

**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 Tuesday, June 21, 2016 was called to order by Mr. Carbaugh at 5:15pm.

**Board Members:** Forest Carbaugh, Barbara Pennington, Casey Kaiser, Jeremy Logan

**Staff Present:** Duane Garner, Cassy Sykes, Kristen Masten

**Guests:** Zack Ackley (pool committee)-left @ 5:48pm, Susan Crawford (pool committee)-left at 5:48pm, Jeannie Searcy (pool committee)-left @ 6:50pm, Jason Chaney (Central Oregonian)

**PRIOR MINUTES:** Ms. Pennington made a motion to approve the June 8, 2016 board meeting minutes, seconded by Mr. Logan. All in favor.

**FINANCIAL STATEMENT:** Current checking account balance is \$140,944.17, current government state pool account balance is \$1,073,722.90.

End of fiscal year is next week. Overall we are looking good for the current budget, still under budget in many areas. Mr. Garner and Ms. Sykes will take a look at any purchases that need to be made prior to year-end.

Next meeting we will go over the auditor's interim audit findings and suggestions.

**DIRECTOR'S OVERVIEW:** Mr. Garner stated that US Cellular sponsored an afternoon at the pool, Ms. Sykes stated that they had planned to sponsor Saturday (June 18<sup>th</sup>) but the weather was cool and raining so there was not a good turnout of swimmers, they decided to then sponsor Monday (June 20<sup>th</sup>), 58 swimmers attended, they paid \$2/attending, donating \$116.00, which will go to the foundation's account. The remainder of Mr. Garner's report is attached, as time was running short so he did not verbally go over it.

**PARKS:** Mr. Garner stated that there was a vandalization spree that happened, affecting several of our parks and properties, they started at the women's softball field (Ward Park) and went the whole way through town to BiMart. They did spray paint on our new sidewalks at Ward Park. Rimrock Trails has been set up with us to do volunteer work every other week to help with any projects.

**RECREATION:** Ms. Masten stated that she had 2 events completed in the last couple of weeks. Ms. Masten had the Library Kick-Off, several of our sports instructors attended, there was a good turnout of kids at the event.

Ms. Masten also had the County Health Fair, it went well, she did raffles for several activities. Western Daze is coming up at the end of this week. Friday is kid's day with a puppy show from Portland. Vendor spaces are almost full, only 4 spaces left which are in direct sun the entire day. Advertising has been done on the Bend Radio Group, The Roundup, FaceBook and our website. Mr. Kaiser suggested that next year prior to the event getting with the Chamber of Commerce's office to obtain their vendor list to try to expand on vendors even further.

**OLD BUSINESS:**

**RV PARK CONTRACT WITH CROOK COUNTY:** The 30-year contract for the Parks & Rec to manage the Crook County RV Park was presented for renewal and signing, the contract was previously reviewed by the board.

Mr. Kaiser made a motion to approve and sign the contract as presented, Mr. Logan seconded, all in favor.

**RV PARK "GREEN BARN" COMMERCIAL LEASE AGREEMENT WITH THE COUNTY:** The lease for leasing the "Green Barn" at the RV Park for use as a laundry facility was present for signing, the lease agreement was previously reviewed by the board.

Ms. Pennington made a motion to approve and sign the lease, Mr. Logan seconded, all in favor.

**RV PARK EXPANSION:** Mr. Garner stated that there is some items to consider about the proposed RV Park expansion. He discussed System Development Charges (SDC fees) and their methodology for the use of those fees collected. Since the property that would be used for the RV Park expansion was purchased with SDC fees, it cannot be developed into any kind of camping facility, thus the property would have to be resold to the district and purchased with RV reserve funds, or sold to the county. However if the property is resold to the district, the district would still have possession and not qualify for RV Licensing fees. Ms. Searcy suggested getting legal advice from an attorney specializing in SDC fees before going any further in that direction. Another option is to sell the property to the county so that it is not governed by the SDC fee restrictions and would then also qualify for RV Licensing fees. Mr. Garner stated that there is an estimated amount of \$111,037 that would be received in additional revenue from RV Licensing fees alone for the proposed expansion area. In order to receive licensing fees the spaces do not have to be occupied they just have to meet the criteria of having a designated area, a picnic table and a fire pit, however a Parks & Rec district does not qualify to receive RV Licensing fees but county's do, so the property must be owned or leased by the county to qualify for them. Mr. Garner stated that the estimated revenue from the RV Licensing fees and space rent would be approximately \$209,000/year. Mr. Kaiser asked if we know the expenses associated with this expansion as we have an estimated revenue amount, Mr. Garner stated that he can work that up if that is what the board would like.

