

AGENDA
CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD NEWBERG, OREGON
MARCH 24, 2022 6:00 P.M.

JOIN WEBINAR <https://us02web.zoom.us/j/89209572170>

Webinar ID: 892 0957 2170 Passcode: 313753

- I. Call To Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Approval of Consent Agenda**
 - A. Approve Minutes Regular Board Meeting February 24, 2022.
 - B. Approval of Bills Payable
 - C. Approval of Financials
- V. Public Participation**
 - A. Rod Grinberg
 - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
 - A. Approve Contract Kittelson Association for Transportation Engineering Services Campground
 - B. Discussion on Renee Field Development with Newberg School District
 - C. Reports and Comments from Board Members
- VII. Old Business**
 - A. Updates on Projects and Questions
 - B. Pickleball Advisory Committee Report
 - C. Trails Advisory Committee Report
- VIII. From the Superintendent's Desk**
 - A. Superintendent's Report
 - B. Staff Reports
- IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
- X. Adjournment**

Next regular Board meeting is April 28, 2022.

Please remember Budget Committee Meeting April 5, 2022 at 6 p.m.

JOIN WEBINAR <https://us02web.zoom.us/j/89209572170> Webinar ID: 892 0957 2170 Passcode: 313753

To: Board of Directors
From: Superintendent
Date: March 16, 2022
Re: Background information for March 24, 2022 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.

YOU CAN ATTEND REMOTELY, VIA ZOOM. Kat will send information needed 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 February 24, 2022

RECOMMENDATION: Approval of Regular Board Meeting Minutes for February 24, 2022

B. Approval of Bills Payable – See pages (9-10). General Fund \$609,478.45. SDC FUND \$46,776.38. LOAN SERVICE FUND \$0.00. POOL BOND \$0.00. FOUNDATION \$12,876.80

RECOMMENDATION: APPROVAL OF BILLS PAYABLE.

C. Approval of Financial – Please see page (11). We did not have to borrow for the 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 budget. It is projected we will not borrow for the 2022-23 budget. The current 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. As of 6/30/2021 we have \$23,912,998 outstanding long term debt obligations. Revenue is up in SDC fees. 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. Please note the general fund in previous years had transferred the money to pay for debt to the Loan Service Fund. We are now paying debt out of the SDC fund.

GENERAL FUND SUMMARY

DESCRIPTION	AS OF 02/28/20-21	AS OF 02/28/21-22	DIFFERENCE
TOTAL EXPENDITURES	\$ 3,155,385.21	\$ 3,862,688.80	\$ 707,303.59
TOTAL OPERATION EX.	\$ 3,119,252.49	\$ 3,810,768.29	\$ 691,515.80
TOTAL CAP/AQ/DEV/TRS	\$ 36,132.72	\$ 51,920.51	\$ 15,787.79
TOTAL REVENUE	\$ 8,395,825.86	\$10,476,634.13	\$ 2,080,808.27
TOTAL TAXES	\$ 3,055,985.54	\$ 3,289,811.89	\$ 233,826.35
TOTAL FEES & CHARGES	\$ 1,731,056.45	\$ 2,399,141.90	\$ 668,085.45
TOTAL OTHER REVENUE	\$ 215,267.28	\$ 201,052.94	\$ < 14,214.34>
BEGINNING BALANCE	\$ 3,393,516.59	\$ 4,586,627.40	\$ 1,193,110.81
<u>BALANCE</u>	<u>\$ 5,240,440.65</u>	<u>\$ 6,613,945.33</u>	\$ 1,373,504.68

SDC FUND SUMMARY

DESCRIPTION	AS OF 02/28/20-21	AS OF 02/28/21-22	DIFFERENCE
BEGINNING BALANCE	\$ 2,048,280.51	\$ 1,941,451.07	\$ < 106,829.44>
INTEREST	\$ 9,267.42	\$ 8,240.73	\$ < 1,026.69>
CITY OF NEWBERG	\$ 302,649.48	\$ 2,280,138.56	\$ 1,977,489.08
CITY OF DUNDEE	\$ 24,241.24	\$ 63,206.20	\$ 38,964.96
COUNTY OF YAMHILL	\$ 94,547.76	\$ 71,926.78	\$ < 22,620.98>
TRANSFERRED IN	\$ 0.00	0.00	\$ 0.00
TOTAL REVENUE	\$ 2,478,986.41	\$ 4,364,963.34	\$ 1,885,976.93
TOTAL EXPENDITURE	\$ 482,372.79	\$ 463,267.49	\$ < 19,105.30>
<u>BALANCE</u>	<u>\$ 1,996,613.62</u>	<u>\$ 3,901,695.85</u>	<u>\$ 1,905,082.23</u>

Please note the operational cost in the General Fund is up. The operational revenue Fees & Charges are up. SDC Fund is up. Please remember the debt was to come out of SDC's for the 2020-21 budget and the 2021-22 budget. It will be planned to take debt out of SDC's for the 2022-23 budget.

RECOMMENDATION: Approve Financials as submitted

V. PUBLIC PARTICIPATION

A. Rod Grinberg – Will be at meeting to discuss property transactions along Dundee riverfront. Please see pages (12-14).

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

VI. ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS

A. Approve Contract – Please see information on pages (15-24).

RECOMMENDATION: Authorize Superintendent to sign and Approve Contract for \$19,800.00.

B. Discussion of Renee Field Development – Will discuss at meeting. See pages (25-29)

RECOMMENDATION: Approve moving ahead with discussion and agree to match \$750,000.00 to come from SDC's.

C. Reports and Comments from Board Members – Given at meeting

VII. OLD BUSINESS

A. Update on Projects, Operation and Coronavirus Pandemic – Will discuss at meeting. Staff will be present to answer questions.

B. Pickle Ball Advisory Committee – Will give latest info at meeting. See page (30)

C. Trails Advisory Committee – Will give latest info at meeting. See pages (31-34)

VIII. FROM THE SUPERINTENDENTS DESK

A. Superintendent Report – Master Plan follow up. SDC annual increase. Please see page (35)

B. Staff Reports – Please see pages (36-47).

IX. CORRESPONDENCE

A. Citizens Comments/Evaluations – Please see Pages (48-57)

B. Miscellaneous Information – Please see pages (58-59).

X. ADJOURNMENT.

Next Regular Board Meeting April 28, 2022

Please remember Budget Committee Meeting April 5, 2022 at 6 p.m.

INDEX

<u>DESCRIPTION</u>	<u>PAGES</u>
CONSENT AGENDA	
BOARD MINUTES	5 - 8
BILLS PAYABLE.....	9 - 10
FINANCIALS.....	11
PUBLIC PARTICIPATION	
ROD GRINBERG.....	12 - 14
ACTION ITEMS	
APPROVAL CONTRACT FOR TRAFFIC STUDY.....	15 - 24
DISCUSSION OF RENEE FIELD DEVELOPMENT.....	25 = 29
OLD BUSINESS	
PICKLEBALL INFORMATION.....	30
TRAILS ADVISORY COMMITTEE.....	31 - 34ABC
SUPERINTENDENTS DESK	
SUPERINTENDENT REPORT SDC'S.....	35
STAFF REPORTS.....	36 - 47
CORRESPONDENCE	
CITIZEN COMMENTS/EVALUATIONS.....	48 - 57
MISCELLANEOUS INFORMATON.....	58 - 59

CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
February 24, 2022
MINUTES

I. Lisa Rogers called the meeting to order 6:00 p.m.

II. Roll Call

Board members:

Gayle Bizeau - excused

Don Loving - excused

Jim McMaster

Bart Rierson

Lisa Rogers

CPRD Staff:

Don Clements, Superintendent

Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor

Julie Petersen, Special Services Supervisor/Recreation Supervisor

Kellan Sasken, Special Services/Golf Director

Public:

Rick Rogers, City of Newberg mayor

Doug Rux, City of Newberg, Community Development Director (remote)

Nick Popenuk, consultant to City of Newberg, Tiberius Solutions (remote)

Bob Youngman (no affiliation)

Hunter Wylie, Newberg Pickleball

Tom Hammer (no affiliation)

III. Approval of agenda –

Moved Jim McMaster

Second Bart Rierson

Passed unanimously

IV. Approval of consent agenda

a. Approval of minutes of regular Board meeting Jan. 27, 2022, which was continued on Feb. 10, 2022.

b. Approval of bills payable

c. Approval of financials

Moved Bart Rierson

Second Jim McMaster

Passed unanimously

V. Public participation

- a. City of Newberg Urban Renewal Plan – Doug Rux presented (See pgs. 14 - 30). Discussion: portions of CPRD's proposed Newberg-Dundee Bypass Trail are represented (and improvements along the trail); however, since Yamhill County chose not to annex its properties, the landfill adjacent to Rogers Landing, which the County has discussed transferring to CPRD, is not included. Rux said he and Don Clements would discuss whether there may be opportunity for SDC reimbursements for match money toward ODOT Community Paths grant. No action was required. Comments are due by March 28th.
- b. Bob Youngman spoke in opposition of CPRD taking over proposed Yamhelas Westsider Trail in Gaston and to "stay out of politics".
- c. Others not on agenda - Rick Rogers distributed printed invitation to Mayor's Prayer Breakfast on April 2nd at CCC. Pertaining to last night's meeting of Newberg Budget Committee to review ARPA grant applications, Rogers said he was sorry about the rejection of CPRD's grant application for \$400,000 toward local match for the proposed Newberg-Dundee Bypass Trail, Phase 1; the next review round is scheduled for March 30th, and CPRD can reapply, but note that there will be nineteen other projects and about \$900,000 to distribute. He said that he and the interim city manager had both been surprised that the trail proposal wasn't funded. McMaster reminded him that the City of Newberg had written a letter of support for the project. Rogers thanked CPRD for giving a presentation on CARE childcare program at City Council work session last Tuesday. (Kat Ricker delivered these presentations on the grant proposal and childcare, and additional staff attended for discussion purposes.)

VI. Action items/committee reports/Board comments

- a. Approval of revised CPRD Employee Handbook - McMaster said that he had raised some questions with administrative coordinator and CPRD attorney, and was satisfied; however, he did not believe that the Board should make motion to approve it. Lisa Rogers urged the Board to formally approve it, and explained why this was successful at her employment.

Motion to approve the handbook, with understanding that when major changes are made, it will be updated.

Moved Jim McMaster

Second Bart Rierson

Passed unanimously

- b. Reports and comments from Board members

Jim McMaster - wants to thin forests at Bob and Crystal Rilee Park at some point. Julie Petersen said we are looking at doing some recreation there now that COVID restrictions are lifting.

Bart Rierson - None

Lisa Rogers - Concerning ARPA grant rejection and previous lack of funding from partners, CPRD has perhaps done too good a job at getting money over the years, so City figures CPRD will get it anyway, but CPRD needs to continue to ask for money, because it is needed.

VII. Old business/project updates

- a. Updates on projects - Casey Creighton cited highlights from his submitted report. Bart Rierson asked for an update on the proposed bridge over Chehalem Creek at the bottom of Ewing Young Park - Staff met with County (Don Clements, Creighton, Ken Friday) for pre-app meeting; Friday advised that based on County interpretation of rules, the land use application would be denied, and we could appeal. CPRD interprets land use rules differently and disagrees, so will proceed with application. Permits will be required from both City and County.
- b. Pickleball Advisory Committee update - Hunter Wylie said he expected to hear results on OHA grant application before end of the month.
- c. Chehalem Heritage Trails Advisory Committee update - Kat Ricker gave an update on the committee's actions and discussions.

VIII. From the superintendent's desk

- a. Superintendent's report - SDC information is included (page 31); rates will increase in July, and CPRD has already issued reminders to cities and County. Rierson asked to see current and future rates going forward. Clements said that we are second in formation for audit and nothing has changed.
- b. Staff reports -
Julie Petersen said that new golf carts had arrived. Saturday is Family Invasion at the Father Daughter Dance. Camellia Run starter will be mayor Rick Rogers - April 9th. She gave highlights from activity reports. Don Clements and Kat Ricker said that Newberg School District has proposed a meeting between District Facilities Committee and CPRD reps, in order to discuss potential Renne Field development, at 3:30 p.m. on March 9th. Kat is working to confirm attendees.
Kat Ricker reiterated that we would reapply for the ARPA grant application for the proposed bypass trail, and the Board can view the letters of support on the website, including from City of Newberg, as the committee was reminded.
Richard Cornwell reported on attempted email scam from Board member imposter approaching staff for gift cards; it was not successful.

IX. Correspondence

- A. Citizen comments/evaluations – Correspondence discussed from anonymous writer who complains of participant chatter during water exercise class; despite close monitoring, no issues can be identified. Discussion on childcare initiatives from City with DCI and GFU, the lack of communication with CPRD, and CPRD's commitment to attempt to offer partnership.
Kat Ricker gave an update on Newberg City Club guests scheduled for March and offered to subscribe Board members to email and free Zoom invitations; all three requested to be subscribed.

