

**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 The Juniper Art Guild in Prineville, Oregon, on Wednesday September 14, 2016, was called to order by Mr. Carbaugh at 5:20pm.

BOARD MEMBERS PRESENT: Forest Carbaugh, Linda Smith, Barbara Pennington, Casey Kaiser, Jeremy Logan (arrived at 5:35pm)

STAFF PRESENT: Duane Garner, Cassy Sykes, Larry Pennington, Kristen Masten

GUESTS PRESENT: Maryann Carbaugh (pool committee), Susan Crawford (pool committee)

PRIOR MINUTES: Ms. Pennington made a motion to approve the August 10, 2016 board meeting minutes, seconded by Ms. Smith, all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$45,337.14, government pool account balance is \$1,024,390.39.
- Our insurance agent was contacted to increase the Board's fidelity coverage from \$25,000 to \$100,000, as per the Board's request at the previous meeting. The annual premium will increase from \$267.00 to \$466.00 per year, an increase of \$199.00 per year. There is a 2 page application that needs to be completed by the Board, then returned to the insurance agent and the coverage limit increase will be completed.
- Auditors were here this week to gather information for their final audit of FYE 2016. Final audit findings will be discussed at the next board meeting.
- The swimming pool closed as of last weekend, Labor Day weekend. Revenue at the pool increased for summer of 2016 by \$3,631.58, compared to summer of 2015; summer of 2015 brought in \$11,525.95, summer of 2016 brought in \$15,157.53. The increase was partially due to added swim lesson sessions and levels. Pool personnel costs are currently about \$10,000 below our budgeted amount for FYE 2017, with a partial month's payroll still to go out and June 2017's payroll also.

Mr. Carbaugh stated that he would like to step down as Chairman of the Board. Ms. Linda Smith was nominated as the new chairman. Ms. Pennington made a motion for Ms. Smith to become the new Chairman of the Board, Mr. Carbaugh seconded, all in favor.

DIRECTOR'S OVERVIEW: Mr. Garner stated:

- Ochoco Lake is starting to see a decrease in campers and boaters, which is normal for this time of year. The District is looking into making some changes with the water system so that we could possibly stay open longer for the season, for hunters to camp. Mr. Garner and Mr. Kaiser toured the campground looking for possibilities of adding cabin sites, there is about 6 locations that were identified for potential cabins or yurts; these areas were along the main paved loop of the campground which could also facilitate parking for additional sites. The possibility of adding power to these areas will be one of the next steps.
- RV Park continues to be busy. The District is currently working with Campground Automations, getting the new reservation system set up, which will broaden our marketing and reservation convenience for guests. Hope to have the new reservation system operating in October. Mr. Kaiser asked how many guests are currently on the waiting list for monthly users, Mr. Garner said about 60. Mr. Carbaugh asked what is going on with the property and County across the street from the RV Park, Mr. Garner stated that not much is going on at this time, there has been 2-3 potential private RV Parks going in so the County has not been as persistent in developing the property for the RV Park expansion.
- The swimming pool had a great year, Labor Day was the last day that the pool was open.
- Skating rink opened on September 9th for the season. The District did not refinish the floors this year as the school district had lots of items stored in there so accessibility was not good, however the floor is in good condition. The Square (cash register system) was transferred from the pool to the skating rink to be used for admission and candy sales. The District purchased a Wi-Fi hot spot through Sprint, our cellular carrier, to provide internet service to operate the Square, we will also have the ability to accept credit/debit cards. This system worked great at the pool so should be helpful at the skating rink also, it will allow us to track inventory and analyze reports. The District purchased some disco lighting and a fog machine for the skating rink also.

Mr. Garner introduced Larry Penington, the new Parks Supervisor who is replacing Skip Hinton. Mr. Penington has been with the District for several years now as the Irrigation Tech.

PARKS: Mr. Penington stated:

- The floating restroom at Ochoco Lake was pulled out due to the dropping water level.
- Picnic in the Park has come to an end at Pioneer Park, sponsorship banners have been taken down.
- Initial fall clean up and pruning of trees has begun.
- The District purchased a Toro wide area mower. This will enable us to be more efficient with our mowing and less sweeping as we will be able to mow more often. Mr. Garner stated this is a fairway groomer which are hard to find, new they sell for \$70,000, we purchased for \$16,500.
- Interviews for the Irrigation Tech opening will take place later this week.
- A new LED sign is being installed by the Fairgrounds at Pioneer Park. Lee Romine is building the structure to hold the sign, Jason Snider is doing the landscaping. Mr. Carbaugh asked if The District will be able to use the sign to advertise our upcoming events and activities; Mr. Garner stated that the sign will be for large community events but will not be used to advertise our recreation programs. Ms. Crawford asked who will be operating the board; Mr. Garner stated that the Fairgrounds and 9-1-1 dispatch will be.
- Seasonal staff have been leaving gradually as they start back to school, there a couple that are staying on a little longer to help.
- Davidson Field has been striped for flag football. The grass has been cut lower along the painted lines and a growth regulator applied also, this will allow the lines to be more visible and to last longer, this should also help cut the cost of paint needed for the season.
- Bill Siers, our mechanic, will be taking his CDL driving test next week, once he gets his CDL this will cut down on time Mr. Penington has to ride in the garbage truck with him.

