

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
JUNE 25, 2020
6:00 P.M.
AMMENDED
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 May 28, 2020
 - B. Approval of Bills Payable
 - C. Approval of May Financials
- V. Public Participation**
 - A. Rob Rider
 - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Budget 20-21 Resolutions
 - 1. Resolution 06-01-20 Making Appropriations
 - 2. Resolution 06-02-20 Adopting 2020-21 Budget
 - 3. Resolution 06-03-20 Approving Levying Taxes 2020-2021
 - 4. Resolution 06-04-20 Categorizing Taxes 2020-2021
 - B. Discussion of Current District Operations
 - C. Approve Resolution 06-05-20 Accepting Land
 - D. Reports and Comments from Board Members
 - E. Election of officers, Committee Appointments and Liaison Appointment**
- VII. Old Business**
 - A. Updates on Projects and Questions
- VIII. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Audit Update
 - 2. ADP Update
 - 3. Notice of Intent to Assess Civil Penalties**
 - C. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next regular Board meeting is August 27, 2020. We will not meet in July.

To: Board of Directors
From: Superintendent
Date: June 22, 2020
Re: Background information for June 25, 2020 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. YOU CAN CALL IN FOR MEETING. 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 (5-8) for Regular Meeting Minutes of May 28, 2020 as submitted.

RECOMMENDATION: Approval of Regular Board Meeting Minutes for May 28, 2020

B. Approval of Bills Payable - Bills Payable summary is on page (9) 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 \$256,032.06 General Fund, \$0.00 Capital Pool Construction and Loan Fund, \$618,755.47 SDC Fund, \$0.00 Foundation

C. Approval of May 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 (10) for review.

RECOMMENDATION: Approve May Financials

V. PUBLIC PARTICIPATION

A. Rob Rider – May be at meeting. Please see page (11)

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

VI. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS.

A. Adopting 2020-2021 Budget – Please see Pages (12-15)

RECOMMENDATION; Approve Resolutions 06-01-20, 06-02-20, 06-03-20 and 06-04-20

B. Discussion of District Current Operation – Please see pages (16-18)

C. Approve Resolution 06-05-20 – Please see page (19-21).

RECOMMENDATION: Approve Resolution 06-05-20

D. Reports/Comments from Board Members – Given at meeting

E. Election of Officers, Committee Appointments and Liaison Appointment – Please see Page (66).

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 Projects.

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, 2018-19, and 2019-20 budget. The debt is 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 higher and revenue is up. Revenue is up in SDC because we raised the fee. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center. This was done to save money. Currently we have two loans and one bond.

GENERAL FUND SUMMARY			
DESCRIPTION	AS OF 5/30/18-19	AS OF 5/30/19-20	DIFFERENCE
TOTAL EXPENDITURES	\$ 5,101,178.75	\$ 4,909,561.90	\$ <191,616.85>
TOTAL OPERATION EX.	\$ 4,667,283.08	\$ 4,531,240.76	\$ <136,042.32>
TOTAL CAP/AQ/DEV/TRS	\$ 433,895.67	\$ 378,321.14	\$ < 55,574.53>
TOTAL REVENUE	\$ 7,979,874.75	\$ 8,194,628.65	\$ 214,753.90
TOTAL TAXES	\$ 2,966,601.47	\$ 3,042,894.54	\$ 76,293.07
TOTAL FEES & CHARGES	\$ 2,886,893.28	\$ 2,633,896.46	\$ <252,996.82>
TOTAL OTHER REVENUE	\$ 219,664.73	\$ 612,678.01	\$ 393,013.28
BEGINNING BALANCE	\$ 1,906,715.27	\$ 1,905,159.64	\$ < 1,555.63>
<u>BALANCE</u>	<u>\$ 2,878,696.00</u>	<u>\$ 3,285,066.75</u>	<u>\$ 406,370.75</u>

SDC FUND SUMMARY			
DESCRIPTION	AS OF 5/30/18-19	AS OF 5/30/19-20	DIFFERENCE
BEGINNING BALANCE	\$ 1,346,770.77	\$2,336,308.35	\$ 989,537.58
INTEREST	\$ 2,224.02	\$ 39,185.21	\$ 36,961.19
CITY OF NEWBERG	\$ 847,871.19	\$1,450,303.91	\$ 602,432.72
CITY OF DUNDEE	\$ 38,395.42	\$ 62,944.42	\$ 24,549.00
COUNTY OF YAMHILL	\$ 69,591.09	\$ 149,021.77	\$ 79,430.68
TOTAL REVENUE	\$2,304,852.49	\$4,037,763.66	\$ 1,732,911.17
TOTAL EXPENDITURE	\$ 168,655.07	\$ 869,299.64	\$ 700,644.57
<u>BALANCE</u>	<u>\$ 2,136,197.42</u>	<u>\$3,168,464.02</u>	<u>\$ 1,032,266.60</u>

Please note the operational cost is slightly down. The operational revenue is up down.. SDC Fund is up. Please remember the fitness center debt was to come out of SDC's.

B. Superintendent Report – To be given at meeting. **Please see page (67)**

C. Staff Reports – Please see pages (22-31).

IX. CORRESPONDENCE

A. Citizens Comments/Evaluations – Please see Pages (32-60B)

B. Miscellaneous Information – Please see page (61-65).

X. ADJOURNMENT.

Next meeting is August 27, 2020. No meeting in July.

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
May 28, 2020

MINUTES

- I. Bart Rierson 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, Basic Services Supervisor/Park and Facilities Supervisor
 - Tara Franks, Aquatics Coordinator
 - Wendy Roberts, Aquatics Specialist
 - Shy Montoya, Administrative Coordinator

 - Public: None
- III. Approval of agenda –
 - Moved Mike Ragsdale
 - Second Lisa Rogers
 - Passed unanimously
- IV. Bart Rierson opened the Public Hearing on the 2020 - 21 Budget
- V. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting April 23, 2020
 - b. Approval of bills payable
 - c. Approval of April financials
 - Moved Don Loving
 - Second Mike Ragsdale
 - Passed unanimously
- VI. Public participation - None

VII. Action items/committee reports/Board comments

- a. Discussion of the state of operations during the COVID-19 pandemic: Don Clements talked about the revenue and expenditures difference, saying that "So far, we are okay." Tara Franks said some memberships have been resumed—all were expired upon closure and are being resumed as patrons return—and soon aquatics camp and swim lesson registrations will open as well. Together with Wendy Roberts, they described the health authorities' take on opening pools (chlorine should make it a relatively safe environment) and what phased reopening plans look like at this time, as they wait for further direction from the governor. They described what the fitness wing reopening right now entails. Lisa Rogers asked if staff feels safe; Roberts said, "As far as we know, they are." Franks reported highlights of what had taken place in Chehalem Aquatics and Fitness Center during the lockdown. Roberts explained how fitness group classes would be run when they resume on Monday, June 1.

Mike Ragsdale asked whether Friends' Park playground equipment was in; Casey Creighton said it had been delayed and was not here yet. The same situation applied to Edwards' School playground; that was estimated to arrive perhaps by July. Creighton said by then, there should be adequate staff to attend to these projects.

- b. Resolution 05-01-20 authorizing CPRD to apply for a Recreational Trails Program grant toward the estimated \$286,000 cost of construction of a 92' pedestrian bridge over Chehalem Creek at Ewing Young Park, connecting existing original trail with 11 acres of undeveloped property in order to continue the trail. The plan for the 11 acres is to expand the disc golf course with an additional nine holes, and add a second trailhead near a new subdivision, which is currently under development. Creighton and Kat Ricker updated the Board on the letter and application progress (Letter received approval to proceed with application).

Moved Peter Siderius

Second Lisa Rogers

Passed unanimously

- c. Reports and comments from Board members

Peter Siderius - Newberg Sustainable Solutions Group met today, working on an energy audit for greenhouse gasses, that they will be asking CPRD to do as well. NHS Greenhouse sale went well, and they will likely permanently adopt the online/in person hybrid system that they used for the pandemic (450 people signed up); sales were better than last year. Don Loving - Has been "frequently inspecting the golf course."

Lisa Rogers - Said CCC will start opening again soon, and discussions on Night of the Moon are underway. She will meet tomorrow with Creighton and Burke Walls about the proposed bridge in Ewing Young Park. She was impressed with the volume of people at the Newberg Wednesday Market (30 vendors, 800 people attended yesterday.)

Mike Ragsdale - Proposed combining June and July meetings this year.

Bart Rierson - Landfill property update; Creighton discussed. Discussion on purchasing an audio/video equipment system for future remote and in-person/remote meetings. Ricker gave an update on research she had done so far. There was consensus from the Board to pursue research and purchase in next budget year.

Gettman Loop Trail - Rierson sought signage for wayfinding and different user group cooperation between hikers and golfers.

VIII. Old business/project updates

a. Westrock vacant paper mill property discussion. HVAC system update. Creighton gave an update on the parks; he reopened the dog park and skatepark, and they are sanitizing surfaces as required. BMX have been holding practices; national event slated for July. A tree bough fell onto a tractor; the insurance company wrote it off, and it takes a long time to get a new one right now. A new one has been ordered. So this reduces mowing capability right now. Rierson said he would like to see trail cut on Lindquist property; Creighton said this will happen after two more projects that (Russ Sheehan) is doing first, but then that will happen.

IX. From the superintendent's desk

a. Financial report – Clements said we are pretty sure what the ending balance from last year will be; about \$1.9 million. The audit should be done soon; we have given them everything that they have asked for, now just waiting for them to finish. They have said that next audit must be done before first of the year, or we will switch auditors.

Siderius asked what it would take for a detailed plan (including surveying) for the campground (possibly \$100,000, staff concurred) and reminded the Board that this was a priority; he would like to start planting vegetation in order to phase the project in. Clements said he would look into it with consultant Paul Agrimis, and invite him to the June meeting and place it on the agenda. Don Loving said he was not in favor of spending a lot of money on this until we have a plan with ODOT to divert traffic.

Because Kellan Sasken was excused, Clements gave an update on the golf

course annual-membership sales and revenue.

- b. Superintendent's report – audit update
- c. Staff reports – More brief updates from each staff member.

X. Correspondence

- A. Citizen comments/evaluations – Reviewed correspondence, including complaint from person who did not think that the fitness center should be opened yet.

XI. Public Hearing on budget was closed at 7:39 p.m.

XII. Adjournment - Don Loving moved to adjourn 7:39 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

**GENERAL FUND
ACCOUNTS PAYABLE AND PAYROLL
UP TO MAY 18, 2020**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
122548-122567	\$ 3,929.61	ACCOUNTS PAYABLE
122568-122569 CHECKS WERE VOIDED		
122570-122583	\$ 11,377.39	PAYROLL
DIRECT DEPOSIT	\$ 27,018.79	PAYROLL
122584-122604	\$ 50,530.44	ACCOUNTS PAYABLE
122605-122614 CHECK ARE FOR GOLF COURSE		
122615 CHECK TO KYLIE DUNN FOR 865.73. CHECK NO CHANGED TO 122573		
122616-122639	\$ 16,946.29	ACCOUNTS PAYABLE
122640-122654	\$ 12,317.38	PAYROLL
DIRECT DEPOSIT	\$ 32,337.46	PAYROLL
122655-122685	\$ 52,837.18	ACCOUNTS PAYABLE
121865-121870GOLF CHECKS	\$ 3,250.22	ACCOUNTS PAYABLE
1917-1922	\$ 45,487.30	WIRE TRANSFER
GRAND TOTAL	<u>\$ 256,032.06</u>	

BREAKOUT

<u>ACCOUNTS PAYABLE</u>	\$ 127,493.74
<u>PAYROLL</u>	\$ 83,051.02
<u>WIRE TRANSFER</u>	\$ 45,487.30

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
161	\$ 609,822.17	ZIONS BANK
162	\$ 8,933.30	SEA
GRAND TOTAL	<u>\$ 618,755.47</u>	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

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

BREAKOUT

<u>CAPITAL POOL CONST.</u>	\$ 0.00
<u>POOL BOND DEBT</u>	\$ 0.00

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
143	\$ 0.00	
GRAND TOTAL	<u>\$ 0.00</u>	

**FINANCIAL OVERVIEW
GENERAL FUND SUMMARY**

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LOAN SERVICE FUND SUMMARY

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REVENUE TRANSFERS	\$ 335,360.63	\$ 193,879.52	\$ <141,481.11>
INTREST	\$ 836.49	\$ 649.92	\$ < 186.57>
BEGINNING BALANCE	\$ 31,991.74	\$ 32,882.14	\$ 890.40
GRAND TOTAL REVENUE	\$ 368,188.86	\$ 227,411.58	\$ <140,777.28>

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 5/30/18-19	AS OF 5/30/19-20	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 5/30/18-19	AS OF 5/30/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 5,950,246.40	\$ 65,197.28	<\$ 5,885,049.12>
GRAND TOTAL REVENUE	\$ <3,765,853.19>	\$ 486,737.29	<\$ 3,280,227.67>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 5/30/18-19	AS OF 5/30/19-20	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 350,869.22	\$ 339,387.72	<\$ 11,481.50>
GRAND TOTAL REVENUE	\$ 1,390,366.01	\$ 1,563,742.89	\$ 173,376.88

Subject: Rod Rider requests added to Board meeting agenda

Date: Thursday, June 11, 2020 at 3:01:57 PM Pacific Daylight Time

From: Kat Ricker

To: Don Clements

Rod Rider has requested to appear on the agenda for the June 25th Board meeting. This is in regard to the improvements that have been done at the disc golf course at Herbert Hoover Park.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

971.832.4222 cprdnewberg | [Instagram](#) | [Facebook](#)

CHEHALEM PARK AND RECREATION DISTRICT
 RESOLUTION MAKING APPROPRIATIONS
 FOR 2020-2021
 RESOLUTION 06-01-20

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below are hereby appropriated as follows:

	GENERAL FUND
Personnel Services	\$3,448,030.00
Material and Services	\$3,391,256.00
Operating Contingencies & Loans	\$ 100,000.00
Transfer to Loan Fund	\$ 0.00
Capital, Develop, Improv & Acquisition	\$ 762,222.00
FUND TOTAL	\$7,701,508.00
	EQUIPMENT & MAJOR MAINT.
Capital, Develop, Improv & Acquisition	\$ 0.00
FUND TOTAL	\$ 0.00
	SYSTEM DEVELOPMENT FUND
Capital, Develop, Improv & Acquisition	\$1,877,500.00
FUND TOTAL	\$1,877,500.00
	LOAN SERVICE FUND
To pay principal, interest for Loans	\$ 945,651.00
Capital Outlay	\$ 32,999.00
FUND TOTAL	\$ 978,650.00
	DEBT SERVICE FUND
To pay bond principal	\$ 986,987.50
To pay bond interest	\$ 326,987.50
Unappropriated ending balance	\$ 77,534.00
FUND TOTAL	\$1,391,509.00
	CAPITAL PROJECT FUND
Capital outlay pool	\$ 0.00
FUND TOTAL	\$ 0.00
GRAND TOTAL ALL FUNDS	\$11,949,167.00

BE IT FINALLY RESOLVED, that the Chair of the Board files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2020.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 25th day of June, 2020.

