

**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 St, Prineville, OR, on May 24, 2017, was called to order by Ms. Smith at 5:20pm.

**BOARD MEMBERS:** Linda Smith, Barbara Pennington, Forest Carbaugh, Jeremy Logan, Casey Kaiser (arrived late)

**STAFF:** Duane Garner, Cassy Sykes

**GUESTS:** Dick Hollenbeck (Pool Committee), Ruthie McKenzie (newly elected board member), Darlene Henderson (newly elected board member), Abby Leibowitz (Crook County Health Dept)

**PRIOR MINUTES:** Mr. Carbaugh made a motion to approve the May 10, 2017 board meeting minutes; seconded by Ms. Pennington; all in favor.

**APPROVAL OF BILLS:** Ms. Pennington asked why \$10,000 was paid to Bank of the Cascades; Ms. Sykes stated that was the annual principal and interest payment for the "Green House". Mr. Carbaugh asked what Bulldog was paid for; Ms. Sykes stated that it was for additional recreation guides to insert in the Bend Bulletin for Crook County residents. Ms. Pennington made a motion to approve the bills, check sequence #34923-34964, in the amount of \$45,990.61; Mr. Carbaugh seconded; all in favor.

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

- Checking account balance is \$7,250.63; Government Pool account balance is \$1,481,576.18
- End of the fiscal year is fast approaching, only about a month to go so Duane and I will be evaluating the budgets in accordance with year-end.
- Our interim audit is scheduled for June 5-6, the auditors will be here to start prepping and gathering information for our final audit which they will return for in September.
- As many of you have heard, our bank (Bank of the Cascades) is merging with First Interstate Bank, Duane and I met with the Treasury Solutions Office (Wayne Dickinson) from the Bend branch and the Prineville Bank Manager (Jenn) today to discuss the merger, they are feeling very comfortable and excited about the merge which was reassuring to us. The legal date of the merge will be May 30<sup>th</sup>, this is when the banks begin exchanging information; conversion date is August 14<sup>th</sup>, this is when the bank will actually become First Interstate Bank and signage at the branches will change. At this time, it is believed that our rates will remain the same however they will not know for sure until the legal date when information starts getting exchanged, Mr. Dickinson will keep us informed of any issues that arise or things that he feels we need to be aware of once the merge begins.
- The County Tax Assessor contacted me with concerns about the number of bonds, levies and formation of taxing districts that he is hearing talk of. Some of these include a construction bond for a pool, operating levy for a pool, library taxing district, transportation district and operating levy or special district for law enforcement, with all of these possibilities and the newly voted in jail he is concerned about the impact of each and every taxing district due to compression. The Tax Assessor has set up a meeting with all related parties on June 12<sup>th</sup> to discuss compression and the effects these projects could have on revenue to the taxing districts.

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

- The Director's report is included in the Board's packet and can be read at a later time, questions ensued:
- Ms. Pennington asked how much mud got pumped into the pool when they started to fill it; Mr. Garner stated that it was not too much but that the pool had just been pressure washed and painted so it had to be cleaned out again, however the pool is now filled and being used by the swim team.
- Mr. Logan asked if there is any sponsors this year for the pool; Mr. Garner stated that there is still a significant amount of Ms. Pape's donation left from last year we will be offering \$1 Saturday and Sundays, as unfortunately the free days brought in some issues so this year we will try \$1 days to see if this resolves some issues and supplement the remainder of the regular \$3 open swim fee with the remainder Ms. Pape's donation.
- Mr. Carbaugh asked if a host has been found for Ochoco Lake yet; Mr. Garner stated that we signed up with Workamper online and did receive a good application this afternoon that we will be calling on.
- Mr. Logan asked about the progress of repairing the fence at Crooked River Park that a pickup had rolled

through; Mr. Garner stated that it is not fixed yet, Mr. Pennington is taking care of it.

