

**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, July 27, 2016 was called to order by Mr. Carbaugh at 5:27pm.

Board Members: Forest Carbaugh, Barbara Pennington, Casey Kaiser, Jeremy Logan

Staff Present: Duane Garner, Cassy Sykes

PRIOR MINUTES: Mrs. Pennington made a motion to approve the July 13, 2016 board meeting minutes, Mr. Logan seconded, all in favor.

ELECTION OF BOARD OFFICERS: It was discussed amongst the board to have the board officers remain the same at this time, to possibly reconsider board officer positions in the fall when all board members are present.

Ms. Pennington made a motion to keep the board officer positions the same until further notice, Mr. Logan seconded, all in favor.

FINANCIAL STATEMENT: Ms. Sykes reported that the current checking account balance is \$96,010.44, the current government pool account balance is \$1,073,943.53.

Ms. Sykes reviewed the interim audit findings and the actions that have been taken thus far, most of the findings are to safeguard the District and prevent fraudulent activity. The auditors had some concerns with internal control issues and HR procedures:

- Segregation of duties - the auditors understand that we are a small District so some segregation is difficult but suggested that we do not allow 2 employees to have full access to the accounting system or to the safe where the checks are stored, they suggested allowing Ms. Sykes to have full access to the accounting system and Mr. Garner only have the ability to view the accounting system so that he is not able to make any changes but able to view all portions of the system at any time. This has been fixed through the individual sign-ons for Ms. Sykes and Mr. Garner, Mr. Garner will not have the combination to the safe where checks are stored.
- A second person needs to review and initial all journal entries, Mr. Garner will be reviewing the journal entries.
- A second person needs to review the bank reconciliation upon completion, Mr. Garner will be reviewing the bank reconciliations.
- Suggested that the board reconsider their fidelity coverage amount, that they may want to increase it, current coverage is \$25,000. Mr. Logan asked if we could check with other Districts, such as Madras and Sisters, on how much coverage their board carries. It was also asked to talk to our insurance agent on how much coverage is typical and whether the \$25,000 is for the board as a whole or per board member, Ms. Sykes will gather this information and report it at the next meeting.
- Voided checks – simply writing VOID across a check does not safe guard against a check not clearing through a bank, voided checks should be defaced in some manner, such as cutting out the signature lines, this is more likely to catch attention at the bank since a portion of the check is missing. Ms. Sykes has begun cutting out the signature lines on voided checks.
- Direct deposit payroll checks or EFT payments should not be printed out on actual checks. Ms. Sykes has found a way in the accounting system to remedy this so no direct deposit payroll or EFT payments are being printed on checks.
- Do not allow an employee to sign their own reimbursement check, have a board member that is a check signer come in to sign it.
- I9 forms have been left in the personnel files and the employer portion has not been filled out, it is suggested to remove the form from each personnel file so if the Feds do an audit they only have access to the I9's not to the

entire personnel file and also to complete the employer portion. Ms. Sykes performed a "self-audit" on the I9 forms, they have been separated out from personnel files and filled out to completion.

- Final audit will be September 12-14.

Ms. Sykes stated that the Chamber of Commerce has agreed to pay a portion of the remaining balance due for the skate park in order to get it resurfaced so that the Ford Cohort III can complete the project. Mr. Kaiser stated that the Chamber will split the remainder of the balance 50/50 with the District, up to \$3000.

DIRECTOR'S OVERVIEW:

- Mr. Garner stated that Ochoco Lake is holding water well and the campground has been very busy. We have had several complaints recently about the host and other campers, we have talked to the host and there is some degree of concern there, we will continue to work on the situation.
- Mr. Garner stated that each year we receive funds from the Marine Board to maintain the marina and day use areas of Ochoco Lake and specific funds for maintaining the floating restroom. The District is required to fill out an annual report showing how that money was spent and that the District has matched at least 40% of those funds from our own funds for allowed expenses, we seem to have a problem each year showing enough money being spent at Ochoco Lake for those funds received. Mr. Garner feels it would be a good idea to create a work plan of things that can be fixed or added at Ochoco Lake to show that money being spent. Mr. Kaiser asked if it would be worth taking a couple of board members up to the lake on a tour to get ideas of things that could be done, Mr. Garner agreed that would be good, a time will be set up by Mr. Garner for a tour and board members can attend if available.
- Mr. Garner stated that the paving at the RV Park is almost complete, seal coating and striping will be done by the contractors tomorrow and then they are finished. We now have 2 ADA accessible sites available in the RV Park. There is some additional striping and signs that will need to be put up by our staff.
- Mr. Garner stated that the pool is doing well this summer, the numbers have been up, averaging about 150 swimmers per session for each free swim session on the weekend. The District had a banner made advertising free swim sessions and thanking Ms. Pape, it will be mounted this week on the fence at the pool. Mr. Garner stated that we will get a thank you card and picture of staff by the banner to send to Ms. Pape, she is not on FaceBook so she has not been able to view all of the positive comments for her donation, Ms. Masten has printed off these comments which will be included in her thank you card.
- Mr. Garner stated that the bike park is now complete and has been a huge success. It was asked who will maintain the bike park, Mr. Garner stated that COTA has been given a combo to the lock so that they have access to tools, thus far COTA members have been very active in helping to maintain the park, we have had to do very little maintenance. COTA members have been chaining off the park when bad weather hits so that damage is minimized to the track by ruts being made in wet dirt. Mr. Carbaugh asked if the paperwork had been signed on the bike park yet, Mr. Garner stated that he will get with Ms. Henderson to sign off that the project has been completed and finalize the paperwork.
- Mr. Garner stated that the American Ramp Company was here yesterday with a pump track demo, they set up in the basketball court at Ochoco Creek Park, the company stated that that has been the most traffic they have had compared to anywhere they have set up at. Ford Cohort III had a BBQ set up as a fundraiser for the skate park project at the demo, it did well also.
- Mr. Garner stated that the skate park resurfacing project has to be complete by September 1st, Dreamland Skate Park was the low bidder, they are schedule to have it completed by August 31st.
- Mr. Garner stated that the new cameras mounted in the parks by the police department can now be accessed from the District's computers or phones and the District will be mounting a monitor in the main office so that areas can be monitored by us as well as by police dispatch. Mr. Logan asked who maintains the brush along Ochoco Creek, that it seems if there was better visibility across the creek between the Kiddie Park and the basketball courts that there would not be so much vigilant activity, Mr. Garner stated that it depends on where at along the creek as Ochoco Irrigation District, the landowner or the District maintain certain areas. Mr. Garner stated that a couple of years ago the District along with Young Life and other volunteers chainsawed lots and

