

**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, March 8, 2017, was called to order by Ms. Smith at 5:15pm.

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

STAFF: Duane Garner, Cassy Sykes

GUESTS: Zuanne Neil (pool committee), Linda Adams (pool committee)

POOL COMMITTEE UPDATE: Ms. Neil and Ms. Adams gave a presentation including a timeline from start to now of where the pool committee has been and is. They will have a printout of the survey that they conducted on Survey Monkey last fall to provide to BLRB for the visioning session. The committee continues to collect challenges, they have gained about 500 new supporters. Ms. Neil stated that she has created a 'draft' of active members and volunteers of the pool committee, previous members and potential members and stakeholders that will be approached at a later time for monetary or in-kind donations. Ms. Neil stated that she will email all of her data to Mr. Garner so that he can pass along to BLRB prior to the meeting next week.

PRIOR MINUTES: Ms. Pennington made a motion to approve the February 22, 2017 board meeting minutes; seconded by Mr. Kaiser; all in favor.

FINANCIAL: Ms. Sykes stated:

- Checking account balance is \$17,753.41; government pool account balance is \$1,495,664.87.
- Enclosed in the board member packets is a financial summary of each fund as of the end of February 2017, showing the revenues and expenses in comparison to our budgeted amounts; detailed reports are also enclosed in the packets. The District fund is going to have some specific line items that will be overspent within the Materials & Services section, such as Skate & Pool Candy Costs, Skate & Pool Misc Supplies, Natural Gas, Water & Sewer and Rec Guide Printing; with evaluation of the budget we have other line items that were over budgeted for so we should be ok overall at the end of the fiscal year. Mr. Garner stated that the natural gas and water bill have increased greatly, we discovered that the pool took a considerable amount more of natural gas and water during the past summer, we are going to keep a weekly log in an attempt to figure out what is going on, we are also going to drain the pool and have the City use their scope on the lines to see if we have any leaks causing the increase in utility bills. Mr. Carbaugh asked if we have checked the pool for damage from the winter, since there was water left in the pool it could have frozen quite a ways lower than in previous years with the long cold spell that we had, Mr. Garner stated that we have not checked it yet.

AUDIT: Ms. Sykes stated that we have received the finalized audit, the auditors agree with all of our fiscal yearend figures for each fund with the exception of the District fund, the auditors are stating there is about \$14,000 more in the District fund then we had stated, this is due to errors that the auditors found in the prior year's audit and had to make adjustments accordingly. A copy of the audit was provided to each board member.

DIRECTOR'S REPORT: Mr. Garner stated:

- We will be contracting with Severson Plumbing to complete the plumbing work at the RV Park laundry room. Our staff has gutted the inside of the laundry room building and will be cutting the concrete for placement of the sewer lines. Our staff will be doing as much of the construction work as possible that does not require permits.
- We paid a surveyor to have the property line moved in accordance of where the porches on the laundry room building will be, our initial thought was that the surveyor would remove the line so that the RV Park and the property that the laundry room sits on would become one piece of property and requiring only one contract, however the surveyor just moved the property line over to accommodate for the porches. We will need to decide if we want to build the porches on the building this fiscal year or not, if we build them this fiscal year then we will need to use RV Park reserve funds which requires approaching the County for a mutual agreement to use the reserve funds or we can wait till next fiscal year to build on the porches, they are not a requirement for functionality of the building but more for aesthetic purposes.
- We conducted interviews for the recreation coordinator position, the job description was changed to remove supervisory of the pool and skating rink from their duties, we adjusted the pay scale and work hours accordingly, this position will primarily deal with the recreation class instructors and possibly teach some classes themselves, they will also be responsible for designing our recreation guide and keeping our registration system and website up to date with class activities. Eli Tomlinson was hired, he previously worked as a rec coordinator at Peak 7 Adventures and at youth camps. We have also talked about adding a new position to our staff to maintain sports fields and coordinate the sports side of our recreation, from the interviews we decided to hire Matt Vaughan for this position, he has been highly involved in Little League and maintenance of our sports fields as a volunteer. Mr. Carbaugh asked how we will cover both of the

salaries, Mr. Garner stated that with the salary saved from not having a rec coordinator for 2½ months and some excess from other parks positions we will be able to cover both of the salaries, we have penciled it out to be sure.

- Ochocho Lake campground is set to open on April 1st.
- We have a meeting set up with BLRB on March 15th, 10am-1pm, at the Juniper Art Guild, for a presentation of the feasibly study thus far and for a visioning session. This will be an advertised meeting of the board.
- We have a meeting set up with BLM on March 17th, 10am, for a site visit of the Barnes Butte property.

