

**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 was held at 296 S. Main Street Prineville, Oregon, on Wednesday, August 10, 2016, called to order by Mr. Carbaugh at 5:15pm.

**BOARD MEMEBERS PRESENT:** Forest Carbaugh (left at 6:15pm), Barbara Pennington, Casey Kaiser (left at 6:15pm), Jeremy Logan

**STAFF PRESENT:** Duane Garner, Cassy Sykes, Kristen Masten

**GUESTS PRESENT:** Zach Ackley of the pool committee, Dick Hollenbeck of the pool committee and Mick Tipitino a community member

**PRIOR MINUTES:** Ms. Pennington made a motion to approve the July 27, 2016 meeting minutes, Mr. Kaiser seconded, all in favor.

**FINANCIAL STATEMENT:** Ms. Sykes stated:

- Current checking account balance is \$21,266.36, current government pool account balance is \$1,024,171.56. \$50,000 was transferred from the pool account to the checking account when the RV Park revenue split check to the County was written
- FYE 2016 is finally closed. The County made a decision to split \$90,000 with the Parks & Rec District and allow \$60,000 to be transferred into the RV reserve account which brings the reserve account balance to \$117,489.36. After \$45,000 was transferred from the RV Park to the District, the District ended FYE 2016 with an excess of \$108,699.26; \$62,267 of that was budgeted as cash carry over for FYE 2017.
- Comparison of swimming pool income for 2015 & 2016 showed that July 2015 had an income of \$8,841.30 which included paying weekends, July 2016 had an income of \$9,071.36 which included free weekends; overall our pool attendance and income has increased due to our new swim lesson program and the promotion of our pool through free weekend swims.
- As requested by the Board at the last meeting, our insurance agent (Barry) was contacted in regards to the Board's fidelity coverage, he stated that the bond limit is \$25,000 per event that would trigger coverage not as overall one-time usage. The coverage is for the Board as a whole per event, not per individual Board member. Barry stated that in review of other District Board's coverage amounts, they ranged from \$40,000 to \$100,000; Barry provided information on increases in annual premiums coverage wanted to be increased to \$50,000, \$75,000 or \$100,000. The Board had a discussion on the types of exposure they have, the amounts that an average event could cost them and if they would like to increase their coverage amount. Ms. Pennington made a motion to increase the Board's fidelity coverage to \$100,000, Mr. Logan seconded, all in favor. Ms. Sykes will contact Barry tomorrow morning to make these changes.

**DIRECTOR'S OVERVIEW:** Mr. Garner stated:

- Ochoco Lake has been consistently full on the weekends this summer. The water level is starting to drop quickly, currently there is four docks floating, once the level is at two docks floating then the floating restroom will have to be removed.
- The RV Park is currently full with fair guests. We are checking into our rates compared to other RV parks in the area and surrounding areas, we will share this information with the Board once it is all gathered, we might consider reevaluating Ochoco Lake rates at that time also.
- The swimming pool attendance numbers continue to be good. A new Point of Sale system was installed at the front desk, credit cards and Apple Pay are now accepted, this system should give us the benefits of better reporting and tracking of attendance and inventory, it will also be used at

the Skate Rink and events that we hold throughout the year. Mr. Carbaugh heard that the pool was closed this weekend for an extended period of time, Mr. Garner stated that there was feces in the pool on Friday afternoon and had to be shut down for 12 hours for maintenance but was opened back up in time for the Saturday afternoon free swim session.

- Skip Hinton, the District's Park Maintenance Supervisor, has given his notice to leave the District at the end of August. Currently we opened the position to our staff members only, application deadline is August 12<sup>th</sup>, we will evaluate the applicants the following week, if no staff applies or we do not find a suitable candidate then the position will be opened to the public.
- The City has removed the asphalt at the Skate Park, the City was going to haul in rock but got busy with paving this week so our crews will get the rock hauled in for the base as the contractors will be here August 15<sup>th</sup> to begin the resurfacing project which must be completed by September 1<sup>st</sup>.
- There has been some intentional destruction at the park's playgrounds and in the restrooms, the maintenance crews have been cleaning up several messes.
- There are some homeless camps popping up again, not as many as last year yet but having to do some extra clean up in parks with these.