Mr. Garner stated that the real question here is if the board wants to move forward with this proposal in any way or should he stop putting his time into it? He has already spent many hours on this project. Ms. Searcy stated that RV parks are not in our mission statement, our mission is not to create revenue, and she is 100% against it. Mr. Carbaugh stated that no actual facts have been provided to us thus far showing how long the construction on the hill will continue or how much money they are willing to put into this proposed project. Mr. Garner and Mr. Kaiser stated that it is both of their understanding that the county plans to move forward with this RV park expansion with or without the Parks & Rec district being involved, Mr. Garner talked with Ken Fahlgren, who stated that the interest is there. Mr. Carbaugh stated that he has talked with board members of the Fair Board and they have not met or discussed this matter yet. Ms. Pennington stated that this type of project is not in our mission statement. Mr. Carbaugh and Mr. Kaiser feel that there is a lack of information from the county in order to make a fair decision on the matter. Mr. Carbaugh stated that before the board makes any kind of decision that they would like hard facts and for Mr. Garner to check on the SDC shuffle of the property and monies. Ms. Pennington stated that the board needs to have facts that the contractors on the hill will put in and how much.

There was a short discuss about Rimrock Park and the additional S Main St property, with ideas of how it could be developed. Mr. Garner stated that SDC fees can be used to hire an architect to plan a parks project.

It was discussed what the priorities/plans are for this piece of property. Mr. Carbaugh suggested having a work session to devise potential uses of the property.

Ms. Searcy asked if potential planning for this property could be wrapped in with the pool feasibility study, finding out what the best use of this property could be.

### **NEW BUSINESS:**

**POOL COMMITTEE:** Mr. Ackley stated that the pool sub-committees are meeting monthly now, they are having booths at every event happening locally. Ms. Crawford has made flyers that they have been handing out at these events. Mr. Ackley asked what the next step is to be able to move forward with the feasibility study. Mr. Garner stated that he has been in contact with several contractors about bidding on conducting the feasibility study, some of these include ORB out of Tacoma, WA, which Dick Hollenbeck has been talking to; Penicle Architecture out of Bend who is interested in the proposal; Robertson & Sherwood Architects who conducted our previous feasibility study; BORA out of Portland who has declined participating; Ballard, King & Associates out of Portland who conducted Madras's feasibility study, still waiting to hear back from; BBT out of Bend is considering the proposal; Steele & Associates out of Bend, have not heard back from. We do still have the old feasibility study that we can provide to interested contractors. Ms. Crawford asked if there is any idea of a time line for when the quotes will be in to conduct the study and also if the old study can just be updated instead of conducting an entirely new feasibility study, it was stated that a new study would be necessary as the old study was too long ago to just be updated. Mr. Logan suggested getting in contact with the county jail since they recently did a feasibility

study, to find out if they would share theirs and save us some money. Ms. Searcy stated that Robertson & Sherwood Architects previously gave a quote to update the old feasibility study, stating that they could do it the most reasonable since they have all of the information from before, Mr. Garner stated that when he spoke to them that they were not interested in doing patchwork, would rather start a new study. It was decided that someone needs to check with the county court about obtaining a copy of their study. Mr. Garner stated that he will get details gathered from the contractors on quotes and provide at the next meeting. Mr. Logan asked if the cost of the study should go through the foundation, it was stated that the foundation does not have that much money and this study has been budgeted for in the district's upcoming budget.

Ms. Searcy stated that the fact finding committee has researched some possible locations for a new pool. Their preferences are: #1-Parks & Rec District's property on S Main St, negative to this property is that no utilities are to the needed area. #2-Current pool location, positive to this location is that utilities are existing, negative is that there is no room for expansion. #3-Property by the high school, negative to this location is that we do not owe/possess this property. #4-Behind the middle school, negative to this property is that there is no utilities on the property and accessibility could be an issue. One down fall of looking at a couple of these properties is that we do not own them nor have the funds to purchase them.

