

**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, November 30, 2016, was called to order by Ms. Smith at 5:15pm.

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

**STAFF PRESENT:** Duane Garner, Cassy Sykes

**GUESTS:** None

**PRIOR MINUTES:** Ms. Pennington made a motion to approve the November 16, 2016 board meeting minutes; seconded by Mr. Kaiser; all in favor.

**FINANCIAL STATEMENT:** Ms. Sykes stated:

- Current checking account balance is \$67,542.29; government pool account balance is \$1,584,791.59
- Received two more tax checks in November - \$95,425.26 and \$375,936.02; we have received \$715,790.55 of our expected \$784,516.00 for tax revenue thus far this fiscal year; tax revenue has increased in comparison to last fiscal year at this point in the fiscal year.

**APPROVAL OF BILLS:** Mr. Carbaugh made a motion to approve the bills as submitted, check sequence #34431-34474 in the amount of \$12,915.69; seconded by Mr. Kaiser; all in favor.

**DIRECTOR'S OVERVIEW:** Mr. Garner stated:

- There is several openings at the RV Park for monthly guests, we have advertised but not much immediate interest yet; Mr. Carbaugh suggested using connections through the City, County and Chamber of Commerce to try to get the word out. Mr. Garner stated that there is a possible lull going on with Apple and Facebook right now, that they are between phases or projects; Mr. Carbaugh stated that many RVs are renting on private property also instead of in RV parks.
- We will be holding a "Meet & Greet" with several of our instructors in attendance on January 9<sup>th</sup> to try to spark interest in our upcoming recreation activities, this will be at the Bowman Museum from 5:30pm to 7:30pm
- The Foundation will be holding a garage sale on December 3<sup>rd</sup> to sell office furniture and other items that are in the "Green Barn" at the RV Park that we will be turning into a laundrymat in an attempt to clean out the building.
- We held our initial meeting to gather volunteers wanting to help with the Local Government Grant that we will be applying for again this year in an attempt to expand the skate park and resurface the tennis/pickleball courts at Ochoco Creek Park.

**BOARD INPUT:** An inquiry was made as to how Santa's Workshop turned out; Ms. Sykes stated that we had approximately 185 kids attend, final accounting for the event is not complete yet.

**OLD BUSINESS:**

**POOL FEASIBILITY STUDY:**

- Mr. Garner stated that he talked with BLRB following the last board meeting in an attempt to get answers for the questions asked about the feasibility study proposal.
  - The difference in cost of their first proposal compared to their second proposal is that we requested some more in depth evaluation of our current pool and the comparison of a new pool and our current pool; they took a closer look at our RFP and decided it was more involved than originally thought.

- The visioning/programming had a significant increase in charge since they plan to bring in the company Water Tech to be able to give us more significant information on the aquatics aspect.
- Item 2(f) which states water “features” is general pool lingo for hot tubs, sprayers, etc.
- Item #3 is new to the second proposal which will compare the costs of renovating the existing pool compared to the costs of constructing a new pool.
- Item #4 which states the cost will be TBD is administered by a 3<sup>rd</sup> party to BLRB, there will be no charge by the 3<sup>rd</sup> party to analyze and help us understand the bond rates, they will charge us when they help us sell the bond.
- It is possible to have some savings on item #6 if we decided to scale back on the rendered drawings.
- Mr. Carbaugh asked if item #1 and #3 on the project scope are covering the same thing? Mr. Garner stated that is 2 different things but due to how it is written out it appears the same to us but BLRB did explain that the two items will cover different information.
- It was discussed that BLRB’s cost for the study as proposed will be \$36,250 (this is without the cost of item #4), however the District has only budgeted \$30,000 for the study; Mr. Garner stated that the pool committee has been fundraising and has a balance of \$8,806.55 that could be contributed to help with the excess amount above our budget; Ms. Pennington asked if that is Foundation money, Mr. Garner stated that we would have to have the Foundation’s permission to use the money, Mr. Carbaugh suggested asking Kiwanis, Rotary, etc. to help with the excess for the study. Mr. Carbaugh asked if we would want to use the full balance of the pool committee’s funds or to leave them some if the study turns out favorable; Mr. Garner explained that once the bond is a go that the pool committee then has to form a PAC and funds previously raised for the purpose of the feasibility study and efforts to support a pool cannot be used toward lobbying for a bond. Mr. Logan asked if SDC funds could be used for the feasibility study, Mr. Garner stated no.
- It was asked again about clarification of item #1 and #3 on BLRB’s proposal, Mr. Garner stated that he can attempt to get Mike with BLRB on the phone now during the meeting to get further information so that a decision can be made by the board tonight to move forward or not with the feasibility study or he can get information and present at the next meeting, it was decided not to try calling him during the meeting.
- Mr. Garner also made a reminder that #4 is not included in the total cost of the proposal at this time, that it is possible that a financial organization will do the financial portion instead of an engineering firm (BLRB) and that is why the cost is undetermined.
- Mr. Logan asked if we have to pay the full cost up front or if payment can be made as each separate step is completed in accordance with the project fee’s as laid out in the proposal and if item #6 can wait for completion depending on if the study is looking good or not, if the study is not looking favorable then there would not be a need for the drawings or the cost of them. Mr. Logan also asked who will be responsible for signing the contract, Mr. Garner stated that that is the board’s decision who to appoint with the authority.
- Mr. Garner stated that BLRB submitted a timeline to go with their proposal to give us an idea of when each of the steps would be completed.
- A motion was made by Mr. Kaiser to retain the firm of BLRB to provide services for our pool feasibility study up to \$27,250 with the exception of completing item #6 until further notice and to give Mr. Garner the authority to do the next step as necessary to get the study started; Mr. Carbaugh seconded the motion with amending it to get further clarification of items #1 and #3 before proceeding with the study; all in favor.