- X. Adjournment – Jim McMaster moved to adjourn 8:00 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

**ACCOUNTS AND PAYROLL PAYABLE
FROM FEBRUARY 17, 2022
UP TO MARCH 16, 2022**

ACCOUNTS PAYABLE FOR GERNERAL FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
125622-125741	\$ 414,888.64	ACCOUNTS PAYABLE
*123622-23 were payroll checks	\$ 1,176.64	PAYROLL
WIRE TRANSFER PAYROLL	\$ 177,408.81	PAYROLL
2179-2188	\$ 16,004.36	MANUAL/ACH TRANSFERS
GRAND TOTAL	<u>\$ 609,478.45</u>	

BREAKOUT

<u>ACCOUNTS PAYABLE</u>	\$ 414,888.64
<u>PAYROLL</u>	\$ 178,585.45
<u>WIRE TRANSFER & ACH</u>	\$ 16,004.36

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1035	\$ 5,000.00	SEA
1036	\$ 6,662.08	GREEN WORKS
1037	\$ 26,112.15	WH PACIFIC
WIRE	\$ 8,981.14	INTEREST PAYMENT
GRAND TOTAL	<u>\$ 46,776.38</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>	\$ 00.00	
<u>POOL BOND DEBT</u>	\$ 00.00	

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
191	\$ 12,850.00	CPRD REIMBURSEMENT
192	\$ 26.80	TECH SOUP US BANK
GRAND TOTAL	<u>\$ 12,876.80</u>	

FINANCIAL OVERVIEW
GENERAL FUND SUMMARY

DESCRIPTION	AS OF 02/28/20-21	AS OF 02/28/21-22	DIFFERENCE
Total Operational Expense	\$ 3,119,252.49	\$3,810,768.29	\$ 691,515.80
Total Capital Outlay & Transfers	\$ 36,132.72	\$ 51,920.51	\$ 15,787.79
GRAND TOTAL EXPENSES	\$ 3,155,385.21	\$3,862,688.80	\$ 707,303.59
Total Tax Revenue	\$ 3,055,985.54	\$3,289,811.89	\$ 233,826.35
Total Fees & Charges Revenue	\$ 1,731,056.45	\$2,399,141.90	\$ 668,085.45
Total Other Revenue	\$ 215,267.28	\$ 201,052.94	\$ <14,214.34>
Beginning Balance	\$ 3,393,516.59	\$4,586,627.40	\$ 1,193,110.81
GRAND TOTAL REVENUE	\$ 8,395,825.86	\$10,476,634.13	\$ 2,080,808.27

SDC FUND SUMMARY

DESCRIPTION	AS OF 02/28/20-21	AS OF 02/28/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 482,372.79	\$ 463,267.49	\$ < 19,105.30>
TOTAL REVENUE	\$ 430,705.90	\$2,423,512.27	\$ 1,992,806.37
BEGINNING BALANCE	\$2,048,280.51	\$1,941,451.07	\$ <106,829.44>
GRAND TOTAL REVENUE	\$2,478,986.41	\$ 4,364,963.34	\$ 1,885,976.93

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 02/28/20-21	AS OF 02/28/20-21	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
REVENUE TRANSFERS	\$ 0.00	\$ 0.00	\$ 0.00
INTREST	\$ 135.65	\$ 216.92	\$ 81.27
BEGINNING BALANCE	\$ 33,567.32	\$ 33,702.97	\$ 135.65
GRAND TOTAL REVENUE	\$ 33,702.97	\$ 33,919.89	\$ 216.92

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 02/28/20-21	AS OF 02/28/21-22	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 02/28/20-21	AS OF 02/28/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 497,933.83	\$ 0.00	\$ < 497,933.83>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 02/28/20-21	AS OF 02/28/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 326,987.56	\$ 310,486.15	\$ < 16,501.41>
GRAND TOTAL REVENUE	\$ 1,179,460.25	\$ 1,636,013.44	\$ 456,553.19

Untitled Map

Write a description for your map.

Legend
Measure

12



Google Earth

800 ft



Untitled Map

Write a description for your map.

Legend 
 Measure

Willamette River

SE 8th St

SE 8th St



Untitled Map

Write a description for your map.

Legend 
 Measure



February 25, 2022

Project #: 27658.P

Casey Creighton, Parks & Facilities Supervisor
Chehalem Park & Recreation District
125 South Elliott Road
Newberg, Oregon 97232

RE: Chehalem Heritage Trails Campground TIS

Dear Casey:

Attached is a proposal for transportation engineering services associated with the proposed Chehalem Heritage Trails Campground project in Yamhill County. Part "A" identifies our proposed services for the project in accordance with the terms and conditions outlined in Part "B". This scope was developed based on our discussions with Paul Agrimis with Greenworks, our review of the proposed development plan, and our familiarity with conducting this type of work.

Due to the nature of this project, we recommend a 3-phase approach. Phase 1 will include a due diligence investigation and scoping with Yamhill County (County) and Oregon Department of Transportation (ODOT) staff. We propose to conduct the services (detailed in Part "A" herein) on a time & materials basis for \$4,500 (detailed in Table 1 of the attached Part "B").

Phase 2 will include preparation of a Traffic Impact Study (TIS) for the proposed campground. The TIS will also address the requirements of the Transportation Planning Rule (TPR) for the zone change and comprehensive plan amendment. We propose to conduct the services (detailed in Part "A" herein) on a time & materials basis for \$10,500 (detailed in Table 1 of the attached Part "B"). Please note that if the results of our Phase 1 efforts require an amendment to the Phase 2 scope, we will send you a contract amendment that outlines the new scope and budget.

Phase 3 will include project related meetings and coordination as needed. We propose to conduct the services (detailed in Part "A" herein) on a time & materials basis for up to \$4,800 (detailed in Table 1 of the attached Part "B") and at the client's request. Each monthly invoice will provide a summary of meetings and coordination activities as well as associated costs.

Matt Bell will serve as the Project Manager and Julia Kuhn will serve as the Project Principal providing senior review and quality assurance. Any questions of a technical or contractual nature can be directed to either of us.

Please review this proposal at your earliest convenience. If the attached Professional Services Agreement is satisfactory, please return a signed copy electronically. A fully executed copy will be returned for your records. Thank you for the opportunity to propose on this project. If you have any questions, please call us at 503.535.7435.

Sincerely,
Kittelson & Associates, Inc.

Matt Bell
Associate Planner

Julia Kuhn
Senior Principal Engineer

PROFESSIONAL SERVICES AGREEMENT

February 25, 2022

Kittelson & Associates, Inc.
851 SW 6th Avenue, Suite 600
Portland, OR 97204
503.228.5230 (P)
503.273.8169 (F)

Chehalem Park & Recreation District with an office at 125 South Elliott Road in Newberg, Oregon 97132 (the "CLIENT") hereby enters into this Professional Services Agreement (this "Agreement") with KITTELSON & ASSOCIATES, INC. to perform the services as described in this Agreement's Part "A" - Scope of Work (the "Services") for the Chehalem Heritage Trails Campground TIS (the "Project"), subject to all the provisions described in Part "B" Terms and Conditions.

PART A - SCOPE OF WORK

PHASE 1: DUE DILIGENCE AND SCOPING (\$4,500 TIME & MATERIALS)

Phase 1 includes a due diligence investigation and scoping with Yamhill County (County) and Oregon Department of Transportation (ODOT) staff.

- Participate in up to two (2) conference calls with the project team to gather background information on the proposed development.
- Participate in up to two (2) conference calls with County and ODOT staff to discuss the requirements of the Traffic Impact Study (TIS).
- Develop daily, weekday AM, and weekday PM peak hour trip generation estimates for the project site assuming reasonable "worst-case" development scenarios under the existing and proposed zoning. Develop up to one (1) additional estimate for the project site assuming the proposed campground.
 - All estimates will be based on information provided in the *Trip Generation Manual, 11th Edition*, published by the Institute of Transportation Engineers (ITE)
- Prepare a scoping letter documenting all project assumptions for concurrence by County and ODOT staff. A draft copy will be submitted to the project team for review and comment prior to submittal to the reviewing agencies.

PHASE 2: TRAFFIC IMPACT STUDY (\$10,500)

Phase 2 will include preparation of a traffic impact study for the proposed development for submittal to City and ODOT staff. Please note that if the results of our Phase 1 efforts require an amendment to the Phase 2 scope, we will send you a contract amendment that outlines the new scope and budget.

Task A. Data Collection and Existing Conditions Analysis

- Visit the site and identify the existing physical and operational characteristics of the study area roadways, including intersection lane configurations and traffic control, sight distances, street widths, posted speeds, and the presence of sidewalks, bicycle lanes, on-street parking, and public transportation facilities within the site vicinity.
- Obtain or conduct traffic counts at the OR 219/NE Hash Road intersection during the weekday morning (7:00 to 9:00 a.m.) and weekday evening (4:00 to 6:00 p.m.) peak time periods.
- Identify a means to adjust the traffic counts to non-COVID-19 Pandemic conditions in coordination with County and ODOT staff as necessary.
- Summarize the traffic counts and estimate existing traffic operations at the study intersection during the weekday morning and weekday evening peak hours.
- Obtain and review the five most recent years of crash data available for the study intersection from ODOT.

Task B. Future Conditions Analysis

- Estimate build-out year background traffic conditions at the study intersection based on current growth trends, identified in-process developments, and transportation improvements in the study area.
- Develop a trip distribution pattern for the proposed development based on existing travel patterns and the location of major trip origins and destinations in study area.
- Assign the site-generated trips developed in Phase 1 to the study intersection according to the trip distribution pattern.
- Estimate build-out year total traffic conditions at the study intersection upon full build-out of the proposed development.
- Evaluate the location, safety, and available sight distance at the study intersection.
- Identify deficiencies and suggest appropriate mitigation measures, as needed.

Task C. Transportation Planning Rule Analysis

- Estimate horizon year (2035) background traffic conditions at the study intersection based on information provided in the Yamhill County Transportation System Plan on anticipated growth trends.
- Assign the incremental difference in trip generation between the reasonable “worst-case” development scenarios developed in Phase 1 to the study intersection according to the trip distribution pattern.

- Estimate horizon year (2035) total traffic conditions at the study intersection assuming a reasonable “worst-case” development scenario under the proposed zoning.
- Identify deficiencies and suggest appropriate mitigation measures, as needed.
- Address the necessary approval criteria for the Transportation Planning Rule (TPR).

Task D. Report of Findings

- Prepare a report (including text, figures, and tables) that summarizes the results of Tasks A-C. A draft report will be submitted to the project team for review and comment prior to submission of a final report to the review agencies.

This scope does not include preparatory time (graphics and handouts) or attendance time for any public hearings or meetings. All client requests for additional presentations and meetings of this nature will be accommodated under Phase 3.

PHASE 3: MEETINGS AND COORDINATION (\$4,800)

Phase 3 is intended to provide support for additional meetings and/or agency coordination not scoped in Phases 1 or 2. Possible tasks include:

- Review and comment on up to one (1) agency staff report and one (1) set of public review comments.
- Coordinate with the project team to provide a brief (1-2 page) written response to the public review comments.
- Attend up to one (1) virtual meeting and one (1) virtual public hearing with the project team and local agency staff.
- Provide up to four (4) hours of on-going project management and coordination with the project team and local agency staff.

PART B – TERMS AND CONDITIONS

- I. **GENERAL:** The terms and conditions set forth herein shall govern all services subsequently performed on behalf of CLIENT unless changed by a written agreement signed by KITTELSON & ASSOCIATES, INC. In case any one or more of the provisions contained in this Agreement shall be held unenforceable, the enforceability of the remaining provisions contained herein shall not be impaired thereby.
- II. **LIMITATION OF LIABILITY:** CLIENT AGREES THAT IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT, KITTELSON & ASSOCIATES, INC.'S AGGREGATE JOINT, SEVERAL AND INDIVIDUAL LIABILITY, WHETHER FOR BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, PROFESSIONAL MALPRACTICE, STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY OF RECOVERY SHALL BE LIMITED TO AN AMOUNT NO GREATER THAN THREE TIMES THE TOTAL COMPENSATION RECEIVED BY KITTELSON & ASSOCIATES, INC. UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.
- III. **LIMITATION OF REMEDY:** CLIENT COVENANTS THAT IT WILL NOT, UNDER ANY CIRCUMSTANCES, BRING A LAWSUIT OR CLAIM AGAINST KITTELSON & ASSOCIATES, INC.'S INDIVIDUAL EMPLOYEES, OFFICERS, DIRECTORS OR SHAREHOLDERS AND THAT CLIENT'S SOLE REMEDY SHALL BE AGAINST KITTELSON & ASSOCIATES, INC.
- IV. **WAIVER OF CONSEQUENTIAL DAMAGES:** NEITHER KITTELSON & ASSOCIATES, INC. NOR ANY OF ITS OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY INDIRECT, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES OF ANY NATURE, INCLUDING, BUT NOT LIMITED TO FINES, PENALTIES AND LOST PROFITS, WHETHER SAID CLAIM IS BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR ANY OTHER LEGAL OR EQUITABLE THEORY OF RECOVERY.
- V. **INDEMNITY:** To the maximum extent allowed by law, CLIENT and KITTELSON & ASSOCIATES, INC. shall indemnify and hold harmless, but not defend, each other and the indemnified party's employees, officers, directors and agents from, for and against all claims, losses, legal costs and expenses resulting from any bodily injury or property damage, but only to the extent caused by the indemnifying party's negligence.
- VI. **OWNERSHIP OF DOCUMENTS:** KITTELSON & ASSOCIATES, INC is deemed the author and owner of its documents and other instruments of service, and will retain all common law, statutory, and other reserved rights, including copyrights. So long as CLIENT complies with all terms of this Agreement, including but not limited to terms of payment, KITTELSON & ASSOCIATES, INC. grants CLIENT a nonexclusive license to use instruments of professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by CLIENT, without KITTELSON & ASSOCIATES, INC.'s written permission, shall be at CLIENT's own sole risk and CLIENT agrees to defend, indemnify, reimburse and hold harmless KITTELSON &

ASSOCIATES, INC. from all claims, liabilities, losses, costs, damages and expenses, including attorney's fees and expert's fees, related to the reuse by CLIENT or others acting through CLIENT.