 President Board of Directors

 Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION ADOPTING THE BUDGET

FOR 2020 – 2021

RESOLUTION 06-02-20

BE IT RESOLVED, that the Board of Directors for Chehalem Park and Recreation District hereby adopts the budget for the fiscal year 2020-21 approved by the Board of Directors of the Chehalem Park and Recreation District in the sum of \$11,949,167.00 at the regular meeting of the Board on June 25, 2020 and the following Resolution affirms their action.

BE IT FINALLY RESOLVED, that the Chair of the Board files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2020.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 25th day of June, 2020.

President Board of Directors

Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION APPROVING LEVYING TAXES

RESOLUTION 06-03-20

BE IT FURTHER RESOLVED, that the Board of Directors for the Chehalem Park and Recreation District hereby imposes the taxes provided for in the adopted budget at the rate of \$.9076 per \$1,000 of assessed value for operations and \$1,391,509.00 for Debt Service; and that these taxes are hereby imposed and categorized for the tax year 2020-2021 upon the assessed value of all taxable property within the District.

	GENERAL GOVERNMENT	EXCLUDED FROM LIMITATION
General Fund	\$.9076/1000	
Debt Service		\$1,391,509.00

BE IT FINALLY RESOLVED, that the Chair of the Board files this resolution with Yamhill County Clerk and the County Assessor on or before July 15, 2020.

ADOPTED, by the Board of Directors of the Chehalem Park and Recreation District the 25th day of June, 2020.

President Board of Directors

Attest: Secretary Board of Directors

CHEHALEM PARK AND RECREATION DISTRICT

RESOLUTION CATEGORIZING TAXES

RESOLUTION 06-04-20

BE IT RESOLVED, that the Board of Directors for Chehalem Park and Recreation District hereby categorizes the taxes provided for in the 2020-2021 adopted budget as follows:

	SUBJECT TO THE GENERAL GOVERNMENT	EXCLUDED FROM THE LIMITATION
General Fund	\$.9076/1000	
Debt Service		\$1,391,509.00

BE IT FINALLY RESOLVED, that the Chair of the Board of Directors files this Resolution with the Yamhill County Clerk and the County Assessor on or before July 15, 2020.

ADOPTED, by the Board of Directors of Chehalem Park and Recreation District the 25th day of June, 2020.

President Board of Directors

Attest: Secretary/Treasurer Board of Directors

To: Board of Directors
From: Superintendent
Date: June 22, 2020
Subject: District Operations

On March 18th we began closing down the facilities. All part-time staff was laid off. We did not lay off any full-time staff. We began to discuss what we would do. We decided to reopen CARE program. The golf course operations were altered and some full time staff was reassigned. We closed all park amenities. Parks and trails were left open, with mandatory safe social distancing. In Phase 2 we have hired part-time staff.

Attached page (17-18) to this is a spreadsheet is monthly operation expenditures and revenue.

It was projected our expenditures would be about \$400,000.00 for the next three months or \$1.2 million. Our expenditure today is \$614,398.44. It was projected our revenue would be about \$200,000.00 for the next three months or \$.6 million. Our revenue today is \$321,618.88.

Our beginning balance for this year was about \$1.9 million. Our ending balance for this year will be about \$1.3 million.

Currently everyone is working at home when possible. Will answer any questions at our meeting or call me at 503 537 4165.

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	
TOTAL GEN FUND	\$ 514,108.54	\$ 565,687.85	\$ 557,933.91	\$ 444,769.42	\$ 429,726.63	\$ 392,894.00	\$ 398,630.66	\$ 556,944.13	\$ 432,711.07	\$ 335,443.23	\$ 278,955.22	\$ -	\$ 4,907,804.66
GEN FUND TRANSFERS	\$ 180,326.98		\$ -	\$ -	\$ -	\$ -	\$ 13,552.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,879.52
GEN FUND AQ & DEV	\$ -	\$ 77,724.74	\$ 27,134.81	\$ -	\$ -	\$ 4,952.80	\$ 1,390.00	\$ 18,217.19	\$ 13,451.04	\$ 32,863.29	\$ 7,107.75	\$ -	\$ 182,841.62
GEN FUND OPER	\$ 333,781.56	\$ 487,963.11	\$ 530,799.10	\$ 444,769.42	\$ 429,726.63	\$ 387,941.20	\$ 383,688.12	\$ 538,726.94	\$ 419,260.03	\$ 302,579.94	\$ 271,847.47	\$ -	\$ 4,531,083.52
	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	
TOTAL GEN FUND	\$ 691,800.07	\$ 467,051.61	\$ 526,312.15	\$ 398,327.69	\$ 625,396.97	\$ 318,616.63	\$ 408,252.86	\$ 458,328.59	\$ 392,238.60	\$ 394,267.08	\$ 403,828.09	\$ 1,230,403.28	\$ 6,315,823.62
GEN FUND TRANSFERS	\$ 176,800.72	\$ -	\$ -	\$ 600.00	\$ 142,631.08	\$ -	\$ 15,319.83	\$ -	\$ -	\$ -	\$ -	\$ 602,110.27	\$ 937,461.90
GEN FUND AQ & DEV	\$ 72,370.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,769.62	\$ -	\$ 300.00	\$ 1,780.70	\$ 3,315.00	\$ 3,531.20	\$ 102,066.52
GEN FUND OPER	\$ 442,629.35	\$ 467,051.61	\$ 526,312.15	\$ 397,727.69	\$ 482,765.89	\$ 318,616.63	\$ 372,163.41	\$ 458,328.59	\$ 392,938.60	\$ 392,486.38	\$ 400,513.09	\$ 624,761.81	\$ 5,276,295.20
	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	
TOTAL GEN FUND	\$ 549,757.54	\$ 539,816.32	\$ 490,590.00	\$ 390,583.55	\$ 292,205.95	\$ 698,136.86	\$ 450,147.19	\$ 303,958.72	\$ 400,949.17	\$ 329,363.65	\$ 551,928.72	\$ 486,982.10	\$ 5,484,419.77
GEN FUND TRANSFERS	\$ 222,566.25		\$ 800.00	\$ 13,395.97	\$ -	\$ 361,559.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 598,321.24
GEN FUND AQ & DEV	\$ 7,350.00	\$ 27,419.27	\$ 18,852.02	\$ 10,496.80	\$ -	\$ -	\$ -	\$ -	\$ 63,921.43	\$ -	\$ -	\$ -	\$ 188,497.00
GEN FUND OPER	\$ 319,841.29	\$ 512,397.05	\$ 470,937.98	\$ 366,690.78	\$ 292,205.95	\$ 336,577.84	\$ 450,147.19	\$ 303,958.72	\$ 337,027.74	\$ 329,363.65	\$ 363,431.72	\$ 436,328.66	\$ 4,518,908.57
	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017	
TOTAL GEN FUND	\$ 583,943.31	\$ 559,300.53	\$ 578,262.19	\$ 381,534.54	\$ 323,277.47	\$ 474,423.83	\$ 524,006.95	\$ 299,207.69	\$ 422,407.45	\$ 509,566.49	\$ 214,188.85	\$ 666,862.78	\$ 5,536,982.08
GEN FUND TRANSFERS	\$ 226,992.19	\$ -	\$ 800.00	\$ 15,800.00	\$ -	\$ -	\$ 231,070.54	\$ -	\$ -	\$ 135,800.00	\$ -	\$ 1,250.00	\$ 611,712.73
GEN FUND AQ & DEV	\$ 1,072.50	\$ 140,135.08	\$ 117,165.28	\$ 22,206.68	\$ 21,434.50	\$ 81,710.83	\$ 18,230.57	\$ 1,167.25	\$ 67,578.65	\$ 56,037.03	\$ (173,922.11)	\$ 78,696.28	\$ 431,512.54
GEN FUND OPER	\$ 355,878.62	\$ 419,165.45	\$ 460,296.91	\$ 343,527.86	\$ 301,842.97	\$ 392,713.00	\$ 274,705.84	\$ 298,040.44	\$ 354,828.80	\$ 317,729.46	\$ 388,110.96	\$ 586,916.50	\$ 4,493,756.81
	JUL 2015	AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	
TOTAL GEN FUND	\$ 651,284.34	\$ 559,356.76	\$ 491,614.98	\$ 410,504.85	\$ 642,299.61	\$ 644,450.62	\$ 338,280.00	\$ 301,561.71	\$ 454,148.85	\$ 504,558.84	\$ 333,985.26	\$ 466,220.59	\$ 5,798,266.41
GEN FUND TRANSFERS	\$ 230,966.21		\$ -	\$ 18,100.00	\$ 302,145.14	\$ 225,285.75	\$ -	\$ -	\$ -	\$ 133,100.00	\$ -	\$ -	\$ 909,597.10
GEN FUND AQ & DEV		\$ 38,120.00	\$ -	\$ -	\$ -	\$ 16,450.00	\$ 20,000.00	\$ 15,195.25	\$ 140,436.74	\$ 2,395.80	\$ 2,700.00	\$ 117,092.00	\$ 352,389.79
GEN FUND OPER	\$ 420,318.13	\$ 521,236.76	\$ 491,614.98	\$ 392,404.85	\$ 340,154.47	\$ 402,714.87	\$ 318,280.00	\$ 286,366.46	\$ 313,712.11	\$ 369,063.04	\$ 331,285.26	\$ 349,128.59	\$ 4,536,279.52
	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	
TOTAL GEN FUND	\$ 580,725.74	\$ 392,921.77	\$ 414,410.49	\$ 490,734.67	\$ 779,197.69	\$ 407,813.31	\$ 606,692.18	\$ 421,741.15	\$ 294,459.47	\$ 490,478.73	\$ 445,678.07	\$ 429,255.68	\$ 5,754,108.95
GEN FUND TRANSFERS	\$ 221,570.59		\$ -	\$ 22,100.00	\$ 253,163.65	\$ 97,137.50	\$ 277,709.59	\$ -	\$ -	\$ 130,299.32	\$ -	\$ 1,250.00	\$ 1,003,230.65
GEN FUND AQ & DEV	\$ 30,771.61	\$ 904.65	\$ 16,957.62	\$ -	\$ 228,185.50	\$ 11,410.00	\$ 29,891.62	\$ -	\$ -	\$ 1,013.60	\$ 74,955.59	\$ 38,512.18	\$ 432,602.37
GEN FUND OPER	\$ 328,383.54	\$ 392,017.12	\$ 397,452.87	\$ 468,634.67	\$ 297,848.54	\$ 299,265.81	\$ 299,090.97	\$ 421,741.15	\$ 294,459.47	\$ 359,165.81	\$ 370,722.48	\$ 389,493.50	\$ 4,318,275.93

TOTAL GEN FUND	\$ 418,343.20	\$ 431,515.04	\$ 303,489.76	\$ 251,271.56	\$ 2,971,559.11	\$ 305,541.33	\$ 308,349.71	\$ 215,156.97	\$ 719,541.05	\$ 97,387.20	\$ 224,231.68	\$ -	\$ 6,246,386.61
TAXES	\$ 31,525.20	\$ -	\$ 11,185.27	\$ 5,349.85	\$ 2,708,301.83	\$ 96,826.08	\$ 51,495.82	\$ 19,308.75	\$ 65,033.81	\$ 16,853.74	\$ 12,215.77	\$ -	\$ 3,018,096.12
OTHER	\$ 4,609.68	\$ 538.19	\$ 30,568.28	\$ 16,100.72	\$ 17,732.72	\$ 8,673.40	\$ 42,121.13	\$ 5,483.00	\$ 463,206.33	\$ 5,220.35	\$ 18,150.29	\$ -	\$ 612,404.09
FEES & CHARGES	\$ 382,208.32	\$ 430,976.85	\$ 261,736.21	\$ 229,820.99	\$ 245,524.56	\$ 200,041.85	\$ 214,732.76	\$ 190,365.22	\$ 191,300.91	\$ 75,313.11	\$ 193,865.62	\$ -	\$ 2,615,886.40
JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019		
TOTAL GEN FUND	\$ 400,085.86	\$ 648,742.50	\$ 268,283.06	\$ 249,571.27	\$ 2,506,546.98	\$ 182,941.20	\$ 210,160.21	\$ 230,124.17	\$ 308,903.12	\$ 277,213.09	\$ 346,886.78	\$ 564,810.36	\$ 6,194,268.60
TAXES	\$ -	\$ -	\$ -	\$ -	\$ 2,267,657.78	\$ -	\$ 33,843.34	\$ 26,604.90	\$ 57,116.45	\$ 14,539.49	\$ 23,084.02	\$ 52,948.42	\$ 2,475,794.40
OTHER	\$ 833.08	\$ 253,090.43	\$ 306.36	\$ 23,689.84	\$ 18,273.54	\$ 3,341.92	\$ 11,436.10	\$ 48,912.92	\$ (28,784.23)	\$ 6,860.93	\$ 40.00	\$ 59,286.48	\$ 397,287.37
FEES & CHARGES	\$ 399,252.78	\$ 395,652.07	\$ 267,976.70	\$ 225,881.43	\$ 220,615.66	\$ 179,599.28	\$ 164,880.77	\$ 154,606.35	\$ 280,570.90	\$ 255,812.67	\$ 323,762.76	\$ 452,575.46	\$ 3,321,186.83
JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018		
TOTAL GEN FUND	\$ 352,179.76	\$ 381,717.84	\$ 305,501.02	\$ 181,760.22	\$ 3,344,287.23	\$ 276,472.11	\$ 180,638.55	\$ 196,063.71	\$ 203,979.94	\$ 239,765.27	\$ 297,544.02	\$ 340,243.51	\$ 6,300,153.18
TAXES	\$ 25,939.01	\$ 10,745.13	\$ 13,914.82	\$ -	\$ 3,256,906.15	\$ 100,000.00	\$ 34,820.25	\$ 20,428.69	\$ -	\$ 20,821.77	\$ -	\$ -	\$ 3,483,575.82
OTHER	\$ 2,267.99	\$ 1,694.63	\$ 714.23	\$ 22,753.21	\$ -	\$ 1,594.16	\$ 6,006.83	\$ 712.00	\$ 129.33	\$ 11,479.31	\$ 1,765.00	\$ 6,095.32	\$ 55,212.01
FEES & CHARGES	\$ 323,972.76	\$ 369,278.08	\$ 290,871.97	\$ 159,007.01	\$ 87,381.08	\$ 174,877.95	\$ 139,811.47	\$ 174,923.02	\$ 203,850.61	\$ 207,464.19	\$ 295,779.02	\$ 334,148.19	\$ 2,761,365.35
JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017		
TOTAL GEN FUND	\$ 340,346.83	\$ 382,831.78	\$ 315,670.07	\$ 174,433.98	\$ 2,645,799.57	\$ 262,712.75	\$ 185,694.93	\$ 152,999.25	\$ 287,193.62	\$ 266,878.27	\$ 283,145.88	\$ 408,655.57	\$ 5,706,362.50
TAXES	\$ 31,260.40	\$ -	\$ 53,836.67	\$ 7,042.46	\$ 2,438,695.36	\$ 70,532.02	\$ 34,581.84	\$ -	\$ 85,393.65	\$ 15,220.10	\$ 14,955.22	\$ 64,814.00	\$ 2,816,331.72
OTHER	\$ 4,215.87	\$ 9,403.28	\$ 2,232.06	\$ 18,008.12	\$ 2,420.95	\$ 3,820.17	\$ 2,753.23	\$ 2,128.90	\$ 8,560.59	\$ 1,551.15	\$ 1,194.61	\$ 5,154.01	\$ 61,442.94
FEES & CHARGES	\$ 304,870.56	\$ 373,428.50	\$ 259,601.34	\$ 149,383.40	\$ 204,683.26	\$ 188,360.56	\$ 148,359.86	\$ 150,870.35	\$ 193,239.38	\$ 250,107.02	\$ 266,996.05	\$ 338,687.56	\$ 2,828,587.84
JUL 2015	AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016		
TOTAL GEN FUND	\$ 354,235.21	\$ 346,466.10	\$ 562,823.39	\$ 234,873.96	\$ 3,177,848.71	\$ (232,511.35)	\$ 30,198.79	\$ 216,204.03	\$ 289,131.72	\$ 312,343.17	\$ 299,665.13	\$ 433,124.57	\$ 6,024,403.43
TAXES	\$ 43,610.20	\$ 14,955.73	\$ 20,408.47	\$ 10,816.45	\$ 2,894,860.91	\$ (416,306.46)	\$ (101,272.31)	\$ 43,140.78	\$ 67,066.34	\$ (1,610.28)	\$ 11,955.30	\$ 54,184.72	\$ 2,641,809.85
OTHER	\$ 2,844.77	\$ 2,622.86	\$ 209,340.00	\$ 15,179.06	\$ 116,400.41	\$ 1,213.73	\$ 14,453.32	\$ 7,302.63	\$ 723.11	\$ 1,364.47	\$ 898.72	\$ 4,454.17	\$ 376,797.25
FEES & CHARGES	\$ 307,780.24	\$ 328,887.51	\$ 333,074.92	\$ 208,878.45	\$ 166,587.39	\$ 182,581.38	\$ 117,017.78	\$ 165,760.62	\$ 221,342.27	\$ 312,588.98	\$ 286,811.11	\$ 374,485.68	\$ 3,005,796.33
JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015		
TOTAL GEN FUND	\$ 351,579.15	\$ 352,206.07	\$ 519,489.08	\$ 195,904.97	\$ 2,393,894.52	\$ 233,718.02	\$ 246,312.57	\$ 180,747.18	\$ 318,529.43	\$ 261,489.91	\$ 359,469.61	\$ 428,258.06	\$ 5,841,598.57
TAXES	\$ 31,973.78	\$ 12,841.86	\$ 16,045.16	\$ -	\$ 2,227,197.08	\$ 21,457.42	\$ 38,661.60	\$ 8,720.92	\$ 67,562.08	\$ 17,868.45	\$ 17,003.46	\$ 58,489.13	\$ 2,517,820.94
OTHER	\$ 1,138.13	\$ 148.27	\$ 250,070.00	\$ 19,002.00	\$ 10,599.58	\$ 36,446.29	\$ 64,645.04	\$ 2,483.97	\$ 667.30	\$ 1,506.87	\$ 50,257.47	\$ 1,207.50	\$ 438,172.42
FEES & CHARGES	\$ 318,467.24	\$ 339,215.94	\$ 253,373.92	\$ 176,902.97	\$ 156,097.86	\$ 175,814.31	\$ 143,005.93	\$ 169,542.29	\$ 250,300.05	\$ 242,114.59	\$ 292,208.68	\$ 368,561.43	\$ 2,885,605.21

