesitate to call me if you have questions. Please confirm that we can be placed on the February 22 agenda.

Regards,

Mike Morse
Regional Project Director
Pahlisch Homes, Inc.

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14

JOB NUMBER 4487 SHEET 01	DATE: 07/19/2014	DRAWN BY: JAM	CHECKED BY: AS	SCALE: AS SHOWN	SHEET NO. 01
	DATE: 07/19/2014	DRAWN BY: JAM	CHECKED BY: AS	SCALE: AS SHOWN	SHEET NO. 01
	DATE: 07/19/2014	DRAWN BY: JAM	CHECKED BY: AS	SCALE: AS SHOWN	SHEET NO. 01
	DATE: 07/19/2014	DRAWN BY: JAM	CHECKED BY: AS	SCALE: AS SHOWN	SHEET NO. 01


PLAN OVERVIEW

SPRINGBROOK DISTRICT

NEWBERG
4000,5000,5100,5200,5300,5400,5500,5600,5700,5800

OREGON
TAMMILL COUNTY TAX MAP 3.2.08

AKS ENGINEERING & FORESTRY, LLC
12965 SW HOSMAN RD STE 100
TUALATIN, OR 97062
P: 503.563.6151
F: 503.563.6152
aks@eng.com



ENGINEERING • SURVEYING • NATURAL RESOURCES
FORESTRY • PLANNING • LANDSCAPE ARCHITECTURE

CITIZENS

BOARD OF DIRECTORS

SUPERINTENDENT

\$109,366.40

ADMINISTRATIVE CORDINATOR

\$42,163

PUBLIC INFORMATION DIRECTOR

\$51,250

MARKETING/EVENT SPECIALIST

\$34,688

BASIC SERVICE SUPERVISOR

SPECIAL SERVICES SUPERVISOR

\$75,719

\$68,670

PARKS DIRECTOR

BUILDING DIRECTOR

GOLF COURSE DIRECTOR

SPECIAL SERVICES/GOLF DIRECTOR

\$62,294

\$46,485

\$46,485

\$62,294

GRDS COORD

\$42,163

EQUIP/MECHANIC CORD

\$42,163

AQ COORD

\$42,163

SPTS COORD

\$42,163

REC COORD

\$42,163

AQ SPECIALIST

\$34,688

GOLF SPECIALIST

\$34,688

BASIC SERVICE TECHNICIANS

\$22,360

BASIC SERVICE TECHNICIANS

\$28,538

SECRETARIES(2)

\$22,360/\$29,985

SPL SERV TECH(3)

\$22,360/\$28,538/\$31,463

PART TIME STAFF

PART TIME STAFF

AQ PTS

SP PTS

REC PTS

GOLF PTS

Parks Activity Report February 2018

Friends Park

In your packet is a preliminary sketch of Friends Park. We are going through the motions of writing the grant at this time. The grant is due April 1, 2018. I will soon have a public meeting with the neighborhood to discuss the park and how we are proceeding. If we do receive the grant we will have two years to complete the project. Awards will be published in September.

Splash Pad Shade Structure

In your packet is a conceptual drawing of the shade structure. Most of the supplies and work to be done on the structure will be donated. We hope to have it completed prior to the summer months. When you are working with volunteers it is on their schedule not ours.

Tennis Courts

The board asked to bring back some numbers on the tennis court replacements for Jaquith Park and Dundee Park. Both courts have failure of the sub-grade and thus we have continual cracking. To fully alleviate this, we will need to cut out the current tennis surface, fine grade the base, compact the base and then re-pave. One estimate that we received was \$101,050 for the Jaquith Courts. Also, the basketball court is cracking in many places; this would be an additional \$19,997 to repair that court. The Dundee tennis court which also needs to be renovated would come at a cost of \$56,717. I will place these costs in our capital improvement budget probably with Jaquith courts and basketball being done the first year and Dundee being placed in the budget for the next year.

Aquatic Center Construction

We had about three weeks of good weather on the project. We thought we would have to wait to finish the roof cap, but with the good weather we are almost complete with the roof. All of the decks have been poured inside of the building. The bleachers are also installed in the competition pool. Sidewalks are being poured outside the building and most of the pool and heating systems are installed. The competition pool was water tested this past week. The water test for leakage was successful and now we will be filling the leisure pool. Hopefully in three weeks the plaster will be completed and we can fill the pool with the water we will be circulating. We are still tracking with change orders far below industry standards. I am waiting to see if we have any unforeseen problems with our electronic controls.

