

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 St. in Prineville, on Wednesday, March 23rd, 2016 was called to order by Mr. Carbaugh at 5:15PM.

Board Members: Forest Carbaugh, Linda Smith, Barb Pennington, Cindy Hurt, Donna Pennington

Staff Present: Duane Garner, Joey Williams, Skip Hinton, Arlyce Perkins

Guests Present: Darcy Bedortha

PRIOR MINUTES: Mrs. Hurt made a motion to approve the March 9th, 2016 board meeting minutes, seconded by Mrs. Smith. Motion passed unanimously.

FINANCIAL STATEMENT: None

DIRECTOR'S OVERVIEW: Mr. Garner said that there has not been near the number of applications received for seasonal positions this year as there has been in previous years even though we have done a fair amount of advertising. He said typically the District would be interviewing for pool staff this week, however at this time we do not have enough applicants to fill all of the positions. Mr. Garner said that we will be able to offer a lifeguard certification course this season as our pool manager is completing the training necessary to be able to offer this class. This should be a nice incentive to our prospective employees as it will cost less than what Redmond charges and we can do it locally. We are currently working on dates for this class and should get them out soon. Mr. Garner said that there are several lifeguard applicants, some of which have worked for us in past years, that are related to the current pool manager. According to CCPRD policy concerning nepotism, they do not qualify for employment this season. Mr. Garner also stated that we have applicants for maintenance position that also might pose some issue to the nepotism policy the way it is currently written. There was a discussion among the board of directors about this issue and Forrest Carbaugh asked Mr. Garner what his recommendation to the board is. Mr. Garner stated that he would like to wait until the next board meeting before making a specific recommendation.

Mr. Garner said that Mr. and Mrs. Bob Baker will be the camp hosts for the month of April and then there will be someone else coming in to Host.

Mr. Garner recommended to the board that the district consider budgeting for a board retreat and hire a facilitator to assist us next year in our goal and vision setting. He said he spoke with Mr. Lazeer, (retired CEO of Saint Charles) who owns a consulting firm, and he is willing to assist us in this process. He would take us through a strategic planning workshop and help us develop a clear path forward. The board was receptive to this idea and asked Mr. Garner to look into the cost of setting this up.

See Directors report. **Attachment. A**

BOARD INPUT: None

PARKS: Mr. Hinton said irrigation in all of the parks has been turned on and tested. Ochoco Lake campground has been clean-up, the water level is high and the floating restroom has been launched and secured. He said the campground will be ready to open on April 1st.

RECREATION: Mr. Garner mentioned that there will hopefully be a Tri Tip cook off during this year's Mud Volleyball Tournament on August 6th and hopes the board members will pass that information around the community to aid in support of a good competition. The annual SOLV clean-up day is on April 16th, and we are looking forward to a good event. The annual fishing derby is also coming up in May, so please consider helping out with these events.

RV PARK: Mr. Garner said the park is full to the designated capacity with monthly guests and daily and weekly guests are increasing. He said we are trying to keep 30 sites open for daily and weekly, and the remaining 51 sites are monthly. He said there is a Maintenance employee working at the park now.

ONE, FIVE & TEN YEAR GOALS: Mr. Garner gave an overview of the districts one, five, and ten year goals. **See attachment B. (revisions are reflected in the attachment)**

There was a discussion regarding the goals and some items were added.

- Mr. Garner said he would like to see a better quality guide published and perhaps we could improve our means of advertising. Mrs. Williams suggested that we not mail the guide to everyone in our system as this is very costly. She believes that we could reach more people by placing the guides in key places in the community and save money on mailing programs. That savings could be used to help with the upgrade of the guide.
- Mrs. Williams said the district needs to add to the one-year goal and make it a priority to update the district policy manual. She said it is long overdue.
- Mrs. White said to please add to the one-year goal for completion of signage of parks and completion of the disc golf course.
- Mrs. White said she would like to research the possibility of installing power to all the camp sites at Ochoco Lake campground. Mr. Garner said it should be added to the 2-5 year goals.
- Mr. Garner would like to look at a 2-5 year goal for some remodeling of the Juniper Art Guild.

Mrs. Pennington made a motion to approve the one, five, and ten year goals with the updates noted above. Mrs. Smith seconded. Motion passed unanimously.

APPOINTMENT OF BUDGET COMMITTEE MEMBER: Mrs. Williams stated that there is one position to fill this year on the budget committee. Mrs. Williams stated that Mrs. Searcy, Mrs. Haden and Mrs. Kee are all interested in being on the budget committee. Mr. Carbaugh and Mrs. White agreed that Mrs. Searcy would be a good candidate due to her experience with the district.

Mrs. White made the motion to appoint Mrs. Searcy to the budget committee, Mrs. Pennington seconded. Motion passed unanimously.