- A malfunctioned transformer owned by Pacific Power fried the irrigation control panel at the fishing pond, a claim is being filed with Pacific Power to receive reimbursement for damaged equipment. Mr. Logan asked if we will have water problems in that area; Mr. Garner stated that we should not, the water is actually controlled from a central control system at the shop and that if any issues arise it will be a future expense.

#### **OLD BUSINESS:**

**PERSONNEL WAGES:** Mr. Logan stated that if we do step increases in the future that we should follow the pay grade schedule instead of skipping steps or it defeats the purpose of having the pay grade schedule, also feels that salaries need to be evaluated; during the board retreat would be a good time to discuss this.

**SKATE PARK/PICKLEBALL NAMING RIGHTS:** Mr. Garner stated that an idea was presented to have levels of sponsorship for the skate park and pickleball areas to raise money as matching funds if we receive the Local Government Grant; if a large donation of \$25,000 is received then that donor will receive the naming rights for that portion of the park. Mr. Logan asked what the usual process is for naming parks; Mr. Garner stated that it is typically named after the property donor. Ms. Henderson asked what will happen if there is more than one large donor, who gets the naming rights; Mr. Logan stated that they could have a bidding game for the highest bidder to determine who receives the naming rights.

Mr. Carbaugh made a motion to approve offering naming rights of the skate park and the pickleball court (2 separate names) to a donor of \$25,000 or more, name will be dependent upon Board approval; Ms. Pennington seconded; all in favor.

**RV PARK LAUNDRY/COMMUNITY ROOM:** Mr. Garner stated that the RV Park laundry/community room is moving along, portions of the project will be contracted out but we did hire Dillan Hatch, a local contractor and has worked for us in the parks in the past, as an employee under the Special Projects payroll line item to do the framing and various other parts of the project, however he cannot do any of the electrical, plumbing or anything that requires permits. We will likely have to transfer funds among appropriations at the next meeting to cover expenses of the project.

**4<sup>th</sup> of JULY/WESTERN DAZE EVENT:** Mr. Garner stated that he was under the understanding that Western Daze was a Foundation event, after talking with Jeannie Searcy he found out that it was a District event but that funds have been ran through the Foundation at times in the past; that he inadvertently had the Foundation approve to discontinue Western Daze and combine our efforts with the Chamber of Commerce for the 4<sup>th</sup> of July event. Once it was decided to no longer hold Western Daze, he offered for anyone in the community that wants to carry on the event can do so, Brandi Ebner, who owns an event company, contacted him stating that she would like to do the event. Mr. Carbaugh made a motion to allow Brandi Ebner and her event company to take over Western Daze; Ms. Pennington seconded; all in favor.

#### **NEW BUSINESS:**

##### **RESOLUTION 168-2017 – A RESOLUTION TO CONTINUE A RESERVE FUND FOR PARKS CAPITAL IMPROVEMENT WHICH WAS ESTABLISHED ON SEPTEMBER 17, 1997 BY RESOLUTION 40-1997 AND CONTINUED ON JUNE 13, 2007 BY RESOLUTION 107-2007:**

Ms. Sykes stated that the Capital Improvement fund was set up 20 years ago and was to be reviewed every 10 years to determine if the funds will be continued or abolished, with money currently in the fund a resolution needs to be passed to continue the fund. Ms. Sykes read the resolution aloud.

Mr. Logan motioned to continue Resolution 107-2007 for another 10 years; seconded by Mr. Carbaugh; all in favor.

##### **RESOLUTION 169-2017 – A RESOLUTION TO CONTINUE THE FUND FOR DISTRICT VEHICLE/EQUIPMENT REPLACEMENT WHICH WAS ESTABLISHED ON JUNE 15, 1995 BY RESOLUTION 25A-1995 AND CONTINUED ON JUNE 13, 2007 BY RESOLUTION 108-2007:**

Ms. Sykes stated that the District Vehicle/Equipment Replacement fund was set up 22 years ago and was to be reviewed every 10 years to determine if the funds will be continued or abolished, with money currently in the fund a resolution needs to be passed to continue the fund. Ms. Sykes read the resolution aloud.