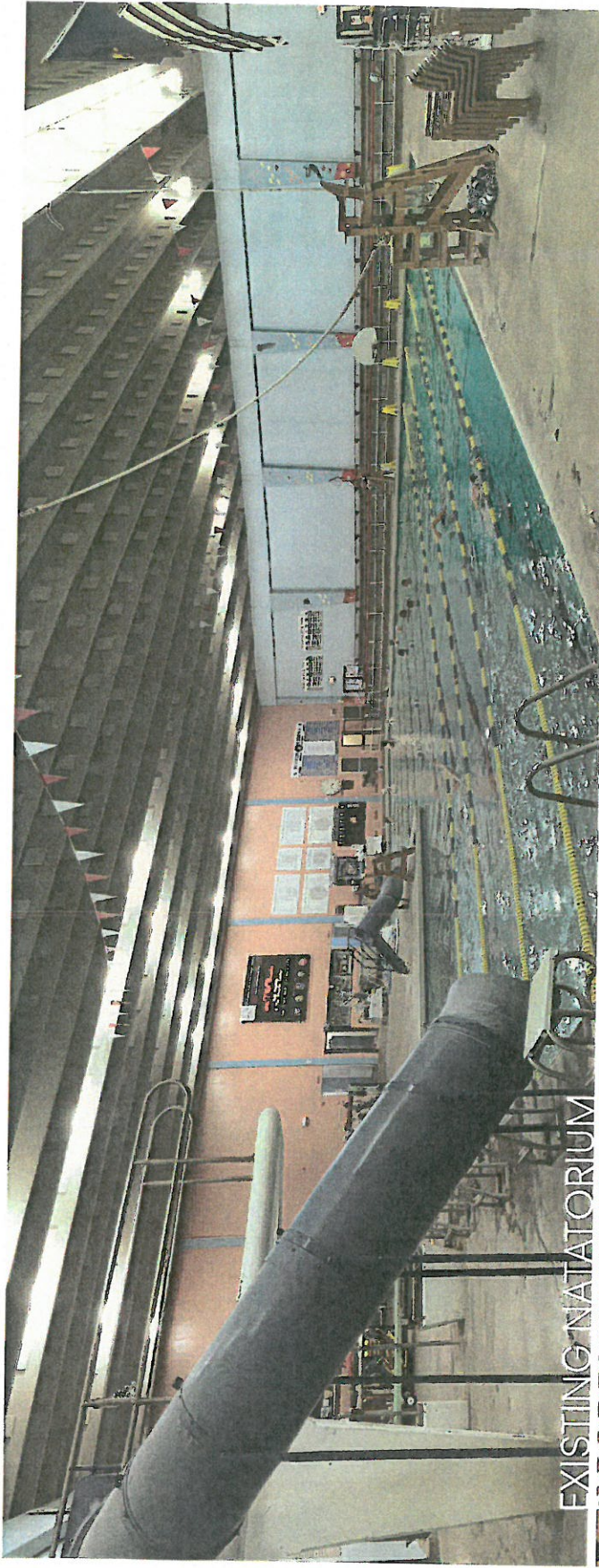
Phase II of Aquatic Center

In your packet is a rendering of what the basketball court and elevated track may look like. It will be a nice addition when completed. Right now completion will be slated for October, but that is a moving target just like the pool. Bids will be coming in to the contractor the same night as your February board meeting. I may have some numbers for you then. The plans have been submitted to the city. The district had a geo tech test on the old pool foundation and found that due to the firm consistency of the soil we do not have to spend extra money to strengthen the foundation or put in pin piles. On a not so happy note, we found additional asbestos in the building, thus we can look forward to an additional cost for that.

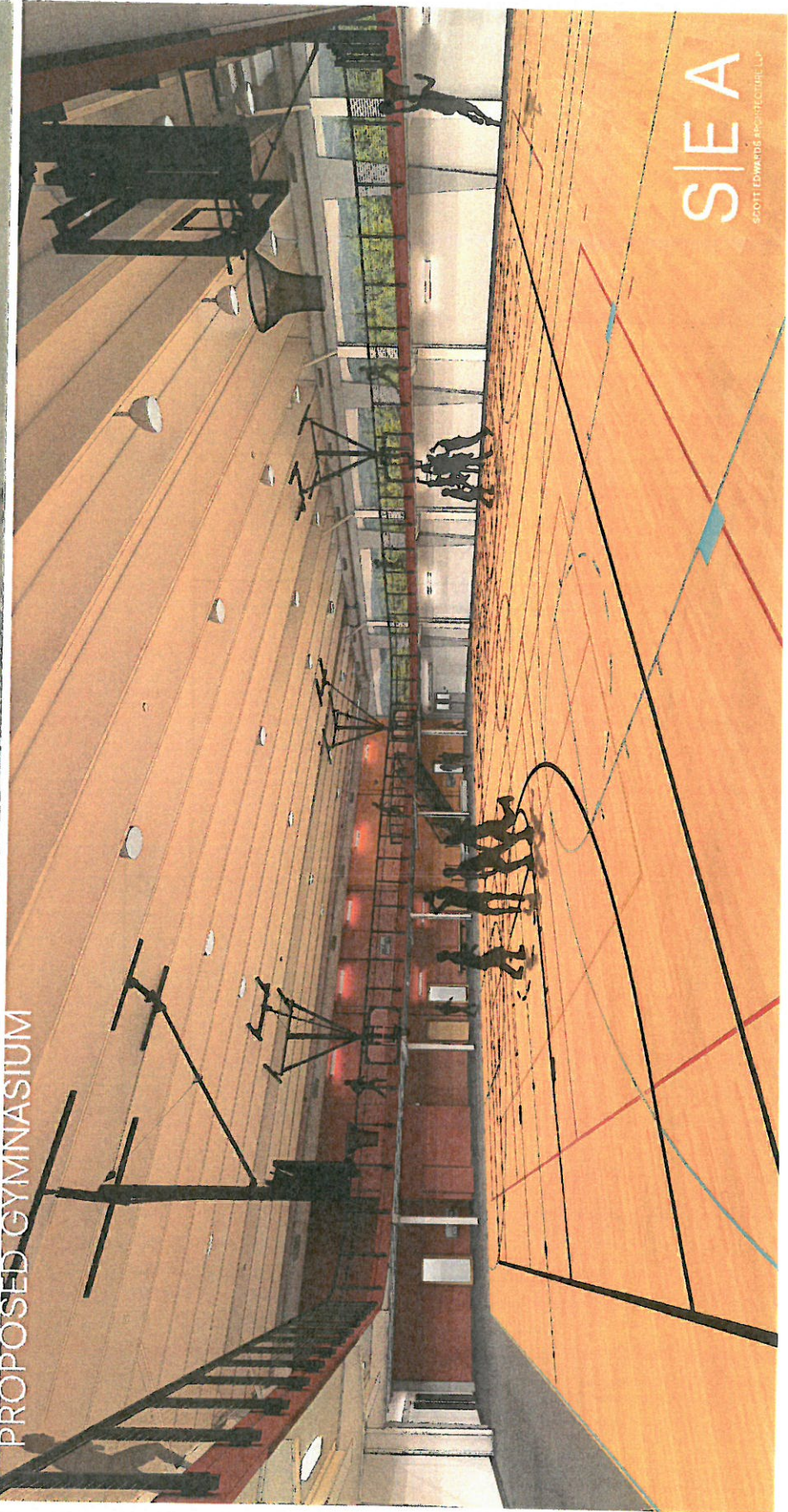
Parks Summary *Month of: January 2018*

<i>Park Name</i>	<i>Hours Worked</i>
<i>Armory</i>	28.75
<i>Billick/Dundee</i>	22.25
<i>Buckley Park</i>	1.25
<i>Central</i>	26.00
<i>Community Center</i>	28.75
<i>Crabtree</i>	1.75
<i>Crater Ball Fields</i>	6.25
<i>Elliott Road</i>	28.50
<i>Ewing Young</i>	3.75
<i>Falcon Crest Park</i>	1.75
<i>Fortune Park</i>	6.25
<i>Gail Park</i>	21.00
<i>Gladys</i>	1.25
<i>Golf Course</i>	0.25
<i>Herbert Hoover</i>	70.25
<i>Jaquith</i>	20.50
<i>Jaquith Ball Fields</i>	10.00
<i>Memorial/Scout House</i>	40.25
<i>Non-District Properties</i>	3.50
<i>Oak Knoll Park</i>	0.25
<i>Oaks Park</i>	1.25
<i>Other District Land</i>	10.00
<i>Parrott Mt.</i>	3.50
<i>Pool</i>	76.75
<i>Pre-School</i>	21.00
<i>Pride Gas</i>	0.50
<i>Renne Fields</i>	0.50
<i>Rotary Centennial Park</i>	3.00
<i>Sanders Park</i>	1.50
<i>Schaad Park</i>	1.00
<i>Scott Leavitt</i>	1.00
<i>Senior Center</i>	67.50
<i>Spring Meadow</i>	6.25
<i>Transfer Station</i>	1.75
<i>vacation/holiday/sick/comp.</i>	57.50

