

**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 June 14, 2017, was called to order by Ms. Smith at 5:15pm.

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

STAFF: Duane Garner, Cassy Sykes

GUESTS: Ruthie McKenzie (newly elected board member), Darlene Henderson (newly elected board member), ZuAnne Neal (Pool Advisory Committee & Citizen's Pool Committee), Shawn Cooper (Crook County RV Park Host)

PRIOR MINUTES: Mr. Logan made a motion to approve the May 24, 2017 board meeting minutes and May 24, 2017 Budget Hearing minutes; seconded by Mr. Kaiser; all in favor.

APPROVAL OF BILLS: Mr. Logan asked why there was 2 payments to AIG and what were they for; Ms. Sykes stated they are made for our retirement plan, one for the employer's contribution to the 401K plan and one for the employee's contribution to the 457 plan. It was asked what Cooper Electric did; Ms. Sykes stated that it was electrical work within the RV Park and on the RV Park laundry room. It was asked what Jeff's Custom Plumbing bill was for; Ms. Sykes stated that it was for replacement of the water heater at Ochoco Lake. It was asked what Severson Plumbing bill was for; Ms. Sykes stated that is a portion of the plumbing work at the RV Park laundry room. Mr. Carbaugh made a motion to approve the bills, check sequence #34965-35056, in the amount of \$73,583.31; Mr. Logan seconded; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$5,143.66; Government Pool account balance is \$1,461,890.49.
- End of the fiscal year is less than a month away; Mr. Garner and myself have evaluated the budget to be sure that expenditures are within reason and determined some final expenditures to make before the end of June.
- A financial summary and details of each department's budget are included in the board packets. The District, Ochoco Lake and the RV Park are at about 90% of their projected revenue with expenses in all departments being at less than 70% of the budgeted amounts.
- Our interim audit was June 5th and 6th. Each Board member should be receiving a letter from the auditors stating their findings and recommendations. The interim audit is to evaluate our internal controls and procedures and to help limit exposure that the Board is subject to by personnel of the District. We had no "material deficiencies", two "significant deficiencies", 7 "best practice" findings and 7 "exit comments"; all of which we are working on correcting. The auditors will return October 23rd and 24th to begin our final fiscal year audit of the financials.
- The auditors did suggest that the Board take a look at their fidelity coverage again as it is not sufficient enough to cover the cash balances; Ms. Sykes stated that she been in contact with the insurance agent and received premium amounts if the Board does decide to increase their fidelity coverage; the Board agreed to wait till after July 1st to revisit this option so that the new board members can have input.

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:
- Mr. Carbaugh asked in regard to the Local Government Grant, the grant committee questioned the riparian area about our project? Mr. Garner stated that he used the information that he had received last year when applying for the grant to answer the question, he did not get updated information in regard to the riparian area as it was not an issue area last year.

BOARD INPUT:

- Ms. Smith stated that the Elks applied for a grant for \$500 and received it, it will be passed on to our Parks & Rec District.
- Mr. Logan stated that the compression meeting on Monday with the County Tax Assessor indicated that community financials could become tight if various districts and levies are voted in, especially in times when the economy declines. Mr. Kaiser stated that community agencies are planning a meeting to discuss the community needs and wants prior going to vote on any bonds, taxing districts or levies.

- Mr. Logan stated that we would like to revisit the 6:30pm meeting stop time at a future meeting, as there does not seem to be ample time to discuss topics.

OLD BUSINESS:

SKATE PARK/PICKLEBALL COURT FUNDRAISING EFFORTS: Mr. Garner stated that even though the Local Government Grant was not awarded to CCPRD for expansion of the skate park and renovation of the pickleball courts that there is still enthusiasm to resurface the pickleball courts. We received the \$15,000 grant from FaceBook to install solar lighting along the bike path in this area, he will check with FaceBook to see if we could use these funds toward the pickleball courts instead; renovation of the pickleball courts is estimated at \$65,000, it may be possible to fundraise the remainder. Ms. Henderson stated that she gave a list of grants to Ron Greene that she had used for the Bike Park project, she is wondering if he has worked through that list. Mr. Garner asked that since we did not receive the Local Government Grant, do we just use the FaceBook funds for lights and be done or continue to build funds for the pickleball court; Mr. Carbaugh stated that we should look into getting Ron Greene to rally for funds for the pickleball courts; Ms. Henderson stated that pickleballers should start fundraising as when they apply for grants those funds look good; Mr. Garner stated that they have been fundraising, most funds received are small dollar amounts though, they are currently selling pavers. Mr. Garner asked the Board if they want to put the skate park on the back burner, do the solar lights on the bike path with the FaceBook grant but also ask FaceBook if we can use the funds toward the pickleball court; the Board said yes.