**BIKE PARK PROPERTY:** Mr. Garner stated that the private property adjacent to where the bike park is being constructed, currently owned by Louis (Stryker)Snyder, includes the green house and 3 vacant lots which create a buffer between the bike park and her house. There has been hear-say that they may sell the vacant property, this property has a plotted roadway with a 60' right-of-way (30' of the right-of-way is on the bike park property, 30' is on Ms. Snyder's property), if the property did sell then the existing fence at the bike park would have to be moved, taking away the current buffer area. Mr. Garner asked the board if they would be interested in purchasing this piece of property if it is to come up for sale? Mr. Kaiser stated that it would be interesting to look into, the board agreed.

**RESOLUTION 163-2016 – RESOLUTION IMPOSING AND CATEGORIZING TAXES:** Imposes the taxes for adopted budget 2016-2017 at the rate of \$.7569/\$1000.

Mr. Logan made a motion to approve Resolution 163-2016, Mr. Kaiser seconded, all in favor.

**RESOLUTION 164-2016 – RESOLUTION ADOPTING APPROVED BUDGET FOR FUNDS NOT REQUIRING A PROPERTY TAX TO BE LEVIED:** Adopts the budget for funds not requiring a property tax to be levied that was approved by the Budget Committee for fiscal year 2016-2017 in the total sum of \$1,448,086 which is on file at the District's office.

Ms. Pennington made a motion to approve Resolution 164-2016, Mr. Logan seconded, all in favor.

**RESOLUTION 165-2016 – RESOLUTION ADOPTING APPROVED BUDGET & MAKING APPROPRIATIONS:** Adopts the budget for fiscal year 2016-2017 in the total sum of \$1,461,444 which is on file at the District's office.

Ms. Pennington made a motion to approve Resolution 165-2016, Mr. Kaiser seconded, all in favor.

**APPROVAL OF BILLS:** Ms. Pennington made a motion to approve the bills as submitted, seconded by Mr. Kaiser. All in favor.

**NEXT MEETING:** Next board meeting will be held Wednesday, July 13, 2016 at 5:15pm at the District Office, which will include appointing new board officer positions. Mr. Garner stated that it is mandatory through the Foundation's by-laws to have a district board member on the Foundation's board, Mr. Carbaugh currently holds this position and would possibly like someone else to take on that role, for the board members to consider that change also.

Mr. Carbaugh recessed the June 21<sup>st</sup> board meeting at 7:08pm until further notice for the purpose of approving FYE 2015/2016 bills and year-end transfers.

**The June 21<sup>st</sup> board meeting was reconvened on July 13, 2016 at 5:15pm by Mr. Carbaugh.**

Board Members present: Forest Carbaugh, Linda Smith, Barb Pennington, Jeremy Logan and Casey Kaiser.

Staff Member present: Duane Garner, Cassy Sykes, Kristen Masten, Skip Hinton

Guests present: Jeannie Searcy

**APPROVAL OF YEAR END BILLS:** In regards to the bills, Mr. Carbaugh asked Mr. Garner if he looked into a lease for the washers and dryers for the RV Park Laundromat, Mr. Garner stated that with purchasing the units there was a 5 year warranty and he felt that purchasing with the most viable option and we had the fund available. Mr. Carbaugh asked if these units will have the credit card option on them, Mr. Garner stated no due to credit card fees it would not be feasible but these units will have a digital option to use an app on phones call Close Pin that is a prepaid option so that coins do not have to be used. Ms. Pennington asked how many were ordered, Mr. Garner stated 6 of each were ordered.

Mr. Logan asked where soil for the Giovanni invoice was put, Mr. Hinton stated at the bike park and various other locations at our parks.

Mr. Logan made a motion to approve the bills, Ms. Smith seconded, all in favor.

**YEAR END RV PARK FINANCIALS:** Mr. Garner stated that the RV Park did very well for FYE 2016, it was budgeted to split \$80,000 with the county, but we were able to increase that split to \$90,000, and to transfer \$32,000 to the RV Park Reserve fund, then there is an additional \$28,000 that either needs to be split with the County or transferred into the RV Reserve fund. Mr. Garner approached the County about this decision but they want to wait till their next meeting on July 20<sup>th</sup> to make this decision and would like to be provided with a year-end RV Park financial report. Mr. Garner stated that it has been a mutual agreement with the County to build the RV Park Reserve account back up as quickly as possible after completing the first grant project that depleted the Reserve account. Mr. Garner stated that we can either split the \$28,000 unbudgeted for with the County or wait for the County to make a decision as to how they would like the money distributed, the board discussed the options and that if the money is split with the County then our 50% would go in to the District's funds to be spent on our parks/recreation.

