

**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 October 26, 2016 was called to order by Ms. Smith at 5:15pm.

BOARD MEMBERS: Linda Smith, Barbara Pennington, Casey Kaiser, Jeremy Logan

STAFF: Duane Garner, Cassy Sykes, Kristen Masten, Bill Siers, Corey Lopez

GUESTS: None

PRIOR MINUTES: Ms. Pennington made a motion to approve the October 12, 2016 board meeting minutes; seconded by Mr. Logan; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$78,276.02, government pool account balance is \$934,593.14.
- Capitalization and intellectual property policies were ran through Special Districts, as requested by the board, the only suggestion they had was to lower the threshold to \$500 on the capitalization policy but to verify that with the auditor first, auditor still wants threshold at \$5000.
- The Ethics Law Best Practices Checklist is due November 15th, it was given out at the last board meeting, board members turned in their checklist, Ms. Sykes will submit the information to SDAO to receive an additional 2% discount on our liability insurance premiums.
- Skating rink revenue is up compared to October 2015. In October 2015, revenue was \$2,782.53; thus far in October 2016, revenue is \$2,700, there is still one more weekend in October to be added to that figure, the remaining weekend in October does have our annual Halloween party, skating rink has been averaging \$400/weekend this season.

DIRECTOR'S OVERVIEW: Mr. Garner stated:

- He and Mr. Kaiser have been at a Chamber conference in Eagle Crest today and will be again tomorrow.
- OPA and ORPA are merging; he, Ms. Masten and Mr. Pennington will be attending an ORPA conference in November.
- The host at Ochoco Lake pulled out this past Monday, the campground will be closing to campers at the end of this week; the bath house has been winterized just as the hot water heater went out on the last day.
- The City has approved the name change of Library Park to Gervais Park. Mr. Kaiser stated that Mr. Gervais's care taker contacted the Chamber to see if there can be a dedication held while Mr. Gervais is still living; Mr. Kaiser stated that a ribbon cutting can be done; he will contact the care taker to set up a date and time. Mr. Garner stated that a committee had originally named that park The Library Outdoor Learning Center, he would like the new name to be 'Gervais Park – The Library Outdoor Learning Center', the Board agreed.

PARKS: Mr. Garner introduced Bill Siers who is the maintenance mechanic and Corey Lopez who is the irrigation tech.

RECREATION: Ms. Masten stated:

- Santa's Workshop will be held on November 19th, looking for volunteers.
- Flag football ended this past weekend; had a good season. There was about 300 players here for the final tournament, 4 teams from Sisters and 6 teams from Madras participated along with our local teams.
- Basketball for Kindergarten through 2nd grade started last night, there is 4 teams so far.

RV PARK: Mr. Garner stated that the RPF has been sent out and the pre-bid meeting will be held November 11th.

BOARD INPUT:

- Mr. Garner stated that he received a request from the Board to keep the length of Board meetings to one hour; he reminded them that they are in charge, they can keep the length of the meetings as they feel necessary. One concern is of guests who are not on the agenda, Mr. Kaiser suggested that there be a standing item on

the agenda for unannounced guests, to give them 5 minutes to speak or give them the option to be put on the agenda for the next meeting; Mr. Logan stated that a standing item on the agenda allows them to talk, the Board can interrupt after the allotted 5 minutes and explain to them that they can be added to the next meeting's agenda; allows us to be friendly and inviting to at least allow them to state why they are there; Mr. Kaiser stated that if the Board allows them to speak for a few minutes then it gives us time to research the subject if necessary prior to the next meeting. Ms. Smith suggested having the employee reports only once a month, having more of just business items at the second meeting of the month; Mr. Kaiser asked if the Board wants staff reports at the meetings or if Mr. Garner can just report in his written overview but that if there is something new happening in the parks or recreation that the employee is more aware of or educated on then Mr. Garner is then to have that employee at the meeting; can allow for an announcement time during the agenda.

- Mr. Logan requested that on the next Board meeting agenda that changing the start time of Board meetings be discussed.

