

**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, February 8, 2017, was called to order by Ms. Smith at 5:13pm.

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

STAFF: Duane Garner, Cassy Sykes

GUESTS: Zuanne Neil (pool committee)

POOL COMMITTEE PRESENTATION/UPDATE: Ms. Neil stated that the pool committee will be having a meeting this coming Monday night to get the challenge pledges rounded up, with the board's approval they will get back to gathering pledges and having meetings so they do not lose their volunteers. There is 38 challenges floating around with numerous pledges on each challenge, the purpose of the challenge was not to get large donations but to get supporters such as 10,000-\$1 donations versus 1-\$10,000. Mr. Garner stated that he has had some concerns about what the community thinks their donations are being used for, Ms. Neil stated they have been informing pledgers that the funds will be to support the pool from concept to completion, meaning that the funds first go to complete the feasibility study but also that if donors specify what step they want their money used for then that will be noted and needs to go to that step of the process, those that do not specify then funds will be used at our discretion; Mr. Garner stated that he is receiving inquiries from community members that donated years ago to the pool efforts as to where that money went, they are not understanding that it was spent on the previous pool efforts and some was hold over and still available; Ms. Neil asked Mr. Garner if he can include a paragraph in one of his newspaper articles explaining this. Ms. Neil asked if we can alter the existing donation letter that they have to provide a line designating what step of the process the donor would like their money to go to if there is a preference. Ms. Neil stated that they will collect on the existing pledges that they have but no new fundraisers are planned at this time. Mr. Garner stated that any funds brought in will go into the Parks & Rec Foundation's account, if the pool does get approved and goes out for a bond measure then a PAC will need to be formed and any existing funds raised cannot go to the PAC, two fund accounts will then need to be formed - one for pool efforts/construction and one for the PAC.

Ms. Neil stated that she and Linda Adams attended the Blue Zone meeting, Lisa from the hospital then provided them with statistics for Crook County from 2015 and some from 2014, she would like to provide these statistics to BLRB in hopes of possibly reducing the feasibility study costs; Lisa told them that the hospital would prefer not to build a therapy pool, they would rather send their patients to a community pool and contribute to the operating costs; Lisa invited them to a luncheon to hear the hospital's 2-year plan.

Ms. Neil stated that Ms. Adams had written a letter to the YMCA, last Friday she received a phone call from Dan Crocker the Resource Director of YMCA, he would like to come talk to us, YMCA does not build pools but will assist with fundraising to build a pool. The YMCA is considering a possible headquarters in Central Oregon, they are currently working with Bend and Redmond on possibilities of their facilities. YMCA would be able to advise us what designs and programs have worked well at other locations and how to consider them for budgeting purposes as they charge membership fees which would provide a regular income. There are 3 requirements that we would need to accomplish before they will come talk to us, these are: having the support of 1-2 churches, identify 10 possible stakeholders and have our feasibility study completed; once we turn documentation of these requirements in to Mr. Crocker then he will possibly come talk to us.

The board agreed for the pool committee to continue moving forward with all of their efforts.

PRIOR MINUTES: Mr. Carbaugh made a motion to approve the January 25, 2017 board meeting minutes; seconded by Mr. Logan; all in favor.

FINANCIAL: Ms. Sykes stated:

- Checking account balance is \$31,539.74; government pool account balance is \$1,510,344.18.
- Enclosed in board member packets is up to date Statements of Revenues and Expenditures for each department with a summary page showing a quick overview for each department of the year-to-date revenues, expenditures and percentage of the budgeted amounts that have been used/received.
- We received a revised draft audit and reviewed it with the help of Jeannie Searcy. We found that the auditors were missing our appropriation transfers completed at FYE 2016, once they received those the previously stated over expenditures no longer existed. There is still some discrepancies that we have and we have been in contact with the auditors with these questions, we are waiting to hear back from them. Our extension ran out on January 31st, we were able to get a second extension from the Secretary of State until February 28th.
- We received the final invoice for bricks on the skate park resurfacing project that the Ford Foundation Cohort 3 did during 2016. Back in July the board had agreed to split the remainder of expenses with the Chamber of Commerce, the

District's half is \$1,711.12, a check will be written to the Foundation.

