

**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 25, 2017, was called to order by Ms. Smith at 5:12pm.

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

STAFF: Duane Garner, Cassy Sykes

GUESTS: Zuanne Neil, Linda Adams (both of the pool committee)

BOARD INPUT: Mr. Carbaugh asked if there could be a meeting stop time set; seems that we are continually getting off agenda and meetings are getting long. Ms. Smith suggested for items that will take much time that a planning meeting on Saturday's can be set up to take care of instead of at a regular board meetings. Mr. Kaiser stated that he is not opposed to a stop time unless there is a discussion in progress at the set stop time, then a motion will need to be made to extend the meeting stop time. Ms. Smith and Mr. Carbaugh stated that they often go to the office during business hours to gather information and discuss non-voting items with Mr. Garner. Mr. Carbaugh made a motion to set a meeting stop time of 6:30pm with the option to decide to finish business at that time; Ms. Pennington seconded; all in favor.

PRIOR MINUTES: Ms. Pennington made a motion to approve the January 11, 2017 board meeting minutes; seconded by Mr. Logan; all in favor.

FINANCIAL: Ms. Sykes stated:

- Checking account balance is \$36,217.28; government pool account balance is \$1,510,344.69.
- The Budget Board has been established, it will consist of Stanley Flynn, Tammy Hudspeth, Jeannie Searcy, Gail Merritt and Rod Barnes.
- The draft audit was reviewed this with Jeannie Searcy's help; there were several questions and concerns in regards to the auditor's findings. We have submitted the questions to the auditor, requesting them to send a representative here to discuss further, they declined sending someone to our location but replied to our questions by email, we will be reviewing the draft audit and answers tomorrow and we have a phone conference set up with the auditor.

HR: Ms. Sykes stated:

- The District's Employee Policy Manual has been updated according to the review suggestions of HR Answers. A copy of the revisions was emailed out to each of the board members last week for review, with a detailed list of the changes. Mr. Kaiser made a motion to accept the revised policy manual as presented and suggested by HR Answers; seconded by Ms. Pennington; all in favor.
- The RV Park Ordinances and Policy Manual has been updated with an additional county ordinance, revisions to the policies in accordance to the new reservation system and other necessary revisions. A copy of the revisions was emailed out to each of the board members last week for review. Mr. Kaiser made a motion to accept the revisions to the RV Park Ordinances and Policy Manual as presented; seconded by Mr. Carbaugh; all in favor.
- The Operational Procedures Manual has been updated by adding 3 policies from the Employee Policy Manual that HR Advantage suggested be removed from the Employee Policy Manual to the Operational Procedures Manual. A copy of the revisions was emailed out to each of the board members last week, except that Section 10 was added after the revisions were emailed; Section 10 is Park Evictions, the parks rules and regulations and park exclusion area maps. Mr. Carbaugh made a motion to accept the revisions to the Operational Procedure Manual as presented; Mr. Logan seconded; all in favor. Each of the board members were given a revised copy of the manual to replace the contents of their personal manuals.

OLD BUSINESS:

POOL FEASIBILITY STUDY: Mr. Garner stated that he has been in contact with BLRB, they plan on being here the morning of January 31st to go through the existing pool site. Mr. Carbaugh asked if the board can be notified of the expected time as board members might want to be there with BLRB, Mr. Garner stated that he will send out a notice

as soon as he finds out a specific time. Mr. Garner stated that BLRB plans to first do the site visit as the first step, then meet with the board and/or community.

Ms. Neil stated that the pool committee would like to make a presentation at the next board meeting to tell what is happening and still going on the pledges that were collected; Mr. Garner will add it to the next meeting's agenda.

OLD OCHOCO ELEMENTARY SCHOOL GYM: Mr. Garner stated that he met with Mr. Kemper of Housing Works last week.

- Mr. Kemper stated that they plan on making an oversized parking area to meet the needs for housing and gym usage, he assured us that there will be enough parking spaces.
- Mr. Kemper stated that there will be an access road put in through the existing grassy area from Locust Street into the parking lot, Housing Works is going to turn over the section of grassy area from the new access road going toward the highway which includes an existing playground. Mr. Garner asked him whether Parks & Rec would have access to the well for watering the lawn, Mr. Kemper is to check into that and let us know. Neighborhood Impact is going to use the grassy area from the new access road toward 6th Street as an orchard area.
- Mr. Garner stated that we are still planning to sign a long term lease with Housing Works for use of the gym, we will be responsible for paying for the lights and heat; they agree to be responsible for structural repairs and Parks & Rec will be responsible for general maintenance repairs; tenants of the building will qualify for our scholarship program and be scheduled for some open gym time for resident use only.
- Ms. Pennington asked if there are any renovations being planned for the gym, Mr. Garner stated that Housing Works will be putting in a new heating system, new restrooms in the lobby and there will be an entrance/lobby created for the gym.
- Mr. Kemper stated that they are targeting April 2018 as when we will have use of the gym.

DISTRICT GOALS: Mr. Garner presented a revised list of the District, RV Park and Ochoco Lake one-year goals. Discuss ensued as to which were the top priority goals and to budget for those goals.

SPORTS LEAGUES/FIELD MAINTENANCE: Mr. Garner stated that he will email to the board information on the fields that are open to the public for use and the fee structure that he has devised, the fees are to be assessed when a league is wanted exclusive use of a public facility. Mr. Garner stated that typically when tax dollars are used for maintenance, such as for the sports fields, there is usually a fee structure behind it and that is why we are developing this structure and use plan.

APPROVAL OF BILLS: Mr. Carbaugh made a motion to approve the bills as submitted – check sequence #34578-34600, in the amount of \$24,902.14; seconded by Mr. Kaiser; all in favor.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 6:32pm. The next board meeting will be February 8, 2017.