Mr. Carbaugh motioned to continue Resolution 108-2007 for another 10 years; seconded by Ms. Pennington; all in favor.

**POOL ADVISORY COMMITTEE:** Ms. Smith stated that the first Pool Advisory Committee meeting went well. Wayne Looney was appointed chair and Gary Goodman was appointed vice-chair. Mr. Keefer laid out the ground rules for the committee, being clear that they report to the Board their fact findings. Mr. Logan stated that the Board will decide and research when the best time to go to vote on a bond is; he asked Ms. Pennington if she can get numbers of past

elections, Ms. Pennington stated that she could but that Mr. Logan or another Board member will need to come by the Clerk's office. Ms. Smith stated that she felt the first meeting went well and the committee will have a good foundation. Mr. Logan made a motion to appoint Jeannie Searcy as the final member of the Pool Advisory Committee; Mr. Kaiser seconded; all in favor.

**CCPRDF & CITIZEN'S POOL COMMITTEE FUNDRAISER:** Mr. Garner stated that Linda Adams and ZuAnne Neal of the Citizen's Pool Committee approached the Board recently asking for permission to remove some items from the Ochoco Elementary School to be used to raise funds that would go toward a new pool, which the Board had approved. At the time of approval, it was stated that chalk boards would be retrieved and cut into small pieces and framed, sold as memorabilia. Ms. Adams and Ms. Neal came to Mr. Garner first of this week, stating that Housing Works would be allowing them into the school that afternoon to see items that will be available for removal, Mr. Garner agreed to go with them; at the meeting with Housing Works the list of available items was received, it was extensive and included items such as large round tables, chairs, bolted in wall cabinets, desks, etc. Housing Works then sent an agreement to Mr. Garner the next day wanting Crook County Parks & Rec Foundation to sign that they will be liable for this committee bringing in volunteers to remove items from the school in preparation for a sale and that once the sale is over then all items that were removed must be removed from the premises by the volunteers/Foundation. Mr. Garner stated that he has not talked to the Foundation Board yet about this event, the Foundation has only acted as the fiscal agent for this committee and that it is confusing as to who the committee is to be operating under, whether it is the Foundation or District; the District did ask and approve the formation of the Citizen's Pool Committee but has had no governance or appointment over them. Housing Works MOU names Ms. Adams and Ms. Neal as Foundation members; Mr. Garner handed out the MOU and read it aloud. Mr. Garner stated that he does not feel comfortable signing this MOU, has concerns about volunteers that will be needed to move items, the scope of the project, manpower and removing the property at the end of the sale; he asked for details which offended the parties involved. Mr. Logan asked that if we do not remove the items then Housing Works will demolish and haul off anyway? Mr. Garner stated that is correct. Mr. Garner stated that another concern is that the Foundation does not currently have any liability insurance to cover an event, they are in the process of working on obtaining insurance, so at this time there would be no coverage under the Foundation, it is risky to take on this big of a project with no coverage. Mr. Carbaugh stated that originally the committee wanted some chalk boards but did not mention big items. Mr. Garner stated that Ms. Adams came to see him this morning regarding this matter and Ms. Neal sent him an email; discussion ensued in regards to these encounters.

Mr. Kaiser stated that the committee should only remove what items they think they can sell; Mr. Logan stated that we should be able to put back what we do not sell since they will remove anyway.

