

**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 The Juniper Art Guild, 1635 NE Mountain View Rd, Prineville, OR, on June 28, 2017, was called to order by Ms. Smith at 5:20pm.

BOARD MEMBERS: Linda Smith, Jeremy Logan, Casey Kaiser

STAFF: Duane Garner, Cassy Sykes

GUESTS: Ruthie McKenzie (newly elected board member), Darlene Henderson (newly elected board member), Greg Curry (Scenic Bikeway), James Good (Scenic Bikeway)

PRIOR MINUTES: Mr. Kaiser made a motion to approve the June 14, 2017 board meeting minutes; seconded by Mr. Logan; all in favor.

APPROVAL OF BILLS: Ms. Smith asked what we were paying BCC Builders for; Mr. Garner stated it is for the flooring at the RV Park laundry room. Mr. Logan asked why there was a voided check to Madras Firewood; Ms. Sykes stated that Madras Firewood was to bring a load of wood to Ochoco Lake Campground but did not show so the check was voided and that further down in the list of bills is Kinzer's Camp Firewood who we now have a contract with to supply firewood to Ochoco Lake Campground for the season. Mr. Logan asked what we are paying the City of Prineville for; Mr. Garner stated it is water and sewer. Mr. Logan made a motion to approve the bills, check sequence #35057-35135, in the amount of \$66,183.24; Mr. Kaiser seconded; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$6,172.16; Government Pool account balance is \$1,426,890.49.
- End of the fiscal year is Friday; we have been working on wrapping up final end of year purchases.
- Swim lesson and pool ticket sales have been going well; swim lesson revenue is up compared to last year.

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. Henderson asked if Mr. Garner contacted FaceBook in regard to the use of the Foundation's grant funds for the pickleball court renovation; Mr. Garner stated that he did talk to FaceBook, the funds must be used as originally designated.
- Mr. Logan asked about the septic issues at the swimming pool; Mr. Garner stated that in the past we have had Roto Rooter clean out the septic lines at the beginning of the season due to problem areas however a couple of years ago we dug up the thought-to-be problem area and did not have any issues with the septic last year so thought the problem was fixed, we did not have the lines ran this season but at the swim meet this past weekend the septic backed up again, the City rescued us by bringing out their truck to clear the lines; the issue is believed to be caused by tree roots and poor piping.
- Ms. McKenzie asked if vector control ever helps Parks & Rec with weed issues; Mr. Logan stated that they work with the County; Mr. Garner stated that we have never received help from them.

BOARD INPUT:

- Mr. Logan stated that the Pink Martini Concert at Crooked River Park this past weekend was good, that we need to do more concerts at the amphitheater, good set up and acoustics.
- Ms. Henderson asked what the 'board input' section of the agenda is for; it was explained that is for board members to give input that they have received from the community or to bring up issues they would like discussed.
- Ms. McKenzie stated that she printed the 20-year comp plan that Mr. Garner emailed out but the maps and graphs did not print

OLD BUSINESS:

OCHOCO LAKE PROPERTY DEED TRANSFER: Mr. Garner stated that the deed for Ochoco Lake Campground has been transferred from Oregon State Parks to Crook County. Our agreement with Crook County to manage the park

expired a year ago but has been waiting for the deed transfer to be completed prior to renewing the agreement; our next step is to renew our agreement to manage Ochoco Lake Campground with the County.

LETTER TO THE CITY REGARDING INTERGOVERNMENT AGREEMENTS: Mr. Garner stated that he devised a letter to the City in regard to getting IGAs in place, he addressed the letter to Mr. Forrester instead of the City Council, Mr. Forrester can then decide who needs to be involved on the City side. Mr. Garner read the letter aloud. The Board decided to appoint one board member to help facilitate what the agreements say and then the board will approve them; Mr. Logan will represent the Board.

RECREATIONAL IMMUNITY: Mr. Garner stated that the House passed SB327 to restore recreational immunity, the bill is now on the Governor's desk to be signed then recreational immunity will be restored which includes coverage of employees.

BARNES BUTTE DEVELOPMENT PLAN: Mr. Garner stated that he met with the BLM real estate specialist to discuss the progress of obtaining the BLM Barnes Butte property that has been in the works for many years. We are at a point that we need to submit a development plan of what we propose to do with the property. City Planner Josh Smith can help map the property and what their intentions are with the land that the City purchased adjacent to the BLM property. Once a development plan is ready, the BLM will review and decide if they approve. Mr. Garner stated that it would be a good idea to have Mr. Kaiser and Stanley Flynn at the initial sit down when coming up with a detailed plan. Ms. Henderson stated that COTA had hired an intern this past fall that worked with Levi mapping trails in many areas which included the Barnes Butte area, the finalized maps are at GIS, she is will try to get a map of the trails on Barnes Butte.

