

**CROOK COUNTY PARKS & RECREATION DISTRICT
296 S MAIN STREET
PRINEVILLE, OREGON 97754**

The scheduled meeting of the Board of Directors of Crook County Parks & Recreation District, Crook County Oregon held at the 296 S Main St, Prineville, Oregon on Wednesday, March 22, 2017, was called to order by Ms. Smith at 5:15pm.

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

STAFF: Duane Garner, Cassy Sykes

GUESTS: Rob Mills of Special Districts, Bob Keefer of Special Districts

PRIOR MINUTES: Ms. Pennington made a motion to accept the prior minutes for board meetings on March 8 and March 15, 2017; seconded by Mr. Logan; all in favor.

APPROVAL OF BILLS: Mr. Carbaugh made a motion to approve check sequence #34721-34758, in the amount of \$23,187.67; seconded by Ms. Pennington; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$4,753.09; Government Pool account balance is \$1,495,954.38
- Currently working on budget for the upcoming fiscal year

DIRECTOR'S OVERVIEW: Mr. Garner stated:

- Matt Vaughan, the sports field maintenance/sports coordinator, has many new ideas for improvements to our sports fields
- The remainder of the Director's Overview is in the board's packets for their review

RESOLUTION 167-2017 – AUTHORIZING APPLICATION FOR GRANT: Mr. Garner stated that the application for the Local Government Grant is due by the end of the month, he is hoping to submit the application by the end of this week. To apply for the grant the Board will need to pass Resolution 167-2017 agreeing that the District has available and will provide matching funds for the grant at 40% of the total proposed cost; currently the project's estimated total cost is \$430,000. Mr. Carbaugh asked why the grant is sizably more than last year's application, Mr. Garner stated that we are adding in solar lighting that the Health Department is proposing to do along the bike path in this area, off street parking and additional security cameras. Mr. Carbaugh asked how much 40% matching funds is, Mr. Garner stated \$172,000 but that we already have some money/grants received that will be applied as part of the matching funds, worst case scenario the District would have to provide approximately \$140,000 for matching funds. Mr. Logan made a motion to pass Resolution 167-2017; Ms. Pennington seconded; all in favor.

SDAO BOARD ASSESSEMENT: Rob Mills with Special Districts stated that he will be conducting a board assessment of our board and key employees of the District. Mr. Mills stated that there is a few requirements that SDAO does request following the assessment, these are:

- Within a week of the assessment Mr. Mills will submit an evaluation to Ms. Sykes for the Boards review
- The assessment review will need to be on the next board meeting's agenda to discuss and follow up on
- There will be a 60-90 day follow up by SDAO to be sure that these steps were complied with
- The District will receive a 2% discount on their liability insurance premiums for having conducted the board assessment

The board assessment and discussion ensured, see attached notes from Mr. Mills.

NEXT MEETING DATE & ADJOURNMENT: Board meeting adjourned 7:19pm. The next board meeting will be April 12, 2017, 5:15pm, at 296 S Main St, Prineville, OR.



SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT

**CROOK COUNTY PARKS AND RECREATION
MARCH 22, 2017**

Exec. Director:

Duane Garner

Board: Linda Smith; Forest Carbaugh; Barb Pennington; Jeremy Logan; Casey Kaiser. Business Mgr: Cassy Sykes (contact)

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				The Board feels they are doing "well" in this area, scrutinizing their finances and maintaining "cognitive awareness of their role" in "fulfilling the wishes of district residents". The Board reaches out to other local agencies, maintains close contact with the community and actively engages the public in projects.
Demonstration of good governance practices				The Board is known by employees to be "a willing ear." As one member put it, "That door is always open." An easy, open communication flow exists between Board members and the director who guides meeting agendas, addresses questions and fields input. Though they may not completely agree on issues a respectful tone is maintained as they develop consensus on decisions and actions.
Operational Compliance				
Overall regulatory compliance				Board members acknowledge that this is a "gray area" and "there are times that make us nervous." However, they have confidence in the director's knowledge and experience in compliance matters and are not reluctant to seek outside expertise on specific issues. They are keenly aware that ultimate responsibility for the district's overall compliance "falls on us".
Timeliness of compliance reporting				Board members report they are "not aware

				of a single situation” that has jeopardized the district’s record of timely reporting and effective management of compliance matters.
Potential compliance challenges				
Budget and Finance				
Consistency in budgeting to meet needs				A prescribed budgeting process is followed with a committee comprised of Board and community members, input from staff, Board review and approval, and public hearing. Board members report “not seeing any red flags” and that they “operate in line with the budget as created.”
Soundness of financial practices				Board members describe their financial practices as “conservative” and “always within budget” resulting from their “significant conversations” about goals and priorities. They report they are evolving to a more strategic planning level and even in economic downtimes have been able to avoid “programs being instantly affected by loss of revenue.”
Customer Relations				
Management of service problems				Complaints received by the district are not “systemic” and are typical dissatisfactions expected in the operation of public facilities. They are usually dealt with at the staff level with notification to the Board of their resolution.
Improvements to customer service				The Board recognizes the director’s success in transitioning the district’s “regulatory culture” to be much more user-friendly and his initiative in working with law enforcement to control illicit behavior in the district’s parks. While on-line customer ratings are high, Board members feel “we could be more anticipatory” in scoping potential service problems. Improvement needs mentioned were a need for an established procedure for handling complaints and a need “we’ve heard loud and clear” for the district to be more active in youth sports.
Personnel Administration				
Staff morale and work climate				The positive work climate is a result of “good people who enjoy their jobs and buy

				into the district's strong customer service ethic." The district has a "small, highly professional staff with a strong family orientation" and the director reports, "I couldn't imagine having a better team."
Management of employee performance				An established format is followed for administering the director's annual performance review that includes input from all Board members. The director follows a documented process for reviewing full-time staff members' performance that includes the member's self-evaluation.
Alignment of positions with work assignments				Position descriptions have been recently reviewed and are well matched with the day-to-day work assignments
Policies and Procedures				
Soundness of administrative policies				The Board recognizes that reviewing and updating the district's policies and procedures is a continual process. While work is nearly complete on some, there are other documents that are known to be "way outdated" such as the public contracting policy. The Board acknowledges they have yet to discover other policies that probably need updating.
Consistency between work practices and policies				These two areas were not specifically discussed.
Efficiency of staff and work systems				