

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, was held at 296 S Main St, Prineville, OR, on Wednesday, July 13, 2016, called to order by Mr. Carbaugh at 5:37pm.

BOARD MEMBERS PRESENT: Forest Carbaugh, Linda Smith, Barb Pennington, Jeremy Logan and Casey Kaiser

STAFF PRESENT: Duane Garner, Cassy Sykes, Skip Hinton and Kristen Masten

GUESTS PRESENT: Dick Hollenbeck with the pool committee, Paul Lissette and Darlene Henderson with the Bike Park, Holly Wenzel with Crook County Health Department

APPROVAL OF BILLS: The list of proposed bills due was reviewed by the board members. It was motioned by Mr. Logan to approve the bills as presented, seconded by Mr. Kaiser and passed unanimously.

Ms. Sykes stated that at the interim audit, the auditors suggested that the board not just approve the list of bills at each meeting but a sequence number of checks, to have the checks printed and present at the board meeting also for further internal control. The board agreed that this was a good idea, this will start happening at the next meeting.

DIRECTOR'S OVERVIEW: Mr. Garner stated that the director's report was included in the board's packet; it also includes the recreation report from Ms. Masten, parks report from Mr. Hinton and financial report from Ms. Sykes.

Mr. Garden did mention that in his report was information about the Skate Park resurfacing project that the Ford Cohort 3 is doing. The fundraising has went well and the Cohort thought they had all of the necessary money raised, which included \$3000 from the District and \$3000 from the Foundation, although Mr. Garner found out that when the project was originally bid that incorrect dimensions were given. Mr. Garner resubmitted for bids with the correct dimensions, bids came back and were increased considerably. He stated that the original bids came in with Jim Steele Construction as the lowest and Dreamland Skate Parks with the second lowest bid, the new bids came in with Dreamland Skate Parks as the lowest. The Cohort is short about \$3000 after the new bids were received, the Cohort has 1 more small fundraiser to conduct (a BBQ); he asked the board if they would like to cover the remainder to get the project finished and to take care of a safety issue that the District has at that location. It was asked where the funds would be drawn from, Mr. Garner stated that the \$3000 would come from the general funds not capital funds, Mr. Logan asked if SDC money could be used for this but Mr. Garner said no as it is not in the plan for that specified money. Mr. Kaiser stated that it is also on the Chamber's agenda for tomorrow morning about making a donation for this project.

The board discussed it, Mr. Logan made a motion to cover the difference of the money that the Ford Cohort 3 has fundraised and what the new resurfacing bids have come in at with a cap of \$3000, Ms. Smith seconded the motion, all in favor.

OLD BUSINESS:

BIKE PARK: Paul Lissette, Dirt Mechanics and the bike park contractor, and Darlene Henderson, chair of the local COTA, presented the financials for the bike park which is almost completed now; grand opening will be July 16, 2016, Ken Taylor with the Patriots has contacted Ms. Henderson to say they will be donating the food for the grand opening and that this is one of the best things to happen in Prineville. Ms. Henderson stated that expenses have exceeded the fundraisers and grants received which is a total of \$86,000, COTA has conducted all of the fundraising and grant applications on their own. A spreadsheet was provided showing monetary donations and 'in kind' donations thus far and

the remaining expenses that still need to be paid after the \$86,000 has been depleted. It was originally planned to build the bike park in phases but once they got building on it and had more funds available it was decided to finish out the project in one phase. Dirt Mechanics has donated a considerable amount of time, the City has donated numerous loads of dirt for the park, SMAF reduced their invoice by approximately \$10,000 and the District has contributed over \$10,000 for irrigation supplies. It was stated that this is about a \$250,000 bike park and has been able to be completed for less than half that. Ms. Henderson stated that about an additional \$17,000 is necessary to finish the project, Mr. Carbaugh asked if SDC funds could be used for this, Mr. Garner stated that it could be but unfortunately it is not on the plan to use those funds for so no SCD funds cannot be used, that this will come out of the capital funds. Mr. Logan asked Ms. Henderson if COTA could contribute any money to the project, she stated that they have already put in \$5,000 and also providing her with a GIS intern to integrate trails on City maps and a grant to rehab 3 trails in the Ochoco National Forest, so unfortunately they cannot give any more.

Mr. Logan made a motion to pay the balance due for the bike park of \$17,677.63, Ms. Smith seconded, Mr. Kaiser added that if Ms. Henderson does receive any money after the District pays out this balance that she is to bring it to the District to help offset that payout, Ms. Henderson agreed, all in favor.

Mr. Garner stated that the check will be written to COTA, Ms. Henderson agreed.

