

**CROOK COUNTY PARKS & RECREATION DISTRICT  
296 S MAIN STREET  
PRINEVILLE, OREGON 97754**

The regular scheduled meeting of the Board of Directors of Crook County Parks & Recreation District, Crook County Oregon held at 296 S. Main Street Prineville, Oregon on Wednesday January 27<sup>th</sup>, 2016 was called to order by Mr. Carbaugh at 5:15pm.

**Board Members:** Forest Carbaugh, Linda Smith, Barbara Pennington, Cindy Hurt

**Staff Present:** Duane Garner, Joey Williams, Arlyce Perkins

**Guests:**

**PRIOR MINUTES:** Mrs. Hurt made a motion to approve the January 6<sup>th</sup>, 2016 board meeting minutes, seconded by Mrs. Smith Motion passed unanimously.

**FINANCIAL STATEMENT:** None

**DIRECTOR'S OVERVIEW:** Mr. Garner said he has been busy meeting with business owners' and the general public. He said he met with Mr. Yecha the School District Superintendent and they are pretty certain that the district will be able to use Crooked River gym through 2016-2017 school year. Mr. Garner said Mr. Yecha showed interest in the pool committee. He said he will be attending the Crook County Foundation meetings and he was asked to Chair the Community Outreach meetings. He contacted the Central Oregonian newspaper about the director articles and he will continue to submit an article the second Tuesday of each month. Mr. Garner talked about the district and adjacent county properties across from the RV Park. He feels there is potential for recreational opportunities and there are several different groups interested in plugging into recreation and tourism in this area. The Heart of Oregon, Travel Oregon, River Canyon Country and Good Bike CO are all potential interests in the properties. Mr. Garner said he feels there could be some unique camping opportunities along the river in that area such as equestrian RV sites. Mr. Carbaugh said he feels there could be potential zoning problem for the home owners in that area. Mr. Carbaugh asked Mr. Garner how many acres total. Mr. Garner said approximately 11 acres. Mr. Garner wants to set up a meeting with the Fair Board and would like the Board members to attend the meeting to talk about opportunities in that area. There was a discussion regarding the properties. It was decided the board did not want to pursue that project at this time.

**PARKS:** Mr. Garner presented pictures of vandalism in the parks and stated that the Police have caught the kids responsible. He believes it got more attention this time because businesses got hit. He said the words, "thin man" is what is sprayed on the buildings. He said the district and Police Department is still working on policies.

Mr. Garner said Heart of Oregon Corp has done a great job clearing brush at Library Park which has really opened up access to the river. He showed pictures. The plan is, maintenance employees will keep the brush down by weed-eating etc.

**RECREATION:** Mrs. Williams said the skate rink has been averaging 120 skaters a weekend. She said Mrs. Masten will be at the Middle School Health Fair, February 5<sup>th</sup> and will have an interactive game with prizes. The Daddy Daughter Dance is Feb 12<sup>th</sup>. Mrs. Williams said Mrs. Masten is working on event flyers etc.

**RV PARK:** Mr. Garner said Ms. Smith gave out four eviction notices within the last month. He said he went with her and hand delivered all four and he told the monthlies that they were being recorded and he recorded each conversation. Mr. Garner said there is one guest left that was given a 30-day notice which states the last day is February 6<sup>th</sup>. He said there is a gray line between the distinction of a RV Park and a Mobile Home Park as far as eviction notices for monthly quests. Mrs. Williams said monthlies are considered tenants not guests. There was a discussion regarding eviction notices in RV Parks. Mr. Garner said he and Ms. Smith are working on criteria that will hopefully eliminate some of these problems in the future. He said one application requirement that will help with problem monthlies, will be proof of valid registration and ownership of the RV and tow vehicle.

Mr. Garner said he has a meeting with the county next week to discuss how much of the paving can be finished using the remaining grant monies. He said remember back in 2013, the city worked on the drainage problems free of charge, but it didn't fix all the issues. He said when he and Penny Keller were working on the grant, she said ODOT would take care of the drainage for around 3,000. ODOT put in the swells on the North side of the park by the cabins. Mr. Garner said when he was interim director he received a bill from ODOT for approximately 30,000 for the work at the RV Park. He showed it to Mrs. Searcy and they gave it to Commissioner Fahlgren. Commissioner Fahlgren said he would take care of it. Mr. Garner said he just received a new bill stating that the RV Park now owes approximately 50,000 for the work that ODOT did in at the RV Park in 2013. Mr. Carbaugh and Mrs. Hurt said there was no contract therefore they believe the RV Park does not owe that money.

**BOARD INPUT:** None

**BARNES BUTTE/BLM APPLICATION:** Mr. Garner received a call from Carol Benkosky with BLM. She told Mr. Garner she will send an email with meeting times regarding to the future of the Barnes Butte area. Mr. Garner said Ms. Benkosky is involved with the skate park project team and he feels they will move forward.

**RDI COHORT THREE – SKATE PARK PROJECT:** Mr. Garner said the Cohort three is a group of RDI individuals working in a partnership with Ford Family Foundation to fund raise match funds for a grant to resurface the skate park. The group asked if the district foundation could be used for the project funds. Mrs. Williams said she met with this group and she suggest the foundation board have a meeting with the group. Mrs. Williams also commented that the district budgeted to use 30,000 of SDC fees for a grant match for the east end of Ochoco Creek Park. Mr. Garner asked if the board would consider adding another feature. He said the district should be checking with all the individuals that are going for grants using the district foundation so they will not be competing for the same grant dollars.

