

**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 27, 2017, was called to order by Ms. Smith at 5:16pm.

BOARD MEMBERS: Linda Smith, Casey Kaiser, Ruthie McKenzie

STAFF: Duane Garner, Cassy Sykes, Hannah Hamlin

GUESTS: None

PRIOR MINUTES: Ms. Smith stated that she was not present at the last meeting as indicated in the September 13, 2017 minutes; Ms. Sykes made the correction.

Mr. Kaiser made a motion to approve the prior minutes with the correction stated; Ms. McKenzie seconded; all in favor.

APPROVAL OF BILLS: Ms. McKenzie asked who Larry Penington is; Ms. Sykes stated that he is an employee and the payment is for medical deductible reimbursement. Mr. Kaiser asked what DHS Recovery is; Ms. Sykes stated that is a payroll garnishment. Mr. Garner asked how the County IT is billing us; Ms. Sykes stated that they bill by the hour, however only billed for a total of 5 hours during the 4 days that they spent here fixing our internet issues. Mr. Kaiser asked what the County IT was used for; Mr. Garner stated that the County IT department came to us offering their services for any computer, internet and server maintenance that we need.

Ms. McKenzie made a motion to approve check sequence 35542–35605, in the amount of \$39,362.18. Mr. Kaiser seconded; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance is \$19,689.64.
- Government Pool account balance is \$1,167,766.60.
- The auditors will be here October 23rd and 24th, that she has been gathering the requested documents in preparation for the audit.
- Included in the Board's packet is a summary and detail of the budget through mid-September. Ms. Sykes stated that she added a column to the summary page to detail specific planned projects/purchases and the progression of completion on each project so there a reference point for appropriations such as Capital Outlay. Mr. Kaiser asked if the high percentage of money used in personnel is due to seasonal employees; Ms. Sykes stated personnel does reflect a higher percentage of the budget used at this time due to the majority of the seasonal employees that were used throughout the summer in the current fiscal year, we will have only a minimal expense to personnel from seasonal employees for a couple of weeks in June before the end of the fiscal year. Ms. Sykes stated the RV Park personnel is at a higher percentage in their budget as well at this point, due to laundry room expenses. Mr. Kaiser asked about the rental house improvements; Ms. Sykes stated that is the house located across from the RV Park.

Mr. Garner stated that he did not receive the updated lease from Housing Works prior to the meeting so that agenda item will be tabled until further notice.

DIRECTORS REPORT: Mr. Garner stated:

- He emailed out a video presented by HBO about traveling youth sports and sports complexes. We have handed off sports in our community to the private sector which has caused them to be higher priced and the number of enrolled kids has declined. This video gives ideas of how we could step in and potentially offer sports at affordable fees and catering to the general population.
- RV Park laundry/community room is close to being done. Concrete was poured today at the RV Park in front of the laundry building.
- Ochoco Lake is slowing down for the season. Mr. Penington was not successful in retrieving the broken anchor for the floating restrooms on Ochoco Lake this summer but the water level has dropped more so they will try one more time to find the anchoring system, if it is not found then we will have to build a new system.

- A new mower was budgeted for this fiscal year for the maintenance department as well as replacing the office vehicle, the cost of the mower was higher than anticipated so we will wait to trade in the office vehicle and use the extra money to purchase the mower that will be most beneficial to us.
- The public hearing for the Scenic Bikeway was held on September 19th; it went well with only minimal opposition, there was lots of good comments at the meeting. Mr. Garner stated that during the Board's strategic planning some talk about improvements to Rimrock Park should be considered since it will be designated as the starting point of the bikeway.
- He went on a tour of the City's 460 acres of property near Barnes Butte and had some good conversation with City staff and a City Councilor; there was a meeting at the City yesterday to organize a ribbon cutting for the City's property which will be on October 13th at 11am with the kids from Barnes Butte Elementary in attendance.
- On September 19th, a new application for R&PP lease was filed with the BLM. Janet Hucheson, a retired BLM realty specialist, contacted Mr. Garner offering to help in the application and R&PP lease process, he will be meeting with her on October 5th. Mr. Garner suggested that the Board considers if we are the right entity to be the applicant for the lease, what our role should be in this and where want to position ourselves. If we are the applicant then we will be responsible for funding and building of the initial trails. Mr. Kaiser stated that we need to consider how much we want trails in our future and that if we want to grow is it in the area of trails. It was asked if we maintain the Lower 66, Mr. Garner stated no that that is State Parks but the Upper 66 we have a contract with the County to maintain and he will check where we are at on that. Mr. Garner stated that the City does own such properties as the golf course and the wetlands.

OLD BUSINESS:

FIDELITY COVERAGE: Ms. Sykes stated that at the interim audit that the auditors stated that cash balances exceeded the Board's fidelity coverage and that the Board should determine if this is an acceptable level of risk based on the potential liability. Ms. Sykes presented increased coverage limits and corresponding increases in the annual premium. Ms. Smith suggested that the Board gradually increase the coverage each year instead of jumping a large amount. Ms. McKenzie made a motion to increase the Board's fidelity coverage to \$250,000; seconded by Mr. Kaiser; all in favor.

POOL FEASIBILITY: Mr. Garner stated that he and Mr. Keifer met with BLRB, should be receiving ROM drawings soon and the projected operating costs for each drawing. Ms. Smith and Ms. McKenzie stated that they talked to a gentleman from the Bend Parks & Rec Board who stated that their pool is supplemented by the gym that is located next to it; discussion took place to several options that could be built along with the pool to supplement the operating costs.

NEW BUSINESS:

PIPER JAFFRAY UNDERWRITER/PLACEMENT AGENT ENGAGEMENT LETTER: Mr. Garner stated that BLRB suggested to call Piper Jaffray to obtain information on general obligation bonds. It was stated that by law the company must have an engagement letter to do business with us. Mr. Garner stated that the engagement letter does look similar to a contract but is stating that they can incur potential charges if we ask them to travel out here and then do not use them to write the bond. Ms. McKenzie stated that she talked with the County, they also used Piper Jaffray for a portion of their bond for the jail; it was asked if anyone knew who the school used for their bond. Mr. Garner stated that it will take about a week to receive information from the firm. It was asked if the travel expenses and potential charges could be clarified more.

Mr. Kaiser made a motion to allow Mr. Garner to execute the agreement with Piper Jaffray with the exception that he communicates to them that if there is going to be any charges that we would like to review the charges before we incur them; Ms. McKenzie seconded; all in favor.

NEXT MEETING DATE & ADJOURNMENT: Ms. Smith adjourned the regular board meeting at 6:39pm. The next meeting will be October 11, 2017, 5:15pm, at 296 S. Main St, Prineville.