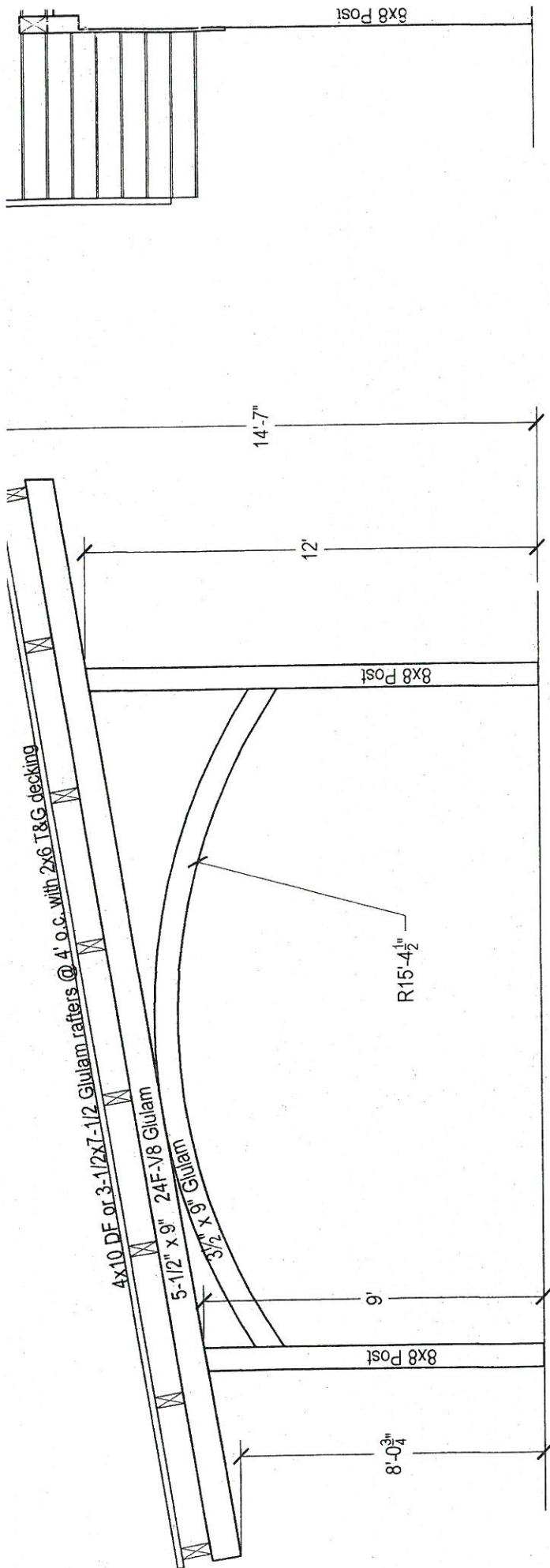
<i>Park Name</i>	<i>Hours Worked</i>
<i>Willsonville Poperty</i>	0.50
<i>Youth building</i>	25.00
<i>Total</i>	<i>601.00</i>



EXISTING NATATORIUM
PROPOSED GYMNASIUM

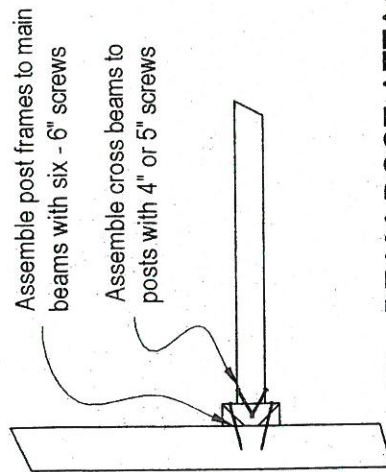


S|E|A
SCOTT EDWARDS ARCHITECTURE, LLP



SIDE ELEVATION

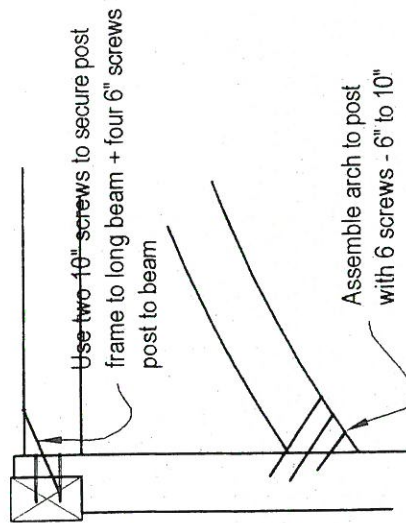
scale: 1" = 4'



BEAM-POST ATTACHMENT

scale: 1" = 2'

1



ARCH FRAME ASSEMBLY

scale: 1" = 2'

2

Date: February 18, 2018

Aquatic Activity Report – 451

Report Period: January 2018

Drop-in program attendance:

Drop-In Activities	2018	2017
Water Exercise	435	521
GFU Undergrads	722	502
Lap Swim/Parent Child Swim	2860	Data Unavailable
Public Swim	1035	913
Weight Room	Data Unavailable	Data Unavailable
Total	5052 (2192 w/o lap swim)	1936

Facility reservations:

Reservations	2018			2017		
	Pool	Classroom	Patio	Pool	Classroom	Patio
General	7	8	---	4	3	---
Internal In-service	1	1	---	1	1	---
Construction		5			4	
Rec		1			1	
CST		1	---		2	---
NHS ST			---			---
CWP		1	---		1	---
NHS WP			---			---
Special O			---			---
GFU			---			---
NFD						
Total	8	17	---	5	12	---

Enrollment numbers for our traditional (registration required) programs:

