

**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, January 11, 2017, was called to order by Ms. Smith at 5:15pm.

**BOARD MEMBERS:** Linda Smith, Barbara Pennington, Casey Kaiser, Jeremy Logan

**STAFF:** Duane Garner, Cassy Sykes

**GUESTS:** None

**PRIOR MINUTES:** Ms. Pennington made a motion to approve the November 30, 2016 board meeting minutes; seconded by Mr. Kaiser; all in favor.

**FINANCIAL:** Ms. Sykes stated:

- Checking account balance is \$32,424.22, government pool account balance is \$1,510,099.69.
- The year-to-date Revenues & Expenditures for each department were presented. Questions were asked to better understand several of the lines items in regards to relation to budgeted amounts.
- The draft audit was received this week, Mr. Garner and Ms. Sykes will be reviewing it and then meeting back with the auditors, once the final audit is received it will be presented to the board.

**RECREATION:** Mr. Garner stated that our new recreation guide was distributed this week to many business around town. There is lots of new art classes in the guide and also complementary information on other community organizations in hopes that it will alleviate many phone calls we receive asking for contact information for community groups and that if the guide brings those organizations more participants that they can contribute to the cost of our guide in the future. We have been exploring some new options for printing the guide with outside sources, potentially a glossy magazine style; the Central Oregonian has a couple of printing options that we will be meeting with them to discuss further; Chris with Bulldog said that he can help in the designing of the guide and has a printing source. We would like our guide to be where the community can look for any community related activity; Mr. Logan asked if we will be compete with anyone else by going to a guide like that, Mr. Garner stated not that he is aware of.

**BOARD INPUT:** Ms. Sykes stated that there will be 4 board positions (#1, #2, #3 and #5) up for election in May; the timeline, form to be filled out and filed along with the manual for candidates were presented; form SEL190 needs to be filed at the Clerk's office between February 4 and March 16, 2017; election day is May 16, 2017.

**OLD BUSINESS:**

**SNYDER/STRYKER PROPERTY PURCHASE:** Mr. Garner stated that the real estate property purchase of the property owned by Louise Stryker-Snyder, located next to the bike park, has been finalized and recorded, we now own it and can start future planning for the property.

**POOL FEASIBILITY STUDY:** Mr. Garner stated that BLRB is going to start on the feasibility study soon, they will start gathering community information and get a baseline started. The board asked if they can be involved when BLRB is here, Mr. Garner stated that he will let BLRB know that we would like to be involved.

**LOCAL GOVERNMENT GRANT:** Mr. Garner stated that the Local Government Grant application is now open, we have a small committee put together to start working on it. The application/proposal will be the same general plan as last year's application which includes the expansion of the skate park and resurfacing the tennis courts, although this year there will be a larger scope to the project with adding the installation of solar lights in this area and a pump track that is similar to the pump track at the bike park but with a solid surface for scooters and small wheeled things to be able to use. Mr. Logan asked if we were aware the Sgt. Peterson at the City Police Department received a \$25,000 grant for the solar lighting project, Mr. Garner stated that he was aware of the grant received and that the Police Department grant will used as a portion of the matching funds in our application for the Local Government Grant.

**OLD PARKS & REC OFFICE:** Mr. Garner stated that the Roost, who had previously inquired about the old office, has found a new meeting place; however the men's shelter is still looking for a new location, it was agreed on by the board to not allow the building to be used for the men's shelter, that it is not within our mission statement.

**NEW BUSINESS:**

**2017-18 BUDGET TIMELINE:** Ms. Sykes presented the budget calendar for preparation/presentation of the 2017-18 budget. The budget committee meeting will be held April 26-27, 2017.

**BUDGET COMMITTEE APPOINTMENTS:** Ms. Sykes stated that there is 3 budget committee members that need to be appointed prior to the budget committee meeting. Board members suggested Rod Barnes, Justin Mohan and Gail Merritt; board members will contact these individuals to find out if they would be interested in serving on our budget committee for a 3-year term. Ms. Sykes will contact Tammy Hudspeth to be sure that she can continue her term for this year's meeting; Stanley Flynn has been confirmed for this year's meeting.

