

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, October 11, 2017, was called to order by Ms. Smith at 5:14pm.

BOARD MEMBERS: Linda Smith, Darlene Henderson, Ruthie McKenzie

STAFF: Duane Garner, Cassy Sykes, Hannah Hamlin

GUESTS: None

PRIOR MINUTES: Ms. McKenzie made a motion to approve prior minutes from September 27, 2017; Ms. Henderson seconded; all in favor.

APPROVAL OF BILLS:

- Ms. McKenzie asked what we are paying OPRA for; Ms. Sykes stated that it is for a conference that 3 employees will be attending.
- Ms. Smith asked who Atlas Concrete is; Ms. Sykes stated it is for the concrete sidewalks that were poured at the RV Park laundry room.
- Ms. Smith asked what Cooper Electric was getting paid for; Ms. Sykes stated it was for the RV laundry room and the new LED sign in front of the office.
- Ms. Smith asked who Dana Signs is; Ms. Sykes stated it was the top part of the sign in front of the office.
- Ms. Smith asked what Prineville Equipment and Supply is getting paid for; Ms. Sykes stated it is mostly for materials and equipment rental for the RV laundry room.
- Ms. Henderson asked what 3rd Street Flooring is getting paid for; Ms. Sykes stated that it is for new carpet and linoleum in the rental house across from the RV Park.
- Ms. McKenzie made a motion to approve the bills, check sequence 35606 to 35662 in the amount of \$75,307.10; Ms. Henderson seconded the motion; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$11,961.16.
- Government Pool account balance is \$1,168,007.55.
- We received our 3rd quarter SDC fee check, it was just under \$47,000, which is up about \$10,000-\$15,000 in comparison to the last few quarters and the 3rd quarter of last year.
- The insurance agent has been contact to increase the fidelity coverage to \$250,000, he will forward the application over and it will need to be signed by the board at the next meeting.

DIRECTORS REPORT: Mr. Garner stated:

- We are in the process of installing new internet service at the RV Park and our other locations. At the RV Park we had to trench between the laundry room and office to connect the technology between the two buildings. Currently, the washer and dryers in the laundry room are only operating on coins but once the new WiFi is set up, people will be able to use credit cards or an app on their phone. The city is helping dig the trench with their vac truck; the City Public Works and CCPRD are performing the excavation and clean-up.
- The materials for the irrigation project have been purchased, the work for that project is in the beginning stages.
- Tree removal work is being done at Crooked River Park this week. Mr. Garner stated that he will start sending out emails to board members when tree removal is going on as we seem to get a couple complaints each time we do this, that way board members are informed in case they are asked about it.
- Building of a cabin at Ochoco Lake over the winter has been discussed. It is hoped that one cabin will be built per off season. Ms. Smith asked if there is power installed to the cabins, will it be supplied to the camp sites also; Mr. Garner stated that is ideally what we would like to do if extending the power is not too expensive.

OLD BUSINESS:

POOL FEASIBILITY: Ms. Smith stated there was a Pool Advisory Committee meeting October 10th and had received back three concept drawings from BLRB to choose from. Everyone liked concept one concept in particular with one modification of having an optional outdoor pool. Mr. Garner stated that due to the economy doing well at this time, estimated costs of the facilities in the conceptual drawings are inflated in an attempt to predict what the cost will be at the time we are ready to build. Mr. Garner stated that included in the board packets are the estimated operating costs for the concept drawings, there would be revenue from the pool itself to offset some of the operating costs but that a operating levy would have to be voted on in addition to the construction bond. Mr. Garner stated that the next steps for the Pool Advisory Committee will be that he meet with Bob Keefer to lay out surveys and public forums to gather information and input from the community on the conceptual drawings.

NEW BUSINESS:

INTERGOVERNMENTAL AGREEMENT WITH CROOK COUNTY FOR IT SERVICES: Mr. Garner stated that the County IT department approached us a couple of months ago, wanting to provide us with their IT services which would include installing new internet service and creating a backup/server system for the District's computers. The County would like us to sign a 3-year contract that does contain a 60-day notice termination clause; they will bill us hourly for services and obtain necessary equipment for us at their cost. Ms. Henderson asked if this will include the County's GIS department; Mr. Garner stated that they are in the same department but the agreement is specific to IT services.

Ms. McKenzie made a motion to approve the Intergovernmental Agreement with Crook County for IT services and appoint Mr. Garner to execute the Agreement; Ms. Henderson seconded; all in favor.

BOARD AND STAFF INPUT:

- Mr. Garner stated that there will be a ribbon cutting for the City's land at the base of Barnes Butte this Friday at 10:00am.
- Mr. Garner stated that FaceBook set up a meeting with the District to discuss their grant program; he present them with several projects that we have going on or that we would like to do in the future, they were very interested and encouraging to use one for their grant application. Mr. Garner asked if it would be ok to use renovation of the pickleball courts for the application; it was agreed that that was a good idea. Mr. Garner also stated that if we were to choose to expand the pickleball courts to increase the size, that SDC fees could be used on the expansion portion but not on the renovation of the existing courts.
- Mr. Garner stated that the old office renovation has been completed by Dick Hollenbeck, unfortunately the Health Department did not get an intern so no one is living in the house yet.
- Ms. Henderson asked about the Housing Works agreement on the gym; Mr. Garner stated that he proposed the changes previously discussed but has not heard back from them yet.
- Ms. Henderson asked about the Social Media Policy; Mr. Garner stated that we do not have a formal policy but will look into it with Special Districts.
- Board members in attendance of the meeting agreed that they would like to have CCPRD emails created.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 6:20pm. The next meeting will be October 25, 2017, 5:15pm, at 296 S. Main St, Prineville.