VII. **ELECTRONIC DOCUMENTS:** If KITTELSON & ASSOCIATES, INC. provides CLIENT any documents or other instruments of service in electronic form ("Electronic Documents"), acceptance and use of the electronic documents by CLIENT shall be at CLIENT's sole risk and CLIENT shall:

- a. Waive and covenant not to sue KITTELSON & ASSOCIATES, INC. or its employees alleging any inaccuracy or defect of the Electronic Documents.
- b. Agree that KITTELSON & ASSOCIATES, INC. makes no representation with regard to the compatibility of the Electronic Documents with any software or hardware or that the data is fit for any specific use.
- c. Indemnify, hold harmless, reimburse and defend KITTELSON & ASSOCIATES, INC. from, for and against any claim, damage, liability, loss, expense or cost, including attorneys' fees and expert's fees, that may arise from CLIENT'S use of the Electronic Documents or any subsequent modification of the Electronic Documents by any person or entity.
- d. CLIENT agrees that prior to use of the Electronic Documents on any project other than the Project, CLIENT shall retain the services of a licensed professional as necessary to review and revise the Electronic Documents for compliance with the local laws, practices and standards of the place where the Project will be located.

VIII. **DISPUTE RESOLUTION/MANDATORY BINDING ARBITRATION:** In any dispute arising out of this Agreement or the Services, with the exception of disputes relating to CLIENT's non-payment, partial payment or late payment of any amount due under an invoice issued by KITTELSON & ASSOCIATES, INC. ("Payment Disputes"), for which the remedy will be in accordance with Article XVI of this Agreement, the Parties shall first attempt to resolve the dispute through good-faith negotiation. In the event that the Parties are unable to resolve the dispute through negotiation, CLIENT agrees that any claim or dispute arising out of this Agreement or the Services, with the exception of Payment Disputes, shall be submitted to non-binding mediation. If the dispute cannot be resolved by mediation, the parties agree to submit their dispute to binding arbitration before a single arbitrator. The arbitration shall be held in Multnomah County, Oregon and shall be conducted by and pursuant to the rules of Arbitration Service of Portland, Inc. (ASP), and the arbitrator shall be chosen in accordance with ASP rules. Except in the case of Payment Disputes, the parties agree that so long as they are making good-faith efforts to resolve the dispute pursuant to the terms of this Article, they shall continue to perform under this Agreement.

IX. **GOVERNING LAW:** Without regard to conflict of laws, the rights and liabilities of the parties to this Agreement shall be governed by the laws of the State of Oregon.

X. **TIME BAR TO LEGAL ACTION:** All legal actions by either party against the other arising out of or in any way connected with this Agreement or the services to be performed hereunder shall be barred

and under no circumstances shall any such legal action be initiated by either party after the earlier of three (3) years or the State's applicable statute of limitations, both of which shall commence to run on the last day Services are performed under this Agreement.

- XI. **DIRECT EXPENSES:** KITTELSON & ASSOCIATES, INC.'s Direct Expenses shall be those costs incurred on or directly for the Project, including but not limited to necessary transportation costs including mileage at the current IRS-allowed rates, meals and lodging. Reimbursement for automobiles, meals and lodging, and any other expenses furnished by commercial sources shall be on the basis of actual charges plus a 10% markup.

All communication fees including, but not limited to computer services, telephone, faxes, postage, overnight deliveries, and in-house copies, printing, and binding charges shall be billed on the basis of a per direct labor hour fee when furnished by KITTELSON & ASSOCIATES, INC.

- XII. **PROFESSIONAL SERVICES:** KITTELSON & ASSOCIATES, INC. staff is defined as all permanent and temporary employees, as well as any and all contract labor of KITTELSON & ASSOCIATES, INC. All KITTELSON & ASSOCIATES, INC., staff time spent working on the Project will be billed as applicable per Table 1.

- XIII. **COST ESTIMATE:** Any cost estimates provided by KITTELSON & ASSOCIATES, INC. as part of the Services will be on a basis of experience and judgment, but because it has no control over market conditions or bidding procedures KITTELSON & ASSOCIATES, INC. cannot warrant that bids, construction or other Project costs will not vary from these cost estimates.

- XIV. **PEER REVIEW:** Any peer review report prepared by KITTELSON & ASSOCIATES INC. as part of the Services herein merely represents its professional, unbiased opinion regarding the deliverable. This opinion is based solely on KITTELSON & ASSOCIATES, INC.'S evaluation of the information provided by CLIENT and should not be considered an exhaustive review, insurance against errors or omissions in the deliverable, or advocacy of the intended project. CLIENT agrees that the purpose and intent of KITTELSON & ASSOCIATES, INC.'S evaluation of the deliverable is to reduce the risk of errors or omissions only and not to eliminate such risk. KITTELSON & ASSOCIATES, INC. offers no warranty or guarantee with regard to any requested peer review performed under this AGREEMENT.

- XV. **TERMINATION FOR CONVENIENCE:** In addition to other rights of termination, either CLIENT or KITTELSON & ASSOCIATES, INC. may terminate this Agreement for its convenience by giving 30 days' written notice to the other party. In such event, CLIENT shall forthwith pay KITTELSON & ASSOCIATES, INC. in full for all work previously authorized and performed prior to effective date of termination as well as all unavoidable expenses incurred prior to termination.

- XVI. **PAYMENT TO KITTELSON & ASSOCIATES, INC./REMEDIES FOR PAYMENT DISPUTES:** Monthly invoices will be issued by KITTELSON & ASSOCIATES, INC. for all services performed under the terms of this Agreement, and reimbursement of direct expenses. A retainer, if applicable, will be required in advance of start of services and will be credited to the final invoice(s) of the Project. Invoices are

Joint Meeting: Notes
CPRD reps and NSD Facilities Committee
Topic: Development Renne Field property
9:30 a.m. to 10:40 a.m. Thursday, March 10, 2022
Newberg School District Board Room

Present

Dave Novotney, Interim NSD Superintendent
Dave Brown, NSD Board of Directors
Trevor Dehart, NSD Board of Directors
Gregg Koskela, NSD Communications
Larry Hampton, NSD Facilities
Don Clements, CPRD Superintendent
Don Loving, CPRD Board of Directors
Gayle Bizeau, CPRD Board of Directors
Kat Ricker, CPRD Communications
Casey Creighton, CPRD Facilities
Julie Petersen, CPRD Sports

- I. Dave Brown on the history of the property. Brown on NSD's original intention to construct a middle school on it in ten to twelve years, proposing to draw primarily on federal funding, and supplemented by NSD and CPRD funding. Brown described proposed turf fields for football, soccer, and lacrosse, plus a walking path around the perimeter, replacing existing fencing with black rod iron fencing, installing an outdoor exercise station. Brown said pickleball is the fastest-growing recreational sport in U.S.
- II. Don Clements and Julie Petersen expressed need for new soccer fields in order to rotate and rest existing fields, and proposed constructing a pickleball facility in Dundee. Estimated cost to turf existing football field \$1 million (@ \$10.00 per sq. ft., not including disposal and replacement).
- III. Larry Hampton sees need for a sport field plus a school.
- IV. Don Loving and Clements said CPRD would need to protect its investment and requested a longterm agreement. Clements said CPRD wants the existing Dundee Elementary School building and realizes that NSD is about three years away from that. Hampton said that NSD would have to pay off relocating and construction of a new school building in Dundee, and will therefore want to release ownership of the existing school building.
- V. Discussion continued on proposed ideas for Renne property, including funding. Clements offered CPRD's landscaping services. Petersen stated desire for restrooms.
- VI. Trevor Dehart asked the purpose of today's meeting, goals and plan.

VII. Clements offered that CPRD would draft an agreement and meet with this group again to discuss and/or revise it. Brown proposed the name "Renne Community Project" and said that he would ask permission from the Renne family to use the name. Discussion: this proposed agreement is to include longterm usage and access, responsibilities, control, but not funding. The draft should be reviewed by both NSD and CPRD attorneys; approved/revised draft is to be taken to NSD and CPRD Board of Directors in a joint meeting, to follow public process, thus taking public comment.

VIII. Clements asked whether Dundee Elementary School should be included in this agreement; Brown said no, it should be separate.

Adjourn 10:40 a.m.

No date set for next meeting.

Notes recorded by Kat Ricker



June 22, 2009

Don Clements
Chehalem Park & Recreation Department
125 S. Elliott Rd.
Newberg, OR 97132

CPRD Use of Newberg School District Facilities Agreement

Dear Don:

Thank you for meeting with me, and allowing Mark Martin to join us last Thursday, June 18. I enjoyed collaborating with you and updating this Agreement. The original Facility Use Policy agreement between the Newberg School District and Chehalem Park & Recreation Department was established on September 21, 2000. This renewed Agreement reflects a combined and collaborative effort between our organizations to provide opportunities for our shared citizens. We look forward to our continued and effective relationship.

Field Closure: The District will notify CPRD when fields should be closed for maintenance or other reasons, and the District will place signs on the fields after school hours, holidays and weekends. The District would continue to be responsible for field closure during school hours.

Varsity Fields: There are four fields at Newberg High School that are not available for community use: varsity football, varsity baseball, varsity softball and varsity soccer. Some community teams have used the varsity fields in error. CPRD will inform coaches not to use these fields. CPRD will draw a map for coaches identifying the varsity fields. CPRD has agreed to include a map in their coach information packet as new seasons begin.

Renne Baseball Fields: The District will keep the bleachers in working order all year and mow Renne baseball fields October through April. In May through September, the JBO and Cal Ripken youth organizations will continue to be responsible for maintaining the field and facilities.

Renne Football and Soccer Fields: CPRD agrees to be responsible for scheduling the football and soccer fields for community use. CPRD further agrees to water and mow the football and soccer fields, provide garbage service for the facility, and to otherwise maintain the fields for the benefit of the community.

Summer Program: The District and CPRD will have an annual meeting around March 1st to coordinate the use by CPRD of district facilities during the summer. CPRD will provide its own custodial service for the summer program. If the District must provide custodial service for any CPRD summer programs, the District will bill CPRD for custodial expenses incurred. The district will provide guidelines and expectations for cleaning.

CARE Program: CPRD will provide training to all CARE staff on evacuation and safety procedures during the event of a fire alarm, earthquake or other emergency. Verification of appropriate training of CPRD staff shall be provided to the District.

Facility Use Training: CPRD employees who will be in charge of a school district facility after school hours will receive training from CPRD on facility issues and have a first aid card. Proper training in the use of facility alarm systems will be included. In the event that a CPRD staff member falsely triggers an alarm, and the Newberg Police Department is alerted resulting in a fee to the District by the Newberg Police Department, that fee will be assessed to CPRD for repayment. A bill will be issued to CPRD by the District for any and all repayments required.

Security: CPRD staff that requires a key/s or keycard for access to District facilities shall obtain the key or keycard from the designated District staff at each building to which they need access. Key/s and keycards must be returned to designated District staff at the end of each session for which CPRD staff required key/s or keycard.

Building Use: It is expected that CPRD will perform general cleanup after all uses of District classrooms and gyms.

Remuneration: In the event that CPRD hosts a "tournament" or "invitational" on Newberg School District facilities, where groups from outside the Newberg area are invited, and a fee is assessed to the participating individuals or teams, CPRD shall remit to Newberg School District an amount equivalent to an 8 hour shift of custodial pay.

Facility Use Organizational Meetings: CPRD and the District will have at least one meeting around March 1 of each year to discuss improvements and concerns between both entities and to schedule fields and facilities for community use. This meeting may be combined with the "Summer Program" meeting above. All interested parties will be invited to participate in the annual meeting.-Additional, informal meetings, between CPRD staff and individual District building staff have proven effective and are encouraged to continue in order to schedule and discuss specific needs.

Identification Badges: CPRD will provide identification badges to CPRD employees who will be in district facilities during and after school hours.

Criminal Verification: CPRD will conduct criminal background checks on CPRD staff and coaches using school district facilities. Verification of background checks will be provided by CPRD to the District prior to a CPRD employee coaching/ teaching youth.

Other Agreements:

The District wishes to acknowledge that the following additional agreements are currently in effect with CPRD:

1. Combined Crater Site- including a softball/baseball complex, football/play field and Senior Center. 25 year agreement entered upon in 1994.
2. Dundee/Billick Park Agreement- 25 year agreement entered upon in 1984.

The District acknowledges that the following agreements have expired:

1. Middle School Football Equipment Agreement- 1 year agreement entered upon in 2003. The District wishes to donate/grant permanent use of stated articles of equipment to CPRD.
2. Community School Housed at Mabel Rush Elementary- Agreement entered upon on April 9, 2004. While the District no longer serves as the fiscal agent for "The Ford Family Foundation" grant, the District will continue offering district facilities in accordance with this agreement (CPRD Use of Newberg School District Facilities) for the purposes of the community school.

The District contemplates that this CPRD Use of Newberg School District Facilities Agreement may continue in effect for one year. Nevertheless, this Agreement may be terminated by either party hereto by 30 days' written notice to the other party.

This Agreement is subject to all School District Board Policies and Administrative Rules hereto stated, implied or in effect.

If you have any questions, please contact me at (503) 554-5000. We look forward to continuing our partnership in providing services to our community.

