

CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
January 24, 2019  
**MINUTES**

- I. Bart Rierson called the meeting to order 6:00 p.m.
  
- II. Roll Call
  - Board members:
    - Bart Rierson
    - Lisa Rogers
    - Peter Siderius
  
  - Excused:
    - Don Loving
    - Mike Ragsdale
  
  - CPRD Staff:
    - Don Clements, Superintendent
    - Jim McMaster, Park and Facilities Supervisor
    - Casey Creighton, Basic Services Supervisor
    - Julie Petersen, Special Services Supervisor
    - Tara Franks, Aquatics Coordinator
    - Robert Soppe, IT services
  
  - Public: Owen Rodabaugh, NW Trails Alliance
  
- III. Approval of or changes to agenda – None
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting November 23, 2018 and Special Meeting regarding Bob and Crystal Rilee Park Advisory Committee on January 8, 2019.
  - b. Approval of bills payable
  - c. Approval of December financials
    - Moved Peter Siderius
    - Second Lisa Rogers
    - Passed unanimously
  - d. Approval of contract with RLSM (Robert Lloyd Sheet Metal, Inc.) for preventative maintenance service on mechanical systems at Chehalem Aquatic Center – contract for \$3,980 for one year.

**V. Public participation**

- a. Robert Soppe recommended that the Board members all change from forwarded email addresses to full email accounts for their positions, and offered to work with them to help get their email addresses set up on any personal devices that they would like; Board members, please contact Robert directly for this assistance. Discussion: Soppe recommended that the Board make it policy that all CPRD business communication via email be on CPRD email accounts and not personal email accounts.

Motion made to follow Soppe's advice, in that all CPRD business communication via email be on CPRD email accounts and not personal email accounts.

Moved Peter Siderius

Second Lisa Rogers

Passed unanimously

- b. Bruce Snyder, Adults 50+ Basketball - Not present
- c. Others not on agenda – Owen Rodabaugh spoke on behalf of the NW Trails Alliance, volunteering to establish new trails for bicycling, and to maintain trails. Don Clements said in order to do this, keep CPRD parks staff Casey Creighton and Russ Sheehan informed, and they will attend any NW Trails Alliance meetings on this, and relay to staff if further staff involvement is needed; Owen agreed. Lisa Rogers asked whether this was appropriate at this time, since there is no masterplan in place yet. Bart Rierson asked what is the timeline on masterplan? Don Clements said there are two feasibility studies on agenda for tonight; at the next meeting, should the Board ask existing advisory committee if they would like stay or not, and then have them help select the group that will help create the masterplan. Siderius requested that Rodabaugh bring a proposal to the Board at the February meeting. Rogers cautioned, especially in the absence of Don Loving, that any proposal should be brought before the advisory committee, that to act without such communication would be rude. Siderius directed Kat Ricker to communicate to the committee that this proposal will be brought at the next meeting. Creighton told the Board that a person had brought a proposal to host series of footraces for up to 100 people, and to provide necessary trail maintenance. Siderius asked Creighton whether the person could bring the proposal to the February meeting, and he said that he would arrange this.

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

- a. Approval of contract for janitorial services with Cascade Building Services out of Tualatin, for the fitness area of Chehalem Aquatic and Fitness Center. Jim McMaster talked about the details. Discussion: This will be evaluated after one year, and the staff will decide whether to continue services with this company, go out to bid, or take duties on internally.

Motion to approve contract for period of one year

Moved Lisa Rogers

Second Peter Siderius

Passed unanimously

- b. Chehalem Cultural Center update – Jim McMaster reported that about eight contractors met today to possibly submit bids for the warming kitchen and related areas, including restrooms. Rierson said he would like better explanation of benefits of warming kitchen.
- c. Board of Directors election and Budget Committee for 2019-2020 budget – Post to website to advertise two positions open for election  
Rogers requested of SDCs, how much will be paid off, and how much is left for park masterplans. Clements said we never know what the SDC income will be, but he will try.
- d. Discussion of fees at Chehalem Aquatic Center – Tara Franks provided written materials (included) and explained user fees and compared with McMinnville pool and the YMCA in Sherwood. Franks related these facts to recent public discussion on social media (Newberg and Dundee Citizen Facebook Group) and provided information regarding staff, services, and amenities, in relation to comments posted. Discussion: Rogers and Rierson asked whether there would be separate fees for fitness areas and walking track only; Franks said staff had made decision for an all-inclusive access, because it would be too difficult to track patrons and their usage and enforce restrictions. McMaster said that separate usage structures had not worked well at the facility in the past. Roger emphasized that elderly people would want to use the walking track, and urged that be accommodated. Julie Petersen talked about a possible monthly charge for joining a club (for \$3.00) and using facilities on a punchcard basis which staff can track, and that while this was under consideration for Pickleball and Adults 50+ sports, it could also be considered for a walking club. Petersen said Bruce Snyder had wanted to address these issues tonight, and said that he did not want to pay any fee. Discussion explored various membership structures, fees, and tracking usage. Rierson said there were letters about the women's lockerroom not being large enough; Franks said the lockerrooms are smaller than they were in previous facility, but she did not think the size was inadequate. McMaster said they are smaller, partly to stay within the footprint for construction, and also to meet modern code, and he agreed they were sufficient. Discussion on social media: Siderius asked whether we had a policy on posting to comments online; Ricker said yes, the policy is that we do not leave the CPRD website and social media sites and post comments to represent CPRD, but we do respond to any comments made to CPRD website and social media sites such as Facebook, and Ricker reported how this had applied in this instance. Siderius asked whether the Board is happy with the fees which are set; Clements said the Board does not set