Program Enrollments	2018	2017
Weight Training	38	37
Personal (Weight) Training	3	1
Private Lessons, Session 1-A	27	31
Lifeguard/WSI Courses	---	---
Water Polo	47	47
School Swim Lessons	---	---
Swim Lessons, Session 1, 1-A	166	182
Indoor Kayak	11 (14)	14
Total	292 (295)	312

Submitted by Tara Franks, Aquatic Coordinator

Activity Financial Report - Jan 2018		Department - Aquatics 451					
EXPENDITURES	Jan '17	Jan '18	Yr to Date '17	Yr to Date '18	Year End 15/16	Year End 16/17	Est June 17/18
Aquatics - 451:							
Personnel Services							
Aquatic Supervisor							
Secretary I		\$1,214.63		\$9,783.62			\$21,321.00
Secretary II	\$2,279.76	\$1,578.62	\$16,391.77	\$16,184.02	\$27,262.99	\$28,224.82	\$29,059.00
Aquatic Coordinator	\$3,286.52	\$3,383.60	\$22,849.65	\$23,636.66	\$37,566.45	\$39,282.25	\$40,604.00
Aquatics Specialist							\$15,735.00
Guards	\$3,402.92	\$4,152.82	\$34,479.43	\$38,937.15	\$52,444.51	\$54,942.82	\$129,341.00
Cashiers	\$3,090.83	\$4,291.65	\$26,640.85	\$19,709.80	\$45,404.54	\$45,258.79	\$47,242.00
Instructors	\$1,143.00	\$1,350.23	\$23,139.90	\$23,425.96	\$43,237.73	\$42,384.80	\$54,765.00
Coaches		\$20.50	\$1,483.50	\$1,904.76	\$4,340.96	\$5,423.88	\$5,800.00
Carlton Contracts							
Total Personnel Services	\$13,203.03	\$15,992.05	\$124,985.10	\$133,581.97	\$210,257.18	\$215,517.36	\$343,867.00
Materials & Services:							
Office Supplies	\$776.89	\$127.20	\$2,853.80	\$1,556.96	\$2,690.24	\$3,088.00	\$3,050.00
Postage Supplies	\$28.20	\$3.00	\$357.71	\$333.52	\$1,054.05	\$768.35	\$4,450.00
Program Supplies	\$2,397.81	\$709.99	\$5,151.11	\$2,129.23	\$8,987.87	\$11,029.94	\$10,200.00
Chemical & Agricultural Supplies	\$912.96	\$3,222.34	\$12,130.82	\$9,716.51	\$18,134.94	\$21,096.53	\$26,000.00
Store Supplies			\$2,428.20	\$1,710.91	\$2,814.28	\$5,590.64	\$7,500.00
Gas & Oil Supplies		\$21.85		\$21.85	\$227.94		
Classifieds					\$35.00		\$625.00
Brochure			\$270.92	\$266.56	\$1,203.38	\$757.39	\$4,850.00
Flyers	\$66.88	\$225.42	\$609.36	\$1,000.21	\$2,091.88	\$1,180.29	\$1,850.00
Professional Dues	\$545.00	\$300.00	\$1,482.35	\$802.75	\$1,528.49	\$2,269.25	\$2,500.00
Conference/Workshops			\$582.65	\$1,101.95		\$787.15	\$1,200.00
Staff Mileage		\$10.35	\$10.10	\$180.23	\$48.48	\$144.43	\$350.00
Staff Expenses	\$134.67		\$222.37	\$405.75	\$309.25	\$190.67	\$650.00
Utilities:							
Electricity	\$4,588.26	\$5,707.67	\$29,376.25	\$28,812.38	\$49,732.21	\$56,114.74	\$57,200.00
Natural Gas	\$7,566.26	\$8,354.91	\$30,091.15	\$30,605.89	\$61,004.50	\$67,474.71	\$77,055.00
Water/Sewer	\$1,786.20	\$2,997.07	\$17,685.23	\$19,634.39	\$24,827.45	\$32,082.29	\$36,300.00
Telephone	\$243.02	\$205.04	\$1,067.52	\$1,451.77	\$2,072.31	\$3,119.96	\$3,000.00
DOE Repayment							
Fees (activenet/bank/cc)	\$2,779.01	\$4,001.35	\$15,091.82	\$20,220.73	\$29,211.12	\$27,077.08	\$35,500.00
Equipment Maint Repair							
Prof & Contract Services							
Program Contracts 451.380.003		\$1,071.26	\$10,997.59	\$7,602.16	\$19,768.82	\$20,226.29	\$22,000.00
Insurance Services		\$23,979.11	\$24,819.76	\$26,528.09	\$23,015.37	\$24,819.76	\$33,766.00
Equipment Maint Contract			\$146.44				
Refunds			\$197.50	\$7.00	\$145.25	\$273.50	\$450.00
Equipment Rental							
Buildings & Structures							
Total Materials & Services	\$20,271.38	\$50,936.56	\$155,572.65	\$154,074.84	\$248,902.83	\$278,090.97	\$328,496.00
TOTAL AQUATIC EXPENDITURES	\$33,474.41	\$66,928.61	\$280,557.75	\$287,656.81	\$459,160.01	\$493,608.33	\$672,363.00