lots of brush in the area from the skate park to the covered area near the basketball court and now it is not even evident that they did that, it is just too much brush to continually keep up on, the time and cost would be very high.

- Mr. Garner stated that Ms. Masten is working on the mud volleyball and tri-tip cook off for a foundation fundraiser. Mr. Carbaugh asked if a second court was going to be put in for the volleyball tournament, Mr. Garner stated that not at this point, there is not enough time to get one created and built. Mr. Garner stated that Linda Haden from the foundation's board has been helping Ms. Masten put this fundraiser together. Mr. Garner stated that there has been several donations from various business for this fundraiser, several teams have signed up for the volleyball tournament but no sign ups for the tri-tip cook off yet, Mr. Logan suggested sending the information to Ristine Williams at FaceBook to spread the word, Ms. Sykes will send the information to her in the morning.

BOARD INPUT: Mr. Carbaugh asked if the city had adopted in our rules and regulations yet, Mr. Garner stated that they are on the District Attorney's desk at the County for approval, once they are approved they will become a city ordinance and the police will be able to enforce them.

OLD BUSINESS:

RV PARK EXPANSION: Mr. Garner stated that Ken Falhgren is concerned about the current rates we are charging at the RV Park to monthly renters. It is stated in the contract that our prices should be slightly higher than market value so that private parks do not have to compete against us, we have not changed our rates in quite some time, he feels that we should do an evaluation and reset our rates. Ms. Pennington asked if we have to advise the monthlies currently staying in the park with advance notice before raising rates, Mr. Carbaugh stated that it is 30 days, he stated that monthly renters at an RV Park fall under the standard tenant/landlord laws. Mr. Garner is to gather information on the rates and present it to the board for approval.

POOL COMMITTEE/FEASIBILITY STUDY: Mr. Garner stated that he contacted most everyone on the list that was provided to him at the last board meeting in an effort to form a committee for reviewing the feasibility study proposals, a discussion then took place about who should and should not be on the committee. Mr. Logan stated that the board should set guidelines of what is expected from the committee, with the Director making any necessary decisions that arise. Mr. Garner stated that upon visiting with Anna Logan, who stated she will participate on the committee, she had a list/score card that was used when evaluating companies for the school feasibility study, she emailed it to Mr. Garner, he has reviewed and made some necessary adjustments to better fit our study's needs, he feels the score card will be helpful to the committee in analyzing and choosing a company. Mr. Garner suggested emailing the score card and all of the proposals to each committee member, have them evaluate on their own and then set up one meeting to discuss and chose the best fitting company for our study. Mr. Carbaugh stated that he spoke with a member of the jail feasibility committee, they said it took months to decide on who they would hire for the study. Mr. Kaiser suggested that Mr. Garner email the board members the score card before sending to committee members so that they can look it over and give feedback before sending out. Mr. Garner stated that the pool committee had devised a scope of work to provide contractors to base their proposals on, about half dozen proposals were received, ranging from \$20,000-\$60,000 for the study, the proposals were similar but with varying factors as to how each interpreted what was being asked of them. Mr. Garner showed a typical proposal that was submitted and how it was laid out, stating that most of the companies followed a similar format so it should not be too difficult to use the score card to evaluate each proposal equally. Mr. Kaiser stated that the board should finalize the committee members, it was agreed to have the committee consist of Mr. Garner, 3 executive pool committee members (Jeannie Searcy, Zach Ackley and Susan Crawford), at least four community members that Mr. Garner has been in contact with and those board members that would like to participate, all information sent out will go to each board member regardless. Mr. Logan asked if there is any thoughts about how the community will respond differently depending on the time of year that the study is conducted, it was agreed that could be determined by the company hired to do the study. Mr. Garner will gather the requested information and email to the board, then move on as discussed from there.

