

**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 January 10, 2018, was called to order by Mr. Logan at 5:16pm.

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

**STAFF:** Duane Garner, Cassy Sykes, Hannah Hamlin

**GUESTS:** Israel Sarabia

**PRIOR MINUTES:** Ms. Henderson made a motion to approve the prior minutes from December 13, 2017 and January 3, 2018; Mr. Kaiser seconded; all in favor.

**APPROVAL OF BILLS:**

- Ms. McKenzie asked who Western Communications is; Ms. Sykes stated that is the Bend Bulletin, they printed our recreation guide and inserted in the Bend Bulletin to Crook County residents.
- Ms. McKenzie made a motion to approve check sequence 35866 to 35933, in the amount of \$48,554.14; Ms. Henderson seconded; all in favor.

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

- Checking account balance: \$58,957.88
- Government Pool account balance: \$1,703,494.18
- Mr. Garner and myself had a phone conference with 3 members of our auditing firm on Friday in an attempt to figure out how to proceed with the audit since we do not agree with several items in the draft audit. The auditors reiterated that they must remain independent and cannot help us determine what our numbers should be but that our books are out of balance. We have asked Liz Schuette from the City to take a look at our books to see if she can find any obvious discrepancies, she should be getting back to me by the end of this week. Our extension with the Secretary of State was granted until the end of February so hoping we will have the audit wrapped up by then.
- Mr. Logan asked if the financial summary and detail can be included with Mr. Garner's board packet that is emailed out, Ms. Sykes stated that it can be but will not be added until the day of the board meeting or the day before due to the time period it is being prepared for.

**DIRECTORS REPORT:** Mr. Garner stated:

- The director's report is included in the board packet.
- There has been a major plumbing issue at the RV Park laundry room, the contracted plumber will be coming back to fix the issue, but it will require cutting the concrete floor and having to pour new concrete and flooring.
- The Foundation received a \$4,000 grant from the Autzen Foundation for renovation of the pickleball courts.
- Eric Klann with the City of Prineville will be at our next business meeting to discuss which entity should be the applicant for the Barnes Butte agreement with the BLM.
- Currently working with the school district to update the agreement between us for use of each other's facilities.

**BOARD OFFICER POSITIONS:** Ms. Smith's resignation of board position #4 also left the board officer position of vice-president vacant. Ms. Henderson nominated Mr. Kaiser to be vice-president; Ms. McKenzie seconded; all in favor.

**BOARD INPUT:**

- Mr. Garner asked if the Board would like to appoint a board member to be a financial liaison between the board and staff, the Board agreed that this would be a good idea; Mr. Logan voiced his concerns about Mr. Kaiser being on the Parks & Rec Board and Mr. Garner being on the Chamber of Commerce Board, after discussion the Board agreed this is not an issue. Ms. Henderson made a motion to appoint Mr. Kaiser as the Board liaison to staff for financial needs; Ms. McKenzie seconded; all in favor.
- Ms. Henderson asked about the fence on the new property next to the Bike Park; Mr. Garner stated that there has been no further pursuit since last discussed.

- Ms. McKenzie asked about the irrigation project in Ochoco Creek Park; Mr. Garner stated that the maintenance crew has finished the first phase of the irrigation project, which is how far they had intended to get this winter, and will possibly start the next phase in the spring as weather permits.
- Mr. Logan asked what the process is and when board packets are to be going out to the Board for upcoming meetings; Mr. Garner stated that he will try to get the packets emailed out during the week prior to the meeting so there is time for review.
- It was asked if SCORP and NRPA information will be emailed out prior to the next 20-year comp plan meeting; Mr. Garner stated that the SCORP information is still the same as what is in the current plan and that NRPA no longer puts out information, they have suggestions and calculations that can be used in the plan.
- It was asked if a communication policy for the District and the Board has been looked into yet; Mr. Garner stated that staff will work on it and check with Special Districts for a recommendation.
- Ms. Henderson asked about the lease of Ochoco Elementary School; Mr. Garner stated that Housing Works has been extremely busy but he did hear back from them, the insurance issue is still being worked on.
- Mr. Logan asked if the staff can get Board and staff members added to notifications for the City and County for meeting/agenda and meeting minute notices.

**OLD BUSINESS:**

**POOL COMMITTEE UPDATE:** It was agreed by the Board that all communications and questions about the new pool will be directed to and answered by Wayne Looney, chair of the Pool Advisory Committee, and that we need to have one spokesperson in charge of sending information.