18

**RESOLUTION AUTHORIZING ACCEPTANCE OF PROPERTY FROM
DEL BOCA VISTA
Resolution 06-05-20**

WHEREAS, Oregon Revised Statutes (ORS) 198 authorizes the governing bodies of special districts to accept property for park and recreation purposes and develop said property; and,

WHEREAS, Del Boca Vista desires to donate open space for public benefit; and,

WHEREAS, the conditions are to develop the land into the Ewing Young Park; and,

WHEREAS, the trail system is on the existing Tract; and,

WHEREAS, the Chehalem Park and Recreation District Board of Directors desire to accept the property; and,

NOW THEREFORE, THE BOARD OF THE DISTRICT DOES HEREBY FIND, DETERMINE, DECLARE AND RESOLVE THE FOLLOWING:

Section 1. The superintendent is authorized to submit all requested information and sign all necessary documents needed to accept the property for the Chehalem Park and Recreation District.

Section 2. The superintendent is authorized and directed to take such action, expend funds and execute other documents, certificates and instruments as may be necessary or desirable to carry and comply with the intent of the resolution and to carry out, comply with and perform the Articles of the District with respect to accepting the property in the attachment.

Section 3. This resolution shall take effect and be in full force and effect from and after its passage and approval.

APPROVED BY THE BOARD OF DIRECTORS THIS 25TH DAY OF June 2020.

President:

Secretary:



PLAT OF
RIVERRUN SUBDIVISION, PHASE 1
 SITUATED IN THE JOSEPH B. ROGERS DONATION LAND CLAIM NO. 55
 NORTHEAST QUARTER OF SECTION 30, TOWNSHIP 3 SOUTH, RANGE 2 WEST
 OF THE WILLAMETTE MERIDIAN
 CITY OF NEWBERG, YAMHILL COUNTY, OREGON

REGISTERED PROFESSIONAL LAND SURVEYOR
Preliminary
 OREGON
 MAY 19, 2011
STEPHEN C. WILLIAMS
 8470
 RENEWS:

DAVID EVANS AND ASSOCIATES INC.
 2100 SW River Parkway
 Portland Oregon 97201
 Phone: 503.223.8663

DATE: FEB. 18, 2020
 DRAWN: SCW
 CHECKED: KSW

SCALE: 1"=40'
 PROJECT NUMBER: DEV/C0000-0002
 DRAWING TITLE: S1-P1-01-18N/C0002.P11
 SHEET NO. 3
 OF 4



503-537-2909
fax 503-538-9669
125 South Elliott Road
Newberg, OR 97132
cprdnewberg.org

To: Mackenzie Davis
Del Boca Vista
500 E. Hancock St.
Newberg, OR

Mackenzie,

I have spoken with Don Clements (District Superintendent) and on behalf of the Chehalem Park & Recreation District graciously accept the donation of land, a 3.54-acre Open Space Tract A and pedestrian connection to the Open Space Tract in Riverrun Phase I Final Plat. We will be following this up with a resolution submitted to the Park District Board of Directors on June 25, 2020 for their approval.

The Public access to trails and open space is very important to the District in the future growth of Newberg and surrounding areas. Recreational opportunities for the citizens and visitors in our community benefit from trails and open space by promoting physical activity, mental health benefits, community engagement, economic development, and environmental benefits. We appreciate your dedication to our community and wish you well on all of your future projects. Thank you

Casey Creighton
Park Supervisor
Chehalem Park & Recreation District
ccreighton@cprdnewberg.org
(503)519-6154

Parks Activity Report, May / June 2020

Aquatic and Fitness Center

Pool systems have been heating up since the Aquatic center was allowed to open in Phase II of the Oregon Reopening Guidelines. Life guards began training in comp and leisure pool (40) this past week and pool will be open for lap swim and teams starting 6/22 2020. CPRD is still working with Triplett Wellman and Proctor Sales (Aermec Units) resolving ongoing HVAC issues. Report from Aeromec factory received and reviewed by Troy Lowell (building systems engineer) adjustments and final operating set points have been implemented. Final Commissioning of the HVAC system will be completed soon. Currently the Fitness Center and Gymnasium have open to the public under strict sanitation protocol from the State with reduced hours (Monday to Friday 7:00 AM to 7:00PM, Saturday and Sunday from 8:00 - 4:00) and limited capacity of 80. Average Daily use 150.

Cultural Center

Cultural Center has been open to the public 5/19/20 by appointment and or class activities (Tuesday through Saturday 9-5). New public restrooms closed, main restrooms open. All mechanical systems currently working as needed.

Friends Park

Playground equipment has been delivered for Friends Park Playground, waiting for install. We will be finishing up the irrigation as well. Some Tree planting and landscaping has been ongoing. We have been hiring seasonal staff as we are able to open up our facilities for more users and will be catching up on all delayed maintenance and projects.

Edwards School Playground

Edwards Playground arrived Monday. We are currently working on preparation for installation and timelines for completion by late summer. Old playground equipment removed, working on the site preparation for install, working with the School district, City and the Edwards Playground Committee to accomplish this.

Trails

I have completed writing a grant for a bridge at Ewing Young for access to our property on the other side of Chehalem Creek, which will tie in to residential development and add additional holes to the Disc Golf Course. We will see what happens if nothing else I learned a lot more about the trails and all of the meetings/studies that took place before I took over for Jim in the parks. Campground feasibility study has been completed as well as the proposed bypass corridor pathway. Land surveys have been completed for the Bypass trail in the Friends Park/Hess Creek area by Terra-Calc. We met with Paul Agrimus recently and are moving ahead with the project. A Survey and Phase I Environmental Survey Assessment has been completed on the 2.83 acre parcel on the Westrock Property that Don has been in discussion for donation. Westrock has not allowed us to take any soil samples for a Phase II ESA of the site. DEQ recommends not accepting property at this time as cleanup expense may be more than the property is worth. Sander Property development has been plugging along slowly. Tim Spencer, Mary Camarata from DEQ, Don, Joe Hannan and myself had a Teleconference March 10th to discuss our interests in the property and the Landfill property itself. I have sent them our Phase I Environmental Site Assessment for their review going forward with our negotiations with the County. Since State and County offices have been closed with them all working from home it has been difficult to make any progress on these items. I recommend after findings with DEQ that it's time to approach the County for lease or conditional use of a limited portion of the County Landfill site knowing that there are limitations to the use of this property but that we could open some portion to the public along with the Baker Rock property.

Parks

We have opened Ewing Young Skate, Dog Park and BMX to the public Friday with rules and sanitation practices in place. To reduce costs during this Crisis we had laid off most part time employees and suspended and adjusted Janitorial Contracts for facilities that are opening. As we begin to open our facilities to the Public we are adding more staff and renewing contracts as facilities open. We have lost a portion of our County work program due to the recent crisis and will need to fill some voids in the process to keep our Parks maintained. We are shifting most responsibilities to our Full time staff. We continue to work in the parks, mowing, making repairs, painting benches and tables, pressure washing, pruning and removing hazardous trees, repairing lights, organizing and clearing district buildings, cleaning gutters etc...

Chehalem Glenn

Kellan has opened the Clubhouse, driving range and has allowed the use of golf carts with sanitation and social distancing protocols in place. Hours of Use have been expanded. We have been increasing maintenance staff as needed.

Parks Summary

Month of: May/June 2020

Park Name	Hours worked
Armory	6.00
Billick/Dundee	32.00
CAFC	120.00
Cultural Center	30.00
Chehalem Valley M.S	16.00
College	9.00
Community Center	6.00
Crabtree	4.00
Crater Ballfields	48.00
Dundee Park	14.00
Dundee River Park	0.00
Elliott Road	8.50
Ewing Young	50.00
Falcon Crest Park	10.00
Fortune Park	4.50
Friends Park	50.00
Tom Gail Park	28.50
Gladys Park	21.00
Chehalem Glenn G.C.	64.00
Herbert Hoover Park	22.50
Jaquith Park	21.50
Jaquith Ball Fields	52.00
Memorial/Scout House	14.00
Mountainview	0.00
Oak Knoll Park	6.50
Oaks Park	3.50
Other District Land	66.00
Pre-School	15.00
Pride Gas	9.00
Renne Fields	0.00
Riley Park	16.00
Rotary Park	6.50
Sander Park	20.00
Schaad Park	4.00
Scott Leavitt Park	10.50
Senior Center	21.50
Spring Meadow	10.00
Waste Mngt	4.00
vacation/holiday/sick/comp	56.00
Wilsonville Property	10.00
Youth Building	6.00
<u>Total</u>	896.00

Activity Financial Report - May 2020	Department - Aquatics 451						
COVID-19	May '2019	May '2020	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
EXPENDITURES							
Aquatics - 451:							
Personnel Services							
Aquatic Supervisor	\$1,434.12	\$1,532.50	\$15,775.32	\$16,628.91	\$3,585.30	\$17,209.44	\$18,029.00
AQ Coordinator 451.110032		\$503.70		\$503.70			
Secretary I	\$1,193.26	\$2,891.32	\$17,441.26	\$25,015.65	\$14,093.85	\$18,760.83	\$23,400.00
Secretary II	\$2,536.16	\$3,761.49	\$27,590.61	\$21,614.91	\$28,365.87	\$30,126.77	\$31,463.00
Aquatic Coordinator	\$3,513.63	\$3,761.49	\$38,584.76	\$40,385.07	\$40,500.98	\$42,098.37	\$44,272.00
Aquatics Specialist	\$2,887.87	\$2,566.96	\$31,622.56	\$32,894.67	\$3,920.10	\$34,510.41	\$36,423.00
Guards	\$12,940.38	\$120.44	\$163,884.52	\$143,293.57	\$80,079.31	\$181,090.90	\$215,616.94
Cashiers	\$6,025.42		\$50,939.19	\$59,850.79	\$39,227.41	\$57,179.60	\$80,888.00
Instructors	\$6,177.69		\$54,128.69	\$44,897.47	\$41,042.78	\$58,787.83	\$49,025.00
Coaches	\$225.76		\$920.00	\$725.34	\$5,641.23	\$1,143.07	\$3,456.00
Group Fitness Instructors			\$503.63	\$10,315.66			\$31,611.06
Personal Trainer				\$866.75			\$3,375.00
FC Monitor				\$69.52			\$7,224.00
Total Personnel Services	\$36,934.29	\$11,396.41	\$401,390.54	\$397,062.01	\$256,456.83	\$441,410.85	\$544,783.00
Materials & Services:							
Office Supplies	\$82.71	\$130.88	\$3,713.71	\$4,406.89	\$3,221.11	\$4,229.19	\$5,510.00
Postage Supplies	\$7.70	\$13.75	\$145.00	\$269.55	\$1,019.15	\$278.84	\$4,450.00
Program Supplies	\$160.63	\$359.90	\$8,379.26	\$12,137.25	\$7,282.11	\$11,688.40	\$15,000.00
Chemical & Agricultural Supplies	\$465.37	\$1,690.17	\$26,269.87	\$24,802.92	\$15,707.09	\$28,883.48	\$29,900.00
Store Supplies			\$5,216.08	\$3,099.92	\$1,769.71	\$6,572.47	\$7,500.00
Gas & Oil Supplies				\$57.25	\$24.91		\$625.00
Classifieds							\$1,450.00
Brochure			\$367.00	\$1,258.95	\$1,437.74	\$1,241.25	\$4,850.00
Flyers	\$251.44	\$153.31	\$1,185.25	\$3,441.58	\$1,772.00	\$4,289.68	\$3,810.00
Professional Dues	\$134.95	\$86.65	\$4,050.08	\$902.50	\$1,101.95	\$1,178.75	\$1,200.00
Conference/Workshops		\$10.03	\$176.75	\$270.28	\$180.23	\$176.75	\$350.00
Staff Mileage			\$1,114.86	\$673.69	\$520.71	\$1,114.86	\$1,000.00
Staff Expenses							
Utilities:							
Electricity	\$17,027.51	\$13,046.51	\$202,783.74	\$220,092.96	\$66,446.12	\$245,129.42	\$62,920.00
Natural Gas	\$3,908.29	\$710.16	\$33,649.02	\$10,226.26	\$67,856.07	\$33,649.02	\$77,055.00
Water/Sewer	\$3,124.77	\$2,381.41	\$32,957.45	\$42,005.85	\$35,804.59	\$37,750.63	\$45,375.00
Telephone	\$712.39	\$52.59	\$3,570.22	\$3,480.47	\$2,896.60	\$4,156.44	\$3,780.00
Fees (activenet/bank/cc)	\$4,117.17	\$1,306.02	\$44,331.93	\$48,326.80	\$34,085.46	\$48,912.30	\$37,910.00
Internet & Communication				\$366.67			
Data Storage & Backup							
Video & Online Photography		\$19.08		\$133.57			
Online Advertising				\$82.91			
Ground Maint/Repairs			\$2,574.40	\$13,242.78	\$468.77	\$2,574.40	\$22,000.00
Program Contracts 451.380.003	\$2,655.00		\$5,383.51	\$37,819.66	\$26,528.09	\$48,439.49	\$33,766.00
Insurance Services		\$1,936.61	\$131.00	\$5,595.76	\$108.60	\$131.00	\$450.00
Refunds							
Total Materials & Services	\$32,647.93	\$21,897.07	\$425,617.29	\$432,694.47	\$289,754.92	\$488,406.14	\$358,901.00
TOTAL AQUATIC EXPENDITURES	\$69,582.22	\$33,293.48	\$827,007.83	\$829,756.48	\$546,211.75	\$929,816.99	\$903,684.00