TRAIL SYSTEM: Mr. Garner stated that COTA has been working with the County on putting in a trail system on top of the

grade by Apple. At this point the County would like to partner with Parks & Rec for us to take on the recreation piece and are willing to enter a long term lease (99 years) for us to maintain the trails. Ms. Pennington asked if we have enough staff to do this, Mr. Garner stated that the trail system will be very low maintenance since it is basically dirt and sagebrush, more natural than a park like setting, and that currently our staff is busy but if staff is used effectively and to the max then we should be able to maintain these trails. COTA would build the trails and help maintain, we could possibly get volunteer groups to help pick up garbage on occasion. Currently these types of trails are of high interest and priority, grant money is high for trails. It was asked if this type of trail is within our scope for recreation services, that we do not currently have any dirt trails only the paved bike path that we maintain although the city retains ownership of the bike path itself. COTA currently has an intern that is making master plans for trails in our area that will be integrated onto city and county maps and showing how they are connected. Mr. Kaiser stated that he thinks it is a good idea to take this on since it is primitive, low maintenance and COTA does well with helping on maintenance of trails, if it is not of a large cost to the District. Mr. Carbaugh asked what the previous hold up was with the easement in the corner of where the properties meet, Mr. Garner stated that we had gone about it incorrectly before because we cannot obtain an easement for property that we do not own, that the County has to obtain it since they are the property owners. Also Apple has now agreed to move their fence back but the adjoining property owner is still not willing to give an easement unless a large sum of money is paid. Mr. Logan asked who owned and maintained the Lower 66, Mr. Garner stated that the state owns it and COTA helps maintain it. The board agreed for the County to move forward with this, that the District would be willing to maintain the trail system but does not want to pay for surveying or other costs to construct the trails.

NEW BUSINESS:

SCENIC BIKEWAY: Mr. Kaiser stated that the Bikeway Committee needs to define a starting and ending point for the scenic bikeway on the Crooked River Highway, they have designated Big Bend Campground on the Crooked River as their ending point and they are considering the starting point at Rimrock Dog Park or in the area of the proposed RV Park expansion. Mr. Kaiser stated that there is very little required at a starting point, it just needs to have a parking area, restroom and potable water, there will not be a large volume of people at one time on this kind of bikeway starting or ending points. It was suggested that it might be a good idea to have a couple members from the Bikeway Committee meet and look at the options along with Parks & Rec. Mr. Logan pointed out that adding a restroom at the dog park may not be feasible cost wise if there is no monetary support being given from the bikeway committee. Ms. Pennington asked if it would be possible for the Bikeway Committee to put money in for constructing a restroom, Mr. Kaiser stated that once the Bikeway Committee has a plan then they will go to the state Scenic Bikeway Committee for approval and upon approval they will discuss how a restroom or other amenities will be paid for. Mr. Kaiser stated that they are not looking for any kind of commitment at this time, just a plan for a possible starting point so they can propose to the state. The board agreed that the Bikeway Committee can move forward with using one of our properties as a planned starting point.

SCD CAPITAL IMPROVEMENT PLAN: Mr. Garner stated that he would like to get started on a plan for the District's SCD capital funds, to create a list of projects, how much they will cost and when they will be completed, would like to eventually get a 20 year plan laid out for these funds. The board agreed. Mr. Garner will email the board the methodology and restrictions on how SDC funds are to be used, the board members can email ideas to Mr. Garner for projects. Mr. Kaiser and Mr. Logan agreed to meet to whittle down the ideas, then bring a finalized list to the board for approval.

STRATEGIC PLANNING SESSION: Mr. Garner stated that he would like the District to devise a 20 year strategic plan. Mr. Jim Lussier, retired from St. Charles, has shown to be very proficient at this kind of work. We have budgeted for conducting a strategic planning session in our current fiscal year and would like to see if he is willing to come help the District with this. Mr. Kaiser stated that Mr. Lussier worked with the Chamber of Commerce and was very helpful with good organizational planning and that he is very reasonable priced. The board agreed that they would like to continue with this. Mr. Garner will contact Mr. Lussier in about a month to see if he would be available in the fall to meet for a day, possibly in October on a Saturday so that the majority of the board would be available to attend.

APPROVAL OF BILLS: Ms. Sykes explained the new format of the report showing bills and the checks that had been printed for approval, the report also shows the sequence of check numbers. This will be the format presented at the meetings for approval in the future, per prior discussion at the last board meeting and at the recommendation of the auditors. Mr. Logan asked if the report could be turned landscape lay out so it might be easier to read, Ms. Sykes will look into it.

Ms. Pennington made a motion to approve check sequence #33989-34040, Mr. Kaiser seconded, all in favor.

NEXT MEETING DATE & ADJOURNMENT: Mr. Carbaugh adjourned the regular board meeting at 7:32pm. The next board meeting will be Wednesday August 10, 2016 at 5:15pm at the District Office.