Activity Financial Report - Jan 2018									
Department - Aquatics 451									
REVENUE	Jan '17	Jan '18	Yr to Date '17	Yr to Date '18	Year End 15/16	Year End 16/17	Year End 17/18	Est June 17/18	
Aquatics - 451:									
451.000 ActnCCBk Fees									
451.007/291 Water Exercise	\$661.50	\$450.50	\$7,117.50	\$2,754.75	\$20,909.25	\$9,885.50		\$20,185.00	
451.008 Weight Training	\$2,611.75	\$3,197.50	\$12,824.47	\$14,240.50	\$29,205.16	\$22,311.39		\$30,000.00	
451.011 Private Swim Lessons	\$2,742.50	\$2,346.00	\$19,292.01	\$20,341.50	\$52,647.25	\$35,124.51		\$45,210.00	
451.012 Saturday Swim Lessons			\$108.00	\$120.00		-\$108.00			
451.013 Water Safety	\$1,470.00	\$384.00	\$2,110.00	\$2,652.00	\$4,156.00	\$3,648.00		\$10,000.00	
451.014 SilverSneakers - Tivity	\$417.50	\$198.50	\$2,107.50	\$1,790.50		\$3,271.50		\$12,075.00	
451.015 Silver&Fit - ASH	\$963.00	\$1,485.00	\$7,435.00	\$15,228.00		\$15,644.02		\$5,300.00	
451.016 Water Polo	\$522.00	\$1,710.00	\$3,999.62	\$8,333.99	\$19,908.93	\$16,924.58		\$21,800.00	
451.017 George Fox University			\$7,658.25		\$12,647.25	\$12,658.25		\$16,600.00	
451.018 Newberg High School									
451.019 School Districts									
451.020 Locker Income				\$3,032.00	\$4,079.00	\$1,828.00		\$3,500.00	
451.021 Locker Rental	\$87.50	\$20.00	\$988.50	\$1,411.50	\$4,503.00	\$3,478.50		\$1,000.00	
451.023 Pool Rental	\$777.50	\$1,803.00	\$7,363.50	\$5,822.26	\$10,650.48	\$11,629.50		\$15,510.00	
451.024 Classroom Rental	\$155.00	\$356.50	\$1,572.50	\$1,834.50	\$2,548.75	\$3,477.50		\$3,845.00	
451.025 Sauna/Spa	\$613.50	\$434.50	\$2,949.50	\$2,898.90	\$3,480.85	\$5,970.00		\$3,200.00	
451.026 Special Events									
451.061 Vending	\$194.56		\$454.99	\$583.71	\$1,941.96	\$1,547.13		\$2,000.00	
451.200 Aquatics Misc					\$27.97				
451.280/293 Sales	\$501.00	\$475.75	\$4,263.45	\$3,666.25	\$7,309.71	\$7,104.72		\$8,787.00	
451.281 CST/CVA			\$6,724.00	\$544.50	\$12,175.50	\$12,737.00		\$13,200.00	
451.282 Swim Lessons	\$9,384.19	\$9,146.00	\$59,956.17	\$66,920.49	\$123,692.54	\$121,337.67		\$136,060.00	
451.283 Lap Swim	\$644.50	\$677.70	\$4,173.65	\$4,660.95	\$8,932.70	\$7,950.18		\$11,000.00	
451.284 Public Swim	\$1,453.50	\$1,347.02	\$16,711.80	\$16,243.63	\$32,098.80	\$29,517.08		\$41,590.00	
451.285 Equipment Rental	\$4.75		\$48.75		\$316.50	\$56.25			
451.286 Membership Sales	\$13,274.25	\$10,690.50	\$59,671.78	\$60,792.75	\$128,050.95	\$102,851.87		\$134,455.00	
451.287 Weight Room	\$1,593.05	\$1,309.50	\$6,063.55	\$5,392.98	\$10,681.00	\$9,908.67		\$11,800.00	
451.289 Punch Cards - General	\$784.00	\$1,123.00	\$4,844.00	\$4,754.00	\$9,933.50	\$7,819.00		\$10,000.00	
451.290 Gift Certificates						\$56.00			
451.292 Scholarship (Swim Lessons)					\$53.00	\$35.00		\$900.00	
451.294 Indoor Kayak	\$212.00	\$200.00	\$602.00	\$765.00	\$630.00	\$1,112.00			
451.296 Patio Rental			\$140.00		\$279.50	\$140.00			
451.490 Gift Certificates			\$56.00						
TOTAL AQUATIC REVENUE	\$39,067.55	\$37,354.97	\$239,020.49	\$244,784.66	\$500,859.55	\$447,915.82		\$558,017.00	

Activity Report February 2018

Dept 452- Adult Sports

Men's basketball began this past month with 8 teams participating. We had a few conduct issues but they have been addressed as play has been without incident since that time period. The open gym at Dundee is still very active with play on Monday and Wednesday nights. Softball organizational meetings and the Camellia run are just around the corner. This past month we had a total of 82 participants totaling 720 participant hours at a cost of +67. per participant and of + 7.71 per participant hour. Overall the budget is seeing an increase in subsidy by a total of + 412 compared to ytd 2017.

Dept 453- Youth Sports

January is a big month for basketball and the start of Middle School Wrestling. The Elite Basketball teams are playing 2-3 tournaments per month and the Jr Tiger teams are back in swing following the holiday break. Lacrosse has opened up registration and football has started holding meetings for the 2018 season.

Facility use requests for the 2018 school year are being assembled for submission to Newberg Schools. Jaquith, Dundee, and Crater Fields are getting closer to opening day once we can get on them (weather permitting) to prepare for the upcoming season. Don and I looked at the Tennis courts at Jaquith and Dundee as both have some big cracks that are in need of attention. Some estimates have come in to get things going on the repairs. The Armory batting cage machines had some repairs as we replaced the inner tubes for the wheels as we kept getting flat tires.

This past month we saw a total of 485 students participating in various sports totaling 9071 participant hours at a cost of +79.28 per participant and of +4.23 per participant hour. Overall the budget is seeing an increase of +6573 compared to ytd 2017.

January 2018 Activity Report

Department 454

Recreation

Department 454 Participation Tracking	January 2017		Year to Date	
	Participants	Participant hours	Participants	Participant hours
Gymnastics	41	164	321	2625.96
Fitness and Dance	34	179	159	1311
Education	23	73	108	783
Birthday Parties	28	56	135	270
Special Event			192	2,040
Participation Total	126	472	915	7029.96

Department 454 Financial Tracking	January 2018	2017-2018 Year to Date	2016-2017 Year to Date	Difference
Supervisory Staff Expense	1094.17	7584.87	\$6,603.04	Increase of 981.83
Administrative Staff Expense	5796.41	41090.02	\$40,763.19	Increase of \$326.83
part time Staff expense	1064.38	11239.41	\$18,420.97	Decrease of \$7,181.56
Contract Payroll expense	2231.91	12204.37	\$8,989.71	Increase of \$3,214.66
Program and Materials Expense	3913.69	14600.27	\$14,280.34	Increase of \$319.93
Total Expense	14100.56	86718.94	\$89,057.25	Decrease of \$2,338.31
Program Revenue	10851.7	46057.06	\$51,705.01	Decrease of \$5,647.95
Net	3248.86	40,661.88	\$37,352.24	Subsidy Increase of \$3,309.64
Cost Per Participant	25.77			
Cost Per Participant Hour	6.88			

January 2018

Boxing for Fitness continues to have a strong following. The instructor has been really cooperative in allowing extra participants to register for her class. This class often runs at capacity or higher. The instructor even started offering an "Open Gym" period in November. Although the fitness class is doing well. The open Gym period was never well utilized by participants. So the decision was made to cancel boxing open gym in January.