RECREATION: Ms. Masten stated:

- Skating rink had a good turnout for opening weekend this past weekend.
- Flag football has about 110 kids in the program. There was a kick-off scrimmage to start the season. League games start tomorrow. The first jamboree will be September 24th in Sisters.
- A guest inspirational speaker, Changing the Game, was at the high school last night, sponsored by the Parks & Rec Foundation. A very positive message was delivered and it was well attended with mostly football parents and coaches. It was followed by many positive comments.
- The fall guide is done and being delivered to businesses around town. There is a lot of new and different classes this season. The Juniper Art Guild is booked Mondays thru Saturdays from October to January. Registration starts this coming Monday for the Fall/Winter season.
- Preparation for Santa's Workshop has begun with meetings and getting projects and supplies ready.
- A new FaceBook page has been created for Parks & Rec, now new pages can be added to our profile and able to invite people to our events and activities. A very positive reaction has been received with the new page, this page will also keep us more connected with the public.

BOARD INPUT: None.

APPROVAL OF BILLS: Ms. Pennington made a motion to approve check sequence #34125-34195 (excluding #34162-34163) with a total amount of \$24,380.77, seconded by Ms. Smith, all in favor.

OLD BUSINESS:

POOL COMMITTEE/FEASIBILITY STUDY:

- Mr. Garner stated that he has adamantly attempted to contact those that were chosen and agreed to be on the executive pool committee to evaluate the pool feasibility proposals; only 3 have returned their score cards, all 3 picked different companies for very different reasons, there is no obvious pick. The pool committee has been very active, donations of about \$2,000 have been received, Ms. Crawford stated that pledges have also been received. There is positive momentum and expectations from the community toward a new pool. Mr. Garner stated that the pool committee is at a cross roads as to if they should continue to raise funds or stop their efforts, suggesting the board make a decision if they feel it is worth moving forward with this or not.
- Mr. Garner contacted the Madras Aquatic Center (MAC) and was able to obtain their operating budget which may be larger than we want to take on; their aquatic budget alone is equivalent to our District's general budget.
- Mr. Garner suggested that we reevaluate what we are asking for that is different than the past attempts for a

pool. Population has not increased to be in our favor, Mr. Carbaugh stated that the number of seniors has increased in our area. Currently the District's boundaries include about 8,000 voters compared to the County's population of 14,400.

- It was pointed out that we need to be sure to do our homework before going to the community with a proposal for a new pool. The community would like to know what we anticipate to spend per year on our current pool versus a new facility. That if we are going to spend \$20,000-\$60,000 on a feasibility study, which is basically buying information, we need to be very specific in what we are looking for and why with the company that does the study. We need to determine prior to the study being conducted what we think the community wants and will support, then have the feasibility study completed to verify our opinions.
- Mr. Logan asked how many times the District has attempted for a new pool. It was stated 3 times. He feels that there is not much direction from the board as to what is wanted by the community and that with 3 failed attempts that if it fails a 4th time that the community will think that we do not have a good feel for what they are wanting and further attempts will be even more difficult. Ms. Crawford stated that with the last attempt the community assumed that we would build a taj mahal, which was too extreme, and the chosen location, Davidson Field, was not desired by the community. The committee has since identified some things that turned off the community.
- Mr. Logan asked if a new pool is something that the District wants to own or propose to have the County build it, then we manage similar to the RV Park, so that their tax base could be used. He feels that the Board needs to be coercive in telling the committee what to go to the community with, so need to decide all possible factors. Mr. Garner stated that if we collaborate with the City and/or County for a pool that another Special District would need to be formed, however 2 Special Districts for recreation cannot exist in an area, so if a Special District was formed for a pool then we would have to dissolve our current Special District of Parks & Rec.
- Mr. Logan asked if the District really wants to spend money on a feasibility study at this time since we do not have all the details worked out, Mr. Carbaugh stated that the Board has already decided to move forward with the study.
- Mr. Kaiser asked if we know the capacity of our tax levy for our voter's district so that it can be determined the size and annual budget of what we can afford. Mr. Logan asked that if we cannot get enough revenue through a tax levy then what will the community have to come up with to keep the pool operating? A suggestion was made to obtain 3 aquatic operating budgets that would be similar to what we are looking at for comparison, along with bond and operating levy information. Ms. Pennington stated that we need to determine what the tax payers can bear, need to see if the jail levy passes or not. Ms. Crawford stated that she is willing to go to the tax accessor for further tax levy information; Mr. Carbaugh and Mr. Kaiser will go to the tax assessor's office to gather information also. Mr. Garner stated that he is nervous about getting the operation bond to pass; an operating bond is only good for 5 years so if we build a new pool will we be able to keep it open; that if the levy is up to renew on the ballot and the economy tanks then it is possible the District will not be able to keep a pool open if the levy doesn't pass. Mr. Carbaugh stated that if we build a pool and the community does not vote for the operating levy then the pool closes.
- Ms. Crawford asked if she could see the MAC revenue figures, Mr. Garner stated that he will email it out.
- Ms. Smith suggested tabling this topic till the next meeting, it was decided that there will be a work session following the next board meeting to determine what should be the next steps in this process. It was discussed what information will need to be gathered for the work session, Mr. Garner stated that he will gather the information and get out it to the board members. Mr. Garner suggested that the Board need to designate the pool committee which should include a couple of our Board members.

