

**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 August 30, 2017, was called to order by Mr. Logan at 5:15pm.

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

STAFF: Duane Garner, Cassy Sykes

GUESTS: Shawn Cooper

PRIOR MINUTES: Ms. McKenzie made a motion to approve the June 28, July 26, July 29 and August 11, 2017 board meeting minutes with the correction of 9:00pm to 9:00am on the July 29 meeting; seconded by Mr. Kaiser; all in favor.

APPROVAL OF BILLS: Mr. Logan asked what we paid Superior Tractor for; Ms. Sykes stated that we purchased a mower for the RV Park to replace a mower. Mr. Logan asked what we paid Brittingham Enterprises for; Ms. Sykes stated that it was for the new office phone system. Ms. McKenzie asked what we paid Mica Stafford for; Ms. Sykes stated that she is an instructor for the District for dance and gymnastics classes. Mr. Logan asked what we paid DHS Overpayment Recovery Service for; Ms. Sykes stated that it is a payroll garnishment. Mr. Logan asked what we paid the City of Prineville for; Ms. Sykes stated that it is for water and sewer. Mr. Logan asked what we paid Game Time for; Ms. Sykes stated that it was for a new swing at Pioneer Park. Mr. Logan asked what we paid Wray Construction for; Mr. Garner stated that it was for repairs to the RV Park manager's house from when the pipe broke during the winter and we had chosen to do some upgrades to the flooring which the insurance did not cover. Mr. Logan asked what we paid Wendel's for; Mr. Garner stated that it was for striping the parking lot at Ochoco Lake Campground. Mr. Logan asked what we paid BLRB for; Ms. Sykes stated that it was for a portion of the pool feasibility study. Ms. Henderson made a motion to approve the bills, check sequence #35357-35481, in the amount of \$119,006.21; Ms. Smith seconded; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$3,185.08; Government Pool account balance is \$1,217,607.11.
- Enclosed in packets is a summary and detail of the financials through mid-August.

DIRECTOR'S REPORT: Mr. Garner stated:

- The eclipse did not bring as much activity and campers that we had been prepared to handle. The pickleball group had more than a dozen volunteers that we did not have to use to man booths for directing campers; we had extra porta-potties that did not get used; we called in most of our staff on Wednesday night (August 16th) per the County Judge and ODOT due to the traffic backup on Highway 26 and then ended up sending everyone home after about two hours as plans changed and campers did not flood in as expected; Ochoco Lake Campground was crazy during the eclipse timeframe.
- The Jehovah Witness's had a group of volunteers that cleaned up our parks on August 26th.
- Ms. Henderson asked about combining the main office and maintenance office; Mr. Garner stated that he has been considering how to combine resources and create cohesiveness amongst the District, one idea is to move our main office into the current maintenance office and move the maintenance staff out back in the maintenance yard which would require renovating the maintenance office and building more space in the maintenance yard to accommodate everyone; feels that this could be better for the District as a whole and improve communication. Mr. Logan asked Mr. Garner to come back with a cost of renovations and additions and how much revenue would be anticipated for selling the current main office property/buildings.
- Ms. Henderson asked if the City has begun drilling wells in Crooked River Park yet; Mr. Garner stated that he met with the geologist today but they have not begun drilling yet.
- Mr. Logan asked about the problems that we are having at Stryker II Field; Mr. Garner stated that the co-ed softball league has not completed their field use contract nor have they submitted proof of insurance. They have already started using the field and there is tension among the players and the co-ed board and CCPRD. We are trying to be tactful in how we handle the situation, however we need them to follow our policy. We have recently done a lot of work on the field adding new infield soil and adding new sod in areas that were worn out and missing. Someone went out there after we completed this work and dug up with a shovel the foul line leaving a fair amount of damage in the outfield. Our crew has to go and repair the damage to the

field.

BOARD INPUT: Ms. Henderson asked if we have a legal representative review our contracts with other agencies before signing them; Mr. Garner stated that typically any contract does go to Special District for review through their legal department, which is one of our benefits with them, prior to presenting and signing.

OLD BUSINESS:

POOL FEASIBILITY STUDY: Mr. Garner stated that at the last pool advisory committee meeting there was discussion of a number of options for the committee to present to the community to get their input. BLRB felt like the number of options was narrowed down to 2, however the committee wants 5 options to present; if it is decided to present 5 options then BLRB will charge an additional \$4,000 to their original proposal that covered 2 Rough Orders of Magnitude (ROM) (item #3(d) within the proposal) which they stated they have fulfilled. Mr. Logan stated that what BLRB has provided is not ROMs but concept drawings as concept drawings are not to the magnitude or cost of ROMs, that ROMs will be the next step after the community decides which concepts they like. The additional \$4,000 should not be charged if the committee wants 5 concepts. Mr. Kaiser suggested that we find out what features the community feels are important and the cost that the community is willing to bear, he did question whether 5 concept drawings is the best way to get there.