Staffing changes in Fall required that we develop a new schedule for Gymnastics. The schedule was publicized in November and took effect in January. The new schedule should allow for greater capacity than before. But we are still intending to hire a few more part time instructors and grow the program.

**Activity Report for January 2018
Department 455**

C.A.R.E

CARE	Enrollment	Jan. total part. hrs.	
Austin	42	42 part. x 105 hrs. = 4410	
Crater	89	89 part. x 105 hrs. = 9345	
Dundee	52	52 part. x 105 hrs. = 5460	
Edwards	80	80 part. x 105 hrs. = 8400	
Ewing Young	28	28 part. x 105 hrs. = 2940	
Mabel Rush	79	79 part. x 105 hrs. = 8295	
Community Center	30	30 part. x 242 hrs. = 7260	
Total	400	46110 part. hours	-.17

Expense detail January 2018

Personnel	\$27,041.55
Materials	<u>\$8,872.51</u>
Total expense	\$35,914.06
Revenue	<u>\$43,759.95</u>
Net	-\$7,845.89

Expense detail YTD

	\$210,196.79
	<u>\$46,599.35</u>
	\$256,796.14
	<u>\$352,281.49</u>
	-\$95,485.35

We keep growing in numbers! We have had to hire additional staff in January to make our ratios work appropriately. In addition, the USDA program we belong to for our Community Center CARE program came to do an audit on our program. Normally, they will do an audit every three years to all programs around the state.

Overall, they were very impressed with our program and food service. I am very pleased with our CARE staff who were observed by the audit team as well as interviewed by them. The audit shows some minor problems that were addressed immediately. You may find our letter of response later in this board packet.

January 2018 Activity Report
 Department 456
 Chehalem Senior Center

Department 456
Participation Tracking

Activity	January -18	2017-2018 totals
Bingo	115	814
Crafts	53	435
Day Trips	0	88
Meals on Wheels	1410	9504
Senior Center Lunch	347	1953
Special Events	0	743
Classes	73	296
Clinics	80	547
Games	136	1023
Exercise	242	1888
Food Dist	122	1421
Volunteer	131	870
Misc	67	353
Participation Total	2776	19935
Participant Hours	5,875	39119

<u>Financial Tracking</u>	January -2018	2017-2018 totals
Staff Expense	3536.6	23984.66
Program Expense	1042.81	7971.18
Utilities / Facilities Expense	28337.33	46498.26
Total Expense	32916.74	78454.1
Program Revenue	2967	22175
Rental Revenue	3376	35763.11
Total Revenue	6343	57938.11
Net	26573.74	20515.99

Cost per participant	9.60	
Cost per participant Hour	4.50	

Sports Advisory Council

Interviewed Laura McMaster today With Yamhill County Watershed Council. She teaches water shed sciences and conducts trail hikes. In 2017 the Sports Advisory Council identified trails programing as an area that it wishes to develop programing for. We have scheduled time in early February to walk one of the nature trails at Rilee Park. Essentially having her conduct a lesson for volunteers of our advisory group. We want to review the trails and evaluate the guide.

Reservation for AARP Tax Clinic have begun. Each year the senior center and AARP team up to offer free tax preparation and e filing. We open registration for that clinic in January. Tax preparation occurs every Tuesday starting on Feb 7th and running until April 11th. By the end of January we had book all appointments for March February and March.

January 2018 Activity Report
 Department 457
 Community School

Department 457 Participant Tracking	January 2018		Fiscal Year to Date	
	Participants	Participant hours	Participants	Participant hours
Music	37	111	138	414
Dance and Fitness	58	232	68	204
Martial Arts	0	0	10	300
Science	16	0	64	64
Arts	5	34	51	902
Special Events	0	0	108	216
Participation Total	116	377	439	2,100

457 - Community School Financial Tracking	January 2018	2018 Year to Date	Year to Date 2017	Difference
Administrative Staff Expense	0	0	0	0
part time Staff	570.28	\$3,703.26	\$10,172.64	Decrease of \$6,469.38
Contract Payroll	47.51	\$3,893.97	\$854.30	Increase of \$3,039.67
Materials Expense	1575.04	\$5,226.81	\$4,498.66	Increase of \$728.15
Total Expense	2192.83	\$12,824.04	\$15,525.60	Decrease of \$3,241.56
Program Revenue	6448	\$18,805.34	\$18,699.31	Increase of \$106.03
Net	-4255.17	\$-5,981.3	\$-534.21	A profit Increase of \$5,447.09
Cost per Participant				
Cost per Participant Hour				

Our 8 week Dodgeball club is doing really be doing well. We offered it in 3 schools (Crater, Mabel Rush, and Edwards). Of the 3 we did not meet minimum participation at Edwards Elementary. So we had to cancel that class. But the other two went well over established minimums and in the case of Mabel Rush, we were able to add one participant over our max registration.

In January we conducted a 1 day 2 hour Arduino (Stem/Robotics) workshop for Middle School science teachers. In this workshop we covered basics of programing and connecting between robotics kits and laptops. We also spent a large amount of time showing teachers where they can find free club and activity curriculum. We had 7 teachers attend this workshop. Our hope is that we are able to recruit one of these teachers to run an Arduino club for CPRD.

Dept -472- Concessions

We have received the restaurant license and insurance certificate from our vendor, waiting on the agreement to come in early March. Currently we are ahead in the budget by a total of – 186 compared to ytd 2017.

Dept- 474 Bonnie Benedict Preschool

Class	Enrollment	Total part. hrs.	
4 year old class	24	24 part. x 36hrs = 864	
3 year old class	13	13 part. x 27hrs. = 351	
Total	36	1215 part. hours	+.92

Expense detail January 2018

Personnel	\$1484.20
Materials	<u>\$1742.82</u>
Total expense	\$3,227.02
Revenue	<u>\$1,913.00</u>
Net	+\$1,314.02

Expense detail YTD

\$11,912.02
<u>\$6,602.49</u>
\$18,514.51
<u>\$28,360.65</u>
-\$9,846.14

After the holidays, seasonal flu and other illnesses usually cause our attendance to be down, but this year our attendance has been better than average for attendance. We have a volunteer in our classrooms most every day. She is a PSU student working towards her ECE degree and has been able to student teach in our classrooms. This has been great as a partnership for our busy classrooms.