OLD BUSINESS:

RESTORING RECREATIONAL IMMUNITY RIGHTS: Mr. Kaiser stated that he was able to make two phone calls to the legislature; he spoke with Nick Strader at Greg Walden's office, Nick stated that he was not aware of the issue and that it is most likely a state issue not a congress issue but found the information interesting and would talk to Mr. Walden about it. Mr. Kaiser stated that the second phone call was to Mike McClane's office, he talked to a gal there stating that she is aware of the issue and will pass on our concerns to Mr. McClane; today Mr. Kaiser received an email from Mr. McClane's office stating that Mr. McClane would like to schedule a time to talk to him further about the issue; Mr. Kaiser stated that once he talks with Mr. McClane he will also ask who else we can reach out to in regards to support this issue. Mr. Kaiser stated that he will keep the board posted with further progress.

NEW BUSINESS:

NEXT STEPS FOR THE POOL COMMITTEE AND BOARD DIRECTION: Mr. Kaiser stated that himself, Mr. Garner and Ms. Sykes met with Bob Keefer of Special Districts for direction of how to facilitate effectively our pool committee and board, Mr. Keefer is a well-known retired Parks & Rec director of Oregon and currently on holds a position on the Sisters Parks & Rec Board,. SDAO will provide us with support for this situation, approximately 8 hours will be provided then additional support will move to private consulting with a fee being charged most likely. Mr. Keefer was very helpful in explaining how to regroup and move forward in the most efficient way; his suggestions are to get the board involved, they have been very hands-off in the functionality of the pool committee but are providing the funds to have a feasibility study conducted. Mr. Keefer has suggested that 1-2 District board members be appointed to the pool committee, convene a meeting with the board members, committee leaders and a few of the key players of the pool committee to define the relationship, role and goals of the pool advisory committee that the District is expecting. Mr. Keefer would like to facilitate a meeting on April 19th with the pool advisory committee and our board. Mr. Carbaugh expressed his opinion that having board members be a part of the pool committee could highly influence the public's mind, which we do not want, that we definitely need to bring in a facilitator to help organize and control the meetings. Ms. Neil stated that Diane Rhinehart has also volunteered to facilitate meetings if necessary, she has been involved with this type of service for the Forest Service.

Further discussion ensued about bringing in a facilitator for pool committee meetings.

Mr. Carbaugh made a motion to appoint Mr. Keefer as the mediator for the pool committee meeting on April 19, 2017, 5:30pm, at the Juniper Art Guild; Ms. Pennington seconded; all in favor.

The board appointed Ms. Smith and Mr. Kaiser as the board members to represent the District Board on the pool advisory committee.

RV PARK PLUMBING CONTRACT AWARD: Mr. Garner stated that the RV Park plumbing contract should be awarded to Severson Plumbing, they were the only bidder. Severson will be responsible for all plumbing from start to finish, including the water, sewer, natural gas and venting for dryers, our staff will do the cutting and backfill of the concrete.

Mr. Carbaugh made a motion to award the plumbing contract at the RV park laundry room facility to Severson Plumbing; Mr. Kaiser seconded; all in favor.

ANNOUNCEMENT OF NEW RECREATION COODRINATOR AND SPORTS FIELD MAINTENANCE: Mr. Garner stated that Eli Tomlinson has been hired as the recreation coordinator, he will start on March 13th; Matt Vaughan has been hired as the sports field maintenance and sports coordinator, he will start on March 13th.

APPROVAL OF BILLS: Mr. Kaiser made a motion to approve the bills as submitted – check sequence #34670-34720, in the amount of \$38,973.64; seconded by Ms. Pennington; all in favor.

BOARD INPUT:

- Ms. Smith stated that she was asked at the Fair Board meeting if Parks & Rec was no longer going to be doing Western Daze; Mr. Garner stated that the carnival cancelled on us for Western Daze which was our big attraction and we have not been able to find another carnival to come in so a decision was made to move our efforts in conjunction with the Chamber of Commerce to the 4th of July celebration in town, making it a bigger and better event. There is talk of having another group take over Western Daze and either make it an art fair or another type of attraction so that people will have something to walk through following the parade.
- Ms. Smith stated that Mr. Garner's annual review/evaluation is past due, all board members received an evaluation form, she asked that all board members fill out and an executive meeting will be scheduled to conduct Mr. Garner's evaluation.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 6:42pm. The next board meeting will be March 22, 2017, Ms. Sykes reminded the board that all board members need to be present as Special District's will be conducting their Board Assessment at the March 22nd meeting.