

**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 September 13, 2017, was called to order by Mr. Logan at 5:22pm.

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

STAFF: Duane Garner, Cassy Sykes, Hannah Hamlin

GUESTS: None

PRIOR MINUTES: Mr. Kaiser made a motion to approve the prior minutes from August 30, 2017; seconded by Ms. McKenzie; all in favor.

APPROVAL OF BILLS: Mr. Logan asked how often we audit credit card statements; Ms. Sykes stated that the auditors pull random credit card statements to audit during the annual audit and on a monthly basis credit cards do not get paid until all back up receipts are provided for purchases by the card holder. Mr. Logan asked what Helena was paid for; Ms. Sykes stated for weed killer. Mr. Logan asked what we purchased at Ace Hardware; Ms. Sykes stated that it was various supplies for the parks and RV Park laundry room. Mr. Logan asked what we paid Cooper Electric for; Ms. Sykes stated there was some electrical issues at the RV Park and the RV Park laundry room. Mr. Logan asked what we paid Pacific Power for; Ms. Sykes stated that it is the District's power bill which includes parks and facilities but not the RV Park. Ms. Henderson made a motion to approval the bills as presented, check sequence #35482-35541 in the amount of \$60,859.83; Ms. McKenzie seconded; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$10,059.54
- Government Pool account balance is \$1,217,766.60

DIRECTORS REPORT: Mr. Garner stated:

- Ron Halvorson, a local who volunteered over the summer to map out land owned by CCPRD and identify noxious weeds infestations. Mr. Halvorson completed this project and brought Mr. Garner a detailed map identifying the weeds and locations. Mr. Garner and Mr. Penington attended the Crooked River Weed Management board meeting on September 12th and they offered to assist in educating our staff on timing, identification, spraying and general weed management. They also offered to help CCPRD develop a comprehensive weed management program. They are also willing to help write grants that would assist in funding to control invasive weeds in natural areas along Ochoco Creek and the Crooked River. Mr. Garner stated that Heart of Oregon Corp. has consistently assisted the District pulling invasive weeds and he would like to continue fostering a good relationship with them for future assistance.
- Mr. Logan asked how the meeting with the Fairgrounds, OSU Extension and County Judge went regarding next year's Fair and RV Park reservations. Mr. Garner stated that he received a call from the Judge wanting to discuss 4-H participants reserving sites during the fair next year. The extension office caught a lot of flak about their members not being able to make reservations at the RV Park and he wanted to discuss it. Mr. Garner and Ms. Sykes met with Judge Crawford, Casey Daily and Tim DeBoot, they had a conversation about how the reservation process works concerning daily, weekly and monthly guests. Mr. Garner decided that it would be good to change the available monthly sites from 50 to 20 during the months of March through October. This solution was acceptable to everyone, we made an additional 30 spaces available to anyone to book online for next year on a nightly/weekly basis.

BOARD INPUT:

- Ms. McKenzie stated that Linda Adams got an update from the Citizens Pool Committee that they are willing to pay the extra \$4,000 for the feasibility study conceptual drawings if necessary. Mr. Garner stated that there is over \$16,000 in the Citizen's Pool Committee fund in the Foundation.
- Ms. McKenzie asked about the Kiwanis splash pad; Mr. Garner stated that the plan is to have it built in Stryker Park and planning for Spring 2018.

OLD BUSINESS:

POOL ADVISORY COMMITTEE:

- Mr. Garner stated that he, Wayne Looney and Bob Keefer met with BLRB following the last pool advisory committee meeting to discuss the decisions the committee made about narrowing the conceptual designs down to 2 or 3. Mr. Garner stated that the lead architect for BLRB was responsive with the concept changes that were brought to the table and will move forward with the ROM for two of the designs. He will also give us a quote on the cost of a simple line drawing to use for some initial promotion materials. The 3D renderings cost \$9,000 in the proposal and are more of a final conceptual drawing that we are hoping we can wait on for now.
- Mr. Garner stated that he met with Andy Parks recently and feels that hiring Mr. Parks for some consulting work might be profitable. Mr. Parks has done some financial consulting with the City and County and has some ideas that may be helpful to us if we are trying to draw in the City and County to consider a pool proposal. Mr. Logan asked if we should partner with any organizations for funding now or if it is too soon to be having these conversations, he feels that the CCPRD board should be directing the advisory committee whether they should pursue conversations with potential partners at this time.
- Mr. Logan asked if we should conduct a survey ourselves or hire a professional surveying company to conduct it. Mr. Kaiser stated that he feels an outside firm should conduct the survey; Ms. Henderson stated that an outside company will provide more credibility in analysis; Mr. Logan stated that the Citizen Pool Committee conducted a survey using Survey Monkey and would like to have their results included in our evaluation process. He also wondered if we should just use the Citizen Pool Committee again to conduct at least a portion of the survey. Mr. Kaiser asked if conducting multiple surveys will create confusion or conflict? Mr. Logan suggested that we use a marketing firm to begin gathering information; if we feel further information is needed to then ask the Citizens Pool Committee to gather more. It was agreed that the survey needs to be conducted county-wide, not just within our District boundaries. Mr. Kaiser stated that we need a survey that reflects what the citizens of the county want in a pool and it must be conducted by a reputable firm.
- Mr. Garner stated that BLRB suggested that we contact Piper Jefferies to obtain financial data. They could provide us with scenarios for cost per thousand of assessed value that the various pool options would cost the tax payers. They could run scenarios using the current CCPRD boundaries and the entire County. This was the company that underwrote the bonds for the Barnes Butte School project and the new jail. Mr. Garner said he would check into this.