Mr. Logan made a motion to transfer the excess money into the RV Reserve account, Ms. Smith seconded, all in favor.

RV Park year end financials cannot be closed out until the County has decided and notified us of how they would like the net revenue distributed.

It was decided with the board to have a meeting July 20<sup>th</sup> at 5:15pm, only for the purpose of closing the RV Park financials and approving year end transfers.

Mr. Carbaugh recessed the June 21<sup>st</sup> board meeting again at 5:35pm till July 20<sup>th</sup> at 5:15pm for the purpose of RV Park financial decision and approval of year-end transfers.

**July 20, 2016 –**

Ms. Sykes contacted Jeff Wilson, attorney for the County, he stated that the matter of the RV Park revenues was not discussed at their meeting this morning as he had not received the necessary paperwork from the District in time to have the item on their agenda. He stated that he now has the paperwork and it will be on the August 3, 2016 agenda for a decision.

Ms. Sykes let the board members know that the County had not made a decision so there was no need for a meeting that night.

**The June 21<sup>st</sup> board meeting was reconvened on July 27, 2016 at 5:15pm by Mr. Carbaugh.**

Board Members present: Forest Carbaugh, Casey Kaiser, Jeremy Logan, Barb Pennington

Staff Members present: Duane Garner, Cassy Sykes

**YEAR END RV PARK FINANCIALS:** Mr. Garner stated that the County did not receive the necessary paperwork from the District in adequate time to be on the agenda of their last meeting (July 20, 2016). Mr. Wilson, the County's attorney, stated that the information has now been received and is on the agenda for their next meeting one August 3, 2016, at that time they will discuss and make a decision on the RV Park revenues and how they would like to split the money.

Ms. Sykes reviewed the final report of RV Park revenues and expenditures with the board, stating that the net revenue for FYE 2016 was \$152,508.48. She stated that per the contract \$10,000 of that will be transferred to the RV Park reserve fund and the remainder of \$142,508.48 can either be split 50/50 with the County (each party receiving \$71,254.24) or the board can decide to continue waiting on the County's decision whether more funds can be transferred to the reserve fund.

The board had a discussion and decided to continue to wait for the County's decision.

It was decided with the board to have a meeting on August 3, 2016 at 5:15pm, only for the purpose of closing the RV Park financials and year-end transfers.

Mr. Carbaugh recessed the June 21<sup>st</sup> board meeting again at 5:27pm till August 3<sup>rd</sup> at 5:15pm for the purpose of RV Park financial decision and approval of year-end transfers.

**The June 21<sup>st</sup> board meeting was reconvened on August 3, 2016 at 5:15pm by Ms. Pennington.**

Board Members present: Casey Kaiser, Barb Pennington, Jeremy Logan

Staff Members present: Cassy Sykes

**YEAR END RV PARK FINANCIALS:** Ms. Sykes stated that the County Court made a decision today on the RV Park revenues, they would like to split \$90,000 between the County and the District and have the District transfer \$60,000 in to the RV reserve account.

**YEAR END TRANSFERS:** Ms. Sykes stated that the following intrafund transfers need to be made:  
District: Transfer out \$30,000 from Personnel Services with \$1,000 being transferred into Capital Outlay and \$29,000 into Transfers.

Ochoco Lake: Transfer out \$5,803 from Materials & Services, transfer out \$2,600 from Capital Outlay and transfer out \$1,797 from Contingency, with transfers of \$200 into Personnel Services and \$10,000 into Transfers.

RV Park: Transfer out \$29,860 from Personnel Services, \$1,000 from Debt Services and \$29,440 from Contingencies, with transfers of \$13,000 into Materials & Services, \$6,200 into Capital Outlay and \$41,100 into Transfers.

Transfers were unanimously approved.

**ADJOURNMENT:** Ms. Pennington adjourned the meeting at 5:27pm.