Sincerely,


Rayburn Mitchell, Administrator on Special Assignment

Cc: Dr. Paula Radich, Superintendent
Dr. Sandra Lawson, Assistant Superintendent
Nate Roedel, Director of Fiscal Services
Mark Martin, Recreation Supervisor



CPRD Pickleball Advisory Committee

March 7th, 2022

Meeting begins at 7:00 at the Chehalem Valley Aquatic Center

Attendance: Hunter Wylie, Mike Kringlen, Nick Konen, Sheryl Greiner, Lance Trantham,

Meeting minutes from 2/7/2022 approved.

- Hunter gave updates on the current grants we are waiting on.
 - OHA- We will know about the 4.15million dollar grant from the OHA by March 31st
 - Yamhill County- We should know about the Yamhill County grant by end of March/Early April
- Nick presented ideas on a social media campaign to gain interest and support for the project.
 - Nick will begin setting up accounts and present them at next meeting.
- Members of the committee brainstormed ideas on next steps if we do not receive the OHA grant.
- Items to discuss during the next meeting:
 - Meet with new travel Oregon board member
 - Meet with the Destination Development Committee
 - Meet with Oregon dept. of Parks and Rec
 - Meet with McMinnville Chamber of Commerce
 - Work on letters of support from companies who provide lodging in Newberg.

Next PAC meeting will be held on April 4th, 2022 at the Aquatic Center.

Meeting adjourned at 7:45PM

-Nick Konen

Secretary

Reference the "Considerations for Specific Projects" chapter of the full *Ready, Set, Plan* guide for more guidance on how to approach the questions in this worksheet.

To fill out this worksheet on your computer, make a copy in Google Docs or download as a Microsoft Word document.

Proposer Contact Information:

Describe Your Project

Where is the project located?

Which of the following actions are involved with your proposal

New Trail

- New trail construction (not associated with reroute/relocation) _____ miles
- New trail construction to serve as a connector trail _____ miles
- Construction of one or more trailheads _____ trailheads
- Bridges of other major constructed features (e.g. raised walkways) _____ features
- Miles of proposal using active or old roadbeds _____ miles

Existing Trail

- Reroute/relocation of an existing trail _____ miles
- Maintenance and/or repair of an existing trail _____ miles
- Expansion or improvements at one or more existing trailheads _____ trailheads

Decommissioning/Obliteration

- Trail (not associated with a relocation) _____ miles
- Trail associated with relocation _____ miles
- Trailheads _____ trailheads

Who are the intended trail users?

- Hiker/pedestrian
- Equestrian
- Mountain bicycle
- Road bicycle
- Adaptive Equipment Users
- Nordic Skier
- ADA Accessible
- Motorized (ATV, 4WD, etc)
- Multiple Use motorized

Describe the proposed trail experience.

Questions about the larger context:

How does the proposed trail meet system goals?

How does the trail work with the landscape in the desired spot?

Does the trail create conflicts with other land uses? How can any impact be mitigated?

Does the trail provide access to a destination or landscape people want to visit? Describe.

Does the trail provide access to an activity for which access is lacking in the region? Describe.

Is the trail likely to increase or decrease user conflicts? Describe.

Does the trail increase equity for communities lacking access to green space and active recreation? Describe.

How will the trail design and planning process include stakeholders of various backgrounds and identities?

What would accessibility beyond meeting minimum ADA requirements look like on the trail?

Do the resources, including funding, exist to conduct necessary environmental reviews, design, and trail building? Do the resources exist to maintain it? Describe.

Are there sensitive areas that must be considered in building the trail (consider natural and cultural resources)? How can any impact be mitigated?

Are there known concerns or conflicts with other visitors or adjacent landowners? How can you work with them to offset or mitigate their concerns?

Is there broad support for the project from other stakeholders? What groups?

Are there likely to be any safety concerns associated with the proposal? Describe.

Describe your capacity to support project implementation and/or long-term maintenance and operation:

Checklist of Potential Relevant Information to Collect (These items might not all exist or be relevant to your project, but use this as a guide for what info you might want or need to collect.)

Project and Agency Planning

- Project proposal
- Appropriate agency and partner contact information
- Recreation map (show existing trails, trailheads, and other recreation facilities along with proposed changes.)
- Local trail system plan
- Local park system, transportation system, or forest plan
- County and/or state land use plans (particularly for rural communities where detailed parks and transportation system plans don't exist.)
- Any recreation or trail planning documents, directives, or goals applicable to area

- Previous NEPA documents
- Know heritage assets in area
- Known threatened or endangered species in area
- Watershed condition class
- Soils map
- Planned management activities in area
- Current issues with unmanaged recreation or illegal use
- Any visitor use, trail counts, or visitor satisfaction data

Financial

- Agency success for obtaining grant funding; projections for future
- Any existing priority system for agency requesting grants
- Agency budget/work plans as relevant to the project
- Cost estimates for project
- Deferred maintenance needs on existing trail system
- Percentage of current trails meeting standard
- Demonstrated track record of financial support from partner group

Partner and Community

- Demonstrated record of volunteer/partner programs in trail development, maintenance, and/or management
- Accurate and up-to-date formal partnership agreements
- Demonstration of community support
- Documentation of known opposition
- Knowledge of historical and cultural significance of area, including indigenous communities

Chehalem Heritage Trails Advisory Committee

MINUTES

March 9, 2022 | 6pm

Attend either in person on site at CPRD Admin Office
or remotely via Zoom: <https://us02web.zoom.us/j/89157263898>
Meeting ID: 891 5726 3898

Committee Members: Jill Bilka | Erin Chen | Michelle Colvin | Quentin Comus | Matt Dolphin | Kristina Ernstrom | Allen Holstein | Lisa Jackson | Kimberly Lanier | Lacy Mendoza | Bob Oleson | Justin Patterson | Martin Peters | Cindy Riggs | Erin Robinson | Peter Siderius | Dustin Wolfe

Community: Bart Reirson, Veronica Hinkes, Carol Foley, Friends of the Yamhelas, Steve Wick, - Yamhelas, Steve Harloff, Wayne Wiebke

I. Attendance Roll Call

II. Approval of minutes from February meeting - [available online](#)

Addition: Mr. Hammer was asked if he would approve trails if they did not affect farmers – and he did say “yes”

Otherwise – unanimously approved

III. Yamhelas - Westsider Trail (*Veronica Haley Hinkes*)

(20-30 min. Including Q&A) history of trail, what has happened to date, overview of process, issues they've experienced

Powerpoint

- Materials are in the joint folder for the Committee
- Q&A
 - Kat – share opportunity for staffing?
 - Looking for communications volunteer
 - Hire a project manager? – potentially part-time contracting position
 - Can be distributed amongst committee members

IV.CPRD Current Projects & Trail Plans (Casey Creighton)

1. Casey isn't present – maybe listserv issue – move to April Agenda

V.ByLaws Conversation [View Draft ByLaws](#)

1. Open for conversation/discussion

- Participation – excused due to life – but not in communication – what is reasonable for attendance?
- Public Input – limits needed?
 - Guidelines?
 - Someone from the engagement committee talk to them to screen?
 - Different opinions about openness of the public
 - Public Meeting Law? We don't fall under those laws
 - No minimum number of meetings
 - Bart Rierson – no minimum – but special meetings can be noticed
 - Minimum number of members in the group? 7? Original recommendation was to limit to 7 or maybe minimum?
 - Three or five?
 - At what point do we open the number again
 - 2 people at each subcommittee
 - 6?
 - Mechanism to open admission?
 - Request to the Board – to increase membership and the Board would determine
 - Rules determined by the board of who can be on the committee – not sure about input
 - Potential Addition – process for discussion

- What are we needing to actually decide on?
- Something that is a substantive decision comes in a written format to make a decision in advance?
- If it is serious – information in advance to make decision?
 - Voice needs to pause to gather information
- Look at basic mechanisms
- Move to include a section in bylaws to make decision making orderly, efficient and effective
 - Seconded and approved
 - Mr. Dolphin will work on that revision to the bylaws
- 90 minutes is the max for the goal of the length of the meeting
 - Public comment available to public meeting only prior to a vote – if on the Agenda
- Move to form a sub-group to take a closer look at by-laws and make proposal to main group – seconded and approved
 - Bart – people attending the meeting should request acknowledgement from the Chair prior to speaking

VI. Committee Priorities Discussion - tabled

VII. Conclude Chehalem Heritage Trails Advisory Committee

Which groups have had at least an email exchange?

1. Planning Sub-group – has not connected – prioritize the trails of interest?
2. Engagement – has
3. Funding?

Ended 7:21pm

January 28, 2022

County of Yamhill

535 N.E. 5th Street

McMinnville, Oregon 97128

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2022. The increase will be as follows:

- Single Family -- \$8,432.00
- Multi Family -- \$7,426.00
- Mobile Home -- \$5,796.00
- Accessory Dwelling Unit -- \$3,160.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,
Superintendent

Cc: Board of Directors

Parks Activity Report, January/February 2022

Sander Estate Park

Sander team, SEA and District met as a group to discuss cost analysis provided by SEA to determine Phases for the Sander Park development in January. Now that the City of Dundee has hired Steven Dahl as the new City Manager who will start March 1, 2022 we need to start discussions on the Masterplan for the Sander Estate Park. I'm sure Rob Daykin will leave him a list of to do items. Confirm with him what sort of funding and cost sharing we can negotiate with the City. Rob Daykin has mentioned a small amount from Tourism through hotel tax. Urban renewal money could assist with street improvements in this area. Newberg School officially purchasing property South of 99 along 8th and Edwards brings up the availability of discussing the plans for the existing Dundee Elementary School and we have discussed the opportunity with them.

Crabtree park

We have been working with Page Knudsen, Yamhill County with a culvert repair on Knudsen lane at the entrance to the Park. We have submitted an ODFW fish passage exemption request with our consultant AKS Engineering. The OFWD exemption would allow us to replace the culvert 'in-kind' rather than constructing a new fish culvert. AKS has proposed to ODF&W that we Replace the culvert as sized and mitigate the downstream section of the culvert to improve fish habitat. We met with Greg Apke, Dave Stewart, ODF&W to go over the proposed mitigation. We need to prove for the exemption that we are providing improved habitat and fish passage or a reasonable chance for passage. The Oregon Fish Passage Task Force (Task Force) meets February 25th and May 20-21 for exemption requests. The Task Force plays an important role in all fish passage waiver requests as they have review and recommend exemptions. Ongoing communication with AKS & ODF&W.

Aquatic and Fitness Center,

We have HVAC issues and a preliminary time frame for alterations has been delayed to early April. Contractor is awaiting components to arrive.

Cultural Center

Sean Andries, Rick Lee, Jennifer Marsicek and myself gathered to discuss the timeline for the future remodel of the Chehalem Cultural Center which entails the main entry staircase, Theater renovations and an open movement Studio. Sean mentioned that they had secured funding for the project (\$6,000,000) which would be available in early 2023. They have also received an ARPA grant from the City of Newberg to provide additional funding for the performing Arts Wing.

Development

GreenWorks has begun the Newberg Dundee Bypass Trail Bridge Project. We have involved ODOT, City of Newberg with discussions and preliminary tasks such as, surveying, archeological assessment, wetlands delineation, Geotechnical report. Actual bridge location and size to be determined by this process. The geotech crew sound a 15-foot fill of wood chips in one of the

test holes near the proposed west side abutment of the bridge and was sent out for further testing to determine bridge abutment location. We will be engaging the City for pre-app meeting as we have determined Bridge placement as of 2/17/2022. We did not receive the \$400,000 ARPA Grant that we applied to the City for the Newberg Dundee Bypass Project. We continue to work with GreenWorks on the development of the 219 property. Don has updated our Park Masterplan (2010 last updated). We have Matt Hastie (Angelo Planning Group) to work along with John Bridges and the District to have the masterplan adopted by Yamhill County to have zoning changed for the Heritage Trails Campground site. We held a preliminary meeting with County Planning and are basing our submission to the County on their requirements. John Bridges and Matt Hastie have recommended that we propose a sectioned approach for submission to the County. CPRD has been asked to provide a Traffic Impact Study for the development of the campground which was not scoped in the original proposal with GreenWorks for Campground development. We have received a proposal from Kittleson & Associates who have been involved with the project though GreenWorks. It will include a due diligence investigation and scoping with Yamhill County (County) and Oregon Department of Transportation (ODOT) staff. The TIS will also address the requirements of the Transportation Planning Rule (TPR) for the zone change and comprehensive plan amendment. CPRD BOD asked that Kittleson attach an amount for Phase 3 of their Proposal. Please find in the Board Packet. RFP for the Ewing Young Trail Bridge was awarded to NV5 for the Ewing Young Bridge. They have completed the surveying required, Bridge Location Determined, Geotechnical report, Pre-application meeting with the City of Newberg on January 5th and Archeological Permit received. We held a pre-application meeting with the County and their response was unanticipated. Ken Friday said that we could submit the land use application but it would be denied and we would have to appeal the Counties Decision. According to Oregon's land use laws AF-10 zoning permits Parks and Open Space. Trails and trail facilities (such as pedestrian bridges) are a part of most parks and open spaces, so we're not sure why Ken said that they are not allowed. We will be submitting the land use and moving forward.

Parks

Working on Equipment maintenance, painting, cleaning amenities for parks, building maintenance, and general maintenance of the parks. We have begun field preparation for Lacrosse and other Spring activities. Brian, Russ and crew are working on an additional greenhouse to supply annual/perennial plants for our District on the Wilsonville Rd. property. Budgets are in the works.