OLD BUSINESS:

POOL FEASIBILITY STUDY: Mr. Garner stated that BLRB and WTI were here for the site visit, Mr. Garner, Mr. Logan and Mr. Pennington were present also. WTI is working on the Bend Senior Center for their pool so they will be in Bend on several occasions, they will coordinate those visits so that they can come here also to help BLRB with their portion of the feasibility study. Mr. Garner stated that we still had the original blue prints of the current pool facility and were able to hand them to BLRB and WTI, they found that very helpful so that they did not have to take measurements and recreate the blue prints. Mr. Carbaugh asked when preliminary results will be seen from BLRB, Mr. Garner stated that BLRB will be setting up a meeting to include staff and board for informational purposes.

NEW BUSINESS:

STAKE HOLDER COMMITTEE: Mr. Garner asked the board if they would like to invite specific community members to participate in the pool feasibility study, such as St. Charles, the school district, the city, the county or any others that might have interest in the pool or other key people/organizations that represent our community, as well as a representative from the pool committee as they have done tremendous work that they can provide to BLRB and also to represent the citizens. Mr. Kaiser asked what a committee like this would need to discuss before the study was complete; Mr. Garner stated that BLRB will report their findings thus far and will be asking for information, he feels that stakeholders need to be brought into the feasibility study process now to find out the possibilities so that we can factor them in and to establish the key pillars and get rid of any assumptions early on. Mr. Kaiser stated that he is afraid if the stakeholders are brought in too early in the process and the study does not move along fast enough or information is not presented then their interest may be lost and suggests to keep the group small with high level involvement only; Mr. Garner stated that the low level meetings have already taken place so now is the time to bring possible stakeholders in, to let them view our process going on or we might lose their interest, show openness to other ideas and concepts that they may be able to contribute and to let them know the level of community wide effort. It was suggested that we could also just extend an invite at this time and tell possible stakeholders what stage we are at, Mr. Garner stated that he is not sure of BLRB's next meeting agenda so not sure yet if that will be the right meeting for them to attend. Mr. Kaiser stated that if we involve the right people in the process they will also give support to the pool committee. Mr. Logan asked for everyone to consider what could be bad about the idea of involving stakeholders; Mr. Kaiser stated that bringing possible stakeholders to meetings too early and if meetings are scattered and uninformative then we could lose them; Mr. Carbaugh stated that they could potentially group up and put too much influence and create conflicts; suggested we could extend invitations with what our guidelines and objectives are. Mr. Garner stated that he will create a list of proposed organizations and email to the board for consideration; also stating that if an organization is interested in participating then they can appoint a representative, Mr. Kaiser stated that we should specify individuals from the organizations that we would like as we want their specific high level of experience and expertise.

BOARD ASSESSMENT: Ms. Sykes stated, as previously requested by the board, she has been in contact with Special District's to set up a board assessment evaluation. It does require that all board members be present and will take about 90 minutes, they are willing to come during the day time or evenings or on weekends. The board stated that they are concerned whether it would be better to do the assessment now or wait till after the election when there is a potential of substantial board member turnover. Mr. Logan asked how often Special District will do the assessment at no charge because if it is not limited then it would be ideal to do one now and one after the election, Ms. Sykes stated she will inquire and let the board know, the board will decide from there when they would like to have the assessment.

CASH CARRY-OVER RESERVE: Mr. Garner asked if the board would like to set a cash carry-over reserve amount to carry-over each year, the reserve amount would be to cover times when taxes are not coming in as expected, a reserve amount would not be represented in our budget as money available to spend, there has never been a set dollar amount to have as a reserve. In the past, the District has budgeted conservatively which has built up the healthy carry-over that we currently have. Mr. Garner asked the board what dollar amount would they feel comfortable leaving as a cash carry-over; it was asked why a reserve amount would want to be set; Mr. Garner stated that we want an amount to be prudent but when there is too much money being held then the community will possibly ask why we are not using it to maintain parks and make improvements. Mr. Garner stated that we do not want to create a budget that is not sustainable; we have several goals that we have recently set for the upcoming budget so we could use some of the excess funds that are being held to accomplish these goals. The board asked that we calculate our average monthly expenses from the past 3 years and how much it would take to cover 3 and 6 months of operating expenses based on that information; Ms. Sykes stated that she will get that calculated and emailed out for the board to evaluate.

APPROVAL OF BILLS: Mr. Carbaugh made a motion to approve the bills as submitted – check sequence #34601-34646, in the amount of \$23,149.68; seconded by Mr. Kaiser; all in favor.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 6:37pm. The next board meeting will be February 22, 2017.