

**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, April 13, 2016 was called to order by Mr. Carbaugh at 5:15pm.

Board Members: Forest Carbaugh, Linda Smith, Barb Pennington, Cindy Hurt, Donna White. Cindy Hurt left early at 6:20

Staff Present: Duane Garner, Joey Williams, Arlyce Perkins. Ms. Perkins left early at 6:30

Guest Present: Jeannie Searcy, representing the pool steering committee.

Prior Minutes: A motion was made, seconded, and passed unanimously, to approve the minutes of the March 23, 2016 meeting. Ms. Perkins will no longer be taking minutes of meetings due to her part time status. Ms. White agreed to take minutes of the remainder of this meeting and continue to take minutes until someone else is appointed. Mr. Garner said it is customary for most organizations to have a member of their board take minutes. Mr. Carbaugh said he would look into it.

Guest Input: Jeannie Searcy said she was here to represent the pool steering committee. She stated the feasibility study contractor the Parks district has worked with in the past also provides architectural services. She said the feasibility study has not been updated for 10 to 11 years, and her inquiry about the possibility of having an update may not be possible if the demographics have changed according to the contractor. The possibility of a new study was discussed and Mrs. Searcy stated it could cost \$20 - \$30,000. She suggested the district check with Special Districts to see if we would need to go out for RFPs and to answer Ms. White's inquiry about whether the district would need 3 bids. Ms. Searcy stated the pool steering committee has acknowledged passing a bond and levy will be tough, so they want to get some grants written. She noted the larger corporations such as Facebook weren't in our community when they last tried to pass a ballot measure for a new pool, so the large corporations may be another avenue of revenue when writing grants. She stated the cost will probably be 13 million or more for a new pool. Mr. Carbaugh asked if the feasibility study includes a survey. Jeannie replied that she was not certain. Ms. Williams stated that the pool committee has put out a survey via Survey Monkey in an attempt to get public input on a new pool. Ms. Searcy stated that the district budgeted \$16 - \$17,000 for a feasibility study and that it is being considered by the pool steering committee to put it on the May 2017 ballot, if not November. She stated the library levy will be paid off in 2018. She said the committee is working on fund raising ideas.

Financial Statement: Ms. Williams stated that the District budgeted to receive \$33,000 in SDC fees in 2015-2016. To date we have received \$78,000.

Mrs. Williams continued with financial review and stated tax revenues are only \$50,780 shy of total tax revenues budgeted for the year as of the end of March. At this point it is looking like the District will be able to make the budgeted transfers. Ms. Williams stated overall, the majority of the revenue has been received and the district is doing okay. We are 84.8% on target for revenues, personnel, savings, salaries, taxes and benefits. She stated the budget item Materials and Services is doing really well. Recreation, including miscellaneous classes and some year around classes, are doing really well. She continued by stating the new firearms class is doing very well. Contractual budget item, also doing well.

Capital outlay is doing well. Fund 30 - Ochoco Lake is receiving revenues and RV transfer license fees are coming in. She said the RV Park is doing well, but stated the expenditures are greater than what was budgeted for as a result. She recommended a funds transfer to increase Utilities would take care of the higher expenditures. She said administration transfers are up and we still have 3 more months. She said the RV Park and Ochoco Lake campground are revenue generators for the district, but also said those must always zero out and the county must be paid their portion.

Director's Overview: Mr. Garner stated that the new Parks Supervisor, Skip has graphic experience and has reworked our logo. Mr. Garner showed the board members his new business card with the new logo.

Mr. Garner said the water is high at Ochoco Lake and it sets a picturesque scene at this time. Mr. Garner said the pool staff interviews have started and he has concerns that three viable applicants are related which may violate CCPRD policy if hired. He said maintenance staff interviews are done for the season. He added Crooked River Park now has city water. Mr. Garner also reported that Ochoco Creek Park restroom was vandalized badly and that he would like to have new cameras installed to help prevent vandalism. Mr. Carbaugh made an inquiry about the status of new Park rules. Mr. Garner replied that it's not been added to the City Council meeting agenda as of yet. Mr. Garner told members there will be a walking tour of the Barnes Butte trail Friday, April 14th at 10am with BLM representatives.