RV COMMUNITY / LAUNDRY ROOM DESIGN: Mr. Garner presented the proposed design of the community room / laundry to the board. Mrs. White asked if the county would pay for the laundry construction. Mrs. Williams reminded her that the board approved to reallocate funds from the

picnic tables to the construction of the laundry/meeting room. Mr. Garner said that district employees would handle the interior design. He believes it will be a good income generator and provide a nice community area for visitors staying at the RV Park. Mr. Garner said he will be attending a meeting with the County to look over the plans and get approval for the use of the building.

BIKE PARK: Mr. Garner stated that the contract between COTA, Dirt Mechanics and the District has been signed. There was a news release and a story published by the Central Oregonian. The project is slated for construction June, 2016.

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

DARCY BEDORTHA: She presented her interest in a program called Innovation Station. She said at the core of what she wants to do is have a place for 14-25 yr age group to go and learn skills which has been developing over the last 7 yrs. She said some of the most popular projects the volunteers are starting out with are art and music, and other things can be added with the help of volunteers like homework help, resume help, and cooking and that she has some great volunteers that are willing to teach multiple skills, and daily skills as well. She said part of the goal is to connect with those hanging out in the parks and to build relationships. She said she has the use of a database to do back-round checks on volunteers. She said while the participants are in the building there is always supervision. There was discussion on how the building and other things needed would be paid for. Ms. Bedortha said they have gotten grants and will continue to apply for grants to help pay for needs. She said she is working on grants to cover a building and other costs like insurance, and that insurance for a nonprofit is expensive around 8000.00. She said she has filled out applications for insurance and has not heard back and was wondering if there would be a possibility for a partnership with the district and be under the district Insurance. She said they might consider a membership fee like a health club for adults and it is free to kids now but maybe down the road there could be changes. She said she would like to keep up on the district classes offered as not to duplicate classes. She said she is looking for a building. Mrs. Williams asked her if she talked with Lutheran Family Services about one of their buildings on 4th Street. Ms. Bedortha said they are talking to them about a building and it could be the same one. Mrs. Williams will check on district insurance and if there is a possibility to help the program that way.

EAST END OCP GRANT DISCUSSION: Mr. Garner said there was around 60 people at the art guild for the skate park design meeting. The room buzzed with excitement and the representatives from Dreamland Skate Parks said they were impressed with the turnout.

Mr. Garner said he is working on a grant for \$330,000 to build a new skate park adjacent to the old one and to renovate the tennis courts. He said there will be parking added that will meet ADA requirements and additional lighting added. Mr. Carbaugh asked Mr. Garner if the City would contribute funds to the match portion of the grant. Mr. Garner said the City is willing to prep the parking area and grub out the site for the skate park. The value of this work will be used as in-kind match for the grant. Mr. Garner stated that if the board approves the resolution, they would be allocating \$130,000 of SDC dollars for matching this grant. Mrs. Williams stated SDC funds can only be used for new or expansion not improvements. Mr. Garner said SDC funding will be allocated toward building a new skate park, the remainder of the grant would pay for the tennis court renovation and other aspects of the project. Mrs. White said, if the district has the funds and

they can be used without bending the rules, she would approve. Mr. Garner said he will check into her concerns, but he feels the project is within the scope of our SDC methodology.

RESOLUTION # 160-2016 APPROVAL FOR EAST END OCHOCO CREEK PARK GRANT: Mrs. White made a motion to approve Resolution number 160-2016 to apply for a local government grant. The motion was Seconded by Mrs. Pennington. Motion approved unanimously.

OCHOCO ELEMENTARY GYM AND PARK DISCUSSION: Mr. Garner said Mr. Kemper with Housing Works has entered into an agreement to purchase Ochoco Elementary grade school. Mr. Kemper has approached the District to see if we would be interested in partnering with them on managing the gym. Mr. Garner said the Housing Works would want to enter into a long term lease agreement with the district. He said the district would have to assume the utilities and other building maintenance. Housing works will be in touch with CCPRD as their project moves forward.

NEXT MEETING DATE & ADJOURNMENT: Mr. Carbaugh adjourned the regular board meeting at 7:25PM. The next board meeting will be Wednesday, April 13th, 2016 at the District Office.

Attachment A.

CCPRD Director Report:
Wednesday, November 23, 2016

Staff

We have completed most maintenance staff interviews and have quality applicants to fill our positions. We did not receive very many applications this year but have enough returning maintenance staff that the crew should be in good shape. The pool staff however is not in as good of shape. We typically conduct interviews for the pool staff this week (spring break) but at this point do not even have enough applicants to fill the current openings. Two applicants are related to the pool manager, (Michael Estes) and do not qualify for employment due to CCPRD's policy on nepotism. One of the applicants has worked for the district for the past three years and is our most experienced lifeguard. I would appreciate some input from the board as to how to handle this situation. If we hired every applicant at this point time we would be able to function, however it would still be tight.