CITY OWNED PROPERTY/INTERGOVERNMENTAL AGREEMENTS: Mr. Garner stated that we do not currently have Interagency Governmental Agreements (IGA) for Pioneer Park or Stryker Park with the City, it is unclear of what agency is responsible for specific duties; Mr. Kaiser asked if it is a requirement to have IGA's on file; Mr. Garner stated that it is a state requirement as we are using tax dollars to maintain these properties; previous Parks & Rec Directors attempted to get these in place but it did not happen. The City treats the parks as if they are ours, we make all reservations for covered areas and do all maintenance; do we want to pursue getting an agreement in place stating that they own the parks and we operate the parks with figuring out a cost for maintaining? We currently have a good relationship with the City, they do many things for us at no charge. Mr. Garner asked for a general direction of what the board would like to do on this before spending a lot of time on it; Ms. Henderson asked what the holdup was last time when the director attempted to get IGA's in place, Mr. Garner stated that with the City and Parks & Rec having the same lawyer (Dutli) that there was some conflict of interest and nothing would happen. Mr. Garner stated that the biggest concern about not having IGA's in place is such as when the Fairgrounds wanted to put an LED sign in Pioneer Park, they went to the City for approval, the City then leased them a portion of the park but we still maintain that portion also and do not have access to use of the sign, if there had been an agreement in place in this would not have happened. The Board agreed that getting agreements in place is necessary; Mr. Kaiser stated that we should talk with the City to find out if they are interested in keeping the properties or what their interests are, would they be willing to deed over to us or rather have a MOU; it was asked if a formal letter from the Board would help when Mr. Garner approaches the City, Mr. Garner stated that a letter would be helpful; the Board approved for Mr. Garner to move forward on this, draft a letter and present it the Board at the next meeting for approval.

CCPRF/CITIZENS POOL COMMITTEE FUNDRAISER: The Citizen's Pool Committee will be holding their sale this weekend at Ochoco Elementary School to raise funds for the pool. The Parks & Rec Foundation agreed to cover them under their newly obtained insurance liability policy and the committee planned to be sure the excess items would be picked up after the sale.

NEW BUSINESS:

RESOLUTION #170-2017 – RESOLUTION IMPOSING AND CATEGORIZING TAXES: Ms. Sykes read the resolution aloud. Mr. Carbaugh made a motion to approve resolution 170-2017 as proposed; seconded by Mr. Logan; all in favor.

RESOLUTION #171-2017 – RESOLUTION ADOPTING APPROVED BUDGET FOR FUNDS NOT REQUIRING A PROPERTY TAX TO BE LEVIED: Ms. Sykes read the resolution aloud. Mr. Carbaugh made a motion to approve the resolution as proposed; seconded by Mr. Kaiser; all in favor.

RESOLUTION #172-2017 – RESOLUTION ADOPTING APPROVED BUDGET & MAKING APPROPRIATIONS: Ms. Sykes read the resolution aloud. Mr. Carbaugh made a motion to approve the resolution as proposed; seconded by Mr. Kaiser; all in favor.

RESOLUTION #173-2017 – RESOLUTION AMENDING RESOLUTION #164-2016 APPROPRIATIONS FOR THE FISCAL YEAR 2016-17: Ms. Sykes stated that this resolution is to transfer funds appropriated within the RV Park budget and Ochoco Lake budget. We are anticipating over expenditures of the RV Park Capital Outlay appropriation

due to the construction of the laundry and community room, these expenditures include electrical work, insulation, sheetrock, installation of doors and windows and construction of the exterior porch and roof. We are anticipating over expenditures of the Ochoco Lake Personnel appropriation due to more staff time being spent at the lake since we were without a host for a while and vandalism issues we encountered. Ms. Sykes read the resolution aloud. Mr. Carbaugh made a motion to approve the resolution as proposed; Mr. Logan seconded; all in favor.