**DISTRICT EMPLOYEE POLICY MANUAL:** Ms. Sykes stated that HR Advantages, appointed through Special Districts, has reviewed our employee policy manual; there was several revisions/changes that they have suggested, the biggest change is to remove the job descriptions from the employee policy manual and into their own manual so that each time a minor change in a job description needs to be done it does not have to be approved by the board; several other changes were suggested to bring the policy manual into compliance with state and federal laws and some minor wording corrections. Mr. Garner asked if the board would like a copy of the employee policy manual emailed to them for review once it is finished; it was agreed that that would be the best way to review and then discuss at the following board meeting for approval. It was discussed if the manual should be called a Handbook or Policy Manual; this will be decided when the revisions are approved.

**RV PARK POLICY MANUAL:** Ms. Sykes stated the RV Park policy manual is being revised as many of the procedures have changed with the new reservation system that was recently put into place at the RV Park. Mr. Garner stated that once the revisions are finished on the manual it will be emailed for board review and approved at the following board meeting.

**DISTRICT GOALS:** Mr. Garner presented a list of tentative one year, two-to-five year and five-to-ten year goals for the District, RV Park and Ochoco Lake; he explained that these goals need to be decide on with budgeting for the next fiscal year starting up so that they can be accounted for in the budget, the board agreed to discuss the one-year goals at this meeting. It was agreed on that the following goals would be set:

- District:
  - One-year goals
    - Update 20-year comp plan
    - Research recreation facility options (Ochoco Grade School), as of now Housing Works target date for us to start using the gym is April 2018 so we would need to start paying utilities at the facility at that time.
    - Continue working toward management of Barnes Butte with BLM, this may incur some legal costs
    - Develop a playground equipment inventory and improvement plan
    - Skate park expansion and tennis court rehabilitation with the Local Government Grant
    - Implement annual strategic planning session for the board of directors, which would involve bringing in a consultant
    - Developing Ochoco Creek Park's newly acquired property
    - Increase the quality of our advertising materials and distribute them to effective sources to better our recreation programs
    - Focus on recreation programs for 50+ age group
    - Further training for our lifeguards
    - Implement a program for health and wellness
    - Continued work on park signage; each park is to have a main sign with the park's name, rules and information
    - Phase one of Ochoco Creek Park's south side irrigation system
    - Complete the disc golf course
- RV Park:
  - One-year goals
    - Build a community room/laundry facility
    - Implement the sale of items at the RV Park office, such as sewer hoses and laundry facility items
    - Install satellite TV system
    - Build a pump house and filtration for irrigation system

- Replace picnic tables
- Update irrigation system in the sites
- Install BBQ's
- Ochoco Lake:
  - One-year goals
    - Interpretive programming
    - Upgrades to docks

**SPORTS LEAGUES:** Mr. Garner stated that we have never charged the sports leagues to use our facilities/fields in the past, the leagues use their own volunteers to do the tedious field prep and work, we mow, weed-eat and water the grass; it has been free to use the fields and whenever they want as we are not provided with schedules from the leagues, many of the leagues own storage buildings on our property at the fields. Mr. Garner would like to propose charging a fee for field use and hire a maintenance staff person to maintain the fields to specs for each game so that it is not relied on for the leagues to do; this staff member can also manage the fields, maintain use schedules and enforce the rules. Mr. Garner will email out Bend Parks & Rec's field use policy, procedure and fees to board members for review.

**APPROVAL OF BILLS:** Ms. Pennington made a motion to approve the bills as submitted – check sequence #34538-34577, in the amount of \$33,121.00; seconded by Mr. Kaiser; all in favor.

**NEXT MEETING DATE & ADJOURNMENT:** Ms. Smith adjourned the regular board meeting at 7:13pm. The next board meeting will be January 25, 2017.