Activity Financial Report - May 2020		Department - Aquatics 451						
COVID-19	REVENUE	May '2019	May '2020	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
	Aquatics - 451:							
	451.003 Youth Fitness							
	451.004 Gray & Golden	\$124.00		\$124.00	\$1,379.00	\$204.00	\$124.00	\$800.00
	451.006 Fitness				\$399.00			
	451.007/291 Water Exercise	\$466.00		\$3,750.00	\$3,582.00	\$4,107.25	\$7,766.50	\$4,930.00
	451.008 Weight Training	\$2,478.00		\$11,061.50	\$22,492.00	\$21,696.75	\$13,641.00	\$23,500.00
	451.011 Private Swim Lessons	\$9,043.00	\$302.00	\$57,931.69	\$35,378.00	\$35,134.75	\$61,166.69	\$58,000.00
	451.012 Optum Fitness Advantage*	\$1,232.00	\$230.50	\$4,305.00	\$15,660.00	\$660.00	\$5,585.00	\$14,146.00
	451.013 Water Safety	\$156.00		\$2,573.82	\$4,675.35	\$5,068.00	\$2,789.82	\$4,425.00
	451.014 SilverSneakers - Tivity*	\$369.00	\$1,242.00	\$1,534.50	\$4,291.00	\$3,036.50	\$1,842.50	\$5,150.00
	451.015 Silver&Fit - ASH*	\$4,887.00		\$17,856.00	\$56,589.02	\$21,049.55	\$22,578.00	\$32,740.00
	451.016 Water Polo	\$302.00		\$18,167.21	\$16,357.20	\$20,736.64	\$21,433.46	\$14,375.00
	451.017 GFU			\$39,484.00	\$39,072.25	\$10,000.00	\$39,484.00	\$35,600.00
	451.018 Newberg High School		\$3,910.00	\$81.00	\$812.00	\$5,510.00	\$4,301.00	\$4,400.00
	451.019 School Districts	\$1,257.00		\$2,221.00				
	451.020 Locker Income							
	451.021 Locker Rental			\$33.00		\$1,427.50	\$33.00	\$17,650.00
	451.023 Pool Rental	\$2,610.00	\$1,700.00	\$17,336.50	\$16,841.00	\$13,922.76	\$20,347.70	\$10,550.00
	451.024 Classroom Rental	\$852.50	\$1,561.25	\$10,593.50	\$7,501.01	\$3,440.50	\$12,301.00	\$6,975.00
	451.025 Sauna/Spa	\$399.50		\$6,049.90	\$4,757.10	\$5,109.70	\$6,412.90	\$80.00
	451.026 Special Events			\$80.00	\$100.00		\$80.00	
	451.027 Repasses						\$150.00	
	451.061 Vending			\$1,140.48	\$25.00	\$2,459.36	\$1,140.48	\$750.00
	451.200 Aquatics Misc			\$200.00	\$25.00	\$25.00	\$200.00	
	451.280 Sales	\$580.00		\$6,300.50	\$5,847.49	\$6,174.76	\$7,065.00	\$6,200.00
	451.281 CST/CVA			\$15,430.00	\$10,855.95	\$12,544.50	\$15,430.00	\$21,300.00
	451.282 Swim Lessons	\$10,702.00	\$495.00	\$136,501.90	\$101,561.91	\$126,291.39	\$151,807.90	\$145,500.00
	451.283 Lap Swim	\$907.50		\$15,521.92	\$12,891.75	\$8,937.45	\$16,778.42	\$15,525.00
	451.284 Public Swim	\$9,957.80		\$132,617.80	\$85,401.00	\$46,059.22	\$151,618.64	\$128,875.00
	451.285 Equipment Rental			\$31.00		\$889.00		
	451.286 Membership Sales	\$19,618.05	\$5,502.30	\$204,358.34	\$271,817.50	\$109,348.50	\$231,824.64	\$126,924.00
	451.287 Weight Room	\$1,329.50	\$412.50	\$6,024.00	\$13,693.00	\$8,186.48	\$7,481.00	\$9,250.00
	451.289 Punch Cards - General	\$2,597.00		\$26,738.40	\$30,900.51	\$11,324.00	\$29,174.90	\$22,795.00
	451.290 Gift Certificates							
	451.292 Scholarship (Swim Lessons)							
	451.294 SUP Yoga/Fencing	\$75.00		\$3,322.00	\$13,512.20	\$1,095.00	\$640.00	\$3,000.00
	451.296 Patio Rental	\$117.50		\$207.50	\$3,999.75	\$550.00	\$3,868.30	\$6,500.00
	451.293/425 Basketball Court	\$396.05	\$36.50	\$3,216.30	\$11,509.25	\$1,429.05	\$485.50	\$1,540.00
	451.285/426 Pickleball Court	\$83.50		\$375.00	\$403.00	\$214.00	\$214.00	\$350.00
	451.021/427 Volleyball Court	\$88.00		\$330.00	\$6.50	\$14.00	\$14.00	\$50.00
	451.428 SkyTrack			\$14.00	\$710.50			
	451.429 Fencing				\$555.31			
	451.666 CC Fees							
	TOTAL AQUATIC REVENUE	\$70,037.90	\$7,879.55	\$745,511.76	\$793,894.98	\$484,784.56	\$837,860.35	\$725,000.00



Adult Sports

June 2020 Activity Report, Department 452

Department 452 Participation Tracking	May 2020	
Activity	Participants	Participant Hours
	0	0
Department 452 Financial Tracking	May 2020	
Supervisory Staff Expense	200	
Administrative Staff Expense	600	
Part Time Staff Expense		
Material Expense	270	
Total Expense	1070	
Program Revenue	1155	
Net	85	
Cost Per Participant	0	
Cost Per Participant Hour	0	

Department 452 – Adult Sports

Registration closed on May 31st for Adult Men’s softball. We are on schedule to start the season on June 8. 9 teams have registered for the 2020 campaign.



Youth Sports

June 2020 Activity Report, Department [453](#)

Department 453 Participation Tracking	May 2020	
Activity	Participants	Participant Hours
	0	0

Department 453 Financial Tracking	May 2020	
Supervisory Staff Expense	4650	
Administrative Staff Expense	3220	
Part Time Staff Expense		
Program/Materials Expense	970	
Total Expense	8840	
Program Revenue	2260	
Net	(6580)	
Cost Per Participant	0	
Cost Per Participant Hour	0	

Department 453 – Youth Sports

The spring youth sports programs were cancelled due to the current health crisis and all registered participants have been refunded. Summer camp registration was immediately opened and current enrollment numbers indicate we will reach last summer's totals.

May 2020 Activity Report

455 Care	May 2020	Fiscal Year To Date
Supervisory Staff	636.48	6,906.14
Recreation Coordinator	933.10	10,750.03
Care Director	2,121.68	18,907.92
Care Technician	0.00	0.00
Part Time Staff Expense	407.19	207,396.78
Fringe	3,541.54	57,491.85
program Expense	2,279.28	67,955.55
Utilities Expense	0.00	0.00
Total Expense	9,919.27	369,728.31
Program Revenue	23,739.17	446,050.46
Rental Revenue	0.00	0.00
Net	-13,819.90	-51,056.90

474 Pre School	May 2020	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	2,121.68	22,588.02
Fringe	1,146.18	11,788.28
program Expense	918.81	4,697.29
Utilities Expense	260.21	5,710.47
Total Expense	4,446.88	44,784.06
Program Revenue	0.00	28,147.95
Rental Revenue	0.00	0.00
Net	4,446.88	16,636.11

On March 17th we decided to open up an emergency daycare service for those families and others in need. We had no way of knowing if families would actually participate. By March 24th we had a plan for opening our Camp Care Essentials Daycare at the Chehalem Youth Building. That program ran until May 29th.

Due to our Emergency Daycare service, CPRD became eligible for a grant being administered by the Department of education. We submitted an application for that program in Mid April. We are still waiting an update on that grants status.

On May 5th, at 7:30am CPRD dealt with an Active Shooter situation at our Youth Building site. This also happened to be the site that was hosting our Emergency Daycare program. At the time Erin Harrington was taking care of 2 children in our program when she heard the first shot. She contacted the police and her supervisory staff. Matt Compton arrived about 10min later and eventually instructed Erin to evacuate the building. Julie Peterson arrived on the scene as our Care kids were leaving the site. Matt Compton stayed behind because we knew we had another family in route to drop off their child. In total 7 shots were fired. It took roughly 30min for the Newberg Police Department to neutralize the situation. No harm came to our Care kids or the facility.

On June 1st we started our Summer Camp Care program. Providing a summer camp experience for kids in our Daycare program. Our grade school group is meeting at Mable Rush and our Kindergarten age group meets at the Community Center. On June 1st we had 14 kids in our grade school program and 4 in our Kindergarten Program. As of June 17th, we have 60 in our grade school program and 8 in our Kindergarten program.

On June 1st we opened Summer Preschool. This is a 10 week program designed to give some extra attention to students entering Kindergarten in the Fall. We have 13 students in that program.

Respectfully submitted by Matt Compton
Recreation and Care Coordinator

May 2020 Activity Report Department
 454 Recreation,
 456 Senior Center,
 457 Community School

454 Recreation	May-20	Fiscal year
Supervisory Staff Expense	636.48	6,906.34
Recreation Coordinator	636.48	21,067.18
Part Time Staff Expense	1,895.28	13,745.56
Fringe	0.00	21,906.85
program Expense	1,800.50	23,765.89
Utilities Expense	882.14	0.00
Total Expense	0.00	87,391.82
Program Revenue	5,214.40	42,360.87
Rental Revenue	0.00	0.00
Net	0.00	45,030.64
456 Senior Center	May-20	Fiscal year
Recreation Coordinator	1,215.98	12,301.15
Senior Center Specialist	2,425.02	27,771.02
Part Time Staff Expense	0.00	191.25
Fringe	2,078.86	22,536.27
program Expense	1,581.61	10,343.97
Utilities Expense	2,291.30	67,122.58
Total Expense	9,592.77	140,273.23
Program Revenue	2,800.00	38,795.65
Rental Revenue	0.00	25,553.28
Net	6,792.77	75,342.40
457 Community School	May-20	Fiscal year
Supervisory Staff Expense	777.92	8,441.08
Admin Staff Expense	0.00	0.00
Part Time Staff Expense	0.00	2,513.58
Fringe	389.13	4,875.51
program Expense	189.27	11,781.90
Utilities Expense	0.00	52.58
Total Expense	1,356.32	27,664.65
Program Revenue	0.00	16,852.90
Rental Revenue	0.00	0.00
Net	1,356.32	11,087.75

Notes:

Facility reservations remained closed for the month of May. We are now accepting reservations for July. We have modified our reservations policy for phase two reopening. Each public reservation in one of our buildings will be assigned a CPRD facility host to assure social distancing between groups and to sanitize the building during use. Our reservation fees will be adjusted to reflect the additional manpower needed to facilitate the rental.

Community groups such as the Scouts and the American Legion will not be required to have a CPRD host onsite. Instead each of those groups will need to assign a volunteer to fulfill that role.

All senior center activities and programs were canceled effective March 16th with one exception. Meals on wheels has expanded to meet the demand of the community. Polly has done a really nice job keeping that program consistent while operating in an emergency. She and her volunteers deserve a lot of credit and respect.

CPRD and the NDC launched the Newberg Wednesday Market on May 6th. It took a lot of extra planning in order to operate a safe outdoor market during a time of Emergency closures and restrictions. Some of our increased safety precautions included the designation of one entrance for all participants, fencing off any other entry to the event, offering hand sanitizer for all participants entering the event, giving away nearly 400 face masks to the community, and enforcing a designated traffic pattern.

Honestly we were not sure if the community was ready to support an event like this one. We were prepared but pleasantly surprised by the participation that this program has seen so far. Opening week, we had 17 vendors onsite and had roughly 411 people attend the market over a 4hr timeframe. The market has steadily grown each week. On June 10th we had 37 vendors and over 1,000 visitors to the market.

