

**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 May 11th, 2016 was called to order by Mr. Carbaugh at 5:17pm.

Board Members: Forest Carbaugh, Linda Smith, Barbara Pennington

Staff Present: Duane Garner, Cassy Sykes, Kristen Masten

Guests: James Good with Good Bike Company in Prineville, also the Chair of the Tourism Committee of the Chamber of Commerce (Mr. Good left early at 7pm).
Jeremy Logan.

PRIOR MINUTES: Ms. Pennington made a motion to approve the April 27, 2016 board meeting minutes, seconded by Ms. Smith. Motion passed unanimously.

Mr. Garner asked the board if there had been a decision made on who will take the minutes for the meetings going forward, it was discussed what the job description of the board secretary's duties are, Mr. Garner will look into it. Mr. Carbaugh stated that Ms. Sykes should not take the minutes as she needs to be involved in the meeting not busy taking minutes, he would like the district to obtain and recorder for recording the meetings then it can be transcribed at a later time.

FINANCIAL STATEMENT: Ms. Sykes stated that the current checking account balance is \$159,511.28 and the government pool account is \$1,073,494.97, there will be an up to date financial statement provided at the next meeting.

Mr. Carbaugh asked about how the SDC fees were coming in, Ms. Sykes stated they are coming in as expected, will provide more information on them at the next meeting.

DIRECTOR'S OVERVIEW: See attached Director's Report.

STAFF AND BOARD INPUT:

RECREATION: Ms. Masten stated that the Fishing Derby the past weekend went well, had over 90 participants. June 10th is the Ice Cream Social at the swimming pool, the pool committee has volunteered to serve the ice cream, ticket sales will start at 12:30pm. Tomorrow (May 12th) is the Career Fair at the Crook County High School. May 18th-19th is the pool operator's class. May 26th is mock interviews for the junior class at Crook County High School, Ms. Masten will participate in it again this year as she did last year.

Ms. Masten stated she is working on the new program for summer activities, signups for this will start on Monday (May 16th), unfortunately on Monday (May 9th) her computer crashed just as she about had the program finished, she will has started recreating the program on another computer in a different software and is hopeful that she will have it complete in time for printing.

There will be some new classes offered which include photography, bike classes at the new bike park, yoga in the park, Mary Beyer from the Wine Down Ranch is setting up some events at her ranch which will include wine tasting, yoga hikes one day per month, her daughter would like to do some backpacking classes.

Ms. Masten asked that if anyone knows of contacts for nature hikes, star gazing, birds or flowers to let her know as she would like to get classes for those activities also.

Swim lessons start on June 13th.

The football program will be expanding to include Madras, La Pine and the Sisters tournament. Would like to do a community football recreation program for next year, looking into the coordination and rules. Also possibly a

basketball community program.

RV PARK: Mr. Garner stated the park has been busy, of the 81 sites 30 are open for daily/weekly renters, 50 are occupied by monthly renters. Did have one irate, belligerent monthly renter, he has been there for a few months now, Karen has had run ins with him previously, Mr. Garner met with him at the district office and explained that he needs to leave when his rent is up, Mr. Garner will be delivering a letter to him tomorrow (May 12th) also stating this.

BOARD INPUT: None

OLD BUSINESS:

RV PARK PAVING: Mr. Garner stated that there is a new scope of work after the bids came in so high, want to still get as much work done with the remaining \$60,000 available for this project, no work will be done at the individual RV sites so no RVs will need to be moved, will work on the roadways just blocking off portions at a time so that the entrance and exit will still be accessible.

There will be a pre-bid meeting next week, it will be published in the newspaper that bid packets can be picked up, need to attend the pre-bid meeting, day following the meeting will be the deadline at which time the bids will be opened and lowest bid will be awarded the contract. One packet has been picked up thus far.

BIKE PARK CONSTRUCTION: Mr. Garner stated that the construction is going well, the contractor is doing a good job and he is using a good soil/clay base that will be nice. The little guy's track will be ready to use at the end of this week. Mr. Garner will meet with Snider Landscaping next week to go over landscaping ideas. Larry, with the district, set up a fire hydrant so that watering can be done, lines and sprinklers will be getting set up.

NEW BUSINESS:

APPROVAL OF BILLS: Mr. Carbaugh asked about the Parr Lumber bill, Mr. Garner stated it was higher due to the pool. Ms. Pennington made a motion to approve the bills as submitted, seconded by Ms. Smith, motion passed unanimously.

RESOLUTION 161-2016 – Credit Card Authorization: Mr. Carbaugh read the resolution to the board, authorizing Cassy Sykes to be added to the credit card agreement with Bank of the Cascades. Ms. Pennington made a motion to approve resolution #161-2016, Ms. Smith seconded, motion passed unanimously.

RESOLUTION 162-2016 – To grant Power of Attorney to Cassy Sykes, Business Manager, to represent the district before the IRS for employment taxes: Mr. Carbaugh read the resolution to the board, authoring Cassy Sykes to represent the district before the Internal Revenue Service for employment taxes. Ms. Pennington made a motion to approve resolution #162-2016, Ms. Smith seconded, motion passed unanimously.

PENSION PLAN AUTHORIZATION CHANGE: Motion was made by Ms. Pennington to change the plan administrator for VALIC, the district's pension plan, to Cassy Sykes. Ms. Smith seconded, motion passed unanimously.