Chehalem Glenn

Equipment maintenance and maintenance of the golf course. Aeration scheduled for March 21-23 for Greens and Tees, fairways through April. Yearly planning and Budgets are in the works. Received 40 new golf carts this week that were ordered in the first week of May 2021. Chehalem Glenn continues to have increased players from previous years.

Parks Summary

Month of: February / March 2022

February 17 - March 17

Park Name	Hours worked
Armory	33.00
Billick/Dundee	6.50
CAFC	130.00
Cultural Center	25.00
Chehalem Valley M.S	6.00
College	6.00
Community Center	2.00
Crabtree	12.00
Crater Ballfields	6.00
Dundee River Park	0.00
Elliott Road	24.00
Ewing Young	6.00
Falcon Crest Park	2.00
Fortune Park	2.00
Friends Park	10.00
Tom Gail Park	5.00
Gladys Park	4.00
Chehalem Glenn G.C.	346.00
Herbert Hoover Park	6.00
Jaquith Park	24.00
Jaquith Ball Fields	8.00
Memorial/Scout House	2.00
Mountainview	0.00
Oak Knoll Park	3.00
Oaks Park	3.00
Other District Land	4.00
Pre-School	8.00
Pride Gas	4.00
Renne Fields	0.00
Rilee Park	30.00
Rotary Park	6.00
Sander Park	4.00
Schaad Park	2.00
Scott Leavitt Park	2.00
Senior Center	44.00
Spring Meadow	5.00
Waste Mngt	2.00
vacation/holiday/sick/comp	92.00
Wilsonville Property	160.00
Youth Building	6.00
<u>Total</u>	1040.50

Activity Report – Department 451
February 2022 - COVID

Aquatic & Fitness Center

- Facility remained open 7 days a week
- Mask mandate continues
- Sauna's still closed due to mask mandate

Fitness Center

- Regular winter drop-in schedule continues for the sports courts, weight room.
- We have had a few pickle ball groups drop-in to use the sports courts.

Aquatic Center

- February continued with our winter schedule posted with only minor competition pool changes due to sporting events.

Facility Building maintenance

- February 3rd the gray robot broke and we are now down to just the small yellow robot for both pools.
- Hot tub was closed on Feb. 5th due to mechanical issues. It remained closed until the part arrived. Stayed closed for about 2 weeks.

Memberships

- An Activenet membership card scanner (electric eye) has been live since 11/9/2021. A dedicated Activenet membership monitor (computer screen) is much needed allowing us to see and hear if the patron's scanned card is current or expired. A dedicated membership monitor would allow us to immediately identify that card and patron match, it also would identify the members age for age restricted activities. A request for at least one additional monitor has been made to departments 450 and 413. This very important "tracking information" is not seen or heard (on the existing single receptionist monitor) when computer/monitor are they are engaged in other front desk related work.

Program Development & Registration

- Winter swim lesson session two started February 14th with full classes.
- St. Paul elementary school had their 2nd & 3rd graders back in our pool for the swim lessons for the first time since COVID. It was great to see the kids learning to swim again.
- Spring Break Lifeguard class is being promoted anywhere we can to fill it up. Local participants can enroll at a substantially reduced fee if they plan to work for CPRD. We now have 4 students enrolled and I will run it as a blended learning class which means they do the class portion online and then come to the pool to learn and perform the water skills and CPR and all tests.
- The Babysitter's class continued through the month of February. There are 5 student's enrolled.

Clubs/Teams

- Chehalem Swim Team's practices continued for the month of February.
- NHS swim team continued its team practices in February
 - NHS hosted 1 home meet in February
 - NHS attended district and State championships in February and completed their season.
- GFU swim team wrapped up their swim season on February 9th.
- Club Polo started their spring season on February 22nd.

Aquatic & Fitness Center Staff

- Staff scheduling continues to be a weekly struggle due to lack of availability by our high school age staff members who are active in their school's athletic programs.

Rentals & Special Events

- Private Leisure Pool Parties
 - We had eleven weekend pool rentals in February, including several classroom rentals.
- Country Faith Christian Academy used our gymnasium for school PE during the month of February.

Management Projects

- Manager's monitored patron check-ins all month of February to make sure that expired memberships were being caught and taken care of. Other issues have been found with insurance memberships.
- Weekly staff in services continue to keep the staff fresh on facility regulations, emergency rescues and procedures.
- The management team picked up guard shifts more this month due to a lack of subs for team members out with health or scheduling issues.
- Keeping Activenet, the website, social media and fliers up- to-date continues to be an ongoing and challenging project.
- Next year's budget was completed and turned in for department 451.

Financial Reports

- Detailed February financial reports are attached.

Respectfully Submitted by,
Wendy Roberts, Specialist
Chehalem Aquatic & Fitness Center

Activity Financial Report - Feb-2022		Department - Aquatics 451						
COVID-19 - Facility Open	EXPENDITURES	Feb '21	Feb '22	Yr to Date 20/21	Yr to Date 21/22	Year End 19/20	Year End 20/21	Est June 21/22
Aquatics - 451:								
Personnel Services								
Aquatic Supervisor		\$1,533.43	\$1,669.78	\$11,953.31	\$12,950.12	\$18,161.41	\$18,087.06	\$20,363.00
Admin Coordinator 451.110032						\$503.70		
Secretary I						\$27,906.97		
Secretary II						\$21,614.91		
Aquatic Coordinator		\$3,761.48	\$4,066.58	\$32,841.76	\$31,280.00	\$44,146.56	\$47,887.68	\$47,632.00
Aquatics Specialist		\$3,090.66	\$3,347.24	\$26,972.28	\$25,722.44	\$35,985.33	\$38,978.32	\$39,188.00
Guards			\$12,258.31	\$62,246.09	\$115,894.61	\$146,903.66	\$96,234.31	\$189,202.00
Cashiers						\$62,866.10		
Instructors			\$3,713.62	\$12,620.42	\$39,533.75	\$45,056.24	\$22,257.76	\$75,978.00
Coaches						\$725.34		\$1,540.00
Group Fitness Instructors			\$1,023.13	\$5,698.54	\$6,459.82	\$10,725.12	\$8,135.43	\$13,684.00
Personal Trainer			\$601.22	\$910.04	\$2,532.93	\$866.75	\$1,541.17	\$4,375.00
FC Monitor			\$1,155.23	\$24,478.89	\$9,536.77	\$5,211.29	\$29,656.44	\$18,952.00
Lead Guard			\$413.89	\$3,557.75	\$4,880.70	\$4,835.35	\$4,835.35	\$31,595.00
Total Personnel Services		\$8,385.57	\$28,251.00	\$181,279.08	\$248,791.14	\$420,673.38	\$267,613.52	\$442,509.00
Materials & Services:								
Office Supplies		\$170.88	\$70.49	\$1,444.34	\$2,508.68	\$4,524.37	\$4,220.66	\$5,510.00
Postage Supplies		\$7.15	\$8.70	\$84.15	\$163.36	\$273.40	\$131.97	\$450.00
Program Supplies		\$797.71	\$1,970.01	\$10,707.58	\$13,246.91	\$12,627.25	\$16,357.60	\$15,520.00
Small Tools		\$75.86		\$75.86			\$75.86	
Chemical & Agricultural Supplies		\$2,029.27	\$7,513.60	\$16,768.14	\$25,095.03	\$26,447.01	\$33,708.33	\$29,900.00
Store Supplies		\$118.47		\$1,306.70	\$3,670.79	\$3,099.92	\$2,403.54	\$7,500.00
Gas & Oil Supplies								
Classifieds						\$57.25		\$625.00
Brochure								\$1,450.00
Flyers			\$56.05	\$375.03	\$774.80	\$1,318.30	\$676.61	\$4,850.00
Professional Dues		\$115.15	\$594.79	\$3,059.18	\$2,567.63	\$3,487.28	\$4,163.75	\$4,980.00
Conference/Workshops				\$479.04	\$328.00	\$902.50	\$179.04	\$1,450.00
Staff Mileage				\$10.26		\$270.28	\$82.61	\$350.00
Staff Expenses				\$1,367.67	\$163.87	\$673.69	\$1,396.79	\$1,000.00
Utilities:								
Electricity		\$16,297.54	\$16,847.45	\$148,456.22	\$119,698.58	\$232,937.77	\$224,768.44	\$274,500.00
Natural Gas		\$5,045.09	\$8,144.36	\$18,764.31	\$41,070.52	\$12,494.45	\$47,457.38	\$24,650.00
Water/Sewer		\$2,467.90	\$926.87	\$28,330.65	\$6,234.89	\$48,717.38	\$46,854.56	\$53,042.00
Telephone		\$334.51	\$626.71	\$2,361.52	\$5,410.28	\$4,089.38	\$4,376.92	\$4,200.00
Fees (activenet/bank/cc)		\$735.12	\$4,847.93	\$16,026.18	\$43,260.34	\$50,894.60	\$31,981.15	\$62,625.00
Internet & Communication				\$35.00	\$417.21	\$393.94	\$1,384.20	\$1,067.00
Data Storage & Backup								\$45.00
Video & Online Photography		\$19.08		\$152.64	\$133.56	\$133.57	\$267.12	\$210.00
Online Advertising					\$32.92	\$82.91		\$262.00
Ground Maint/Repairs								
Program Contracts 451.380.003			\$126.99	\$652.03	\$6,231.37	\$13,531.53	\$403.45	\$22,000.00
Insurance Services				\$380.36	\$42,225.66	\$37,819.66	\$37,819.92	\$39,175.00
Refunds				\$1,089.00	\$69.75	\$6,200.76	\$1,089.00	\$450.00
Total Materials & Services		\$28,213.73	\$41,733.95	\$251,925.86	\$313,304.15	\$460,977.20	\$459,653.90	\$555,811.00
TOTAL AQUATIC EXPENDITURES		\$36,599.30	\$69,984.95	\$433,204.94	\$562,095.29	\$881,650.58	\$727,267.42	\$998,320.00

Activity Financial Report Feb 2022		Department - Aquatics 451						
COVID-19 - Facility Open		Feb '21	Feb '22	Yr to Date 20/21	Yr to Date 21/22	Year End 19/20	Year End 20/21	Est June 21/22
REVENUE								
Aquatics - 451:								
451.003 Youth Fitness								
451.004 Gray & Golden								
451.006 Group Fitness (Studio)			\$327.00	\$212.00	\$1,175.00	\$1,379.00	\$328.00	\$1,655.00
451.007/291 Water Exercise			\$120.00	\$89.00	\$544.00	\$430.00	\$302.00	\$970.00
451.008 Weight Training			\$96.00	\$756.00	\$1,860.00	\$3,624.00	\$1,166.00	\$3,960.00
451.011 Private Swim Lessons		\$42.00	\$655.00	\$2,366.00	\$6,489.00	\$22,848.50	\$4,106.00	\$12,365.00
451.012 Optum Fitness Advantage*			\$1,655.00	\$5,386.80	\$30,793.00	\$35,393.00	\$10,206.30	\$48,750.00
451.013 Water Safety			\$1,456.00	\$3,896.00	\$8,448.00	\$15,892.00	\$4,316.00	\$16,975.00
451.014 SilverSneakers - Tivly*		\$200.00	\$490.00	\$2,610.00	\$1,940.00	\$5,375.35	\$2,070.28	\$6,225.00
451.015 Silver&Fit - ASH*		\$579.00	\$252.50	\$1,512.28	\$2,253.50	\$4,291.00	\$2,070.28	\$4,250.00
451.016 Water Polo			\$3,738.00	\$14,341.50	\$24,756.00	\$59,067.02	\$26,428.12	\$62,750.00
451.017 GFU				\$4,740.00	\$7,017.50	\$16,357.20	\$5,290.00	\$18,650.00
451.018 Newberg High School		\$9,608.00		\$14,608.00	\$42,763.50	\$39,072.25	\$18,935.00	\$35,600.00
451.019 School Districts								
451.020 Locker Income								
451.021 Locker Rental							\$812.00	\$1,784.17
451.023 Pool Rental								
451.024 Classroom Rental			\$4,938.50	\$49,539.99	\$22,734.75	\$19,431.00	\$55,774.74	\$16,875.00
451.025 Sauna/Spa			\$787.50	\$150.00	\$5,033.75	\$7,501.01	\$150.00	\$8,995.00
451.026 Special Events			\$15.00		\$187.00	\$4,757.10	\$100.00	\$5,490.00
451.027 Repasses								
451.061 Vending			\$428.25		\$428.25	\$25.00	\$339.55	\$480.00
451.200 Aquatics Misc								
451.280 Sales		\$24.00	\$523.00	\$1,231.49	\$4,493.19	\$6,024.49	\$2,475.49	\$6,500.00
451.281 CST/CVA				\$20,132.25	\$10,855.95	\$26,678.21	\$19,500.00	\$134,325.00
451.282 Swim Lessons			\$7,986.00	\$21,135.00	\$104,643.50	\$102,088.91	\$56,283.50	\$14,775.00
451.283 Lap Swim		\$856.00	\$640.50	\$20,730.50	\$8,253.50	\$15,525.25	\$24,526.00	\$14,775.00
451.284 Public Swim			\$6,702.00	\$18,230.50	\$58,928.50	\$85,411.00	\$33,598.50	\$128,875.00
451.285 Equipment Rental								
451.286 Membership Sales		\$1,782.00	\$32,581.70	\$70,198.90	\$232,320.14	\$284,774.00	\$137,726.88	\$308,450.00
451.287 Weight Room		\$925.00	\$1,344.00	\$5,036.59	\$12,901.00	\$14,545.50	\$9,818.09	\$18,320.00
451.289 Punch Cards - General		\$360.00	\$1,660.00	\$11,659.00	\$25,371.50	\$32,136.51	\$23,338.50	\$38,125.00
451.290 Gift Certificates								
451.292 Preschool Swim Lessons								
451.294 SUP Yoga								
451.296 Pato Rental						\$13,512.20	\$3,999.75	\$1,020.00
451.297 Facility Rental								\$4,750.00
451.293/425 Basketball Court		\$110.00	\$150.00	\$1,422.00	\$10,491.00	\$11,663.75	\$1,694.00	\$12,150.00
451.285/426 Pickleball Court			\$6.00	\$26.00	\$136.50	\$403.00	\$26.00	\$1,540.00
451.021/427 Volleyball Court								\$350.00
451.428 SkyTrack						\$6.50		\$50.00
451.429 Fencing			\$440.00		\$2,178.00	\$890.30	\$240.00	\$1,440.00
451.666 CC Fees				\$120.00				
TOTAL AQUATIC REVENUE		\$14,488.00	\$68,322.45	\$269,909.80	\$616,647.58	\$819,066.28	\$455,590.98	\$933,700.00



Adult Sports

March 2022 Activity Report, Department 452

Department 452 Participation Tracking	February 2022	
Activity	Participants	Participant Hours
Total	00	00
	February 2022	
Department 452 Financial Tracking		
Supervisory Staff Expense	487.44	
Administrative Staff Expense	300.00	
Part Time Staff Expense	00	
Material Expense	633.45	
Total Expense	1420.89	
Program Revenue	807.91	
Net	(612.98)	
Cost Per Participant	00	
Cost Per Participant Hour	00	

Registration has opened for the Adult City League basketball program. The season will be played during the month of April at Mountain View Middle school. Registration has opened for the 2022 Camellia Run with the event date of April 9th.