OLD BUSINESS:

UPPER 66 TRAIL – CONTRACT WITH THE COUNTY: As previously discussed, the lease agreement that was originally submitted to Parks & Rec by the County was not a simple one, the County wanted Parks & Rec to take responsibility for everything and anything that could happen or that has happened on the property. Mr. Garner met with Seth Crawford a County Commissioner, Jeff Wilson the County's Attorney and Spencer Rockwell of Special Districts to discuss the concerns and intents of the lease agreement. The lease agreement has been modified with some of the following modifications: if someone is to sue Parks & Rec for activities on these grounds, the County does not get to choose our lawyer, we will be allowed to have Special Districts represent us; if DEQ comes in for environmental reasons, it was previously stated that we would be liable for anything discovered, this has been changed so that we are only liable from the lease date forward, the County will be liable for anything that involves the past. Special Districts is concerned that if we make improvements and the County decides they want out of the lease it leaves the door open for whether they will be required to reimburse us or not, as they want to depreciate out anything over a 20 year period till there is no value; if we build anything this could be of concern and anything we do after 20 years they do not have to reimburse us for if the contract is broken. Mr. Garner feels that the lease is at a point that he is comfortable taking it on, to allow COTA to begin building trails, knowing that there is strings attached if we decide to build something which at that point we can come back to modify the lease or the ownership, liability issues have been handled though. Mr. Logan asked if we wanted to address the capitalization questions of this property now; Mr. Garner stated that this is about as good as it is going to get for now with the current politics that are going on. Mr. Garner stated that Mr. Rockwell talked to the City Planner, the City does require an application for site plan review, the District has to obtain permits which are approximately \$150, the County will pay for partitioning. Mr. Garner stated that with this lease we are taking liability of getting sued if something happens on the property but can manage the land the way we want, wishes it felt more like a partnership then a liability that we are taking on. Mr. Kaiser made a motion that the lease agreement for the Upper 66 Trails be executed; Mr. Logan seconded; all in favor.

SDC IMPROVEMENT PLAN: Mr. Garner presented the new SDC Improvement Plan to the Board, stated that it can be changed at any time.

Mr. Logan made a motion to adopt the new SDC Improvement plan as presented; Ms. Pennington seconded; all in favor.

POOL FEASIBILITY STUDY: Mr. Garner stated that he met with the pool committee, all were in agreeance to contract with BLRB, a new scope of work was submitted to them. Mr. Logan asked if there is an election date we are shooting for, spring or fall? Ms. Pennington stated that to have it on the spring ballot the information has to be to the County Clerk in February and that if we are the only entity with a measure on the ballot and not the County then we would have to fund the entire election which is about \$30,000; for a fall election it is known in August if any other entities will have anything on the ballot.

FOUNDATION BOARD UPDATE: Foundation Board is a good solid set right now, still looking for one more Board member. It was decided at the last meeting to revamp the scholarship program; there is no policy for how scholarships are to be given out, has just been left up to the staff to decipher; would like to change the name of the program and make it more inclusive of all ages.

NEW BUSINESS:

SDC PAYMENT PROCESS: Mr. Garner stated that he was contact by Josh Smith of the City, they are considering giving builders an option to defer payment of fees for 6 months, wondering if the Board would like to do the same with

SDC Fees, it allows the builder to attempt to sell the house without the burden of all fees up front. Motion was made by Mr. Logan to adopt the same collection process of SDC Fees by the City as the City is adopting for collecting their fees; Mr. Kaiser seconded; all in favor.

OUT-OF-DISTRICT FEES: Mr. Garner stated:

- Currently the District charges out-of-district fees to participants of classes/activities that reside outside of our District boundaries, the idea has been that those participants that live within the District boundaries pay taxes so they get a price break; however tax dollars only fund recreation staff salary, not the activities or classes.
- Currently recreation classes are very low in attendance, getting rid of out-of-district fees may help enrollment.
- Out-of-district fees do not generate much revenue – FYE-\$536.00, FYE 2016-\$741.16, FYE 2017 (to date)-\$188.22.
- Discussion amongst the board ensued about if out-of-district fees for activities/classes and park reservations should be done away with; it was agree to get rid of the fees for activities/classes and park reservations but if a facility has a bond attached to it then out-of-district fees will be accessed accordingly.

Mr. Kaiser made a motion to get rid of out-of-district fees for activities/classes and park reservations; Mr. Logan seconded; all in favor.

APPROVAL OF BILLS: Ms. Pennington made a motion to approve the bills as submitted – check sequence #34305-34346, in the amount of \$34,372.89; seconded by Mr. Kaiser; all in favor.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 6:49pm. Mr. Garner stated that the November meetings will need to moved to the 3rd and 5th Wednesday of the month due to the RPF for the RV Park Laundrymat and the Thanksgiving Holiday, meetings will be November 16th and 30th. The next board meeting will be Wednesday, November 16, 2016, 5:15pm at the District Office.