fees; staff sets fees, and explained why this is good. Clements advised the Board ask people with concerns about fees whether they had talked with staff. Rogers said she wants to make sure people in the community can have access to the facility, independent of financial means. Franks talked about youth scholarships, and that staff will work with any senior (siding scale) who says they cannot afford it and their healthcare provider says they need to be there for their health.

- e. Discussion of Bob and Crystal Rilee Park Advisory Committee recommendations for masterplan (see Special Meeting minutes Jan. 8, 2019). Siderius said we are land rich, cash poor, and we will rely on grants and volunteers to make sure properties are used. He cautioned that he is leery of masterplans. Rogers said everybody came up with ideas for plans, but nobody came up with ideas of how to pay for them. Creighton reiterated trails volunteer offers. Rogers said she would not vote for building a facility for a private business to operate out of. Clements talked about past projects made possible through volunteers. Rogers said she did not see their plan as engaging the larger community. Siderius said the new charge for the committee should include a path for how to make ideas feasible; for example, finding private donors for horse facility. Consensus of the Board was to charge committee with making sure that plans are sustainable, and if they are not, then they will not be included in masterplan. Clements said his highest priority, since that meeting, was to get video surveillance installed for safety.
- f. Discussion of Feasibility Study for Chehalem Glenn Golf Course expansion of nine additional holes and also potential campground on CPRD property off Hwy. 219. Clements recommended using RFP vs. using RFQ first; Rogers recommended combining RFQ into RFP. Clements said staff will do this, which would delay process about one week. Rierson said he thinks the Rogers Landing adjacent property would make better campground than Hwy. 219 property; Siderius argued against that idea. Clements said a consultant had recommended building practice sports fields there, and he would bring a proposal. Creighton said he would contact ODOT about committee planning for Hwy 217 area which could assist in providing better public access to CPRD property there.
- g. Discussion of Sander Estate and Joint Meeting scheduled with City of Dundee council for Feb. 7, 2019.
- h. Reports and comments from Board members
  - Peter Siderius – NHS: Chehalem Valley Watershed Project and Friends of Hess Creek updates, applying for a Ford Foundation Grant. Potential to share GIS with CPRD.
  - Lisa Rogers – Riverfront masterplan update – City of Newberg met with Westrock (purchasers of old mill property), and they are willing to include trails on property.

Bart Rierson – Went to Newberg party as new mayor and councilors sworn in, and new county commissioner Casey Culla wants to talk about putting a park in on landfill property, and now that Ken Friday is part of the staff involved, Rierson is ready to discuss possibility of locating paddle launch there. Rierson say “fairy shrines” in tree trunks along golf course trail; at first it was cool, but now it looks like a shrine to Walmart. Clements said one site was memorializing where a young man had taken his life, and the grandfather had started the tribute to where they had walked, and he said that he will talk with the grandfather about it had gotten out of hand.

- VII.** Old business/project updates
  - a. None
  
- VIII.** From the superintendent’s desk
  - a. Superintendent’s report – Presented Ewing Young Park drawing from City of Newberg, indicating where city staff would like to zone it for parkland; Board consensus was there was no objection. Clements said he and Siderius were meeting with Lindquist soon about potential location for paddle launch in Dundee, near former location.
  - b. Staff reports – Creighton reported getting started on Friends’ Park process; playground committee met. McMaster said the fitness center should be open in two or three weeks. Ricker said there will be a small opening event, to be scheduled probably in the middle of March.
  
- IX.** Correspondence
  - A. Citizen comments/evaluations – Rogers thought it was sweet that NHS students who had presented had mailed a thank you card afterward for the opportunity to present.
  
- X.** Adjourned at 8:30 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

The next Board of Directors meeting is scheduled for 6 p.m. Thursday, February 28, 2019.