POOL ADVISORY COMMITTEE UPDATE: Mr. Logan stated that at the pool advisory meeting held earlier today, BLRB was present, they went through the process of placing potential amenities and the possible building phases. It was determined that a covered pool is the option to move forward with. BLRB will return in about 4 weeks for another meeting; they will provide information on what the community will support and estimates of each phase's cost so that it can be decided on how much the bond will need to be. We will not be prepared in time to go on the ballot in November 2017 but should be ready for either May 2018 or November 2018. ZuAnne Neal is to gather census and voting information from previous pool bond elections, she also has information from Blue Zone studies that she will provide; Mr. Logan stated that he went to the County Clerk's office earlier today, they stated that we should have all of that information already; Ms. Neal stated that someone on the Citizen's Pool Committee may have that information, she will check; Mr. Logan suggested that when that information is obtained to forward it to Mr. Garner so that it can be dispersed to the advisory committee. Mr. Carbaugh asked why the County cannot put the pool bond and operating levy on the ballot so that it is a county wide vote not just our District voting on it, then they can own the facility and lease to Parks & Rec to manage.

LED SIGN FOR MAIN OFFICE: Mr. Garner stated that there has always been an intention to install a new sign since Parks & Rec moved into the new office. We have devised a LED sign with steel cut of our name or logo above the LED part and a rock base for the sign. Mr. Logan stated that we need to be sensitive to comments that have been made around town in regard to the other LED signs that have been installed; Mr. Garner stated that we have taken that into consideration; Ms. Sykes stated that we have already obtained approval and the permit from the City. Mr. Garner stated that we do have the funds available in this fiscal year to purchase the sign so wanted to be sure it is ok to do so. Mr. Logan suggested that Mr. Garner put a blurb in one of his newspaper articles that the community will be seeing something new at our office. The Board agreed to allow a LED sign to be placed at the main office.

CAMPING DURING THE SOLAR ECLIPSE: Mr. Garner stated that we have decided to use Crooked River Park and the property across from the RV Park for camping during the solar eclipse in August. If as many people show up in Crook County as predicted, there will not be enough police support to keep people from camping just anywhere so if we proactively plan ahead with designated camping areas then hopefully the situation will be calmer. There will be no reservations for these areas allowed, there will be a fee charged, this will help to keep people at one end of town and fire/police will know where people are at, helping with safety issues. We have 20 porta-potties reserved. The Fairgrounds have agreed to let us use their property across from the RV Park also, we will split camping fees from designated overflow areas with the Fairgrounds in return. The Board agreed that this was a good plan; Ms. Smith asked if we will make enough to cover our expenses; Mr. Garner stated that is more of an effort to keep control within the City then making a profit.

20-YEAR COMP PLAN: Mr. Garner stated there needs to be direction of what the Board would like to do to update the 20-year comp plan, as it takes a lot of staff time if we do not have direction and a timeline to target. Ms. Henderson asked what the District is trying to accomplish with the 20-year comp plan; Mr. Garner stated that the plan spells out our goals and if the City adopts our comp plan then it will be in their development plans so that easements and developers are aware of our plans and can give adequate spacing, the plan also names our planned projects on how we are planning to grow the District to support growth of the community. Mr. Garner asked the Board if they would like to hire a firm to facilitate how to put the plan together, a facilitator would coordinate with staff and facilitate public meetings to determine what Prineville wants. Mr. Kaiser suggested that Mr. Garner gather the cost of a facilitator; Mr. Garner stated that SDC fees can be used for the cost of a firm to facilitate revising or updating our comp plan. Ms. Henderson asked if our 2008 comp plan had been adopted by the local agencies; Mr. Garner stated that the City did adopt the plan but the County said that they never received it so it was not adopted by them. Mr. Garner stated that he will need a scope of the comp plan before he can gather costs of a facilitator; Ms. Smith suggested that to get the scope each Board member brings three ideas that could be used in the comp plan; Mr. Logan suggested that Board members review the previous comp plan, make adjustments and add on to it. It was agreed that this discussion will be tabled till the 1st meeting in July when the new Board members will be available to participate.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 6:37pm, next meeting will be June 28, 2017 at the District office.