Youth Sports

March 2022 Activity Report, Department 453

Department 453 Participation Tracking	February 2022	
Activity	Participants	Participant Hours
Travel Team basketball	95	1000
Jr Tiger basketball	305	3600
Little Tiger Basketball	215	800
Totals	615	5400

Department 453 Financial Tracking	February 2022	
Supervisory Staff Expense	6000	
Administrative Staff Expense	2533	
Part Time Staff Expense	333	
Program/Materials Expense	23735	
Total Expense	32600	
Program Revenue	32850	
Net	250.00	
Cost Per Participant	.40	
Cost Per Participant Hour	.04	

Department 453 – Youth Sports

The CPRD Travel (tournament) basketball teams finished their seasons on February 27. The program consisted of 95 players rostered on 7 teams.

Junior Tiger basketball concluded game play on February. 136 total games were played this winter at 4 different venues. The Aquatic Center was used twice for games on Saturdays.

The Little Tiger program ended on Saturday February 27.

CPRD had 615 players (grades K-8) participating in our basketball programs this Winter.

Registration has open for youth Lacrosse, Spring soccer and youth track.

Feb 2022 Board Reports.

Departments

454 Recreation

455 Care

456 Senior Center

457 Community School

474 Preschool

454- Recreation	
Supervisory Staff Expense	\$695.74
Recreation Coordinator	\$2,135.56
Part Time Staff Expense	\$935.46
Fringe	\$363.00
program Expense	\$462.53
Total Expense	\$4,592.29
Revenue	\$6,043.25
455-Care	
Total Staff Expense	\$29,046.20
Total Materials expense	\$7,171.41
Total Expense	\$36,217.61
Revenue	\$46,809.93
456-Senior Center	
Recreation Coordinator	\$347.88
Senior Center Specialist	\$3,408.35
Fringe	\$2,385.95
Program & Utilities Expense	\$3,852.11
Total Expense	\$9,994.29
Program Revenue	\$4,670
457-Community School	
Supervisory Staff Expense	\$904.46
Fringe	\$87.77
program Expense	\$125.43
Total Expense	\$1,117.76
Program Revenue	\$0
474- Bonnie Benedict Preschool	
Total Staff Expense	\$3,589.24
Materials Expense	\$847.64
Total Expense	\$4,436.88
Program Revenue	\$939.65

CPRD Before and After School Care

On Feb 22nd, CPRD gave a brief presentation about our Care Programs to the Newberg City Council. This was during one of the Cities work sessions. On March 7th we held a separate meeting with a representative from the City of Newberg, GFU and from DCI regarding their child care needs and their intentions to operate public child care programs in the area.

CPRD Care has been approved for the State of Oregon's Child Care Stabilization Grant.

On Feb 22nd CPRD received ½ of its awarded child care stabilization grant. The total amount received was \$28,155. Our second payment should be received in June 2022. These funds were not deposited in Care's Department (455). Instead funds were placed in a line item specific for grants. These funds are intended to be used for increasing staff compensation, personal protective equipment purchases, and financial assistance for the public.

A Family Invasion at the Father Daughter Dance

CPRD rebranded its Annual Father Daughter Dance in order to better express its always present inclusiveness. We had 230 registered participants in Feb 2020. We were not able to hold the dance in 2021 due to covid. Unfortunately, this event did not reach it registration goals. In total we had 102 registered for our 2022 dance. We were able to shed costs with a smaller group and managed to financial break even on this event. The event itself was gorgeous and a lot of fun to be a part of.

Respectfully submitted by Matt Compton

		February														
	Dry Days	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	22 v 21	% Diff
Starts by Category	11	11	9	12	7	16	11	6	12	10	4	8	13			
Resident	748	267	368	367	252	296	511	221	253	157	557	227	367	140	61.7%	
Non Resident	1155	600	592	692	337	736	486	262	458	96	365	422	558	136	32.2%	
Group	0	0	0	0	0	108	71	0	0	0	0	0	0	0	0.0%	
League	40	30	29	31	15	22	32	7	20	6	0	0	0	0	0.0%	
Complimentry	218	104	187	230	159	166	196	90	211	101	149	346	327	0	0.0%	
Misc/Promotional	277	376	388	390	164	532	429	171	232	148	517	784	765	-19	-5.5%	
Total Starts	2438	1377	1564	1710	927	1860	1735	751	1206	508	1619	1779	2017	238	13.4%	
Revenue																
Green Fees	\$ 46,254	\$ 25,704	\$ 25,684	\$ 32,265	\$ 13,485	\$ 29,796	\$ 20,921	\$ 9,176	\$ 13,565	\$ 5,316	\$ 19,935	\$ 24,719	\$ 31,181	\$ 6,462	26.1%	
Driving Range	\$ 5,732	\$ 3,585	\$ 3,245	\$ 4,265	\$ 1,463	\$ 3,418	\$ 3,251	\$ 1,974	\$ 2,967	\$ 1,559	\$ 3,504	\$ 5,329	\$ 6,915	\$ 1,586	29.8%	
Rentals	\$ 11,521	\$ 5,277	\$ 7,101	\$ 6,818	\$ 2,705	\$ 7,410	\$ 7,502	\$ 2,754	\$ 4,539	\$ 1,697	\$ 5,684	\$ 6,833	\$ 9,630	\$ 2,797	40.9%	
Golf Shop	\$ 4,657	\$ 3,755	\$ 2,416	\$ 4,702	\$ 2,264	\$ 3,296	\$ 3,638	\$ 1,308	\$ 1,814	\$ 1,052	\$ 3,801	\$ 2,957	\$ 3,556	\$ 599	20.3%	
Snack Bar	\$ 9,876	\$ 4,542	\$ 5,050	\$ 5,140	\$ 2,446	\$ 6,754	\$ 4,988	\$ 2,433	\$ 3,756	\$ 1,451	\$ 4,908	\$ 3,931	\$ 6,263	\$ 2,332	59.3%	
Instruction	\$ 788	\$ 661	\$ 655	\$ 1,595	\$ 415	\$ -	\$ 140	\$ 60	\$ -	\$ -	\$ -	\$ 165	\$ 265	\$ 100	60.6%	
Miscellaneous	\$ 1,110	\$ 616	\$ 1,605	\$ 2,124	\$ 932.00	\$ 609	\$ 2,541	\$ 446	\$ 720	\$ 529	\$ 702	\$ 3,972	\$ 2,980	\$ (992)	-25.0%	
Total Revenue	\$ 79,938	\$ 44,140	\$ 45,756	\$ 56,909	\$ 23,710	\$ 51,283	\$ 42,980	\$ 18,151	\$ 27,361	\$ 11,604	\$ 38,534	\$ 47,741	\$ 60,525	\$ 12,784	26.8%	
\$ per Start																
Green Fees \$ per Start	\$ 18.97	\$ 18.67	\$ 16.42	\$ 18.87	\$ 14.55	\$ 16.02	\$ 12.06	\$ 12.22	\$ 11.25	\$ 10.46	\$ 12.31	\$ 13.89	\$ 15.46	\$ 1.56	11.3%	
Driving Range \$ per Start	\$ 2.35	\$ 2.60	\$ 2.07	\$ 2.49	\$ 1.58	\$ 1.84	\$ 1.87	\$ 2.63	\$ 2.46	\$ 3.07	\$ 2.16	\$ 3.00	\$ 3.43	\$ 0.43	14.5%	
Rentals \$ per Start	\$ 4.73	\$ 3.83	\$ 4.54	\$ 3.99	\$ 2.92	\$ 3.98	\$ 4.32	\$ 3.67	\$ 3.76	\$ 3.34	\$ 3.51	\$ 3.84	\$ 4.77	\$ 0.93	24.3%	
Golf Revenue \$ per Start	\$ 26.05	\$ 25.10	\$ 23.04	\$ 25.35	\$ 19.04	\$ 21.84	\$ 18.26	\$ 18.51	\$ 17.47	\$ 16.87	\$ 17.99	\$ 20.73	\$ 23.66	\$ 2.93	14.1%	
Golf Shop \$ per Start	\$ 1.91	\$ 2.73	\$ 1.54	\$ 2.75	\$ 2.44	\$ 1.77	\$ 2.10	\$ 1.74	\$ 1.50	\$ 2.07	\$ 2.35	\$ 1.66	\$ 1.76	\$ 0.10	6.1%	
Snack Bar \$ per Start	\$ 4.05	\$ 3.30	\$ 3.23	\$ 3.01	\$ 2.64	\$ 3.63	\$ 2.87	\$ 3.24	\$ 3.11	\$ 2.86	\$ 3.03	\$ 2.21	\$ 3.11	\$ 0.90	40.5%	
Concession Revenue	\$ 5.96	\$ 6.03	\$ 4.77	\$ 5.76	\$ 5.08	\$ 5.40	\$ 4.97	\$ 4.98	\$ 4.62	\$ 4.93	\$ 5.38	\$ 3.87	\$ 4.87	\$ 1.00	25.7%	
Total Revenue \$ per Start	\$ 32.79	\$ 32.06	\$ 29.26	\$ 33.28	\$ 25.58	\$ 27.57	\$ 24.77	\$ 24.17	\$ 22.69	\$ 22.84	\$ 23.80	\$ 26.94	\$ 30.01	\$ 3.17	11.8%	

February was great! The weather was nice overall, especially Friday-Sundays it seemed.