Mr. Garner stated that the BLM wants to see what we are going to do on the butte and how it relates to the community which includes plans for kiosks, signs and trailheads; much of this can be incorporated into our 20-year comp plan.

Ms. McKenzie asked how close the BLM property is to the newly purchased City property and Ironhorse; Mr. Garner stated that is joining with both properties.

Mr. Kaiser suggested that we keep the plan simple, easy access points and parking, single stack loop trail.

Mr. Logan asked if it would be helpful to have a letter of support from Ironhorse for a MOU to take over their trails; Mr. Garner stated that that is not likely as Ironhorse is private property and still planned for development.

NEW BUSINESS:

SCENIC BIKEWAY: Greg Curry stated that the Crooked River State Scenic Bikeway plan is almost done; this plan has been going on for about two years with Oregon State Parks, when the bikeway was applied for this plan was 1 of 2 that were picked out many applications to proceed. Alex Phillips with State Parks will hold a meeting here in September with hopes to finalize the project in December and launching it in the spring; at this point it is highly unlikely that the bikeway would be put to a stop. It was asked what local groups have been working on this project; it was stated that the Chamber of Commerce, Scenic Bikeway Steering Committee and Tourism Committee. Mr. Curry stated that ideally Rimrock Park would be the anchor starting point of the route, would like to make improvements to the park which includes availability of drinking water, a bathroom facility instead of porta-potty and a bike repair station. The route is currently being referred to as the Crooked River Canyon Scenic Bikeway. Ms. Henderson asked if the shoulder on Hwy 27 will be widened; Mr. Kaiser stated that ODOT says the daily vehicle count on Hwy 27 is low so they are not concerned with widening the shoulders.

Mr. Good stated that we have seen an increase in bike traffic in the past three years, Prineville is at the crosshairs of two major bike trails. The committee would like to see improvements to the infrastructure of Rimrock Park such as signs, bathrooms and water, possibly creating some hiker/biker camp sites across the river from Rimrock Park. It was asked what the group would like from us; it was stated that a letter of support would be helpful and the benefits of using the park as the start/end point of the bikeway. At the spring launch having a sign identifying the park would be good, and then later work on the water, bathrooms and other amenities.

It was asked why Rimrock Park was picked as the start/end point versus Crooked River Park? It was stated that the park was closer to town, less activity at Rimrock Park, paved parking and close connectivity to the Lower 66 trails.

Mr. Logan asked what costs will be associated with this and if there is any other agencies giving support for signs and infrastructure? It was stated that there is a possibility of grants from Travel Oregon for bike parking areas and that ODOT and Oregon Scenic Bikeways may do some signage.

Mr. Logan made a motion to enter into continuation of support to use Rimrock Park as the start/end point of the bikeway; Mr. Kaiser seconded with the addition of drafting a current letter of support; all in favor.

CERTIFYING ELECTION RESULTS: Ms. Sykes reviewed the May 16, 2017 election results as follows:

Position #1 – Ruthie McKenzie had 1001 votes vs Forest Carbaugh had 913 votes, 6 write-in; Ms. McKenzie winner.

Position #2 – Jeremy Logan had 1588 votes, was unopposed, 17 write-in; Mr. Logan winner.

Position #3 – Darlene Henderson had 1130 votes vs Skip Hinton had 679 votes, 5 write-in; Ms. Henderson winner.
Position #5 – Casey Kaiser had 1635 votes, was unopposed, 18 write-in; Mr. Kaiser winner.
Mr. Kaiser made a motion to certify the election results and that the winners are qualified to serve and hold the specified board positions; Mr. Logan seconded; all in favor.

NEXT MEETING DATE & ADJOURNMENT: Next board meeting will be July 12, 2017 at The Juniper Art Guild.

Ms. Smith recessed the regular board meeting at 6:42pm until further notice for the purpose of approving FY 2016-17 and year-end transfers, next meeting will be July 12, 2017 at The Juniper Art Guild.

The June 28th board meeting was reconvened on July 12, 2017 at 5:15pm by Ms. Smith.