**REAL ESTATE PURCHASE:** Mr. Garner stated the property next to the bike park is currently in escrow, he met with the City and filed for the conditional use permit, had to provide a site plan and if approved we will have a year to complete the proposed plan, need the City to tell us what they are going to require from us such as paved streets, etc. before we move forward with the purchase as we can still back out of the purchase if we will not be able to meet the City’s requirements. Mr. Carbaugh suggested that if they do require street paving that possibly we can explain our use of the street and be able to gravel it instead if it will just lead to our parking lot and the street will not be used for anything else. Mr. Garner showed the Board the site plan he

submitted to the City.

Mr. Garner stated that Ochoco Lumber is favorable to donating the property that is adjacent to this piece, they do not want to receive cash for it but would like to work up something in trade for the property.

**RV PARK LAUNDRYMAT:** Mr. Garner stated that the RFP for the RV Park Laundrymat was put out to bid, there was a mandatory pre-bid meeting which only one contractor and a couple of subs attended; there was confusion about the scope of work in the RFP; at this time the RFP has been cancelled and the contractors have been notified; the RFP has been redone, spelling out exactly what Parks & Rec will do and what will be supplied such as specific windows and doors.

**NEW BUSINESS:**

**LOCAL GOVERNMENT GRANT FOR SKATE PARK:** Mr. Garner stated that a meeting was held to start gathering volunteers that would like to help with facilitating the grant process again this year to expand the skate park and resurface the existing tennis/pickleball courts. Mr. Garner asked the Board if this is something they still want to go through with as they will have to agree to be responsible for the grant match which is approximately \$143,000; it was agreed to proceed. Mr. Garner stated that we have a lot of the necessary information from last year's application, the environmental information is still good and can be used again. Mr. Kaiser asked for an update as he was not present during last year's application for this grant, Mr. Garner stated that the grant will help fund the expansion of the skate park with more skating surface and to provide different levels of difficulty at the park for all ages and to resurface the existing tennis courts but thinking of proposing to have it refinished as pickleball courts as there is not much interest for tennis any more with the high school tennis courts available to players. Mr. Garner stated that the pickleball players have been fundraising, the Nation Pickleball group and skate park supporters are willing to help and the FaceBook grant is being applied for, all of these funds can be shown as part of the matching funds that the District is required to have in order to receive the grant and that SDC fees can be used for this but that would take a big chunk of the balance in the SDC funds, Mr. Carbaugh stated that SDC funds are to be put back into the community so would be a good use of them; Mr. Garner stated that we had also planned to use some SDC funds if we obtain the old Ochoco Elementary School gym and for the park that has been proposed to go in there, further stating that SDC's can be used during the initial obtaining of something but not for expanding or improvements later on. Mr. Garner stated that the Board will have to pass a resolution to take on providing the match for the grant.

**OLD MAIN OFFICE BUILDING:** Mr. Garner stated that he received a phone call from Ken Fahlgren asking if Rebel's Roost would be able to rent our old main office building as they are losing their current meeting spot, they have approximately 27 meetings per week; Mr. Fahlgren stated that they have saved up some money, would we be interested in selling the building/property? Mr. Logan asked if there was some favorable land that the County has that we might want to trade for; the Board stated no we do not want to get rid of that property as it can be used in conjunction of renovating the existing pool if that comes about; it was suggested that we could move the building from the property to elsewhere and just keep possession of the property. It was agreed that we will discourage the use of our building for the asked purpose as our parks are smoking/tobacco free and there seems to be a lot of that going on at the current Rebel's Roost.

**CHRISTMAS PARTY:** Mr. Garner asked if the Board would like to have a Christmas party this year, it was stated that everyone was pretty busy this time of year, that we either wait till in January or February to have a get together or have an end of season BBQ during the summer to include the seasonal workers also.

**NEXT MEETING DATE & ADJOURNMENT:** Ms. Smith adjourned the regular board meeting at 6:40pm. The next board meeting will be Wednesday, December 14, 2016 at 5:15pm at the District Office.