Golf Activity May

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	20 v 19	% Diff
Dry Days	12	7	19	13	18	19	22	18					
Starts by Category													
Resident	768	643	656	698	711	748	889	960	1149	1173	636	-537	-45.8%
Non Resident	2083	1700	1543	1932	1657	1778	1488	1430	1595	1145	700	-445	-38.9%
Group	148	191	47	141	0	99	173	8	10	107	0	-107	-100.0%
League	89	83	76	56	46	132	61	43	0	12	0	-12	-100.0%
Complimentry	311	279	304	270	305	263	254	149	218	289	610	321	111.1%
Misc/Promotional	734	699	590	325	935	1356	884	1091	1355	1312	1556	244	18.6%
Total Starts	4133	3595	3216	3422	3654	4376	3749	3681	4327	4086	3502	-584	-14.3%
Revenue													
Green Fees	\$ 94,354	\$ 77,458	\$ 73,157	\$ 71,248	\$ 72,443	\$ 85,044	\$ 71,872	\$ 68,125	\$ 81,974	\$ 77,131	\$ 76,327	\$ (804)	-1.0%
Driving Range	\$ 8,826	\$ 8,961	\$ 8,490	\$ 8,318	\$ 7,311	\$ 9,507	\$ 8,106	\$ 9,001	\$ 10,350	\$ 9,034	\$ 5,221	\$ (3,813)	-42.2%
Rentals	\$ 28,302	\$ 22,847	\$ 21,029	\$ 20,894	\$ 20,329	\$ 23,159	\$ 25,840	\$ 27,757	\$ 28,017	\$ 25,228	\$ 15,546	\$ (9,682)	-38.4%
Golf Shop	\$ 12,600	\$ 10,648	\$ 9,083	\$ 11,956	\$ 6,728	\$ 9,102	\$ 7,293	\$ 9,322	\$ 8,670	\$ 8,886	\$ 6,511	\$ (2,375)	-26.7%
Snack Bar	\$ 20,556	\$ 16,470	\$ 14,238	\$ 13,919	\$ 13,352	\$ 23,426	\$ 15,439	\$ 17,099	\$ 19,130	\$ 17,894	\$ 6,107	\$ (11,787)	-65.9%
Instruction	\$ 1,350	\$ 653	\$ 1,375	\$ 505	\$ 1,760	\$ 4,598	\$ 5,137	\$ 1,610	\$ 225	\$ -	\$ -	\$ -	-
Miscellaneous	\$ 2,189	\$ 1,791	\$ 3,750	\$ 3,733	\$ 7,053	\$ 3,124	\$ 1,779	\$ 6,813	\$ 2,932	\$ 4,843	\$ 54,640	\$ 49,797	1028.2%
Total Revenue	\$ 168,177	\$ 138,828	\$ 131,122	\$ 130,573	\$ 128,976	\$ 157,960	\$ 135,466	\$ 139,727	\$ 151,298	\$ 143,016	\$ 164,352	\$ 21,336	14.9%
\$ per Start													
Green Fees \$ per Start	\$ 22.83	\$ 21.55	\$ 22.75	\$ 20.82	\$ 19.83	\$ 19.43	\$ 19.17	\$ 18.51	\$ 18.94	\$ 18.88	\$ 21.80	\$ 2.92	15.5%
Driving Range \$ per Start	\$ 2.14	\$ 2.49	\$ 2.64	\$ 2.43	\$ 2.00	\$ 2.17	\$ 2.16	\$ 2.45	\$ 2.39	\$ 2.21	\$ 1.49	\$ (0.72)	-32.6%
Rentals \$ per Start	\$ 6.85	\$ 6.36	\$ 6.54	\$ 6.11	\$ 5.56	\$ 5.29	\$ 6.89	\$ 7.54	\$ 6.47	\$ 6.17	\$ 4.44	\$ (1.74)	-28.1%
Golf Revenue \$ per Start	\$ 31.81	\$ 30.39	\$ 31.93	\$ 29.36	\$ 27.39	\$ 26.90	\$ 28.23	\$ 28.49	\$ 27.81	\$ 27.26	\$ 27.73	\$ 0.46	1.7%
Golf Shop \$ per Start	\$ 3.05	\$ 2.96	\$ 2.82	\$ 3.49	\$ 1.84	\$ 2.08	\$ 1.95	\$ 2.53	\$ 2.00	\$ 2.17	\$ 1.86	\$ (0.32)	-14.5%
Snack Bar \$ per Start	\$ 4.97	\$ 4.58	\$ 4.43	\$ 4.07	\$ 3.65	\$ 5.35	\$ 4.12	\$ 4.65	\$ 4.42	\$ 4.38	\$ 1.74	\$ (2.64)	-60.2%
Concession Revenue	\$ 8.02	\$ 7.54	\$ 7.25	\$ 7.56	\$ 5.50	\$ 7.43	\$ 6.06	\$ 7.18	\$ 6.42	\$ 6.55	\$ 3.60	\$ (2.95)	-45.0%
Total Revenue \$ per Start	\$ 40.69	\$ 38.62	\$ 40.77	\$ 38.16	\$ 35.30	\$ 36.10	\$ 36.13	\$ 37.96	\$ 34.97	\$ 35.00	\$ 46.93	\$ 11.93	34.1%
GolfNow Barter Rounds	63	34	33	82	178	181	213	187	199	190			0.0%

We did not have golf carts until May 10th. So revenues were down in that category. We changed annual passes in May instead of April so we had a good bump in revenue there. Therefore, we were up \$20k for the month to cut into what we were down in April.

YTD through May

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY20 v FY19	% Diff
Starts by Category	10050	16085	16093	16101	16109	16117	16125					0%
Resident	5547	4648	5088	5792	5039	6321	5964	7149	7480	8098	618	8.3%
Non Resident	17549	13115	16394	13727	12706	13045	10572	11537	7310	6551	-759	-10.4%
Group	2843	3164	2487	1708	2192	1964	1756	1221	1642	1301	-341	-20.8%
League	742	538	590	541	634	531	372	327	127	99	-28	-22.0%
Complimentary	2454	2708	2878	2891	2416	2765	1889	1965	1971	2468	497	25.2%
Misc/Promotional	5832	7451	4492	4655	9491	8440	6130	6556	11584	12414	830	7.2%
Total Starts	34967	31624	31919	29254	32478	33066	26883	29774	30818	30931	113	0.4%
Revenue												
Green Fees	\$ 752,059.00	\$ 702,171.00	\$ 708,355.00	\$ 601,739.00	\$ 679,591.00	\$ 654,380.73	\$ 685,015.00	\$ 609,873.00	\$ 630,023.00	\$ 595,980.00	\$ (34,063.00)	-5.4%
Driving Range	\$ 79,011.00	\$ 67,395.00	\$ 73,335.00	\$ 62,502.00	\$ 64,218.00	\$ 67,524.00	\$ 56,597.00	\$ 62,644.00	\$ 69,730.00	\$ 49,508.00	\$ (20,222.00)	-29.0%
Rentals	\$ 232,868.00	\$ 199,299.00	\$ 201,357.00	\$ 170,260.00	\$ 179,543.00	\$ 222,503.03	\$ 222,503.03	\$ 186,139.41	\$ 172,329.00	\$ 132,802.00	\$ (39,527.00)	-22.9%
Golf Shop	\$ 79,892.00	\$ 71,414.00	\$ 79,356.00	\$ 63,708.00	\$ 72,994.00	\$ 57,232.82	\$ 50,795.00	\$ 58,049.00	\$ 67,270.00	\$ 58,378.00	\$ (8,892.00)	-13.2%
Snack Bar	\$ 169,619.00	\$ 167,615.00	\$ 137,354.00	\$ 112,908.00	\$ 138,770.00	\$ 148,946.60	\$ 117,125.00	\$ 130,462.00	\$ 136,877.00	\$ 108,922.00	\$ (27,905.00)	-20.4%
Instruction	\$ 14,397.00	\$ 13,689.00	\$ 14,874.00	\$ 14,683.00	\$ 9,907.00	\$ 7,521.00	\$ 3,010.00	\$ 4,294.00	\$ 6,783.00	\$ 4,114.00	\$ (2,669.00)	-39.3%
Miscellaneous	\$ 49,274.00	\$ 47,809.00	\$ 42,229.00	\$ 14,539.00	\$ 19,738.00	\$ (4,747.94)	\$ 20,827.59	\$ 22,541.00	\$ 24,452.00	\$ 71,718.00	\$ 47,266.00	193.3%
Total Revenue	\$ 1,376,920.00	\$ 1,269,392.00	\$ 1,256,860.00	\$ 1,040,339.00	\$ 1,164,761.00	\$ 1,153,360.24	\$ 1,019,509.00	\$ 1,085,054.00	\$ 1,107,414.00	\$ 1,021,402.00	\$ (86,012.00)	-7.8%
\$ per Start												
Green Fees \$ per Start	\$ 21.51	\$ 22.20	\$ 22.19	\$ 20.57	\$ 20.92	\$ 19.79	\$ 21.92	\$ 20.48	\$ 20.44	\$ 19.27	\$ (1.18)	-5.8%
Driving Range \$ per Start	\$ 2.26	\$ 2.13	\$ 2.30	\$ 2.14	\$ 1.98	\$ 2.04	\$ 2.12	\$ 2.10	\$ 2.26	\$ 1.60	\$ (0.66)	-29.3%
Rentals \$ per Start	\$ 6.66	\$ 6.30	\$ 6.31	\$ 5.82	\$ 5.53	\$ 6.73	\$ 6.98	\$ 6.62	\$ 5.59	\$ 4.29	\$ (1.30)	-23.2%
Golf Revenue \$ per Start	\$ 30.43	\$ 30.84	\$ 30.80	\$ 28.53	\$ 28.43	\$ 28.56	\$ 31.02	\$ 29.21	\$ 28.30	\$ 25.16	\$ (3.14)	-11.1%
Golf Shop	\$ 2.28	\$ 2.26	\$ 2.49	\$ 2.18	\$ 2.25	\$ 1.73	\$ 1.90	\$ 1.95	\$ 2.18	\$ 1.89	\$ (0.30)	-13.5%
Snack Bar	\$ 4.85	\$ 5.30	\$ 4.30	\$ 3.86	\$ 4.27	\$ 4.50	\$ 4.39	\$ 4.38	\$ 4.44	\$ 3.52	\$ (0.92)	-20.7%
Concession Revenue	\$ 7.13	\$ 7.56	\$ 6.79	\$ 6.04	\$ 6.52	\$ 6.24	\$ 6.29	\$ 6.33	\$ 6.62	\$ 5.41	\$ (1.21)	-18.3%
Total Revenue \$ per Start	\$ 39.38	\$ 40.14	\$ 39.38	\$ 35.56	\$ 35.86	\$ 34.88	\$ 38.21	\$ 36.44	\$ 35.93	\$ 33.02	\$ (2.91)	-8.1%
GolfNow Barter Rounds	0	0	0	0	0	0	0	1388	1410			

What was tracking to be a little low this year due to weather in July and August. Then came Covid which brought March and April down. May was better but the damage has been done.

IN MEMORY

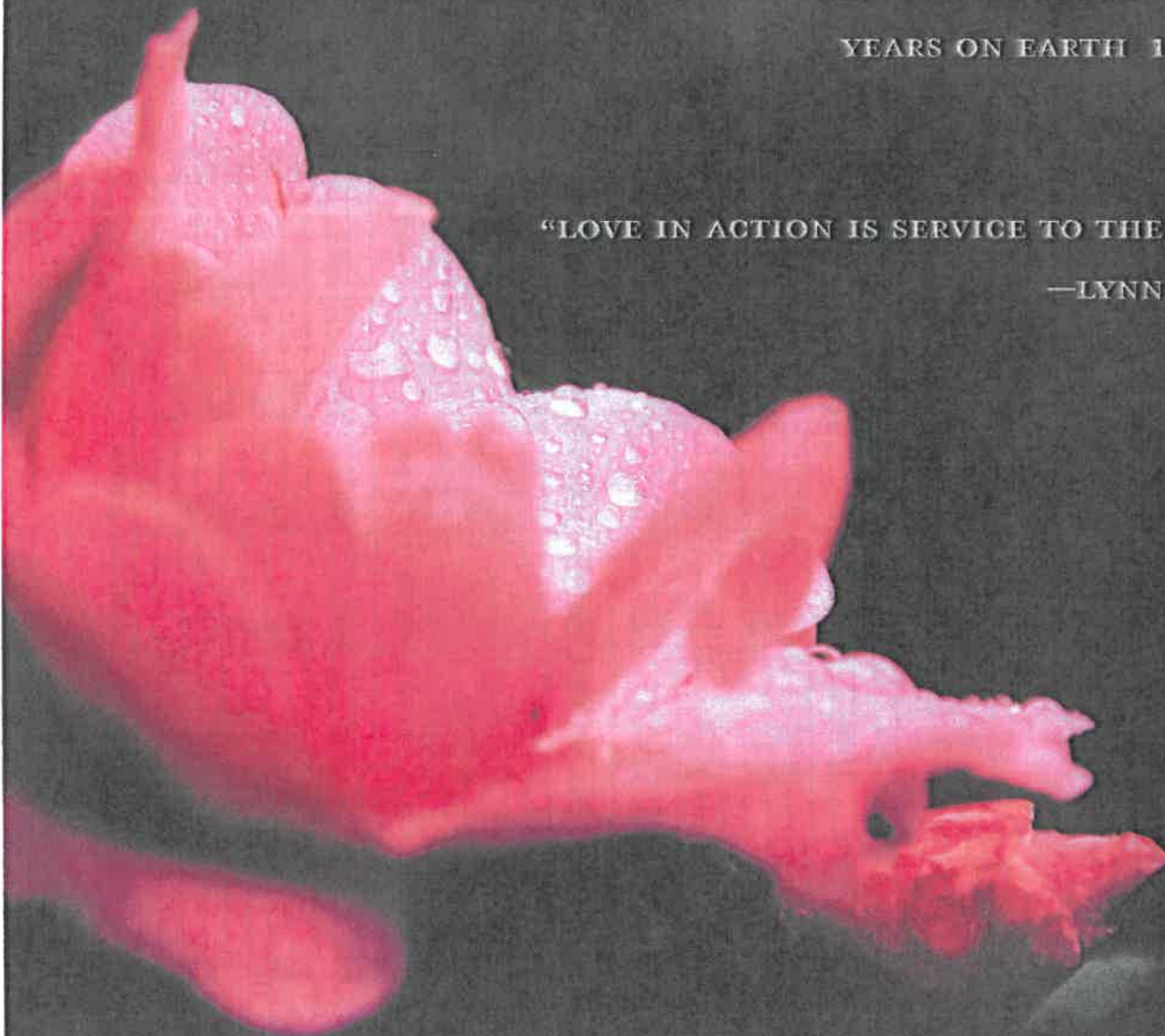
WILLIAM J. LEMASTER

CPRD BOARD OF DIRECTORS 1976-1981

YEARS ON EARTH 1937-2020

"LOVE IN ACTION IS SERVICE TO THE WORLD."

—LYNNE NAMKA



Monday, June 8, 2020

Dear Don, Staff and Board,

I was a bit taken back at the door last Thursday when I received a beautiful bouquet of flowers from CPRD. Bill's service on the Board was so many, many, long years ago. Jerry Jackson was the "new" superintendent and Jim McMaster had not been hired. Bill first served on the budget committee and stepped in to run for the board when a candidate was needed. It was Bill's first experience on a public board and unfortunately it was not all the best of time. There is nothing like angry parents who think their kid has been jeopardized by a sport's program. One term was enough for him. He was much more comfortable helping run races and envisioning new bike paths.

I have always been thankful that forward thinking citizens had worked hard to create the CPRD taxing district a couple of years before we moved to town. The push for the pool was in progress and by 1971 I had Marc in a Mommy and Me swim class. The rest is history. The Graphic had a way of getting coaches Jim McMaster and Bill LeMaster mixed up. I always found it amusing when they printed Bill as coaching the polo team. Bill was not the best of swimmers. He sank.

Life has a way of moving on. Bill's athletic body was eaten by rheumatoid arthritis. Artificial knees and hips kept him moving and medication subsided the pain. Through it all he remained the even tempered, positive person I had married.

Thank you for honoring him and remembering me with the gift of flowers.

With appreciation,

Maizie

Don Clements

From: Bart Rierson
Sent: Saturday, June 20, 2020 11:50 PM
To: Don Clements; Casey Creighton
Subject: FW: From the CPRD website

From: Dave B. Nichols <David.Nichols@cityofmedford.org>
Sent: Wednesday, June 17, 2020 11:37 AM
To: Bart Rierson <brierson@cprdnewberg.org>
Subject: From the CPRD website

Mr. Rierson,

By way of introduction I am Dave Nichols the Facilities Management Superintendent for the City of Medford, Oregon.

I am reaching out to you with regard to your Aquatic & Fitness Center. We are in the process of putting together an RFP for the selection of an Architectural-Engineering firm for our "Sports & Event Center" here in the city of Medford.

