

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 the Juniper Art Guild, Prineville, Oregon, on Wednesday September 28, 2016, was called to order by Ms. Smith at 5:15pm.

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

STAFF PRESENT: Cassy Sykes, Larry Penington

GUESTS: Zach Ackley, Maryann Carbaugh, Susan Crawford (left at 6:15pm), Zuann Neal, Linda Adams, Abigail Leibowitz (all guests are of the pool committee)

PRIOR MINUTES: Mr. Carbaugh made a motion to approve the September 14, 2016 board meeting minutes, seconded by Mr. Kaiser, all in favor.

FINANCIAL STATEMENT: Ms. Sykes reported:

- Current checking account balance is \$17,618.77, current government pool account balance is \$934,390.39.
- Fidelity coverage has been increased from \$25,000 to \$100,000 at the Board's previous request.
- Final audit finding are as follows:
 - We will receive the first draft of the financials mid-November for review.
 - It was suggested board members be more involved in monitoring financial activities, such as reviewing financial statements and projections in comparison to budgeted amounts; recommend the board articulate and record monitoring practices in meeting minutes.
 - It was suggested the Board create a policy regarding ownership of Intellectual Property that is developed by staff members that either utilize District assets or created on District time. The Board agreed, asking Ms. Sykes to write up a policy for their approval.
 - It was suggested a weekly back up of the computer with the accounting system on it to prevent hacking risks, currently backups are done once a month. This has been changed to a daily back up being performed.
 - It was suggested the Board create a policy regarding capitalization of fixed assets outlining asset valuation thresholds, approved method of depreciation and useful life expectancy of purchases; recommend a \$5,000 capitalization threshold. The Board agreed, asking Ms. Sykes to write up a policy for their approval.
 - \$10,577 was categorized under 'Prepaid Expenses', Ms. Sykes was unable to find adequate backup for this, Ms. Williams (previous Business Manager) was contacted in an attempt to find out further knowledge but nothing further was learned, next step will be to contact Ms. Searcy for further information. This expense was created by the previous auditor with no details in FYE 2015 audit. If nothing further can be detected, then the auditors will make a journal entry to expense the balance and start the GL account back at \$0. Mr. Kaiser requested that when further information is learned to let the board know.
 - The reported capital assets for FYE 2015 financial statement did not match the reported amounts of the asset register or in the current books, an adjusting entry to align the books to the reported amounts in the Capital Asset Schedule will be made.

PARKS: Mr. Penington reported:

- New Irrigation Tech has been hired, Corey Lopez, he will begin working for the District on October 7th. He has background in residential irrigation systems (designing and laying out), heavy equipment and received several positive background checks on him. He will be in attendance at the next meeting for the board to meet.
- Met with a playground rep for playground equipment at Harwood Park, he had some very good suggestions and unique playground equipment.
- Fall cleanup is continuing.
- Bill Siers will take his CDL test again later this week.

- Have been doing electrical and damage repairs at the RV Park.

RECREATION: Ms. Masten reported:

- The skating rink will have its first private party of the season this coming Sunday. Received in a new variety of candy that is selling well, sold just short of \$100 in candy alone one night last weekend. First event at the skating rink will be the Halloween Party on October 29th.
- Flag football is happening on Tuesdays, Wednesdays and Thursdays until October 22nd. A few of the teams traveled to Sisters this past weekend to play, videos and pictures have been posted on our FaceBook page. This coming Saturday there is a few teams traveling to Madras to play.
- Fall classes start October 1st. Lots of new classes for this Fall/Winter season.
- Projects for Santa's Workshop have been put together, we have a few new projects and a new wood project.

OLD BUSINESS:

MOU with HOUSING WORKS at OLD OCHOCO ELEMENTARY SCHOOL: Mr. Kaiser stated it seems like a typical MOU, leaves room for flexibility when final agreement is written up, that the MOU shows that both parties are willing to enter into a long term lease if the housing projects becomes permanent. Mr. Logan questioned the maintenance of the facility and specifically who would be responsible, Ms. Sykes stated that the implied understanding of the MOU is that the District will take care of the general/minor maintenance, Housing Works will take care of the roof and structural components maintenance. Mr. Carbaugh asked if there is a separate meter for the gym at this time to be able to determine what the cost of the utilities will be, no one is aware of one at this time. Ms. Smith stated that there may be a new heating system installed. Mr. Ackley stated that since the school has not been operating, that if no one has been running utilities at the gym we might want to look it over well as things deteriorate without use. Mr. Carbaugh made a motion to accept the MOU, Mr. Kaiser seconded, all in favor.

POOL COMMITTEE/FEASIBILITY STUDY:

- Mr. Kaiser and Mr. Carbaugh met with the county tax assessor, he provided helpful information about the bonds and levies that would be needed for a new pool; he did not feel that tax compression would be an issue, suggested getting with the jail committee and any others as items come up for vote to be sure what all is going to be asked of the community so they are not overwhelmed; the library will be dropping off in May.
 - Only the operating levy is subject to compression, the bond is not.
 - A levy is only for 5 years then must be brought up for vote again.
- It was asked if the tax assessor believed the taxing allowance has the capacity to support a pool, at this time it does up to \$14 million; it was also asked if an operating levy could be supported, he felt most likely.
- Mr. Kaiser stated that he is comfortable moving forward with the feasibility study at this point. Mr. Carbaugh stated that the last feasibility study did not communicate what the community wanted or could afford, just recommended a facility to be built and the location. Ms. Crawford stated that the pool committee had conducted a Survey Monkey over approximately the last 6 months in an attempt to find out what the community would support, which did indicate that the community would support a pool with 523 responses, although the accuracy of the survey is unknown since it is not Crook County specific, it is not scientific. Ms. Crawford suggested that we have a 3rd party contracted to perform a more accurate survey of the community, feels that we would get a better response and more reliable information from community members if a 3rd party is involved versus us conducting it ourselves.
- A community meeting presenting the pool proposal was suggested; Mr. Ackley asked how can we assure that it will be well attended? Ms. Adams stated that most people attend those meetings for fact finding purposes such as how much will a facility cost and how much will it cost them, so what will we do differently this time then the last to provide those facts? Mr. Ackley stated that we have to have the costs before approaching the community.
- Ms. Smith suggested that we have the feasibility study also look at keeping the current pool open with a major renovation; lay new piping, new boiler and pumps, new lining in the bottom of the pool and a cover over the top for sun protection in the summer and the possibility of roll down doors on the sides to create an enclosed pool for the winter months. Also stating that this option could allow us to go for smaller bond with a better response from the community. Mr. Ackley agreed that this option should be included in the feasibility study, especially cost wise; could have 2 pools (the current pool and addition of a pool) and the kiddie pool. Mr. Carbaugh stated to have the bath houses replaced also. It was stated that there is no room for expansion at the current pool out into the park due to the flood plain but that it might be possible to expand out toward/into the parking lot; it has been determined that a facility equivalent to Madras's could fit where the current pool is located.

- It was discussed to get rid of some the questions that were previously presented to the feasibility study contractors, to narrow the questions down so that we do not get such a variety of answers which results in vague conclusions. It was suggested that we ask the contractors directly if they have suggestions on what information to gather or questions to ask the community to get the best results. Mr. Carbaugh suggested that the committee, Duane and a couple of board members get together to create a new list of questions for the feasibility study. Ms. Smith stated that we do not have to do a feasibility study if we feel comfortable gathering the information ourselves; it was discussed how we would conduct the study ourselves, Mr. Ackley suggested we could do door to door surveys; Ms. Neal stated that we need to go to the community instead of relying on the community to come to us. Mr. Kaiser suggested narrowing the feasibility study proposals to 3, then go to them with what we want, have them also include surveying the tax base and find out what they suggest we need to do to move forward. It was stated that the more requirements we give to the feasibility study contractors the more money it will cost to have the study conducted so if the questions and information we are looking for can be narrowed down then the cost will be within or below budget.
- Mr. Logan stated that we cannot afford to fail this time if we do go for a pool bond; he feels that since this is the 4th time, if it fails again, it will show the community that we are not in touch with what they want and not doing our homework before asking for the bond; we need to be diligent with tax payers money and successful. Ms. Crawford suggested that we do not call it an “aquatic center”, that previously when called that the community had something extreme pictured, it does not portray accuracy of what we will be building. Ms. Crawford also stated that the community does not want to support having an indoor and an outdoor pool, would rather have just an indoor pool with no amenities. Ms. Adams stated that the senior citizens are very supportive of an indoor pool as they do not want to drive in the winter to another community to use their pool. Ms. Smith stated that water temperature is also of concern to many pool users when the general public and swim team share a pool; Mr. Ackley stated that the pool temperature only has to be dropped for swim meets, which is currently once a year. It was suggested that if a feasibility study is completed that the contractor provide a picture of a like facility to be able to provide to the community for a more realistic mental image of what will be built. Also suggested that some important factors when presenting to the community could be to not build the entire facility at once, have room to expand and add on later, to be flexible.
- It was stated that if we still plan on going for grants to help with a pool that we need to let the feasibility study contractors know that so that it can be included in their information and presentation to the community. Mr. Ackley stated that when pursuing grants they require hard factual information which usually comes from the study.
- It was asked what the thoughts of the community are toward a new jail and the bond passing; it was stated that the community sees a pool as an amenity and views the jail differently.
- Mr. Ackley stated that having amenities at a pool does create more revenue, however Crook County residents do not like to spend tax dollars.
- Mr. Logan asked what the time line is for getting the study conducted and the issue on the ballot if turns out to be feasible; Mr. Ackley stated that they would still like to meet the original deadline of November 2017 but need to get going immediately, however we may need to wait since this process is taking longer than anticipated. Suggested that we could also wait and have a spring vote.
- Mr. Kaiser questioned the sports complex that is being talked about by the City, which the current plans include a pool; it was stated that the city mayor was adamant that there is other issues to focus on prior to a facility being built, such as water rights and a new road; Mr. Ackley stated that if the complex is built it will just be a small recreation pool, not a competition pool; it was stated that the City or County do not want the responsibility of a pool.
- Mr. Logan stated that he feels the board needs to be the drive of the pool committee, instructing them what projects need to be done and what to bring back to the board.

NEW BUSINESS:

ELECTION OF NEW BOARD OFFICERS: Mr. Carbaugh motioned for Mr. Kaiser to be the Vice-Chairman, Mr. Logan seconded, all in favor.

Mr. Logan motioned for Ms. Pennington to be the Secretary, Mr. Kaiser seconded, all in favor.

APPROVAL OF BILLS: Mr. Carbaugh made a motion to approve check sequence #34162-34163 and 34196-34270, in the amount of \$61,701.67, seconded by Mr. Logan, all in favor.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 6:50pm. The next board meeting will be Wednesday, October 12, 2016, at 5:15pm at the District Office.