POOL COMMITTEE/FEASIBILITY STUDY: Mr. Garner stated that he has received pool feasibility study proposals back from Roberson & Sherwood, BLRB, Pinacle, ORB, BORA, Ballard King & Associates, Steele & Associates, most everyone that he requested them from. He stated that the proposals are coming in between \$23,000 and \$60,000, some of the proposals do not have quotes on them as the bid process does not require a quote at the time of acknowledging that you will do the job, the District budgeted \$30,000 for the study. Mr. Garner stated that after an overview of the proposals that they vary widely; one proposal just states that they will do the study, another states that they will do 12 visits to Prineville to conduct surveys and gather information, another states they will make 2 visits, so very hard to decipher the best choice. Mr. Carbaugh asked if anyone knew what company conducted the jail's recent feasibility study, if we could use common factors and then have them spin off to a pool instead of the jail.

Mr. Hollenbeck stated that he reviewed the past couple of pool feasibility studies conducted by Roberson & Sherwood; he did not feel that they got a good read on the community, mostly just showed comps of other pools. Mr. Kaiser asked Mr. Hollenbeck if he felt he could give an effective evaluation of these proposals, does he feel he has the expertise. Mr. Hollenbeck stated that he does feel that he could and would like to be involved with the analysis.

Mr. Logan asked if the board is at a point where they feel they would like to continue to support the pool committee in a feasibility study. The board agreed that they are.

Ms. Smith suggested to have an executive pool board help analyze the proposals, possibly modify the scope of work to change the bid and to get exactly what we are looking for, not use the actual pool committee that is formed now. The board agreed that an executive committee should be formed and to turn this over to them. Mr. Garner suggested that we extend invites to community members to be involved on the executive pool committee, though this is time sensitive as the study will take from August 1st to October. Mr. Hollenbeck suggested getting a variety of ages for the committee and an architect. Mr. Logan suggested the possibility of getting individuals that were involved with the recent school, jail and etc. feasibility studies. Ms. Smith suggested having 7 members on the committee. Mr. Garner suggested himself and 1-2 board members are on the executive committee. Mr. Kaiser suggested that each board member supply Mr. Garner with 2-3 community members' names that he can contact in regards to forming an executive pool committee, a list was compiled and provided to Mr. Garner.

Mr. Logan asked if we could conduct the feasibility study ourselves, to obtain the jail's study and conduct specific to the pool. Mr. Garner stated that the disadvantage to that is losing any big donors and the possibility of grants since there is no accredited backing for the study.

NEW BUSINESS:

BIKE PATH LIGHTING: Holly Wenzel of the Crook County Health Department presented a proposal for lighting along the bike path; they feel that it would be beneficial to the community's health to have the bike path lit for use after daylight hours. Ms. Wenzel has talked with the Prineville Police Department and they would appreciate lighting along the bike path. The lighting would be continuous with no unlit areas. After much research on various kinds of lighting; which included pedestal vs. in ground and solar vs. electric, Ms. Wenzel came to the conclusion that solar lighting on pedestals would be the best option. Ms. Wenzel has received a quote from Greenshine for 18' tall pedestal solar lights for \$3100 each; the project would come to \$130,000 which does not include installation. The City of Prineville Public Works has said that they will install the lights as 'in kind' work. Ms. Wenzel stated that a donation of \$10,000 has already been received for this project. It was asked who would own the lights, Ms. Wenzel stated that the City owns the bike path so they would retain ownership of the lights but Parks & Rec would maintain them along with the maintenance of the bike path. Ms. Wenzel would like to move forward on this project by applying for grants, she needs the board's approval to do so as Parks & Rec will have to partner with her in the grant application process. It was discussed whether it should be the City or Parks & Rec helping in the application process since the City owns the property and we cannot apply for numerous grants from the same category, thus it needs to be looked into further on who will be helping in the grant application process. The board thinks the lighting is a good idea and has encouraged Ms. Wenzel to continue on with her project.

POLICY MANUAL UPDATE: Ms. Sykes stated that there is several minor changes to the policy manual, a copy of all changes were provided to each board member, she stated that the most important change is to the worker's comp policy which puts a limit on the duration of time that the District will reimburse an Employee for lost time. The board reviewed the policy changes.

Ms. Pennington made a motion to approve the policy manual changes, Mr. Logan seconded, all in favor.

It was decided that election of new board member officers and discussing the interim audit findings would take place at the next meeting.

NEXT MEETING DATE & ADJOURNMENT: The next meeting will be July 27, 2016 at 5:15pm, at the Crook County Parks & Recreation office. The meeting was adjourned at 7:39pm by Mr. Carbaugh.