Our facility will be a total of 163,000 square feet with a competitive pool, a recreation pool, and an indoor clear span area that will accommodate eight basketball courts. This video is a quick snapshot of our conceptual design: [Medford Event & Sports Center Conceptual Design](#) .

I am wondering what process your district used for selecting an Architectural firm. Specifically if you used a Request For Proposal (RFP) method. If so, would it be possible to obtain a copy of the RFP that was used.

Regards,

Dave Nichols | Facilities Management Superintendent
City of Medford, Oregon | Parks, Recreation and Facilities
821 N. Columbus, City of Medford, OR 97501
Ph: 541-774-2657 | F: 541-774-2552

Don Clements

From: Casey Creighton
Sent: Monday, June 22, 2020 9:58 AM
To: David.Nichols@cityofmedford.org
Cc: Bart Rierson; Don Clements
Subject: Recreation Center
Attachments: REQUEST FOR QUALIFICATIONS CAFC 2014.docx; RFP for Design Services - CPRD Aquatic and Fitness Center.doc

Dave,
I'm writing in reply to the email sent to our Board of Directors President Bart Rierson, regarding the Contract for Architectural Services used for the Chehalem Aquatic & Fitness Center. We first sent out a RFQ to those Architects knowledgeable in Aquatics Construction. From there an RFP was publicly advertised and sent out to those firms. A committee was formed from the Public, Board members and staff to score the RFP and the Architect chosen. Here are the documents Chehalem Park & Recreation District used for the process. Please let me know if you would like any more information. Good luck with your Project and stay safe.

Best regards,

Casey Creighton
Park Supervisor
Chehalem Park & Recreation District
(503)519-6154

REQUEST FOR QUALIFICATIONS (RFQ)

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

RFQ # 12-11-14

Architectural Design Services for the Renovation of the Chehalem Aquatic and Fitness Center

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

Date: December 11, 2014

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.

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 5th day of November, 2014

W. Don Clements, Superintendent

Published: Newberg Graphic (November 12, 2014) and Journal of Commerce (November 12, 2014)

SUGGESTED SCOPE OF SERVICE:

PRIMARY WORK PRODUCT: To provide Architectural services for the design, renovation and construction management of the Chehalem Aquatic and Fitness Center.

1. Initial review and Analysis

- a. Interviews. The Architect will interview appropriate stakeholders involved with the project. These will include current users of the aquatic center and fitness center, other community members and staff through an open meeting format.
- b. Site Analysis. The Architect will review the existing site where the aquatic center is to be renovated and expanded. The Architect will provide plans on how the site can be used to its fullest potential by the general public.
- c. Design. The Architect and its team will provide a set of working drawings for the project. City zoning criteria and other permitting processes will be the responsibility of the architect. The architect will oversee the construction of the project from start to finish. The architect will assist the district in developing the contract, review of contractors under consideration and supervision of the selected contractor and his/her team.
- d. Facility Operation. The Architect will review the current site and its operation and review success and failures. Development of the renovated aquatic center will take into account at a minimum safety, age group participation, mixed recreational activities, revenue opportunities as well as building mechanical operation, energy savings and comfort in the indoor aquatic environment.
- d. Website. The Architect will provide information for the District's website. As officials deem appropriate, the Architect will provide materials including text, photographs, maps, renderings, and other images for the website. This material will describe the architect's 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 City of Newberg Building and Planning Departments, Yamhill County Health Department and the Oregon State Health Department on the development and implementation of plans for the aquatic center.
- b. Public Workshop. Public workshops will take place to initially gain ideas for implementation of the project and design. 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 Architect will make a formal presentation to the District Board of Directors.
- b. Additional Revisions. The Architect will be responsible for up to three 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 Architects approach to the project.
2. The expertise/credentials of the team assembled by Architect to carry out the work.
3. A list of comparable projects undertaken by the Architect and/or team members.
4. A copy of at least one master plan for operation, and development previously created by the Architect and implemented.
5. Provide a copy of financial pro forma analysis for a past indoor pool community center project.
6. Estimate of project calendar from beginning to end of project.

RECOMMENDED FORMAT FOR SUBMITTALS:

1. DESCRIPTION OF APPROACH - Up to two pages describing the Architects 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 indoor aquatic facilities / Community Center and

operation, and a listing of key personnel and their experience that would be available to work on this project.

3. COMPARABLE PROJECTS - Summary of indoor aquatic/community center projects in progress or completed, with the following information for each project. (Three projects 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 MASTER PLAN / OPERATION PLAN DOCUMENT - Please include one or more samples. Photos of designed or built results are encouraged. Note: a flash drive or similar electronic storage device can be used for this section.

EVALUATION OF SUBMITTALS:

Architects responding to this RFQ must demonstrate the following:

- Experience in indoor aquatic recreational center design and operation.
- Experience in engaging the public in the design process
- Strong graphic skills
- Strong skills in written and oral communications
- Experience in successful development of master plan and operation plan, pro forma analysis.

Response Questions:

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

Don Clements, Superintendent, 503-537-4165, dclements@cprdnewberg.org

Jim McMaster, Park Supervisor, 503-209-2222, jmcmaster@cprdnewberg.org

Response Conditions

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 at 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 the design/construction management of indoor aquatic/community facilities
2. Qualifications / Personnel / Expertise
3. Experience in public zoning, planning, permitting
4. Community relations/presentations/media implementation
5. Experience in developing financial operational preform analysis
6. References
7. Completeness of the submitted RFQ

Bond Measure

The Chehalem Aquatic and Fitness Center Construction Project was made possible by the residents of the Chehalem Park and Recreation District. Total Bond amount 19.9 Million.

Respondents are encouraged to visit the current aquatic center site located at 1802 Haworth Ave., Newberg Oregon.

**REQUEST FOR PROPOSAL
FOR ARCHITECTURAL SERVICES
Chehalem Parks and Recreation District – Aquatic and Fitness Center
January 23, 2015**

Congratulations based on the information you provided in the Request for Qualifications (RFQ # 12-11-14) your firm has been selected to provide a Request for Proposal (RFP) for Architectural and Design Services for the renovation of the Chehalem Aquatic and Fitness Center. Information on what is required in the RFP can be found below.

Filing

By filing with the Chehalem Park and Recreation District Administrative Office, located at 125 S Elliot Rd, Newberg, OR 97132 until:

DATE: February 6, 2015

TIME: 2 pm

RFP #: 2-15

Proposals 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.

The District reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the District to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP 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 all opportunity requirements.

Overview and Scope of Proposal

Again, congratulations on being selected to submit a RFP for design services for the Renovation of the Chehalem Aquatic and Fitness Center. The Chehalem Parks and Recreation District (CPRD) seeks to contract with a qualified firm for the design of an approximately (40,000) square-foot of pools and fitness center. CPRD proposes to create a center that will include four pools (one competition, one leisure, one outdoor, one spa), a regulation high school basketball court with elevated jogging track, a weight/cardio room, general exercise space, classrooms/meeting space, changing areas and lobby/reception with additional parking as required.

It is our intent that the architectural firm design the building to balance the following principles:

- Overall sustainable design and construction
- Lowest possible cost of ownership over the building's life cycle

- An air exchange system that is efficient and provides a comfortable experience while at the facility
- Energy efficiency exceeding the Oregon energy code (goal of 20%)
- Comfortable environment that fosters health and productivity and supports the needs of future occupants
- Utilizing leading-edge technology – e.g., efficient lights and controls, and advanced building systems
- Efficient use of space, with flexibility to accommodate changes in function or occupancy.
- An aquatic facility meeting current state and federal standards as well as providing proven state of the art filtration, water sanitation and clarity as well as expertly engineered dehumidification systems.
- Provide a cost effective esthetically pleasing building structure
- Emphasize a robust community meeting schedule.

In addition to the information your firm provided in the Request for Qualifications submitted, the selected design team is expected to provide these services:

- Develop a thorough understanding of the master plan, operational objectives, energy and environmental performance criteria, and associated site and utility constraints.
- Have experience in working with applicable building codes, variances, traffic studies etc.
- Have working knowledge and experience to advise owner whether to construct a stand-alone facility or remodel and add to existing facility. Be able to convey an understanding of either option.
- Manage a multi-disciplinary integrated design team consisting of the Owner (including the occupants and the O&M staff), architects, pool consultants, structural, mechanical, electrical, and civil engineers, contractors and/or construction managers, key sub-contractors, commissioning agents, energy consultants, and local utilities.
- Have experience working with the energy trust and other pass through government energy agencies. (this project has been approved by the energy trust)
- The team shall have knowledge of creating a facility that has minimal staffing, but meets all safety requirements outlined by the state health department.
- Participate in the selection of a General Contractor (GC) or Construction Manager (CM) and primary subcontractors.
- Lead integrated design charrettes.
- Conduct energy modeling, simulations, target-setting, and benchmarking.
- Assess life-cycle costs of building systems.
- Employ strategies that maximize efficiency and comfort while achieving goals for sustainability and cost-effectiveness.
- Be involved with the Owner and General Contractor or Construction Manager in decisions about alternate materials and systems as part of the value engineering process.
- Be involved with the Owner and General Contractor or Construction Manager in the review of change order requests.
- Provide operations & maintenance and as-built documentation (both hard-copy and electronic).
- Provide monthly updates to the Chehalem Park and Recreation District information officer for community website information.
- Be at the site at least once a week during construction.

Project Management and Oversight Approach

CPRD will provide oversight of this project. Decisions will be made by Don Clements, District Superintendent, Jim McMaster, Park and Facility Supervisor, the CPRD Board and or the Citizen Oversight committee. The day-to-day contact is. Jim McMaster or designee.

A General Contractor or Construction Manager may be selected and integrated into the design effort prior to schematic design. You will work with the GC or CM and major sub-contractors on estimating and pricing, constructability review, value engineering, and scheduling. The final construction contract may be a GC/CM process, unless otherwise changed by the district board of directors, who are the legal contracting entity for the Chehalem Park and Recreation District. The GC/CM process will be discussed with the architect to determine if it is a good fit prior to the contract being signed by the district with the architect.

Proposal Requirements

In addition to the information included in the Request for Qualifications your firm submitted, and which will be included as part of this proposal, firms responding to this RFP should provide the following information:

- **Firm:** Name of the firm
- **Sub-consultant Firms and Team:** Confirmation of the consultants submitted in your RFQ and a full list of the proposed lead designer and key members of the integrated design team. Team members should include but not be limited to the following areas: aquatic design, mechanical, electrical, and structural engineering; interior design; lighting design; airflow analysis; technology consulting; landscape architecture; geotech engineer; building envelope; commissioning agent, and other consultants as necessary. Also list any proposed sub-consultants that were not included in the RFQ (if any), their key personnel, and their qualifications. Note: the design team must have aquatic design and construction experience. Please indicate the availability on sight of the aquatic design consultant. Indicate what aquatic facility project that each team member has had been involved with.
- **Fees:** Provide a not to exceed fee proposal that includes conceptual and schematic design, design development, construction administration, pricing and estimating, constructability review and value engineering. Provide a Rate Schedule, with hourly rates by level and discipline. Using March 2nd, 2015 as the date that the architect contract may be approved, submit as part of your proposal a timeline/project calendar with the architect costs associated as a part of that timeline.

Selection Process

Please submit six copies of your proposal by (February 6, 2015 no later than 2pm) to:

Jim McMaster
Chehalem Park and Recreation District
125 S Elliot Rd
Newberg, OR 97132

Questions regarding this request for proposal should be directed to:

Jim McMaster
(503) 209-2222
jmcmaster@cprdnewberg.org

The proposal shall be irrevocable for a period of 90 days from the date of submission. All information in this proposal will be owned by CPRD and used as they see fit. If there are any materials which they deem to contain proprietary information, CPRD agrees to treat these materials as confidential, but will not return them at the completion of the selection process.

All firms who submit a proposal may be requested to participate in an interview conducted with the CPRD selection committee. It is highly recommended that key individuals of your design team be present at this interview. We will be checking the references you provided in your RFQ/RFP and will use your Proposal, the interview and your references to determine who will be selected as the architect for this project. CPRD will attempt to complete the review of submitted qualifications and proposals in a timely manner. Contracts will be negotiated on the basis of demonstrated qualifications and fair and reasonable prices.

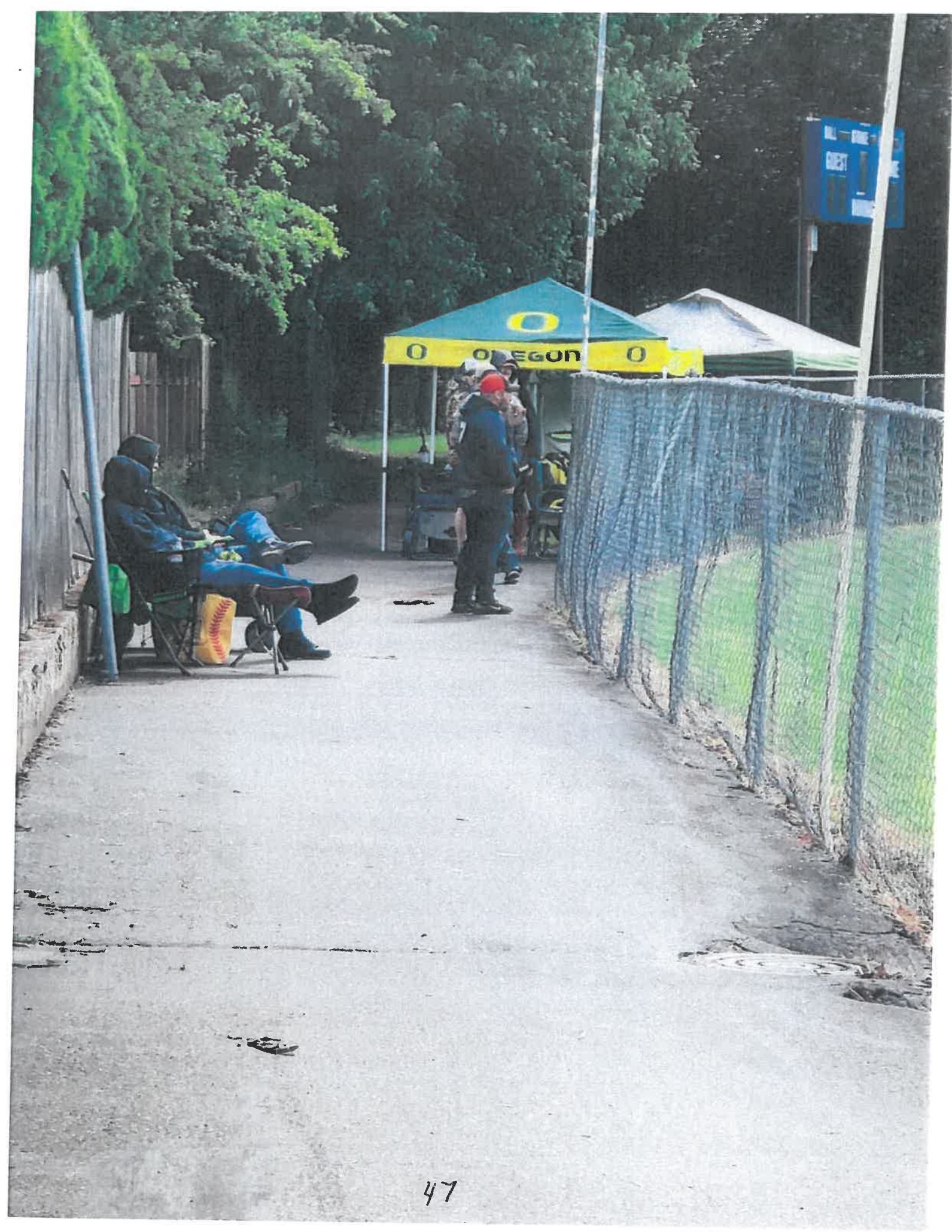
Subject: FW: Baseball Game at Jaquith Park on June 7, 2020 around 10:15
Date: Sunday, June 7, 2020 at 5:45:10 PM Pacific Daylight Time
From: Front Desk
To: Kat Ricker
Attachments: IMG_2881.jpg

From: Brenda Heister [mailto:70pollyh@gmail.com]
Sent: Sunday, June 7, 2020 10:37 AM
To: Front Desk <DistrictOffice@cprdnewberg.org>
Subject: Baseball Game at Jaquith Park on June 7, 2020 around 10:15

The picture was taken as my husband, dog, and I were walking the path at the park. The canopies were out in the path, significantly restricting access and making social distancing impossible. Perhaps signage stating the path needs to remain clear would help. I know it should be obvious, but as the picture shows, it is apparently too hard for some people to figure out.