**RECREATION:** Ms. Masten stated:

- This past weekend was the Mud Volleyball Fundraiser for the Foundation, 6 teams entered the tournament, everyone had a good time and won a prize. We had lots of donations of food and prizes which was a big help this year. Mr. Garner stated that financially it was not a money maker so we will need to come up with a different plan if we want to do this fundraiser again in the future.
- This coming Monday is the start of the final session of swim lessons at the pool. Swim lessons have done very well this summer.
- Flag football will start August 30<sup>th</sup>, 68 kids have signed up so far for the 3 divisions, registration will close on August 19<sup>th</sup>.
- Gymnastics registration opened this week, sessions will start in September.
- The fall guide is being put together and instructors/classes are being sought out. There will be art classes this fall for all ages from 3 years old and up. Class registration will start September 19<sup>th</sup> and the guide should be ready by then.
- Currently working on cleaning out the storage "house" behind the office and the amphitheater to better organize all of the activity and event items that we have.

**OLD BUSINESS:**

**POOL COMMITTEE/FEASIBILITY STUDY:** Mr. Garner stated that he only received a few of the feasibility study proposal evaluation score cards back thus far, there was some electronic difficulties getting the information out to the committee and our board so hopefully the remaining score cards will come in soon. Mr. Carbaugh stated that in talking to Mike O'Hearn, he did not receive any of the information, Mr. Garner stated that he has attempted to contact him on several occasions and will do so again. It was asked of the pool committee members in attendance at the meeting to briefly explain their evaluation thoughts of the proposals.

- Mr. Ackley stated that there was some key elements that he picked out while evaluating the proposals such as one contractor had a grant writer on their staff; one contractor had experience with small town work; a local contractor would know more about our area; some contractors have more aquatic building experience; Mr. Ackley feels that those things should all be considered when evaluating the proposals too, he worries that the voters will be upset if a feasibility study does not take a look at refurbishing our current pool, that we need to look at options at all levels. Feels that Roberson & Sherwood have more understanding because they have been in this community before.
- Mr. Hollenbeck stated that Pinnacle has limited aquatic experience, his preference is Orb since they have aquatic experience and he is prejudice toward them as he had a friend retire from the firm and they are local in Redmond, they would be familiar with our community, so that is to their advantage, however their quote is very high. Feels that BLRB was successful with the school, they did not have a great presentation but have shown good performance on the ground; Roberson & Sherwood he wrote off because in their past reports for the District they did not state if the community was on

board or not for a new pool, there was no fresh thinking from them their second time around on the feasibility study either.

- Mr. Garner read Anna Logan's evaluation – her first choice was Ballard & King, second choice was BLRD and third choice was Orb, she stated that Ballard & King has experience with kind of project.
- Mr. Garner stated that Orb has the most paperwork in their presentation, they cost the most for the study so if they were chosen for the study the Board and pool committee would need to decide if they are going to fundraise the remainder of the money needed above the budgeted amount of evaluate Orb's presentation to narrow down some of the items they would like to be included in the study to bring the cost down.
- Mr. Garner stated that BLRB built the Shark facility in Sunriver.
- Mr. Logan asked Mr. Ackley if they have polled pool attendees yet to get an idea of how many are in-district vs. out-of-district for a possible idea of how many supporters are actually using our pool, Mr. Carbaugh stated that he has not heard of anyone wanting to do a survey of our community yet. Mr. Ackley stated they have used Survey Monkey but felt that mailing out surveys would not be effective due to majority of people not returning them. Mr. Logan stated that having any and all of the information that the pool committee has gathered through any studies would be helpful to support whether to do the study or not.
- Mr. Garner asked if the board will take some time to look at the proposals prior to next meeting and then set a time frame for a specific election they would like to target, then the feasibility study will have a time frame to work with too.
- Mr. Kaiser stated that he thought it was previously decided by the Board to delegate to the executive pool committee the decision of choosing which company to use for the feasibility study, thus the reason for the evaluations and score cards, not for us to argumentatively discuss at the Board meetings.
- It was decided that Mr. Garner will contact the executive pool committee, letting them know to finish up their evaluations and score cards, submit their top 3 choices with a supporting statement and if their choice is one that costs more than our budgeted amount of \$30,000 then they also need to submit valid ideas of how to raise funds or how to cut back the cost of the study.

**NEW BUSINESS:**

None.

**APPROVAL OF BILLS:** Ms. Pennington made a motion to approve check sequence #34041-34098, seconded by Mr. Logan, all in favor.

**NEXT MEETING DATE & ADJOURNMENT:** Mr. Carbaugh adjourned the regular board meeting at 6:15pm. The next board meeting will be Wednesday, August 24, 2016 at 5:15pm at the District Office, 296 S Main St, Prineville, OR.