YTD through February

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY22 v	% Diff
Starts by Category														
Resident	4051	3092	3327	3996	3223	4292	4224	4909	5130	6093	5126	6072	946	18.5%
Non Resident	13878	9696	11528	10310	8806	9399	7920	7437	4803	4791	5938	6424	486	8.2%
Group	2637	3027	2331	1656	1969	1651	1748	1050	1517	1273	342	1453	1111	324.9%
League	571	402	385	369	362	382	290	289	98	75	0	0	0	0.0%
Complimentary	1462	1542	1560	1729	1408	1529	1058	1206	1128	1226	4888	3825	-1063	-21.7%
Misc/Promotional	3577	6222	3570	2261	6249	5241	4091	6212	8417	7644	12297	8039	-4258	-34.6%
Total Starts	26176	22599	17759	19131	18060	22494	19331	21083	21771	21706	28591	25813	-2778	-9.7%
Revenue														
Green Fees	\$ 552,806.00	\$ 515,843.00	\$ 500,509.00	\$ 409,787.00	\$ 472,206.00	\$ 467,026.73	\$ 430,498.00	\$ 430,777.00	\$ 459,208.00	\$ 437,344.00	\$ 543,590.00	\$ 509,687.00	#####	-6.2%
Driving Range	\$ 62,808.00	\$ 43,300.00	\$ 44,154.00	\$ 37,734.00	\$ 36,007.00	\$ 38,724.00	\$ 33,579.00	\$ 35,694.00	\$ 42,724.00	\$ 39,004.00	\$ 66,863.00	\$ 63,467.00	#####	-5.1%
Rentals	\$ 181,199.00	\$ 153,786.00	\$ 147,874.00	\$ 120,908.00	\$ 125,109.00	\$ 145,118.03	\$ 135,752.41	\$ 139,449.00	\$ 116,287.00	\$ 107,793.00	\$ 191,528.00	\$ 191,843.00	\$ 315.00	0.2%
Golf Shop	\$ 56,828.00	\$ 52,910.00	\$ 54,128.00	\$ 47,744.00	\$ 53,105.00	\$ 38,573.82	\$ 34,392.00	\$ 39,694.00	\$ 47,572.00	\$ 45,497.00	\$ 62,302.00	\$ 56,187.00	#####	-9.8%
Snack Bar	\$ 133,665.00	\$ 137,014.00	\$ 104,423.00	\$ 81,988.00	\$ 88,897.00	\$ 107,200.60	\$ 88,661.00	\$ 96,393.00	\$ 99,813.00	\$ 94,472.00	\$ 98,684.00	\$ 106,716.00	#####	8.1%
Instruction	\$ 13,065.00	\$ 11,672.00	\$ 13,084.00	\$ 12,323.00	\$ 3,723.00	\$ 1,914.00	\$ 1,235.00	\$ 3,865.00	\$ 6,383.00	\$ 3,798.00	\$ 9,500.00	\$ 13,433.00	#####	41.4%
Miscellaneous	\$ 29,114.00	\$ 34,677.00	\$ 36,100.00	\$ 638.00	\$ 10,221.00	\$ (12,079.94)	\$ (7,790.41)	\$ 12,551.00	\$ 12,067.00	\$ 12,022.00	\$ 97,931.00	\$ 95,549.00	#####	-2.4%
Total Revenue	\$ 1,019,486.00	\$ 949,202.00	\$ 900,273.00	\$ 711,132.00	\$ 789,268.00	\$ 786,477.24	\$ 716,327.00	\$ 758,413.00	\$ 783,834.00	\$ 739,931.00	\$ 1,070,398.00	\$ 1,036,882.00	#####	-3.1%
\$ per Start														
Green Fees \$ per Start	\$ 21.12	\$ 22.83	\$ 28.18	\$ 21.42	\$ 26.15	\$ 20.76	\$ 22.27	\$ 20.43	\$ 21.09	\$ 20.15	\$ 19.01	\$ 19.75	\$ 0.73	3.9%
Driving Range \$ per Start	\$ 2.02	\$ 1.92	\$ 2.49	\$ 1.97	\$ 1.99	\$ 1.72	\$ 1.74	\$ 1.69	\$ 1.96	\$ 1.80	\$ 2.34	\$ 2.46	\$ 0.12	5.1%
Rentals \$ per Start	\$ 6.92	\$ 6.80	\$ 8.33	\$ 6.32	\$ 6.93	\$ 6.45	\$ 7.02	\$ 6.61	\$ 5.34	\$ 4.97	\$ 6.70	\$ 7.43	\$ 0.73	10.9%
Golf Revenue \$ per Start	\$ 30.06	\$ 31.55	\$ 39.00	\$ 29.71	\$ 35.07	\$ 28.94	\$ 31.03	\$ 28.74	\$ 28.40	\$ 26.91	\$ 28.05	\$ 29.64	\$ 1.59	5.7%
Golf Shop	\$ 2.17	\$ 2.34	\$ 3.05	\$ 2.50	\$ 2.94	\$ 1.71	\$ 1.78	\$ 1.88	\$ 2.19	\$ 2.10	\$ 2.18	\$ 2.18	\$ (0.00)	-0.1%
Snack Bar	\$ 5.11	\$ 6.06	\$ 5.88	\$ 4.29	\$ 4.92	\$ 4.77	\$ 4.59	\$ 4.57	\$ 4.58	\$ 4.35	\$ 3.45	\$ 4.13	\$ 0.68	19.8%
Concession Revenue	\$ 7.28	\$ 8.40	\$ 8.93	\$ 6.78	\$ 7.86	\$ 6.48	\$ 6.37	\$ 6.45	\$ 6.76	\$ 6.45	\$ 5.83	\$ 6.31	\$ 0.68	12.1%
Total Revenue \$ per Start	\$ 38.95	\$ 42.00	\$ 50.69	\$ 37.17	\$ 43.70	\$ 34.96	\$ 37.06	\$ 35.97	\$ 36.00	\$ 34.09	\$ 37.44	\$ 40.17	\$ 2.73	7.3%

Slightly down from last fiscal year, but still way up to pre-pandemic numbers.

4

Thank
You

3/9/2022

Don Clements, Kellan Sasken and Julie Peterson

On behalf of myself, my co-worker and Newberg High School, we would like to extend our thanks and appreciation for our "New to us" golf cart and charger. This cart adds another layer of safety to our campus:

We are blessed to have such a great community partner.

Kindest regards,
Lisa Joyce
Newberg High School
Campus Supervision

Subject: Mask mandate

Date: Wednesday, February 23, 2022 at 8:36:20 PM Pacific Standard Time

From: JEAN MARKELL

To: Kat Ricker

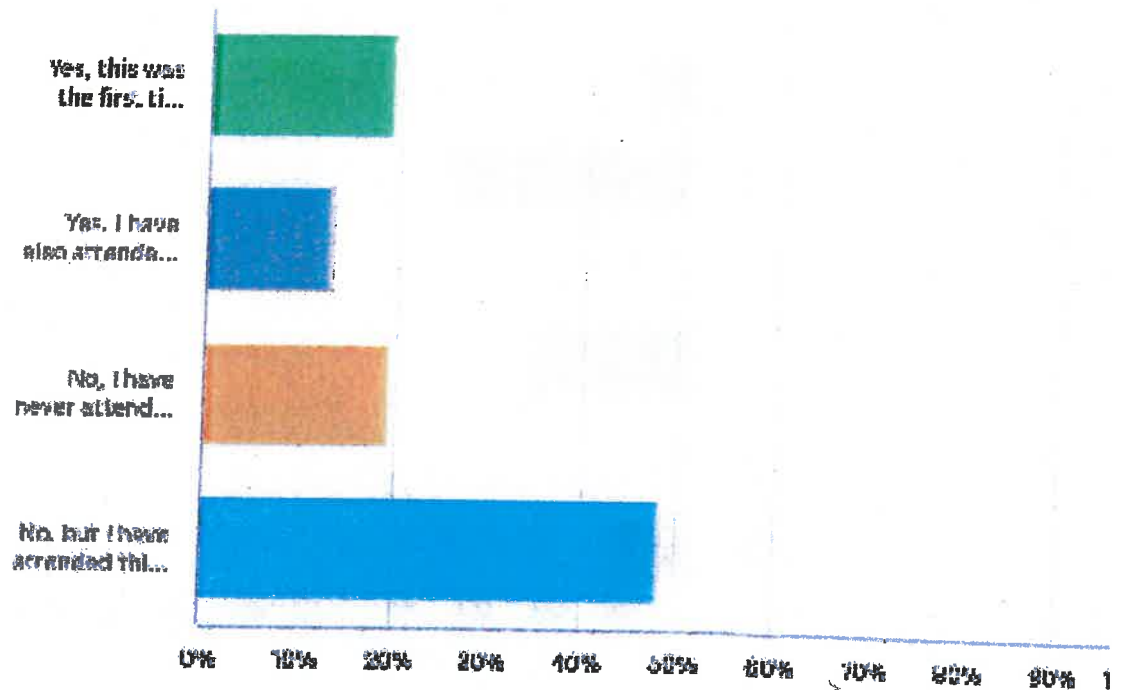
I have been using this facility for weeks now and have made several attempts to inform you of how lax your members take the need to wear masks. I have brought this to the attention of the front desk and spoken to Wendy and understand her "go to" excuse for not enforcing this mandate. She is frankly useless in her response. I have been told by her and others I emailed that "random" checks were performed. I have yet to see this happen even when I report flagrant noncompliance. I don't waste my time speaking with the front desk now but I will continue to file complaints.

I went today and found more than half the people in the gymnasium not wearing their mask. Last Friday, 10 out of ten did not wear masks....three at least had them tucked under their chin making it completely useless. The time prior to this there were men using the weight room not wearing a mask. If you don't have a policy to enforce mask wearing, people are not going to wear them and members my age will be at a higher risk than necessary to contract COVID. If I contract COVID, I certainly will consult an attorney because I don't go anywhere without a mask and only enter places that support masks.

You have a duty to keep ALL your members as free from risk as possible from contracting COVID and I don't see your policy and lack of enforcement in line with public health recommendations or Oregon mandates or even Yamhill County Health which states shields are to be worn over a mask not alone with the exception for limited cases.

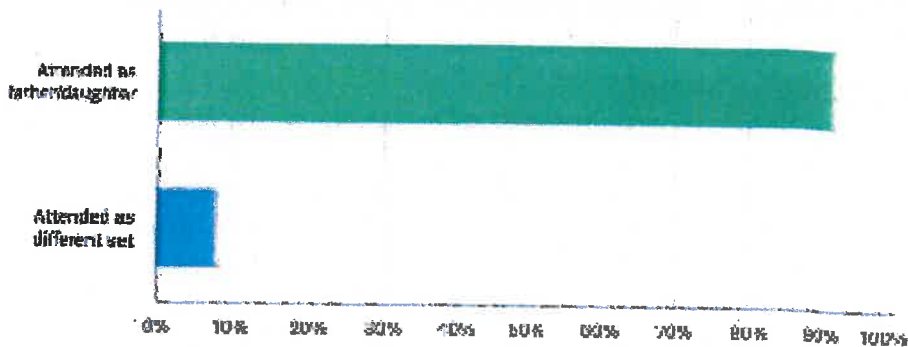
Did you attend the 2022 Father Daughter Dance?

Answered: 31 Skipped: 1



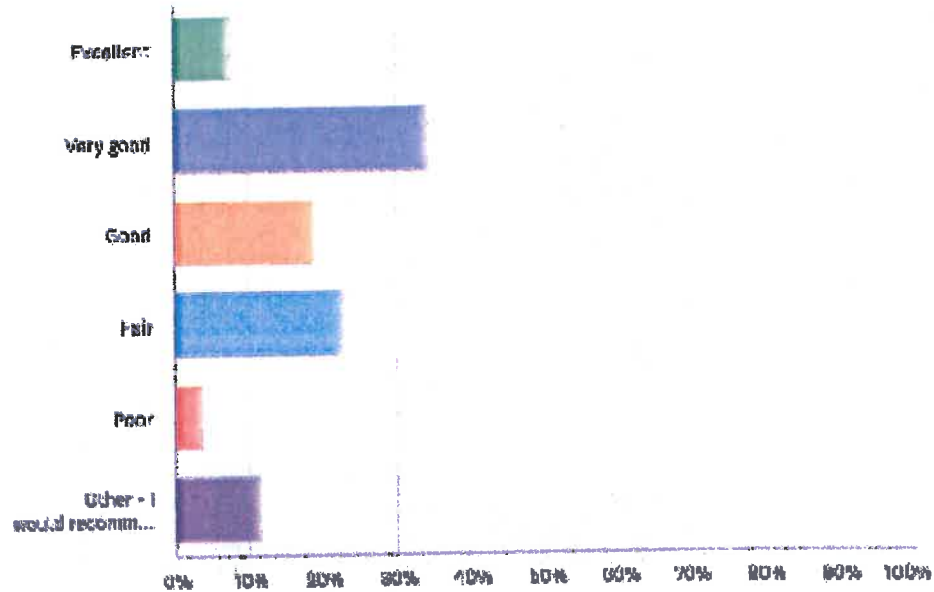
If you did attend, were you part of a father/daughter set or a different family set?

Answered: 24 Skipped: 8



How would you rate the venue/location?