Thank you.

Sincerely,
Brenda Heister
503-550-2886



Subject: Fwd: Jaquith Park Screens

Date: Monday, June 8, 2020 at 8:29:02 AM Pacific Daylight Time

From: Don Clements

To: Kat Ricker

Sent from my iPhone

Begin forwarded message:

From: Kevin Robinson <krobhome@gmail.com>

Date: June 7, 2020 at 9:34:12 AM PDT

To: Casey Creighton <ccreighton@cprdnewberg.org>, Bart Rierison <brierson@cprdnewberg.org>, Don Clements <dclements@cprdnewberg.org>

Subject: Jaquith Park Screens

Casey,

The last time we corresponded in February it was my understanding that CPRD was proceeding with installation of safety netting at Jaquith Park per what I believe to be a firm commitment to do so. I just arrived at the park to watch my daughter's team and there has been no change to the facility.

I'm disappointed that it has come to this, but the lack of follow-through from CPRD on such a simple, inexpensive, and necessary measure to ensure safety leaves me no choice.

Tomorrow I will engage legal representation to discuss my options.

Regards,
Kevin

Kevin Robinson
(503) 686-8044

Don Clements

From: Don Clements
Sent: Monday, June 08, 2020 8:43 AM
To: Julie Petersen
Subject: Fwd: Jaquith Park Screens

Sent from my iPhone

Begin forwarded message:

From: Don Clements <dclements@cprdnewberg.org>
Date: June 8, 2020 at 8:29:04 AM PDT
To: Kat Ricker <kricker@cprdnewberg.org>
Subject: Fwd: Jaquith Park Screens

Sent from my iPhone

Begin forwarded message:

From: Kevin Robinson <krobhome@gmail.com>
Date: June 7, 2020 at 9:34:12 AM PDT
To: Casey Creighton <ccreighton@cprdnewberg.org>, Bart Rierson <brierson@cprdnewberg.org>, Don Clements <dclements@cprdnewberg.org>
Subject: Jaquith Park Screens

Casey,

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I'm disappointed that it has come to this, but the lack of follow-through from CPRD on such a simple, inexpensive, and necessary measure to ensure safety leaves me no choice.

Tomorrow I will engage legal representation to discuss my options.

Regards,
Kevin

Kevin Robinson
(503) 686-8044

Subject: RE: Crater Park

Date: Monday, June 15, 2020 at 4:57:43 PM Pacific Daylight Time

From: Julie Petersen

To: Front Desk, Kat Ricker

Thanks, Jon is handling this email and also forwarding on to NAFA Softball (contractor responsible for this activity)!

-----Original Message-----

From: Front Desk <DistrictOffice@cprdnewberg.org>

Sent: Monday, June 15, 2020 4:37 PM

To: Kat Ricker <kricker@cprdnewberg.org>; Julie Petersen <jpetersen@cprdnewberg.org>

Subject: FW: Crater Park

Forwarded to Kat and Julie.

-----Original Message-----

From: Renee Johnson [<mailto:barddagirl@yahoo.com>]

Sent: Friday, June 12, 2020 10:48 AM

To: Front Desk <DistrictOffice@cprdnewberg.org>

Subject: Crater Park

Good morning

I would like to know if anyone came to Crater Park last Sunday? There was a softball tournament and we saw many things that concern us. Face masks were not worn in dug outs by 95% of the kids and a few adults. The groups of girls moving fields are in a group of 15ish with coach's unmasked. The young adults that ran the opening of the gate was not counting how many were inside the facility. The numbers we were given was 24 total people per team. There was 4 teams playing but there was times 6-7 teams were inside the facility. My concern is the spread of COVID-19. I have seen that a lot 85% or more think this nothing to worry about. But being someone with major health problems it's concerning. Most teams are coming from outside areas. There is a tournament this weekend as well. My daughter plays she is very concerned. She does everything to lessen the odds but she's the only one on her team. If someone is talked to I would ask my name is not used because we don't want retaliation. We have seen that happen with teams practicing before allowed. Thank you for your time.

Sent from my iPhone

Don Clements

From: Rick Rogers <Rick.Rogers@newbergoregon.gov>
Sent: Monday, June 15, 2020 10:39 AM
To: Don Clements
Cc: Dan Weinheimer
Subject: Fw: Softball leagues

A follow up. Thank you.

From: Jeff Stanton <jeffandgerrie@gmail.com>
Sent: Monday, June 15, 2020 10:30 AM
To: Rick Rogers
Subject: Re: Softball leagues

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks Rick,

I had a chance to talk to the person that manages the softball venues today as he was working at one of the facilities that I walk around. He was very helpful in explaining what is and is not allowed under state rules. No further response is needed from CPRD management for me. I can't say that I agree with decision but that's okay. Best to you Lisa and the boys as well.

Thank you,

Jeff

On Jun 15, 2020, at 10:16 AM, Rick Rogers <Rick.Rogers@newbergoregon.gov> wrote:

Jeff:

Thank you for your note. I hope you, Gerrie and the family are well.

Since the CVMS and Jaquith softball fields are the purview of Chehalem Parks and Rec, I have copied Superintendent Don Clements.

I have also copied City Manager Dan Weinheimer.

Thank you again for your thoughts and concerns.

Stay healthy.

Rick

Don Clements

From: Dana Klingler <dana.klingler@gmail.com>
Sent: Sunday, June 21, 2020 8:25 PM
To: Don Clements
Subject: Softball Tournament issues

I'm curious to know who makes the decision regarding the softball tournaments that happen at Jaquith and Darnell Wright Softball Complex? I am beyond frustrated with these tournaments that seem way too big for our small neighborhoods to accommodate. I've lived in Newberg for almost 25 years, and the tournaments used to occur Friday, Saturday and sometimes Sunday, and the crowds were small. Now, they are Thursday through Sunday, and sometimes Wednesday through Sunday. These tournaments bring so many people that they overflow well into the neighborhoods, filling up streets. At Jaquith, they park in the grass and fill up the neighborhood streets across from Jaquith. I've witnessed numerous incidences of "guest" blowing through the stop sign at Main Street and Foothills Road, and racing down Foothills at top speed. The other day as I was driving down Main Street across from Jaquith and so many people were parked so close to the road that Main Street was essentially a one-way street.

I understand that these tournaments bring in money for the Park and Rec. I understand that these tournaments bring in people who visit restaurants and shops in our city and help our local economy, but where is the balance?? I pay property taxes that go to the Park & Rec, but I don't have one quiet weekend from early Spring to late fall. I have to deal with "visitors" parking all along my neighborhood street, who leave garbage all over. I can't use paths along these parks because the softball teams set up camp and blocks them. I can't use the exercise equipment by the track at the Darnell Wright field because the teams hang all their bags and equipment on them.

I'm also baffled how these tournaments are even approved and okay right now with the Covid pandemic. It doesn't seem smart, healthy or safe to "invite" a deluge of people from all over the neighboring counties and out of state. I also have not seen much social distancing happening.

Again, I understand the economic benefits to these tournaments, but does anyone making these decisions ever consider the actual people who live in the community and surrounding neighborhoods, or is it just all about the money. As you can guess, I'm a bit fed up and frustrated.

Dana Klingler



Kat

Home

Create



Main



Brian Kimball



Move to Done

Brian Kimball

Dog park is being smothered by inches ...

Sat

SAT 7:05 AM



Brian Kimball

About

Add details about people, like contact information. Only people who manage your page can see added details.

Add Details

Facebook

View

No public information available.



Labels

Manage

+ Add Label

Suggested Labels

● New Customer

● Important

● Today's Date (8/8)

Activities

Add

Eduardoylaura Mejia

Thu

Ashley Velasquez

Thu

Wendy Ross Fonseca

Thu

Daisy Bell

Thu

Your No, this is a part-time position...

Brian Kimball

Sat

Dog park is being smothered by inches ...

Don Clements

From: Kat Ricker
Sent: Monday, June 08, 2020 8:36 AM
To: Casey Creighton; Don Clements
Subject: Dog Park concerns

Attached is a screenshot of a comment through Facebook. Please advise and I can respond.

Dog park is being smothered by inches of hay. Somebody need to get it off the grass. The equipment that was used to mow the dog park ripped the grass out of the ground and just knocked the grass over then smashed it into the soil. You are going to need to mow it again soon maybe try using a lawn mower next time. The areas where there is no grass turns into a dust bowl when dry. What is the status of the irrigation system? Would it be possible to have a watering schedule? And a mowing schedule for the areas of the park that get used (dog park and trail around frisbee golf course).

--

Kat Ricker
Public Information Director
Chehalem Park & Recreation District
971.832.4222 cprdnewberg | [Instagram](#) | [Facebook](#)

Don Clements

From: Tara Franks
Sent: Friday, June 05, 2020 6:33 PM
To: Don Clements
Subject: RE: Pool opening

Thanks Don, I have responded.

Tara Franks, Coordinator
tfranks@cprdnewberg.org

Chehalem Aquatic & Fitness Center
Physical address: 1802 Haworth Avenue, Newberg
Mailing address: 125 S Elliott Road, Newberg 97132
503-538-4813
www.cprdnewberg.org

From: Don Clements <dclements@cprdnewberg.org>
Sent: Friday, June 05, 2020 3:55 PM
To: Tara Franks <tfranks@cprdnewberg.org>; Kat Ricker <kriccker@cprdnewberg.org>
Subject: Fwd: Pool opening

Sent from my iPhone

Begin forwarded message:

From: Theresa Stevenson <benzstev@icloud.com>
Date: June 5, 2020 at 12:13:30 PM PDT
To: Don Clements <dclements@cprdnewberg.org>
Subject: Pool opening

I'm confused about the date of the opening of the pool. The pool should be ready and able to be opened June 6. You have had almost three months to prepare and comply with the phase 2 requirements. Why do you need two more weeks? Please explain how you could not be ready by now. This saddens me, everyone in the district has paid hard earned money to support the facility, we are tax payers that have paid enough money into the facility and it should have been better taken care of and prepared more efficiently.

Theresa Stevenson

Don Clements

From: Don Clements
Sent: Wednesday, June 03, 2020 9:22 AM
To: Julie Petersen
Subject: Fwd: Softball games

Sent from my iPhone

Begin forwarded message:

From: Jason Jantzi <jjantzi@sdao.com>
Date: June 2, 2020 at 2:45:36 PM PDT
To: Don Clements <dclements@cprdnewberg.org>
Cc: Scott Neufeld <sneufeld@sdao.com>
Subject: Softball games

Don, Scott and I have been made aware that there are some softball games occurring on the district fields this weekend. Can you tell me how the district came to the conclusion that there can be games played during the phase 1 opening of the county? I see on your website that the adult teams are starting up and this weekend's softball tournament is posted in several places on the web.

Jason Jantzi

Direct: 503-375-8886
Toll-free: 800-285-5461 ext. 106
Mobile: 503-559-0389
Fax: 503-798-9252

Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:

- *Develop your plan*
- *Implement your plan*
- *Maintain and revise your plan*

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Subject: Form submission from: Contact Us

Date: Sunday, June 14, 2020 at 2:53:38 PM Pacific Daylight Time

From: DontReply

To: Kat Ricker

Submitted on Sunday, June 14, 2020 - 2:53pm

Submitted by anonymous user: 172.58.44.206

Submitted values are:

First Name: Alyce

Last Name: Osguthorpe

Email: alycenotalice@gmail.com

Question/Comment: Please clean the obscene picture and phrase off the slide at oak Knoll Park. Thank you.

The results of this submission may be viewed at:

<https://www.cprdnewberg.org/node/7/submission/3261>

Subject: Play field mowing PCC
Date: Tuesday, June 9, 2020 at 11:32:47 AM Pacific Daylight Time
From: Eunice Longfellow
To: Kat Ricker
Attachments: IMG_3510.JPG, IMG_3519.jpg

First we neighbors want to thank you for keeping the fields mowed. It gets so many compliments from us your neighbors in Oak Meadow Loop and other surrounding neighbors who constantly use both fields.

Thank you very much ! But have question as why again - the field sometimes is not mowed up to boundary of Oak Meadow Loop? You went to so much trouble in leveling and planting new grass seed to boundary and looks so nice. Even with all the weeds -if mowed - looks great. The younger men mowers always mow as close as they can to boundary that was leveled to do this. I usually talk to Fern Berryman but not this time as college appears to be closed. She does a great job as well as CPR 's Casey Creighton has. A couple pics below. We bought a weed eater to help meet the boundary and beyond but in mid 80's age now so cannot tackle much. Hard to accept. There are two homes on the East end where they cannot do anything-very sorry for that. Keep up the good work as it is appreciated !

Eunice Longfellow 503 577 6166



Newberg
Today 9:29 AM



Edit

81%



Sent from Eunie

Rick Rogers

Mayor

Direct (503) 537-1276 City Hall (503) 537-1240 Fax (503) 537-1013

Rick.Rogers@newbergoregon.gov



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

Note: The contents of this email are considered public record and can be requested by the press and public.

From: Jeff Stanton <jeffandgerrie@gmail.com>

Sent: Sunday, June 14, 2020 1:55:30 PM

To: Rick Rogers

Subject: Softball leagues

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Rick,

I have a few observations, questions, and concerns I wish to share after walking around the ball fields at CVMS and Jaquith Park. These facilities have been full of ball players, parents, and coaches over the last two weekends. The parking lots are packed to capacity and there are a number of out of state plates present as well. It is my understanding that programs such as this have been cancelled or postponed in some of the surrounding communities due to Covid transmission concerns. As I'm sure you are aware, our high school athletes are not allowed to practice or have games at this time and when they do return they will be under pretty stringent group size guidelines. My question is are groups this size allowed to congregate in this fashion and if so, why would we allow that at this time with Covid numbers on the rise in this county and state? There are a fair number of seniors that walk the track at CVMS daily and their risk grows with this kind of gathering. I am not sure who I should send this to, but thought I would start by sending this to you considering your position and connection to sports in this community.