Mr. Carbaugh asked if Ms. Adams and Ms. Neal would be able to do this event on their own without the coverage of the District or Foundation; Mr. Garner stated that Housing Works wants an insurance certificate which the committee would not be able to provide. Mr. Hollenbeck stated that he as a contractor has to carry a \$2 million bond, so if something happens to this committee during the event, who is the Board that actually sponsors them? That it would most likely fall back on the Foundation unless Housing Works would state only the Citizen's Pool Committee on the contract with no liability insurance coverage or get their own insurance policy. Mr. Logan asked if Housing Works will work with the committee and allow to work under their (Housing Works) insurance; Mr. Garner stated that they are not interested in that, there is already a contract in place for demolition that they do not want to spend staff time for tours and removal of items by numerous individuals/groups. Mr. Carbaugh stated that we should stick with the original plan to cut up chalk boards only and sell over time, stay small; Mr. Hollenbeck stated that he has been gone and was not aware of the event but that it is a big vision and good effort; Mr. Kaiser asked if the payoff will be worth all of the efforts and should the District dictate over the Citizen's committee that we are not over? It was agreed to let the Foundation take care of this issue under them.

Mr. Kaiser made a motion that the Board allows Mr. Garner to draft communication to Housing Works and the Crook County Parks & Rec Foundation, from the District Board of Directors, that this not a District issue, Board will approve communication prior to distributing; Mr. Carbaugh seconded; all in favor.

**MANAGEMENT OF PROPERTY OWNED BY CITY OF PRINEVILLE:** *(Tabled till the next Board meeting)*

**PROCESS OF SETTING FUTURE AGENDA ITEMS:** Mr. Garner asked how the Board would like the agenda to be arranged in the future. Ms. Smith stated that she would like to see more communication from the Foundation, in the past the Foundation was inactive but since it has become more active it would be nice to know more of what is going on with them; Mr. Logan suggested adding the Foundation minutes to our Board's packets so that they can be read through, Ms. Smith said no, Ms. Henderson said that having the minutes would be the best way to keep informed. Mr. Garner stated that he is the sole person currently setting up the agenda, he does not have enough time to cover everything that he is doing or involved in at the meetings, how should he sift through what needs to be discussed with the limited amount of time at the meetings?

**LED SIGN:** Ms. Smith stated that she had obtained the regulations from the Fairgrounds that they had to abide by when they installed their LED sign in Pioneer Park; Ms. Sykes stated that she had contacted Josh Smith with the City this morning, he had forwarded her the regulations for the City and State Highways, Ms. Sykes then passed these regulations along to the company that the sign will be ordered from, they will evaluate the regulations and respond to us with a sign that will meet regulations.

**USE OF OLD OFFICE FOR INTERNS:** Mr. Garner stated that he is on the committee to select the next intern for the Crook County Health Department; it is hard for the interns to find affordable housing, suggesting that we remodel the old office and offer it to interns for low rent. Ms. Leibowitz, currently an intern for the Crook County Health Department, stated that the internship is for one-year, it is a volunteer program based out of the County Health Department to promote physical activity in our community. Ms. Leibowitz stated that she has done a good amount of work on the skate park/tennis courts for solar lighting in the area which included writing and receiving a grant from FaceBook; wrote and received a grant for sports equipment for Parks & Rec; and worked with the local schools on the walk to school program. Ms. Leibowitz stated that interns in this program are paid lower than the poverty level so having affordable, secure housing would be a big help and a draw to interns. Ms. Henderson stated that the interns have been an extreme asset. Mr. Carbaugh stated that if the pool passes and stays in the current location then this house will be torn down. Mr. Kaiser asked if there is an estimate of the cost to remodel; Mr. Garner stated that he has not had any contractors look at the remodel yet; Mr. Hollenbeck said that he will be happy to take a look at it; there was mention of several appliances that could be donated; Mr. Logan suggested that we find out what permits will be needed to bring the house to code.

Mr. Carbaugh made a motion to allow Mr. Garner to check on the feasibility/cost of remodeling the house for use by interns; Mr. Logan seconded; all in favor.

**NEXT MEETING DATE & ADJOURNMENT:** Ms. Smith adjourned the regular board meeting at 7:15pm, next meeting will be June 14, 2017 at the District office.