RESIGNATION AND APPOINTMENT OF BOARD MEMBER POSITION 5: Mr. Garner stated that he received notice from Donna White who held Board Member Position 5 that she is resigning. A motion was made by Ms. Smith to approve the resignation, Ms. Pennington seconded, motion passed unanimously.

Mr. Carbaugh stated that Casey Kaiser, of the Prineville Chamber of Commerce, expressed his interest in the board member position but was unable to attend the meeting tonight. Jeremy Logan, who was in attendance of the meeting, also expressed his interest in the board member position, stating that he is involved with ASYO, the pool committee, past president of the 4H Board, Crook County High School Varsity soccer coach, currently works for Milestone who is a contractor at Face Book. Mr. Logan would like to review the job description of our board members, Mr. Garner will provide him with that information. Mr. Carbaugh explained that the board member position is a 4 year term, however the newly appointed member will finish out this year, upon election time the position will be open to the public for election, that board member will finish out the remainder of Ms. White's 4-year term. Ms. Smith did express concern of a board member being on the pool committee and the Parks & Rec District board, they prefer board members not to be on both.

Mr. Logan asked if appointing the new board member could wait until the next meeting so that he could take some

time to look over the job description and hopefully that Mr. Kaiser could also be present.

RIMROCK PARK & 1041 S MAIN STREET PROPERTIES: Mr. Garner stated that he was approached by County Commissioner Ken Fahlgren about developing our property at 1041 S Main Street and adjoining properties which includes Rimrock Park into a potential RV Park expansion to the current RV Park. Mr. Fahlgren was approached by FaceBook, Apple and contractors for the wet land project, stating that there is nowhere for contractors to stay thus they are having a hard time getting contractors to come into the area for their new construction needs, there is hearsay through Mr. Fahlgren that those companies may be willing to pitch in for the cost of this RV Park expansion. Mr. Garner and Mr. Fahlgren devised an RV Park expansion/recreation area plan/design that would utilize the district's property and the adjoining county's property. This plan included RV rental spaces, a potential new pool, community center to replace the current Carey Foster Hall at the fairgrounds and other recreational activities/buildings. A discussion took place that the ASYO soccer no longer needs fields at Crooked River Park since they have moved to the high school fields, so Crooked River Park could handle 2 more baseball fields now which would allow Rimrock Park to be incorporated into the land being used for this project. Mr. Garner stated that the city sewer and water lines stop at the current RV Park, it would cost approximately \$400,000 to get sewer and water to the proposed RV Park expansion site. It was pointed out that this is potentially only a short term necessity as there is no guarantee how long the large construction projects will go on in Prineville, it was mentioned that if these big companies are willing to pay for the infrastructure to build an RV park could it potentially help the community with the cost of a new pool and community rec center. It was also mentioned that the property on the left side of the current RV Park could be used to expand, it was donated to the district by the Kennedy family, but it was stated that that property was designated by the donating family to be used for a recreation purpose. It was pointed out that an RV park cannot be placed on district property as parks and rec districts are not eligible to receive RV licensing fees which are the revenues for an RV park.

Mr. Good stated that he would not like to see this beautiful river front property be turned into concrete and generators but rather something recreational such as camping for bicyclists, as it is along the Scenic Bikeway and there is nowhere in the area for bicyclists to camp after using the trails, they will bring revenue into the area as bicycling is becoming a more common recreation activity, also stated that some of the various bicycling groups may be willing to put money into the development of an area for them to use.

The board stated that there is other recreational uses that they would like to look into for use of the property before making any decision.

Mr. Good exited the meeting at this point, asking to be kept informed of the progress of this project for the Tourism Committee.

RV PARK CONTRACT WITH CROOK COUNTY: Mr. Garner had previously emailed out the contract for the board members to review, stating that it is basically the same contract as our current contract, just simplified. Mr. Garner asked the board if there was an issues that they foresee with the contract, Ms. Pennington stated that she did not see where the district could terminate the contract at any time whereas the county could, a discussion ensued stating that the county can only terminate the contract if the district goes into default of the contract as stated. Mr. Carbaugh questioned whether we should allow over flow camping on our property across from the RV Park on S Main St, splitting any profits with the county in the same manner that the RV Park is set up now, Ms. Smith is to check with the fair board in regards to this at the next fair board meeting.

RV PARK "GREEN BARN" COMMERCIAL LEASE: Mr. Garner stated that he was not sure why the county wanted this building/property to be on a separate contract from the other buildings/property at the RV Park, the board agreed that it was not worth fighting over to get included in the RV Park contract. Mr. Garner did talk to Jeff Wilson, the city's attorney, in regards to this, for some reason they did not want to put in with the 30 year RV Park contract. The term of this contract is 3 years, the county wants to use half of the building as storage and if they do ever take back the building they will reimburse the district for its improvements. The board did not see any problems with this contract.

NEXT MEETING DATE & ADJOURNMENT: Mr. Carbaugh adjourned the regular board meeting at 7:20pm. The next board meeting will be Wednesday May 25, 2016 at 5:15pm at the District Office, this will also include the budget hearing.

Executive session followed the adjournment of the regular board meeting.