HOUSING WORKS GYM LEASE: Discussion took place in regard to the lease and several questions were asked concerning the gym lease:

- Ms. McKenzie asked why the lease states that strobe lights are not allowed; Mr. Garner stated that it was supposed to be removed from the lease as we do use strobe lights for the skating rink; he will request it be removed again.
- Mr. Logan asked if we have an idea of what the lease and utilities will cost the District and if we budgeted for them; Mr. Garner stated that he has asked for this information but they are unable to provide it as a new heating system will be installed along with other renovations so the utilities will not follow what they previously were when the gym was used by the school. Research has been conducted according to square footage and the facility so we do have a rough idea of what the expenses might be. We did not budget additional funds for heating a gym as we did not anticipate the lease would be in effect this fiscal year.
- Mr. Logan asked about the insurance coverage, the agreement states that we will need to reimburse them; Mr. Garner stated that the gym will go on Housing Works liability policy not ours, so we will pay them a % of their insurance bill based on the square footage of the gym compared to the square footage of the remaining housing facility.
- Mr. Logan asked if we have proof that the building is free of asbestos, he also questioned why the lease makes the District liable to make the facility ADA compliant; Mr. Garner stated that the ADA requirement refers to maintenance related items such things as having a clipboard available to use at the front counter and toilet paper dispensers being mounted at the correct height and appropriate signage in the parking lot etc., it does not require the District to make any capital improvements to the building. Any renovation that is taking place is the responsibility of Housing Works and they will have to comply with current building codes for any changes made. The lease clearly states that CCPRD would need to get written approval to make any structural improvements to the gym. Mr. Logan stated that he feels these things should be better spelled out in the agreement prior to signing.
- Mr. Logan asked about the statement in the lease that states no free standing signs can be erected on the property without approval, wondering if we should consider moving our new LED sign to the property in front of the gym

for better visibility; Mr. Garner stated that we have no intention of installing a free standing sign at the gym location; Mr. Kaiser commented that the sign would only have visibility from one way traffic which would be leaving town so would probably not be a beneficial location.

- Mr. Logan asked about the statement regarding tenant's improvements and alterations, that the renter must "accept the premises as is"; asking if we should have a builder come in and evaluate the space we will be leasing; Mr. Garner stated that if the Board feels it was necessary then we could pay for a building inspection prior to leasing the space.
- Mr. Logan asked about the statement that there will be no manufacturing or selling of retail sale items unless it consists with the normal sales of business, further stating that this could be a conflict for us if we wanted to hold a fundraiser bizarre.
- Mr. Logan asked about the restriction of no coin operated machines, if we plan to have any vending machines in the leased area; Mr. Garner stated that we do not intend to have vending machines.
- The Board agreed that further investigation should be conducted into the lease; Mr. Garner asked if the Board would like an attorney to review the contract, SDAO's attorney has reviewed the contract and stated that from a liability standpoint there is are no concerns but they are not advising if the contract is a good decision for the District to enter into or not. If further review of the lease is wanted, we would need to hire an attorney to do so. Mr. Garner stated that he can invite Housing Works to our next board meeting for better clarification of the contract if desired. Mr. Logan stated that he did not think this was necessary, just would like further clarification to his questions. The Board agreed to postpone a decision until Mr. Garner contacts Housing Works for clarification.

NEW BUISNESS:

RESOLUTION #174-2017 – RESOLUTION TO AUTHORIZE CROOK COUNTY PARKS & RECREATION DISTRICT TO FILE APPLICATION WITH BUREAU OF LAND MANAGEMENT TO ENTER INTO R&PP LEASE:

Mr. Logan read the resolution aloud. The resolution authorizes the Crook County Parks & Recreation District to file an application with the BLM to enter into a R&PP lease on 160 acres of land located on Barnes Butte and to appoint Mr. Garner as the agent of record in such proceeding; this resolution is an amendment to Resolution #103-2006. Ms. Henderson made a motion to approve Resolution #174-2017; Ms. McKenzie seconded; all in favor.

TWENTY-YEAR COMP PLAN: It was discussed the process that the Board should use to examine and revise the plan. Mr. Garner stated the first chapter is an overview of what the plan entails. Mr. Kaiser stated there are some areas of the plan that the Board has the capacity to update but some areas that assistance will be necessary. Mr. Logan pointed out that he believes not all board members have the same documents to work from; Ms. Sykes will make all board members new binders of information. The Board agreed the first step for the next regular scheduled board meeting is to get each board member set up with the same information, SDAO Management Guides will also be ordered for each board member to have for various reference points on this project and future needs. It was agreed to review Chapter 2 prior to the next work session board meeting, decide if each goal is relevant or not and if there are additional goals that need to be added.

NEXT MEETING DATE & ADJOURNMENT: Mr. Logan adjourned the regular board meeting at 8:11pm. The next meeting will be September 27, 2017, 5:15pm, at 296 S Main St, Prineville.