Ochoco Lake

We have new hosts for Ochoco Lake, Bob and Betsy Baker. Bob has been a parks manager in Florida and brings a lot of experience with him. Stop by visit them, they would love to meet you. Ask Bob about the gators he used to find in his park! Bob and Betsy are moving up on Monday the 27th and we plan on being open by April 1st.

Skate Park and Tennis Courts in Ochoco Creek Park

The design meeting with Dreamland Skate Parks and the community was great! There was approx. 60 people crammed into the Art Guild. The audience was primarily young people but there was a handful of adults as well. One man in attendance drove over from Portland to attend the meeting because he was involved in the building of the old skate park and is excited about the project. The excitement in room was extremely motivating and the Dreamland owners said this was the largest gathering of youth they have seen show up for one of these meeting if a very long time. There was a lot of interaction with everyone and the kids drew sketches of features they would like to see incorporated into the design.

We have received a number of letters of support from the community that we can include in our grant application which include: Facebook, Robertson Ford, Ford Family Foundation Cohort III, City of Prineville, Crook County and other citizens. The grant application is due on April 1st and is close to being complete.

The City of Prineville is willing to contribute to the skate park project by removing the existing asphalt from the park and bring in 4" of gravel to prep the site for concrete. They are also willing to prep the off street parking area and prep the new skate park area for construction. This is a HUGE cost savings!

RV Paving

We had the RV Park paving pre-bid meeting yesterday and nine contractors showed up. There were some minor changes that needed to be made to the bid to clarify the scope of work but hopefully we should see some bids by tomorrow!

Bike Park

The contract between COTA, Dirt Mechanics and CCPRD is signed and the project is scheduled to start in May and be completed by the end of June!

The City of Prineville is willing to donate fill material to assist in the bases for the park.

RV Park Community Room and Laundry Facility

I have requested from Crook County to utilize the current green shop storage building and convert the back portion into a community room and laundry facility. The request will be on the next County Court meeting agenda and we should have an answer soon. The plans are complete and we are moving forward on the project. The RV Park is doing well financially and it looks as though we will be able to start this project in the near future.

Duane T. Garner
Executive Director
Crook County Park and Recreation District

Attachment B.

Crook County Parks & Recreation District Goals 2016 / 2017

One Year Goals

Strategic Planning

- Update 20- year comp. plan. Specifically work with local government to develop a comprehensive trail plan.
- Update the District policy manual.
- Researching recreation facility options.
- Continue working toward management of Barns Butte.
- Develop a playground equipment inventory and improvement plan.
- Work with local government and Kiwanis on construction of a splash pad.
- New skate park and tennis court rehabilitation local gov. grant application and project planning.
- Implement annual strategic planning session for the board of directors.

Recreation Programs

- Put on a fundraiser to raise support for our scholarship program.
- Increase the quality of our advertising materials and distribute them to effective sources.
- Expand our recreation programming to meet community needs.
- Focus on programing targeted at 50+ age group.
- Implement new swim lesson program.
- Program for health and wellness.

Park Projects & Capital Improvements

- Continue working on park signage. Main park sign in each park as well as rules and info.
- Phase one of Ochoco Creek Park south side irrigation system.
- Complete the disc golf course.

Two to Five- Year Goals

Recreation Programs

- Pursue recreational grant opportunities.
- Implement programs targeted at 50+ age group.
- Establish a senior scholarship program.
- Securing a recreation facility.

Park Projects & Capital Improvements

- Remodel Juniper Art Guild.
- Aquatic Facility
- Develop a plan to utilize the properties on S. Main St.
- Implement playground improvement plan.
- Remodel covered area at Harwood Park.
- New pump station at Crooked River Park

Five to Ten Year Goals

- Implement findings of 20 - year comp. plan update.

RV Park One Year Goals

Park Projects & Capital Improvements

- Renew the RV contract with Crook County.
- Build a community room / laundry facility.
- Sell concessions
- Update the reservation system.
- Purchase new computers.
- Install satellite TV system.
- Build a pump-house and add filtration for the irrigation system.

Two to Five- Year Goals

Park Projects & Capital Improvements

- Replace picnic tables.
- Install picnic table pads.
- Update the irrigation system in the sites.
- Install BBQ's.
- Hot tub installation.

Ochoco Lake One Year Goals

- Update contract with Crook County
- Research BLM property across the HWY.
- Implement an online reservation system.
- Interpretive programing.

Two to Five- Year Goals

- Replace small vault toilets in day use area.
- Repair the curbing in the parking lot.
- Update hiker / biker sites.
- Add concessions.
- Cabins / yurts.