OLD BUSINESS:

Skate Park Update

Mr. Garner said the grant for the skate park and tennis court project has been submitted. We received a number of letters of support from the community for this project. He said the Ford Family Foundation Cohort III leadership committee is working on raising funds to repave the existing skate park. They have nearly completed their goal of \$5000 and the project is looking like it will happen this summer. Mr. Garner said there has been \$3,600 raised at their ice cream social and another \$1,230 in "brick sales" that will go towards matching the available grant through the Ford Family Foundation.

RV Park Laundry Facility Update

Mr. Garner gave a RV Park laundry facility update - the county has formally approved the request for the laundry facility and a contract is in the works for using the county owned building on the adjoining tax parcel.

RV Park Paving Bids

Mr. Garner is working on a new lease agreement with the county for the RV Park. He said bids are in on paving the RV Park and the lowest bid was \$90,000 and there's \$60,000 left in the grant. All bids were declined and Mr. Garner is working on a new scope of work to utilize the remaining funds. He stated that we are not going to be able to finish to remaining paving that needs in the park with the funds left in the grant. He recommended that we go out again for a county opportunity grant in 2018.

NEW BUSINESS:

Approval of Bills

Ms. Pennington moved to approve the bills submitted, except for a secure shred invoice will be corrected to \$84.10. Ms. Smith seconded and the motion carried.

Budget Officer Appointment

Ms. Smith moved to appoint Mr. Garner as budget officer for fiscal year 2016-17, Ms. Pennington seconded it, and the motion carried.

Budget Review – Personnel Services

Ms. Williams requested to be allowed to give 40 hrs. of sick leave to Ms. Masten. Ms. White requested to allow Ms. Williams to give 40 hours of her sick leave that she will not be receiving because she has resigned to take another position, to Parks Recreation coordinator Ms. Masten. This would enable Ms. Masten to complete her maternity leave without any financial burden. Ms. White made a motion to approve this request, Ms. Smith seconded, the motion was unanimously approved.

Ms. Williams discussed the General Fund, stating that the board has authority to make changes to Personnel Services. The current salaries are based on a scale implemented by the previous director. Mr. Garner suggested the Recreation Coordinator be moved from a grade 5 to a grade 6. He said this would bring this position on the same grade as the Irrigation and Mechanic positions. He said that grade 5 is possibly not a necessary grade to keep in effect. Ms. White stated we should probably leave it there in case someone was to fall under that category. Ms. Williams recommended having a whole conversation to change the pay scale at some point. Mr. Garner said he recommends moving Recreation Coordinator, Ms. Masten to Step 3 grade 6 and also to move maintenance worker Ms. Sharp up a step, stating it was time her pay was increased too.

Ms. Williams asked if the board was in overall agreement on pay scales. She stated the Business Manager and Park Supervisor are at the same rate of pay. She said workmen's comp ins. went up to 2.02 and it was 1.56 so that line item may need to be increased. She said the district is okay on health insurance at this time and recommended staying with the same plan provider at this time.

Ms. Williams stated her last day is April 15th and that she is moving on. The Board members all indicated their approval for her hard work and dedication to and for the district these past nine years. Ms. Hurt said she had not received the letter of resignation in her email that the rest of the board members received. Ms. Williams said she sent it to the email address on record for Ms. Hurt and she may need to review that.

Bobby Kennedy Park Property

Mr. Garner stated that Bobby Kennedy, contractor met with him about property on the bluff behind the high school and told Mr. Garner that he's planning a housing development and also planning open space for a park. The project is in preliminary planning stages.

Next Meeting

The next meeting is scheduled for April 27th at Juniper Art Guild.

The meeting was adjourned at 7:07pm by Mr. Carbaugh.