SKATE PARK PROJECT: Mr. Garner stated that the skate park resurfacing has been finished, it turned out very well. Dreamland Skate Parks went above and beyond, they added in extra rebar and transitions for ramps.

TRAIL SYSTEM/PROPERTY ADJACENT TO APPLE: Mr. Garner stated that last week the County Court met, he had written a letter to the County Court stating that CCPRD would be interested in a long term agreement with them as the steward of the trail system but that we did not want to incur any expenses for this project, the court has agreed to move forward with this project.

NEW BUSINESS:

OCHOCO LAKE CAMPGROUND IMPROVEMENT PLAN: Will table till a later meeting.

SDC CAPITAL IMPROVEMENT PLAN: Mr. Garner stated that we have to have a plan in place in order to use SDC funds for any projects. The last plan that The District had went through 2016 so a new plan needs to be developed on how we foresee spending SDC funds; the plan can be changed at any time, it is not set in stone once developed. Some ideas that might be considered are: at Harwood Park-removing the playground area; at Ochoco Creek Park-

skate park expansion and parking, parking area off of 4th St, sidewalk addition and trail through the park, parking area for bike path; at the Upper 66 trail system-building a new trail, signage, parking, restroom; at Rimrock Park-project planning to develop property adjacent, restroom, trail system through the park, picnic shelter, river access for non-motorized boating, paved trail to golf course; at Barnes Butte-trail system and parking area; at Iron Horse-trails and parks; at Crooked River Park-pickleball courts; possibly purchasing property next to bike park by Stryker's house; and connecting trail routes to other trails. SDC funds can be used for planning purposes also, not just for projects. Mr. Kaiser and Mr. Logan have agreed to meet with Mr. Garner at a later point to work on developing this plan.

RV PARK RESERVATION SYSTEM: Campground Automations should have our new reservation system ready to go live next month. Monthly spaces will not be available to reserve or rent through the online system.

RV PARK RATE CHANGE: Mr. Garner stated that he had Ms. Karen Smith do rate comparisons with several RV Parks throughout central Oregon. It is stated in our contract with the County that our rates are to be higher than private RV Parks in the area. Mr. Garner provided the proposed rate increases which included increasing monthly from \$360 to \$450/mo, weekly from \$190 to \$228/week and nightly from \$32 to \$38/night; cabins will be at \$40/night for the small cabin and \$50/night for the large cabin; tent site will be \$16; additional adult (over 4) will be \$5/person; a 10% discount will still be given to AAA members and returning guests. Ms. Karen Smith, RV Park manager, is concerned about the availability of Wi-Fi and cable to overnight guests, service is very unreliable, Mr. Garner stated that with the rate increase we can look into something more stable which costs more than our current provider. Mr. Carbaugh made a motion to approve the new RV Park rates, Mr. Kaiser seconded, all in favor.

MOU with HOUSING WORKS at OCHOCO ELEMENTARY SCHOOL: Mr. Garner stated that Tom Kemper submitted a grant for funding for the housing project, he would like to enter into a long term contract with CCPRD to manage the gym; they would block off the interior entrance to the gym so that there was only an exterior entrance. CCPRD would be responsible for the basic utilities of the gym but not any maintenance issues. CCPRD has not had daytime access to a gym in the past so this could be an opportunity to offer more adult enrichment classes. Ms. Pennington asked if it was known how much the utilities of the gym would cost; Mr. Garner stated that he did not know but would look into it; Mr. Carbaugh agreed that it would be a good idea to find out the cost of operating the gym. There is also the potential of CCPRD turning the current playground area into a park, Housing Works has partnered with Neighborhood Impact to plant an orchard in part of the playground area.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 7:08pm. Next board meeting will be Wednesday, September 28, 2016, 5:15pm at the District's Office.