**APPROVAL OF BILLS:** Mrs. Hurt made a motion to approve the bills as submitted, seconded by Mrs. Smith. Motion passed unanimously.

### **SIGNATURE AUTHORIZATION:**

Mrs. Williams explained that this motion is for signature authority on the District checking and Foundation accounts and safety deposit box.

Mrs. Hurt made a motion for Duane Garner, Forest Carbaugh, Joey Williams, Barbara Pennington to sign for the district checking and money market accounts; Duane Garner, Forest Carbaugh, and Joey Williams to sign for the Foundation and Foundation Money Market; the district safety deposit box; Duane Garner and Joey Williams. Seconded by Mrs. Smith motion passed unanimously.

### **RESOLUTION #157-2016 - NOTICE OF DESIGNATION OF SPECIAL DISTRICT REGISTERED OFFICE AND REGISTERED AGENT:**

Mrs. Williams read the resolution to the board. She explained that Mr. Carbaugh as the Board Chair is required to sign and have the form notarized. Mrs. Williams asked Mr. Carbaugh to bring the document back as soon as possible so she can get it turned in.

Mrs. Hurt made a Motion to Approve Resolution #157-2016 Notice of Designation of Special District Registered Office and Registered Agent as Submitted, seconded by Mrs. Pennington Motion passed unanimously.

### **RESOLUTION #158-2016 - CREDIT CARD AUTHORIZATION:**

Mrs. Williams read the resolution to the board. Mrs. Hurt made a motion to approve Resolution #158-2016 Credit Card Authorization as submitted, seconded by Mrs. Smith. Motion passed unanimously.

### **PENSION PLAN AUTHORIZATION CHANGE:**

Mrs. Williams stated that the plan administrator and authorized signer for CCPRD pension plan needs to have Duane Garner added. A letter has been drafted to VALIC stating such, and the letter needs to be approved by the board and signed by Mrs. Williams and Mr. Carbaugh.

Mrs. Smith made a motion to approve the change to the pension plan, seconded by Mrs. Hurt. Motion passed unanimously.

**OPA INFORMATION:** Mr. Garner gave an update on this month's meeting. He said Mark Cowen of Oregon Parks and Recreation Department is Director of the grant division and shared the grants available through the agency and what is being funded and available and the district should be looking into the different grant opportunities. He said the RV Park has gotten a grant in the past from this program. He said there is a conversation now between OPA and ORPA to have OPA become a division of ORPA.

### **GRANT OPPORTUNITIES – BIKE PATH LIGHTING – COMMUNITY CENTER:**

Mr. Garner said in his opinion local government grants are better than county opportunity grants but both grant types require match dollars and the grant dollars given are equivalent to the size of the receiving county. He said volunteer hours can be used as match funds for both grants. Mr. Garner said Holly Winslow has applied to Facebook for a grant to place signage along the bike path. He said something to keep in mind is the districts limitations due to not owning the whole bike path. He said she would also like to write another grant for solar lighting along the bike path.

There was a discussion if the city should be an applicant for the solar light project as they own the bike path and received the last grant to upgrade the bike path. The board discussed which areas the district should focus towards for grants as there are many projects to choose from. Mr. Garner said it would be to the benefit of the district to get a recreation building and to look at all possibilities. He said Darcy Bedortha is interested in the Innovation project and is working toward a recreation facility and there may be a possibility to partner. Mr. Garner asked where the board wants him to focus. He said the local government grant is available along with the Ford Family Foundation for the lighting. He said the local skate park would fall into the small grant with the Ford Family Foundation. Mrs. Williams asked Mr. Garner if the district could go for one of these grants using the 30,000 SDC funds as match dollars to fix the tennis courts. There was a discussion regarding the east end of the park and how it could be improved. The board stated they want Mr. Garner to focus on the skate park and tennis court area.

**NEW WORK SESSION FOR POOL COMMITTEE PRIORITIES:**

Mr. Carbaugh said he thinks the committee is moving too fast that they should be working on finding out if the community even wants a new pool. Mrs. Williams and Mr. Garner said the committee has been calling and asking a lot of questions pertaining to finances and such. Mr. Garner said he thinks they could be working on a campaign. There was a discussion on statistics of totals for voting purposes. Mrs. Pennington said she thinks the board should ask Zac Ackley to come to one of the board meetings and fill the board in on what the committee is doing. Mr. Carbaugh asked if the pool committee has established an outline of needs and wants for what the community wants to build. Mr. Garner said there are community people asking what the board wants to build. Mr. Carbaugh asked the question, how long would it take for a new feasibility study. Mrs. Williams reminded the board that the district did not budget for a study for this fiscal year. The district could budget for a study for July and would cost around 30,000. Mrs. Williams suggested maybe the committee should be writing a grant for a feasibility study for the pool project. Mrs. Pennington said until we have a feasibility study in place, the question is, what does the board tell the committee that they should be working on? She said there is no time to put the pool on the November ballot and the district is not financially ready for that and so the board needs to tell the committee that. Mr. Garner asked if it would be a good idea to get pledges from people and businesses to build partnerships. He feels in-kind funds work toward fund raising match dollars.

**NEXT MEETING DATE & ADJOURNMENT:** Mr. Carbaugh adjourned the regular board meeting at 7:05 pm. The next board meeting will be Wednesday February 10th 2016 at 5:15pm at the District Office.

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