Department Subsidy Comparison

452 +412
 453 +6573
 454 +3195
 455 - 34729
 456 +18422
 457 - 2807
 472-186
 474-1798

= -10918 reduction in subsidy compared to ytd 2017.

Until Next Time, Good Luck Everybody!



Chehalem Park and Recreation District Feedback Form

Please use this form for your suggestions and comments about CPRD programs, facilities and/or personnel.

*emailed
1/22/18
No onsite
childcare
Extend P.K.
site as a
step-in
garden.*

What are you commenting on?

Activities

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

Facilities

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

General

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

What is your comment?

Moms/Dads don't have opportunity to exercise consistently

What is your recommendation?

I am hoping that one day soon childcare will be available during the weekday mornings so that regular exercise could be part of our weekly routine.

We are here to serve you. If you would like to discuss your issue, 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 Erika Barber

Address _____

Phone _____

Email ebarber81@gmail.com

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 www.cprdnewberg.org, through Facebook, Twitter, and our blog.

The City of Newberg wanted the District to sign an agreement for reuse water.

The first agreement stated the City could charge us what the City wanted to charge for reuse water.

We rejected that agreement and refused to sign the agreement as presented.

We recommended an agreement that set a rate of \$2.00 per ccf for a 20 year period of time.

The City Manager and the Public Works Director attended a CPRD board meeting and informed the District that rates are set by Rate Review Committee, and only the Rate Review Committee could change the rate. We disagreed with that and said so. We felt the City could enter into an agreement with the District.

We did attend the Rate Review Committee meetings and explained our problems with the rate set. The Rate Review Committee recommended to the City Council that the rate be lowered from \$3.54 per ccf to \$2.51 per ccf.

We received another agreement that is attached. We also received a letter. We received this after Don Loving, Board President, and I met with the city manager. Please note the district was not to be charged for the city parks. We are still being charged for city parks.

The reasons I believe we deserve lower rates is due to what is charged in Oregon for reuse water by Clean Services. They charged Tualatin Golf course \$.17 per ccf. Talking with the Clean Services agency they stated their desire to raise the fee from \$0.17 to \$1.00 per ccf over the

next 10 years. Based on that we agreed to sign an agreement for \$2.00 per ccf for 10 to 20 years.

Another reason I believe we deserve that rate is when we built the course, there were at least 700 homes built around the course. These homes had an increase in valuation of \$50,000 to \$100,000 per home. This increased the valuation for the city amounted to about \$52,500,000. The City's tax rate is \$4.32 per 1000 of valuation. This increased the taxes the City received to \$226,800 per year. That means the City has received an additional \$2,269,000 over the last 10 years.

We have paid the City for reuse water over \$2,000,000.00 in the last 10 years.

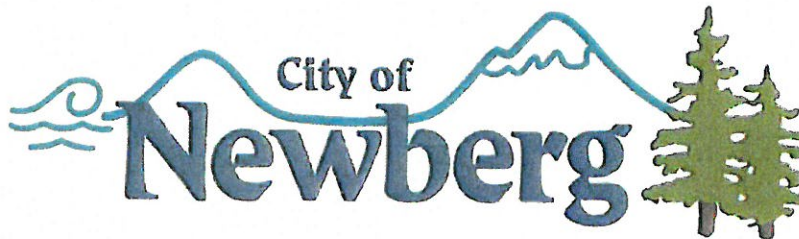
Currently the City does not have the pressure needed to run the irrigation system. They dump the reuse water into our pond. We pump the water from the pond to irrigate the course. We pay for the pumps and we lose water due to evaporation. The meter is located on Wilsonville Road. We are paying even more than the \$2.51 due to added operation cost and evaporation loss.

The City may enter into an intergovernmental agreement with the District per state law.

We recommend the agreement be for at least 10 years at \$2.00 per ccf. We also wish to not be charged for water at city owned parks.

Stephen A. Rhodes
City Manager Pro Tem
503-537-1207

Email:
steve.rhodes@newbergoregon.gov



414 E. First Street · P.O. Box 970 · Newberg, OR 97132

May 24, 2016

Don Clements, Superintendent
Chehalem Park & Recreation District
Newberg, OR 97132

RE: IGA for Re-use Water for Golf Course

Don:

Thank you for sending a revised draft of the IGA for water for the golf course. It looks like we have agreement on all sections except for Section 2 on compensation.

I have prepared a counter proposal for Section 2 that sets the new rate of \$2.51 per ccf to take effect with the August 1st billing. That billing covers water used from July 1st. While the Council adopted the rates from the Citizen Rate Review Committee (CRR) on March 7, 2016, those rates do not take effect until January 1, 2017 unless we conclude an agreement for some other date. If we are able to agree and the City implements the rate as proposed we estimate that based on last year's usage the District will realize a savings of \$41,965.

The other change to your proposed Section 2 that I made was to have future rates set by the CRR since that is the established City process for rate setting. The language also commits the City to presenting your proposal for a \$2.00 per ccf rate to the CRR. I also wrote the language of the section to require that the City present the re-use rate to the CRR each time it convenes. As you know the CRR convenes every two years so the next rate setting process by the CRR will be in 2017 for rates effective January 1, 2019.

As you and I discussed earlier, the City will discontinue charging the District for water used at City-owned parks. This change will save the District approximately \$12,000 annually.

Please let me know if the District is able to proceed with signing the IGA.

Sincerely,

A handwritten signature in blue ink that reads "Steve".

Stephen A. Rhodes
City Manager Pro Tem

**INTERGOVERNMENTAL AGREEMENT
FOR PROVISION OF
NON-POTABLE WATER TO THE
CHEHALEM GLENN GOLF COURSE**

THIS AGREEMENT is made and entered into this ____ day of _____, 2016, by and between CHEHALEM PARK AND RECREATION DISTRICT, hereinafter referred to as "CPRD," and the CITY OF NEWBERG, a municipal corporation of the State of Oregon, hereinafter referred to as "City."