Mr. Garner stated that he met with Wayne Looney and Bob Keefer last week as BLRB does not feel that giving 5 options is a good idea. Mr. Looney and Mr. Keefer agree with this and would like the pool advisory committee to boil the options down to two, with a third option being to replace the existing pool. Mr. Logan asked if the Board feels that BLRB has fulfilled their scope as presented in their proposal. Mr. Garner stated that the survey of the community has not been completed which BLRB bid \$750 for (item #5 in the proposal). He said that BLRB will only analyze the results of a survey but not actually conduct a survey. Mr. Logan stated that he would prefer 5 visuals to use to survey the community with.

Mr. Garner stated that it might be a wise idea to bring in a financial advisor soon to aid in gaging the community's financial support of a new pool. Mr. Garner stated that he will be meeting with Andy Parks tomorrow morning and will be visiting with him about his perspective on how he thinks this community could fund a new pool. He stated that Mr. Parks has been a financial consultant to the City and the County and has also worked on CCPRD's 20-year comp. plan. Mr. Parks line of work is looking at government structure and he could potentially make some solid recommendations on some of the issues we are trying to work through.

Mr. Kaiser made a motion to commit an additional \$4,000 to further the scope of work for the feasibility study if the pool advisory committee deems it necessary. Mr. Logan and Ms. Smith will communicate to the Pool Advisory Committee the intentions the board. Ms. Henderson seconded; all in favor.

HOUSING WORKS CONTRACT: Mr. Garner stated that this contract has been sent to Special Districts for review but have not received a response yet.

Ms. Henderson made a motion to table this contract until we receive input and feedback from Special Districts; Ms. Smith seconded; all in favor.

LEASE AGREEMENT WITH CROOK COUNTY FOR OCHOCO LAKE CAMPGROUND: Mr. Garner stated that Special Districts has reviewed this contract and their only recommendation was to add a mutual indemnification clause. The County had no issue adding this and it is represented in this contract.

It was stated that the board positions on signature lines were incorrect; the Board approved to strike and correct the board positions.

Ms. Henderson made a motion to approve the contract; Ms. Smith seconded; all in favor.

IGA WITH CITY OF PRINEVILLE: Mr. Garner stated that he feels comfortable with this contract but he has not heard back from Special District's yet on their review of it though. He stated that the contract is straight forward and accurately states who is responsible for what when it comes to CCPRD maintaining City owned properties. Mr. Garner stated that we have a good relationship with the City and there are many services that they do for us and do not charge us for and vice versa. The IGA also states that Stryker Park will be deeded over to the District but the City will retain ownership of Pioneer Park. Mr. Garner stated that he created a Resource Management Plan which defines the current cost to CCPRD annually to maintain Pioneer Park. The cost to CCPRD is about \$38,000 per year.

Ms. Henderson made a motion to approve the IGA with City of Prineville pending approval and recommendation from Special Districts; Ms. McKenzie seconded; all in favor.

BARNES BUTTE DEVELOPMENT PLAN: Ms. Henderson stated that she, Mr. Kaiser, Mr. Garner and Stanley Flynn met with the BLM representative to present the proposed trail plan. Mr. Kaiser stated that the plan will now go to the BLM and they will review it and get back to us with any issues they may have. They also asked us to submit a new

RP&P lease application. We have submitted two applications in the past, but we agreed to send in another updated one. Mr. Logan asked if there was additional parking planned in the proposal; Mr. Kaiser stated that the plan is at the simplest level for what BLM is looking for, just the use and access of the trails. Mr. Garner stated that the City has designated a sub-committee to start evaluating the uses for the Iron horse property and wants us to participate on this committee.

20-YEAR COMP PLAN UPDATE: Ms. McKenzie suggested that we dedicate one board meeting per month to continually work on the comp plan update and one board meeting per month as the business meeting; the Board agreed to this; the first meeting of the month will be for comp plan update; the second meeting of the month will be the business meeting.

RAGER RANGER STATION UPDATE: Mr. Garner stated that he received a phone call from the Forest Service about Rager Ranger Station, there is another group interested in managing the area, they will be putting out an RFP for managing parties interested; they will also continue to look for funding to reduce the square footage in the area.

NEW BUSINESS:

AGENDA SUGGESTIONS FOR FUTURE MEETINGS: None.

NEXT MEETING DATE & ADJOURNMENT: Mr. Logan adjourned the regular board meeting at 7:43pm, next meeting will be September 13, 2017, 5:15pm, at the District office.