Board Members present: Linda Smith, Darlene Henderson, Ruthie McKenzie, Jeremy Logan, Casey Kaiser

Staff Members present: Duane Garner, Cassy Sykes

Guests present: Members of the Historic 1908 Rager Ranger Station-Cathryn Hardman, George Heinz, Carol Heinze, Pete Sharp, Jan Aggers, Gordon Aggers, Steve Miller, Ron Ward, Susanne Walters-Moore; Linda Adams of the Citizen's Pool Committee; Daleena Green of the Crook County Foundation

APPROVAL OF BILLS: Ms. McKenzie asked what we are paying Special Districts for; Ms. Sykes stated that it is for worker's comp insurance and employee medical insurance. Ms. Smith asked if payment to BLRB is for pool feasibility study; it was stated yes. Mr. Logan asked what we are paying Parr for; Ms. Sykes stated that the majority is for the RV Park laundry room. Mr. Logan asked what the Sunset Stoves payment is for; Ms. Sykes stated it is the fireplace for the RV Park laundry room. Ms. Henderson asked what the Helena payment is for; it was stated for fertilizer for the parks. Ms. Smith asked what the Cooper payment is for; Ms. Sykes stated that there was a couple of spaces at the RV Park that recently had electrical issues. Mr. Logan asked what we are paying the Clerk's office for; Ms. Sykes stated that it is for the May Board of Directors election. Ms. McKenzie asked what we are paying Giovanni for; Ms. Sykes stated that he empty and hauled debris from two of our pit locations which have not been emptied for about a year. Ms. Smith asked what we are paying drywallers for; Ms. Sykes stated that it is for the RV Park laundry room. It was asked what we purchased at Bailey's Used Cars; Ms. Sykes stated that it is for tires. Mr. Logan asked about the MasterCard payment and if we have a credit card policy; Ms. Sykes stated that the payment is for various purchases, many of them to finish up fiscal year-end purchases and that she will look into the credit card policy. Mr. Logan made a motion to approve the bills, check sequence #35136-35194, 35221 and 35222; Ms. McKenzie seconded; all in favor.

YEAR END FINANCIALS: Ms. Sykes stated:

- Enclosed in packets is a summary and detail of the financials through the end of June thus far, there will be a few more postings before the fiscal year can be closed, will try to have the year closed by middle of next week. Once the year is closed, a financial summary and comparison to the previous year will be provided.
- Swim lesson revenue is up over \$3800 compared to the previous year; pool ticket sales revenue which includes open swim, lap swim and aquacise is up over \$2300 compared to the previous year.

Ms. Smith recessed the June 28th board meeting again at 5:25pm for the purpose of expected revenues and expenses that are still come in for fiscal year 2016-17 and year-end transfers.

The June 28th meeting was reconvened on July 26, 2017, at 5:15pm by Mr. Logan.

Board Members present: Linda Smith, Darlene Henderson, Ruthie McKenzie, Jeremy Logan, Casey Kaiser

Staff Members present: Duane Garner, Cassy Sykes

Guests present: None

APPROVAL OF BILLS: Ms. McKenzie asked about the check to Crook County; Ms. Sykes stated that it is the 50/50 split of the fiscal year end RV Park revenue according to our contract with the County. Ms. Smith made a motion to approve the bills as presented, check #35223-35224, 35237-35239, 35251, in the amount of \$71,287.94.

YEAR END FINANCIALS: Ms. Sykes stated:

- Enclosed in packets is a summary and detail of the year-end financials which will be subject to final audit in October.
 - The District received in a little less revenue than anticipated, however was still able to add to our cash carry over at the end of the fiscal year.
 - We were able to transfer \$10,000 into the equipment reserve account, ending account balance is now \$28,850.01
 - Ochoco Lake did well this year, receiving more revenue then expected. We were able to transfer \$34,500 into the District and \$10,000 into the Ochoco Lake capital fund for future improvements.
 - The RV Park did well again this year. We were able to transfer \$44,000 into the reserve account and split \$95,743 with the County.
 - The capital funds account received a transfer from Ochoco Lake for \$10,000, \$25,000 from the District for the East Ochoco Creek Park project and \$15,000 from the District for the planned irrigation project. \$122,929.22 was received in SDC fees during the fiscal year.
 - The RV Park reserve account received \$44,000 transferred in, ending account balance is now at \$161,784.
- Also enclosed in packets is a comparison of FYE 216 and FYE 2017.

YEAR-END APPROPRIATIONS: Ms. Sykes stated:

- Appropriation transfers for the District are: Transfer \$15,000 out of Materials & Services; transfer \$15,000 into Transfers.
- Appropriation transfers for Ochoco Lake are: Transfer \$5,000 from Materials & Services, \$2,800 from Capital Outlay and \$1,700 from Contingency; transfer \$9,500 into Transfers.
- Appropriation transfers for RV Park are: Transfer \$5,200 from Personnel Services, \$12,500 from Materials & Services, \$17,500 from Capital Outlay and \$1,000 from Debt Services; transfer \$36,200 into Transfers.

Mr. Kaiser made a motion to approve FYE 2017 appropriation transfers; Ms. Henderson seconded; all in favor.

Mr. Logan adjourned the June 28th board meeting at 5:46pm.