

**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 July 26, 2017, was called to order by Mr. Logan at 5:46pm.

**BOARD MEMBERS:** Linda Smith, Jeremy Logan, Casey Kaiser, Darlene Henderson, Ruthie McKenzie

**STAFF:** Duane Garner (left at 7:00pm), Cassy Sykes

**GUESTS:** None

**PRIOR MINUTES:** Ms. McKenzie made a motion to approve the July 12, 2017 board meeting minutes; seconded by Ms. Henderson; all in favor.

**APPROVAL OF BILLS:** Mr. Logan asked what the Prineville Music Camp was; Ms. Sykes stated that it is summer recreation program that is ran through us each year, this year they did very well with about 40 participants. Mr. Logan asked what we are paying the City of Prineville for; Ms. Sykes stated it is for sewer and water. Mr. Logan asked what Eberhard's is getting paid for; Ms. Sykes stated that it is for ice cream sold at the pool, ice cream is a good seller at the pool. Mr. Logan asked who Integra is; Ms. Sykes stated that is our phone lines. Mr. Logan asked who Juniper Paper is; Ms. Sykes stated that we purchase janitorial supplies from them.

Ms. Henderson made a motion to approve the bills as presented, check #35225-35236, 35240-35250, 35252-35269, in the amount of \$13,570.32; Mr. Kaiser seconded; all in favor.

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

- Checking account balance is \$21,136.04; Government Pool account balance is \$1,377,190.16.

**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:
- Was in attendance of the City's planning workshop yesterday for the recently purchased property by Ironhorse to discuss how they would like to see the property in the future, strong desire to develop trails. They have demolished the house that was on the property and created a parking area in it's place. The City has also had some issues arise with how to handle managing and renting the covered area at the wetlands since they have had Parks & Rec facilitate the other covered areas in the parks that they own. The board decided that is appropriate to have our designated committee of Ms. Henderson, Mr. Kaiser and Stanley Flynn sit in on future City meetings in regard to the property near Barnes Butte so that we can develop our plans for the area in conjunction.
- Mr. Kaiser stated that the Chamber receives a lot of feed back from the community when events are held in parks; the majority of what Parks & Rec provides is green space to our community, it is a huge part of our organization.
- Ms. McKenzie asked if we have an arborist on payroll? Mr. Garner stated that we do not, we contract them as needed and we are in serious need of having some trees taken care of fairly soon.
- Ms. McKenzie asked if there is any further development with the solar lights project funded in part by the FaceBook grant; Mr. Garner stated that he has been working with James Wilson of the Prineville Police Department on this as they received a grant for the lights on the path also, Mr. Wilson has been working with EOFF, they have picked out the lights and ordered them, installation should take place in August.

**BOARD INPUT:**

- The board will be meeting on Saturday, July 29, 2017, for a work session on the 20-year comp plan; the board scheduled the next 20-year comp plan work session for August 30, 2017, 5:15pm at the District office.
- Ms. Henderson stated that she has the Barnes Butte proposal of plan for the property for approval and submittal to the BLM; she will submit to Mr. Garner for insertion in the next board's meeting packet for approval.
- Mr. Logan stated that he would like to have revisions to the policy manual on the next agenda to discuss further.
- It was discussed additional past agenda items that need to be added.

**OLD BUSINESS:**

**POOL ADVISORY COMMITTEE UPDATE:** Ms. Smith stated that there was a pool advisory committee meeting earlier this afternoon, BLRB brought several concept drawings and associated costs. Ms. Henderson asked what timeline we have given the committee; Mr. Garner stated that the feasibility study is about ¾ of the way finished, upon completion the advisory committee will bring their recommendation of the facility to the board. Ms. Smith stated that she would like to get copies of the proposed designs and have the community's opinion of which they prefer. Mr. Logan asked that since this is the Parks & Rec Board project, do we want the advisory committee to drive by meeting with the City and County or should our Board be doing that. Mr. Logan stated that we should get community awareness as much as possible by posting on FaceBook and all possible ways to get the project known. It was decided that Parks & Rec will have one spokesperson for the Board on this project, Mr. Garner will be the spokesperson; Mr. Kaiser stated that the Board needs to be involved with what Mr. Garner says so that he is not in a hard spot.

**OCHOCO LAKE CAMPGROUND IGA:** Mr. Garner stated that he had hoped to have an IGA for Ochoco Lake Campground from the County for approval but it is not ready yet.

**NEW BUSINESS:**

**CHECK SIGNERS:** Ms. Henderson made a motion to remove Forrest Carbaugh and Barb Pennington as check signers; seconded by Mr. Kaiser; all in favor.

Mr. Kaiser made a motion to add Ms. Smith and Ms. McKenzie as check signers; seconded by Ms. Henderson; all in favor.

**SOLAR ECLIPSE:** Mr. Kaiser stated that he will meet with Mr. Garner about the expectations that the community has come up with. Mr. Garner stated that we are scheduling office and maintenance staff to be on August 16<sup>th</sup>-23<sup>rd</sup>, 7am-8pm, to help answer phones and guide visitors; there will be no reservations allowed in covered areas of the parks during this time period. The pickleball group may have volunteers to help man booths for us at parks, we could offer them incentive by turning it into a fundraiser for their group.

**CREDIT CARD POLICY:** Ms. Sykes presented the newly devised credit card policy as requested by the board; stating that once approved all current and future employees with credit card privileges will be required to sign the agreement and that the policy will become a part of our operations procedures.

Mr. Kaiser made a motion to accept the credit card policy; Ms. Smith seconded; all in favor.

**WHISTLEBLOWER POLICY:** Ms. Sykes stated that the auditors suggested creating a policy that advises employees how to report suspicions of fraudulent or illegal activities of their superiors in a confidential and protect way, this issue arose when the auditors conducted an employee questionnaire during the interim audit and employees stated that they were unaware of how to report suspicions or concerns of the Director and/or Business Manager. The policy was presented and will become a part of our Employee Handbook upon approval.

Ms. Smith made a motion to accept the whistleblower policy; Mr. Kaiser seconded; all in favor.

**NEXT MEETING DATE & ADJOURNMENT:** Mr. Logan adjourned the regular board meeting at 7:27pm, next meeting will be August 30, 2017 at the District office.