Thank you for your time,

Jeff Stanton

Subject: Re: Park concern

Date: Thursday, June 18, 2020 at 11:36:30 AM Pacific Daylight Time

From: Kat Ricker

To: Edzon Perez

Hello Edzon,

Here is a new update: They will all be cleaned today, though not pumped out yet, and two more new ones will be added to the site by the weekend. Thank you for contacting us again.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

971.832.4222 cprdnewberg | [Instagram](#) | [Facebook](#)

From: Edzon Perez <edzonpr@gmail.com>

Date: Thursday, June 18, 2020 at 11:26 AM

To: "Kricker@cprdnewberg.org" <kricker@cprdnewberg.org>

Subject: Re: Park concern

Hi Kat,

Not sure if you have the chance to follow up on this, but the restrooms in Ewing Young Park are still overflowed. There is a BMX practice scheduled for this afternoon and will be a race this Saturday and the restrooms are overflowed. We had to drive back home yesterday for my son to use the bathroom.

On Mon, Jun 15, 2020 at 3:39 PM Edzon Perez <edzonpr@gmail.com> wrote:

Thank you for your response Kat.

On Mon, Jun 15, 2020 at 3:26 PM Kat Ricker <kricker@cprdnewberg.org> wrote:

Thank you for contacting us about the restrooms at Ewing Young Park. We will investigate.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

971.832.4222 cprdnewberg | [Instagram](#) | [Facebook](#)

--

Edzon

--

60B

Don Clements

From: Director, Executive <exec@newbergdowntown.org>
Sent: Wednesday, June 03, 2020 9:33 AM
To: Rick Rogers; Sean Andries; Mallory Rogers; Don Clements
Subject: Fwd: Farmer's Market location was moved for the merchants

Please let me know if you hear anything else like this and I will reach out to help stop it. I am so sorry Sean!
rgds
Molly

----- Forwarded message -----

From: Director, Executive <exec@newbergdowntown.org>
Date: Wed, Jun 3, 2020 at 9:32 AM
Subject: Farmer's Market location was moved for the merchants
To: <larydell@teleport.com>, Loni Parrish <llp.properties@gmail.com>, Maureen Rogers <gemeroym@gmail.com>, Amy - Nikki Jane's <amy@nikkijanes.com>, creamnorthwest@gmail.com <creamnorthwest@gmail.com>, Tiffany Olea <coffeecatcoffeehouse107@gmail.com>, Steve Saxton <steve@bravuracellars.com>, Jennifer Sitter <jensitter@gmail.com>, The Uflora Team <hello@ufloraplanthouse.com>

Dear Larry

I am the Executive Director of the Newberg Downtown Coalition and am responsible for the move from the cultural center. I was forwarded an email from you that helped me understand there was a misunderstanding happening.

Aside from a small miscommunication at the start of the market planning process the cultural center welcomed us to be there.

I need you to know that I advocated moving the market at the request of the downtown merchants. The experience of the downtown merchants is that people will not cross 99 to come downtown to shop if they have parked up at the cultural center. They requested that we try to move it nearer to downtown shops. In exchange for that they agreed to close College St and many are staying open later while the market is on.

I do not know you or you me - so I have copied downtown merchants who are both on and near the College St market. They can verify that what I say is true and share with you that the moving of the market has resulted in increased business for the downtown merchants.

I am working with Rotary and the cultural center on how we might safely do events this summer - and you can be sure that the cultural center will be a location of choice and a good partner.

I would be happy to talk with you at your convenience - we could meet at Chapters, get coffee and walk the market location if you would like. I will also be working the market today from 4-8 and you are welcome to come by then if that works for you

Regards
Molly

To be

--

Regards
Molly Olson
Executive Director, Newberg Downtown Coalition

--

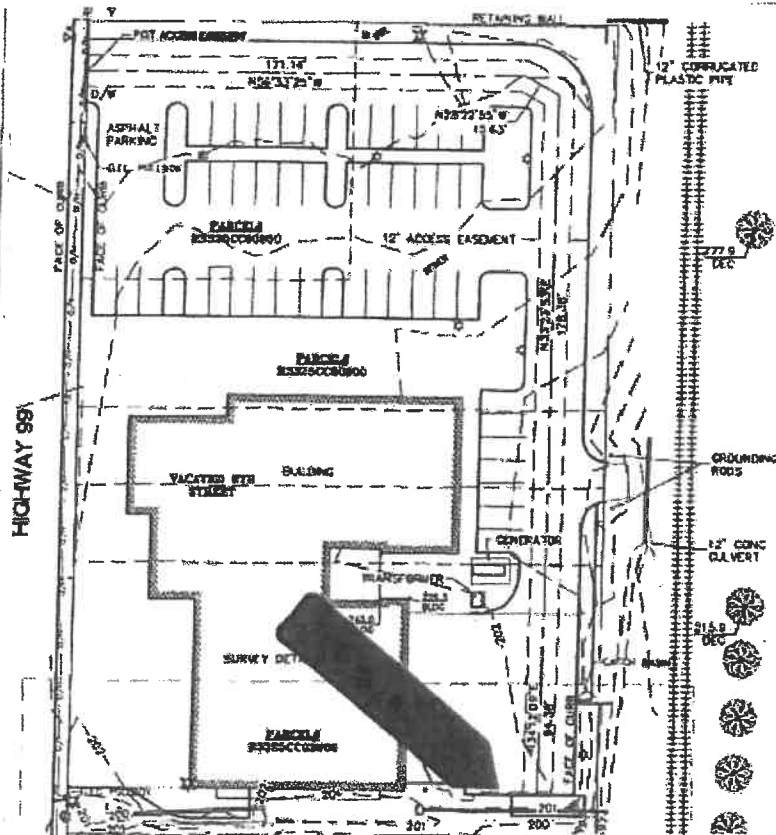
Regards
Molly Olson
Executive Director, Newberg Downtown Coalition



NOTICE OF PLANNING COMMISSION HEARING ON A CONDITIONAL USE PERMIT AND SITE DEVELOPMENT REVIEW

Applications have been submitted for a Conditional Use Permit (CUP) and a Site Development Review (SDR) for an 80-foot stealth (tree appearance) monopole cellular tower in the southeast corner of the Fire Department Station at 801 Highway 99W. The City is mailing you information about this project because you own land within 100 feet of the proposed development. **In accordance with Governor Brown's Executive Order 20-16, the public hearing on these applications before the Dundee Planning Commission will be held virtually on June 17, 2020, 7:00 p.m.** You are invited to attend the virtual hearing online at: <https://us02web.zoom.us/j/81205656192> or by calling 1-301-715-8592. Please use Meeting ID: 812 0565 6192. You may provide oral testimony during the virtual public hearing, typically limited to three minutes per speaker. You may also submit written comments. Oral testimony and written comments must be directed toward the applicable decision criteria in the Dundee Development Code: CUP -Section 17.404.030; SDR – Section 17.402.050; Wireless Communication Facilities 17.203.170(C).

APPLICANT: Tammy Hamilton, ACOM Consulting Inc., for Verizon Wireless.
OWNER: City of Dundee.
TAX LOTS: 3325CC-00800
FILE NO'S: CU 20-06 / SDR 20-07



If you mail your comments to the City, please put the following case file numbers on the outside of the envelope:
CU 20-06 / SDR 20-07.

Mail the written comments to:

City of Dundee
Attn: Planner
PO Box 220
Dundee, OR 97115

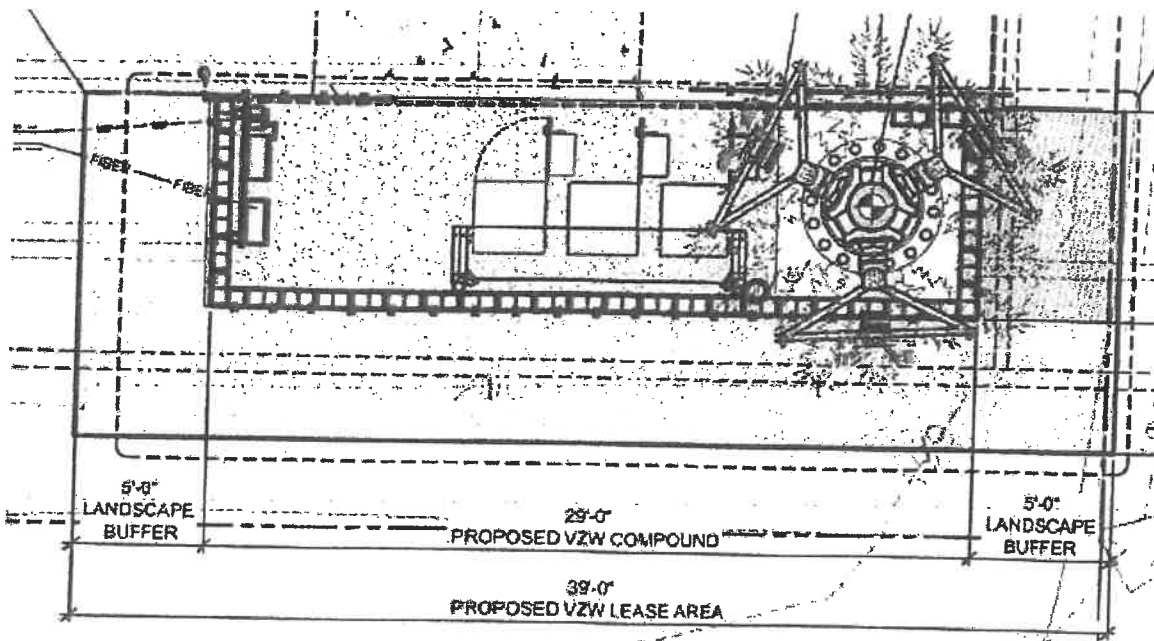
NOTE: The city asks that written comments be submitted before 5:00 p.m. on June 9, 2020 and they will be included in the packet sent to the Planning Commissioners. Written comments received after that date will not be included in the packet but will be forwarded to the Commissioners as they are received.

You can review the application materials and drop off comments at the Dundee City Hall, 620 SW Fifth Street. You can also buy copies of the materials for 25 cents per page. A copy of the City's staff report with its recommendation to the Planning Commission will be available at least seven days before the hearing. Both application materials and the staff report will be available for free on the City's website seven days before the hearing. If you have questions, you can contact the Interim City Planner, Jim Jacks, at 1-503-540-1619 or via email at jjacks@mwvcog.org.

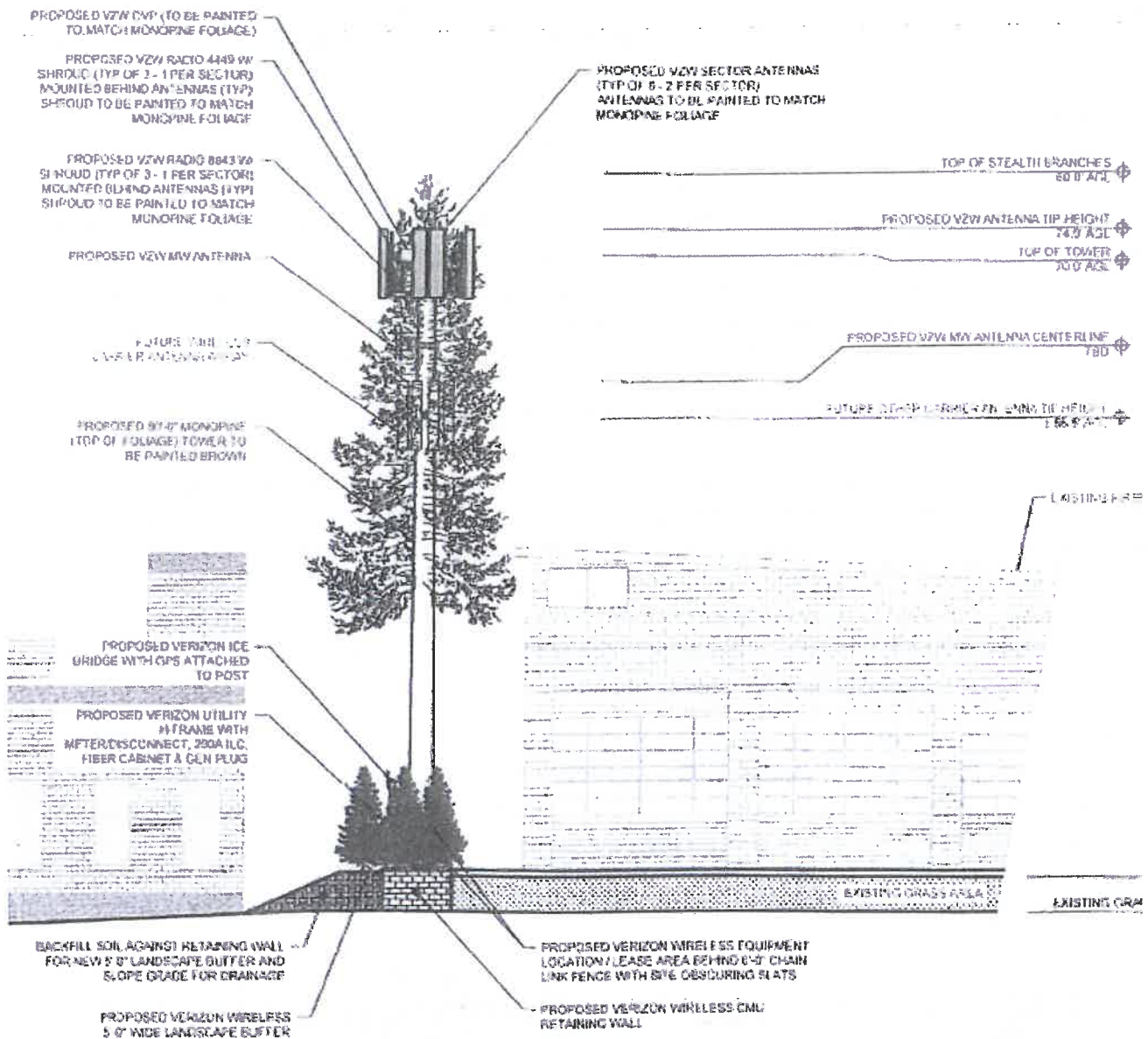
Any issue which might be raised in an appeal of this case to the Oregon Land Use Board of Appeals (LUBA) must be raised during the City's public hearing process. You must include enough detail to enable the decision makers an opportunity to respond. Comments must be directed toward the decision criteria. The decision criteria for a Conditional Use Permit are in the Dundee Development Code Section 17.404.030, and for a Site Development Review in Section 17.402.050. Prior to the conclusion of the initial evidentiary hearing, any participant may request the hearing be continued or that the record be left open to present additional evidence, arguments or testimony. Failure of an issue to be raised in person at the hearing or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals based on that issue.

The Planning Commission will make an oral decision at the end of the public hearing which will be reduced to a written Commission Order signed by the Chair within about 2-weeks. If you participate in the public hearing process, either by testifying at the public hearing, or submitting written comments, the City will send you and the applicant information about the Commission's decision and the opportunity to appeal.

The following shows the 8' x 29' (232 square feet) tower area walled on east, south and west sides.



The following shows the stealth (tree appearance) tower.



Date Mailed: May 28, 2020