RECITALS:

1. This Intergovernmental Agreement is entered into pursuant to authority of Chapter 190 of the Oregon Revised Statutes.
2. CPRD has constructed a golf course (Chehalem Glenn Golf Course) across state highway 99W from and to the south of Otis Springs. CPRD plans to construct an additional 9-hole golf course further to the south.
3. The City owns Otis Springs, located on the north side of 99W at the base of Rex Hill, which has an output capability of up to 300,000 gallons per day of non-potable water.
4. The State has declared Otis Springs to be "under the influence of surface water" and not suitable for any potable consumption without further treatment.
5. The City has constructed a recycled water system for the purpose supplying non-potable water for irrigation and manufacturing purposes, which would otherwise obtain water from the City's potable water supply system.
6. The recycled water is treated secondary effluent from the City's wastewater treatment plant. In 2008, a recycled water use plan was prepared and approved by the Oregon Department of Environmental Quality (DEQ) for the use of the recycled water by the Chehalem Glenn Golf Course.
7. CPRD needs City water to irrigate the golf course, which would put considerable demand up on the City's potable water system.
8. Both parties recognize that it makes good sense to use the non-potable water sources from Otis Springs and/or recycled water, for the purpose of irrigation of the golf course rather than utilizing the City potable water system.
9. The City would like to minimize the amount of potable water used citywide for irrigation and instead, to the extent that it is available, offer the various City-owned non-potable water sources for these purposes.

NOW THEREFORE, in consideration of mutual promises and covenants contained therein, the parties agree as follows:

1. **Term.** The term of this Agreement shall commence on July 1, 2016, and shall be indefinite.
2. **Compensation.** District will pay the rate for non-potable water as adopted by the City Council July 5, 2016, effective with the August 1, 2016 billing, at a rate of \$2.51 per ccf until January 1, 2019. At the Citizen Rate Review Committee (CRRC) process which will convene in the Fall of 2017 the City will submit CPRD's proposal for a rate of \$2.00 per ccf. In succeeding years the City will present the rate for review each time the CRRC convenes.
3. **City's Obligations.**
 - A) **Otis Spring System:** The City will operate and maintain a spring water collection, storage, pumping, and piping system from Otis Springs to the Chehalem Glenn Golf Course in order to provide non-potable water to CPRD's golf course.
 - B) **Recycled Water System:** The City has constructed a recycled water treatment system including the water conveyance pipeline to provide non-potable recycled water to the Chehalem Glenn Golf Course. The quality of the reclaimed water shall meet or exceed OAR 340-55-012 Class A recycled water standards.
 - C) **Water Delivery:** The City shall cooperate with CPRD to coordinate the location and delivery of the non-potable water and the location of the meters for purpose of metering the water used. The City, at its sole discretion, may vary the source of the non-potable water supply through the irrigation season due to factors such as, but not limited to, weather forecasts, time of year, and/or planned/unplanned system maintenance activities.
 - D) **Maintenance:** The City shall maintain the non-potable system(s) from the source to the meter(s). Unless otherwise agreed, the City's portion of the piping system maintenance shall be the entire system from the meters back to the source of the City non-potable water supply.
 - E) **New Customers:** The City will use its best efforts to obtain users for the re-use system, which may help to reduce the cost to CPRD. These efforts will be reported to the CRRC during its review of the non-potable water rate.
4. **CPRD's Obligation.**
 - A) **Payment:** CPRD will pay in accordance with the regular billing and payment practices for City utility customers. The non-potable water rate is established in accordance with paragraph two (Compensation) and the regular rate review process.

- B. **Regulatory Compliance:** CPRD will abide by all City, State, and federal regulations concerning the use of non-potable water, including the provisions in the current DEQ-approved recycled water use plan or amendments to this plan. The current DEQ recycled water use plan is attached as Exhibit A (without appendices), and is hereby incorporated. Modifications to the recycled water use plan may occur in the future, as approved by DEQ, the City, and CPRD.
- C. **General Usage of Irrigation Water:** CPRD shall cooperate with the City and DEQ concerning any use of the non-potable water and agrees to restrict the water used for irrigation purposes to the City supplied non-potable sources of Otis Springs and recycled water.
5. **Place of Contract.** This agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Oregon. All references in this Agreement to the "State" shall mean the State of Oregon.
6. **Severability.** Should any provisions of this Agreement or the application thereof, be held invalid or unenforceable, the remainder of this Agreement and the application thereof other than those provisions as to which it shall have been held invalid or unenforceable, shall not be affected thereby and shall continue valid and enforceable to the fullest extent permitted by law or equity.
7. **Contract Disputes.**
- A) **Arbitration.** The parties agree that any disagreements regarding the interpretation, meaning, or effect of any provision of this Agreement shall be settled by arbitration if so requested by any party in writing. In case of such a written request, the parties agree that within sixty (60) days, binding arbitration will be entered into, with the parties jointly selecting an arbitrator. The cost of the arbitrator shall be borne equally by both parties.
- B) **Attorney's Fees.** In event suit or action is instituted to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sums as the arbitrator or court may adjudge reasonable, such as attorneys' fees at trial and/or on any appeal of such suit or action in addition to all other sums provided by law.
8. **Assignment.** This Agreement is binding upon the parties and their successors and assigns by operation of law and shall not be assigned by either party to any other person or entity of any nature without the prior written consent of the other party having been obtained.
9. **Notices to Parties.** All notices to be given by the parties to this Agreement shall be in writing and served by depositing the same in the United States

Mail, postage prepaid, registered or certified mail. Notices to the parties shall be addressed to:

Don Clements, Superintendent
Chehalem Park and Recreation District
125 South Elliott Road
Newberg, Oregon 97132

City Manager
City of Newberg
P.O. Box 970
Newberg, Oregon 97132

Either of the parties to this Agreement may change its address of record for receipt of official notice by giving the other party written notice of such change and any necessary mailing instructions.

10. **Laws and Regulations.** During the entire term of this Agreement, both parties shall comply in every respect with the other party's policies, all laws, rules and regulations of the State affecting or regulating local government.
11. **Indemnification.** Each party is a public entity. Each government entity shall indemnify and defend the other party from any claims, loss, or liability arising out of or relating to the sole negligence of that party and/or that party's agents, officers, or employees.
12. **Entire Agreement.** This Agreement sets forth the entire agreement between CPRD and the City concerning the subject matter hereof. There are no representations, either oral or written, between the parties other than those contained in this Agreement. All modifications shall be in writing and signed by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year herein above written.

CITY OF NEWBERG

CHEHALEM PARK AND RECREATION DISTRICT

By: _____
Stephen A. Rhodes
City Manager Pro Tem

By: _____
Don Clements
Superintendent

Authorized by Resolution # _____

CPRD Attorney

APPROVED AS TO FORM AND CONTENT:

By: _____ date
Truman Stone
City Attorney

By: _____ date
CPRD Attorney