**NEW BUSINESS:**

**PROPERTY SALE OFFER:** Mr. Sarabia stated that he bought the property located on NE 13<sup>th</sup> Street in 2016 with the intent to build storage units; Mr. Sarabia went to the City to get permits for storage units but the City said that the property is in the wetlands and could not be permitted for storage units. Mr. Sarabia stated that there is 4.32 acres of commercial zoned land and 2.76 acres of residential zoned land and that hiking trails leading to Barnes Butte begin on his property. Mr. Sarabia stated that he would like \$100,000 for both pieces of property or \$50,000 for the 2.76 acres and would give an easement for parking on the other piece of property. Mr. Sarabia stated that the land is listed on Craigslist but has not pursued any offers yet as he wanted to make an offer to CCPRD first. The Board decided to discuss the offer further in an executive session at the next meeting.

**POOL ADVISORY COMMITTEE CATEGORIES:** Mr. Garner reminded the Board that the Pool Advisory Committee originally had nine members but with removing the two board members and losing one committee member during the committee's duration and now expanding the committee to twelve members, there is six positions that need to be filled. The Board discussed categories that they would like to have represented on the committee to get a good representation of the community. Some of these categories included: local business owner, family and children, swim as a sport, school district (union side), senior community, health and wellness and a Chamber member. The application process was discussed and the Board directed Mr. Garner to post the committee openings and start accepting applications.

**OCHOCO LAKE CABIN CONCEPT PLAN:** Mr. Garner provided a site plan for the Ochoco Lake cabins; stating that he has been working with Ms. Obermiller on the plans, they have done a walk through of the campground and created a lay out to present to the County for approval and permits, it would be ideal to get approval for the entire campground instead of individually presenting and permitting one cabin at a time thus the reason for a full site plan now. Mr. Garner stated that he would like to move forward if he can get a thumbs up from the County planning committee. Mr. Logan asked if revamping the whole campground has been considered; Mr. Garner stated that it would be a lot of work to revamp the whole campground with the paved loops already in existence, that the paved loops and current RV/tent spaces work well and we would just like to add cabins to the campground. Mr. Kaiser asked if the new plan will accommodate groups, individuals and hiker/bikers; Mr. Garner stated that the new plan has various sized cabins and set ups and plans to have some platforms built for hiker/bikers to set up their camps on. Mr. Logan suggested that the Board takes the campground information, decipher it, email Mr. Garner with opinions and discuss further at the next meeting, then if it is agreed to move forward that a plot map will be created.

**CCPRD ATHLETIC FIELD RENTAL GUIDE, FEE SCHEDULE AND EVENTS LOGISTIC PLAN:** Mr. Garner stated that CCPRD has not charged leagues for use of the ball fields in the past, there is a new fee schedule being proposed for usage of the fields. The revenue will be used for maintenance and upkeep of the fields and to offset the salary of the new position created of Sports Field Maintenance. Mr. Winders asked if there is insurance or liabilities

included in the renting of the fields; Mr. Garner stated that there are insurance and liabilities forms and requirements that are to be signed prior to usage of the fields by the applicant. Mr. Garner stated that there could be contention created with the implementation of this rental guide and fees. Mr. Logan asked if the Board would like to adopt the rental guide into the policies to help back the District with it being an adopted policy. Mr. Kaiser asked if there is an estimate of the additional amount of revenue; Mr. Garner stated that he does not have exact numbers, but are guessing less that \$10,000. Mr. Winders asked if the Board is required to approve fee structures; Mr. Garner stated that the Board is required to approve RV Park fees but not in-house fees. The Board is to read the Athletic Field Rental Guide, Fee Schedule and Events Logistics Plan and be prepared for further discussion at the next business meeting.

**CONTRACT WITH FM3 FOR SURVEY FOR NEW POOL:** Mr. Winders asked if there was a competitive process for choosing the agency to do the new pool survey; Mr. Garner stated that there was an RFP put out and the District received three proposals, the Pool Advisory Committee felt that FM3 was the best fit. The City, County and CCPRD have committed to contribute \$5,000 each toward the survey cost. Mr. Garner has emailed FM3 requesting a contract. Ms. Henderson made a motion to authorize Mr. Garner to enter into a contract with FM3 to conduct the pool survey; Mr. Kaiser seconded; all in favor.

**NEXT MEETING DATE & ADJOURNMENT:** Mr. Logan adjourned the regular scheduled board meeting at 7:40pm. The next regular board meeting will be January 24, 2018, 5:15pm, at 296 S. Main St, Prineville.