Answered: 28 Skipped: 6



Culture center

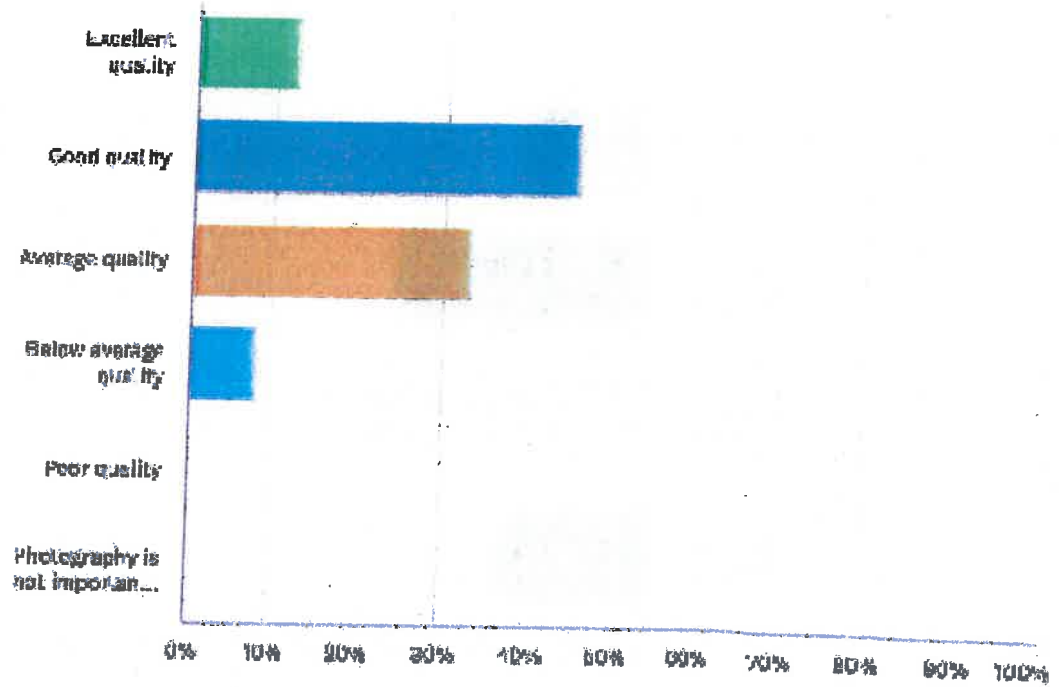
3/4/2022 11:54 AM

The Allison, maybe they can donate the space

3/3/2022 5:17 PM

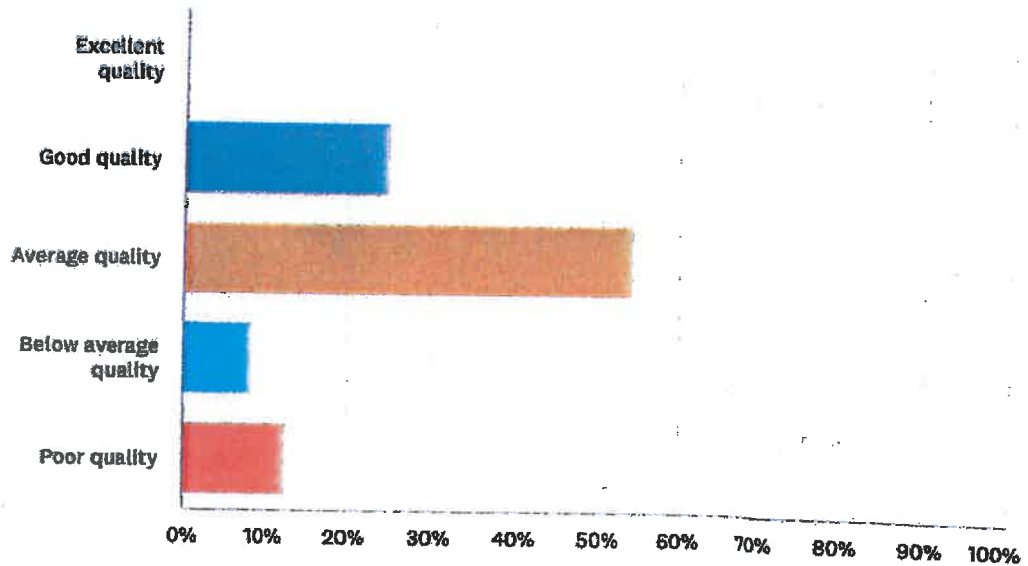
Please rate the photography

Answered: 74 Skipped: 8



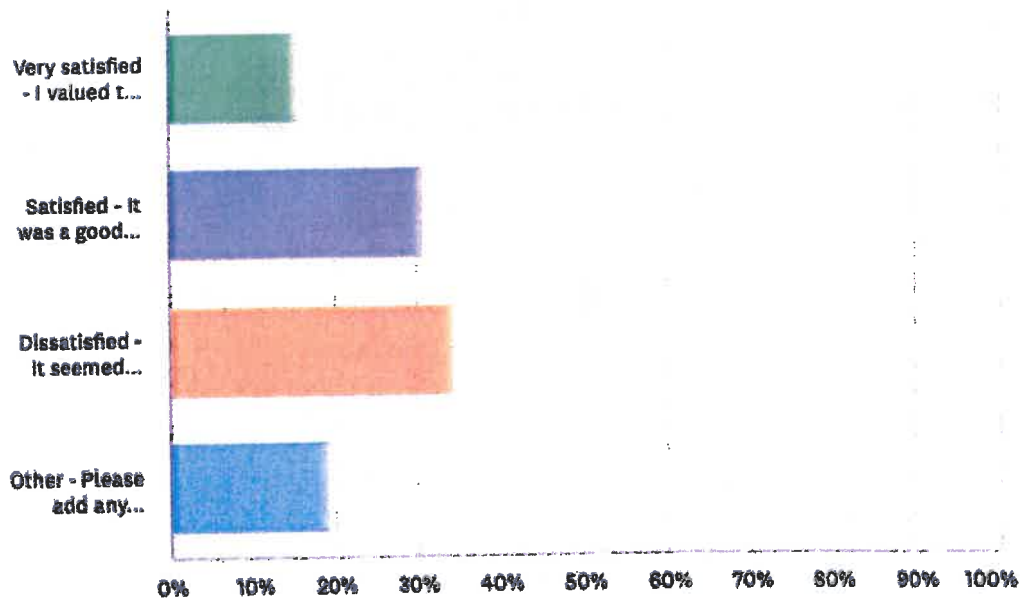
Please rate the dinner

Answered: 24 Skipped: 8



How satisfied were you with the value for the cost?

Answered: 26 Skipped: 6



- I would not say it was over priced, but think for the price it could have included a few more fun things for the kids to do
3/4/2022 7:39 PM [View respondent's answers](#) [Add tags](#)
- Never went because I have sons
3/4/2022 11:54 AM [View respondent's answers](#) [Add tags](#)
- It is a little spendy for the location and the food is usually not super yummy.
3/3/2022 3:22 PM [View respondent's answers](#) [Add tags](#)
- Please send e-mails & signs about the event next year.
3/3/2022 2:45 PM [View respondent's answers](#) [Add tags](#)
- Food wasn't very good at all.

10. Would you attend this event again? Plus, add any additional comments.

1. We are moving now but I would of if knew it was all family inclusive.
2. I've loved this event from the beginning when it was at the chehalem community center. Some of the participants then are all grown up with young girls of their own. My daughter was middle school age when this first started and she's 35 now! Keep offering this event!
3. My family will not partake in a father-daughter dance. It is a sexist concept and insensitive to families who don't fit a heteronormative, nuclear archetype. But we would LOVE a family dance party. Plus, you'll get double the participants.
4. I really liked the atmosphere. The food was poor quality. The Dj was ok overall. Some of his song choices were questionable for little girls. ie Poker face from LadyGaga. But overall I am really grateful to have an opportunity like your event to take my daughter too
5. Very much geared currently toward very young kids, probably not
6. Yes, as long as there are no masks required and the price is lowered.
7. Not attending if they're requiring masks
8. Yes. However I feel there should be an adult price and child price. It would keep costs much more seasonable for families with more than one child and they eat WAY less than an adult.
9. Maybe. If the venue was nice and if the food was legitimate
10. YES! We had an awesome time. I especially liked the packet on the tables that had the "get to know each other" questions. It was a perfect way for my daughter and I to sit and talk, just the two of us.
11. If the cost was adjusted down
12. Probably not
13. If it remained a father daughter event, yes
14. Yes but not with mask mandates in place.
15. Yes. My daughter and I love the event.
16. Yes, but my daughters are now in college and I can't go without them.
17. Yes, but for the ticket price the food was a disappointment

Subject: Fwd: Masks Again

Date: Friday, March 4, 2022 at 9:45:55 PM Pacific Standard Time

From: Don Clements

To: Julie Petersen, Wendy Roberts, Kat Ricker

Sent from my iPhone

Begin forwarded message:

From: JEAN MARKELL <jeanmarkell@gmail.com>
Date: March 4, 2022 at 7:53:37 PM PST
To: Don Clements <dclements@cprdnewberg.org>
Subject: Masks Again

I went to use the gym twice this week and found once more little adherence to the mask requirement. On Tuesday, of the three people on the track floor, one on the elliptical was unmasked, one on the standing bike was unmasked, and one on the track was unmasked. I was the only person wearing a mask upstairs and asked the woman on her bike why. Her answer was there was plenty of room around her. Completely ignorant of how viruses are transferred. In the weight room once again I ran into a thin middle aged man who refuses to wear a mask and to wipe down equipment routinely. There were also several men using weights not wearing masks.

Today was no different. Of the four people on the courts, two wore no masks and the man using the elliptical was also maskless. I went into the weight room and there was a young man who left the seated dip and didn't wipe down the equipment, he went to use the next machine and after finishing, left and I said he needed to wipe down the equipment. His answer was that he wasn't finished and I said he hadn't wiped down the previous machine. He went back to finish, left and refused to wipe down the equipment again. He said I was the "queen of bitches" and he hated people who didn't mind their own business. I refuted he was risking my life. Nevertheless this altercation continued and he left the weight room returning with Wendy. He dismissed her without approaching me and she left. Then he started on another machine and I told him he needed to wear a mask. He blew up and started with more name calling and stomped out. I called him a "privileged prick" and an "ass." He left and Wendy came in and asked if I would come and speak with her. I answered "no." She proceeded to tell me that the young man complained I had "yelled" at him. The conversation got around to him saying he was wearing a mask which he had not. The only thing I got from this was that it was more important for me not to raise my voice or insist on masks than for her to keep us safe. I asked if she had seen the two others in the room who weren't wearing masks. She answered that she was there to see me and didn't notice. Isn't noticing her job? She had to pass through the courts and didn't notice "no masks" there either? Wendy said she did a lot to follow the mandate. I see little evidence the mandate is followed. If it was enforced as it should have been, I wouldn't see so many people who acted so irresponsible for others health every time I used the facility. She did apologize on my way out as another member reported that the young man was swearing at me along with saying that all I do is complain. From what I experience, these complaints are warranted. All this is of little importance if the rules for safety indoors isn't followed. Just like the no running in the pool.

Thank you - We have received your email

Kat Ricker <kricker@cprdnewberg.org>

Tue 3/8/2022 8:26 AM

To: jeanmarkell@gmail.com <jeanmarkell@gmail.com>

Dear Jean,

Thank you for emailing your concerns to staff on March 4th. Safety is our top priority and we take public feedback seriously. Your message has been received. It will be included in the Board materials for the next Board of Directors meeting.

--

Kat Ricker

Public Information Director

Chehalem Park & Recreation District

125 S. Elliott Road

Newberg, OR 97132

971.832.4222 [cprdnewberg](https://www.cprdnewberg.org) | [Instagram](#) | [Facebook](#)



www.ChehalemCulturalCenter.org
415 E Sheridan St
Newberg, OR 97132
(503) 487-6883

March 9, 2022

Don Clements
125 S. Elliott Road
Newberg, OR 97132

President
Karen Pugsley

Vice President
Lisa Rogers

Secretary
Kris Horn

Treasurer
Mary Martin Miller

Directors
Allyn Brown
Deb Clagett
Stan Halle
Jessica Haney
Rick Lee
Dennis Lewis
Deven Morganstern
Cathy Redman
Annie Shull
Deborah Stevenson
Mark Terry
Arturo Vargas

Dear Don,

On behalf of the Chehalem Cultural Center, I thank you sincerely for your generous donation. Your gift creates opportunities for friends and neighbors to get up close and personal with the art and culture all around us.

Only with the love and support of friends like you are we able to fulfill our mission to "inspire and enrich lives by connecting community and culture".

The Chehalem Cultural Center is a place of re-invention and renewal. Since our Grand Opening in 2010, the building that was once Newberg's old Central School has become a vibrant hub of activity and a cornerstone of our community. Through the ups and downs of the past 11 years, we are always finding new and exciting ways to live our mission. Whether our beautiful Center is filled with people taking classes, viewing exhibits, and watching performances in person, or they are joining online concerts, virtual gallery openings, or enjoying our 'Art From Home' activity boxes from a safe and social distance; community is who we are.

Enthusiasm for, and engagement with what's happening here in the Center is growing all the time. We are growing too. We are planning new and exciting classes and programs all the time and have many fun events coming up soon. Stay tuned and check in often!

*Thank you
for all
you do!*

57

Sincerely,

Sean Andries
Executive Director

Donation: \$600.00

Date Donated: monthly in 2021

No goods or services were exchanged in whole or in part for this contribution.
Chehalem Center Association is a 501(c)(3) non-profit corporation.
Tax Identification Number 20-3569580



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

Oregon Community Foundation
SW Yamhill St. Ste 100
Portland, OR 97205

March 8, 2022

To Whom It May Concern:

Chehalem Park and Recreation District staff has been partnering with Friends of the Yamhelas Westsider Trail for some time, as we share mutual goals of providing recreational trails for greater connection between communities, to enhance public health and fitness, to create safe and convenient transportation and recreation, to boost local economy, attract visitors while protecting the private property of residents and neighbors through various trail management techniques.

In fall of 2021, CPRD sponsored a scientific survey of the community to gauge public interest in trails, which indicated strong support for trails in our area, including the proposed Yamhelas Westsider Trail.

We have come to recognize and respect the dedication of the Friends of the Yamhelas Westsider Trail and leadership of its Board of Directors. This volunteer group has impressed with its dogged and enterprising passionate dedication to its vision. It is understandable that such a hardworking team that has invested so much time and energy has finally reached a point in its evolution that it is ready and eagerly waiting for professional staff. CPRD supports this and has confidence in the group's culture of responsibility and its ability to operate effectively in the selection and burgeoning structure of a director. This request seems timely in order to help them remain sustainable and further the results of their momentum to date.

CPRD acknowledges the importance of this request for this organization that we are familiar with, and supports it.

Sincerely,

Don Clements, Superintendent
Kat Ricker, Public Information Director

MEMORANDUM

TO: SDAO Member

FROM: SDAO Membership Services

SUBJECT: 2022 SDAO Membership

Thank you for your continued membership and support of Special Districts Association of Oregon! We are excited to be serving you as a member and hope that you take advantage of the many benefits and services available to your district.

If you are new or have not acquainted yourself with the benefits included in your membership, I encourage you to visit our website at www.sdao.com/services to learn more about each service offered through SDAO and Special Districts Insurance Services (SDIS).

If you are new to your district or need a refresher on the benefits of your SDAO and/or SDIS membership, we invite you to view our video covering our programs and services at www.sdao.com/introduction-to-programs-and-services. You may also download and view our benefits brochures and other resources at www.sdao.com/sdao-sdis-resources.

Included in this mailing is your annual membership certificate, annual reports for both SDAO and SDIS, and a flyer highlighting some of our member benefits.

If you have questions or would like additional information regarding our programs and services, please contact us at 800-285-5461 or memberservices@sdao.com.