

**CROOK COUNTY PARKS & RECREATION DISTRICT  
296 S. MAIN STREET  
PRINEVILLE, OREGON 97754**

The special 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 3, 2018, was called to order by Mr. Logan at 5:19pm.

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

**STAFF:** Duane Garner, Cassy Sykes

**GUESTS:** Bob Keefer, Randy Winders, Susan Crawford, Melanie Marlow

**INTERVIEW CANDIDATES FOR BOARD POSITION #4:** Interviews were conducted by the Board with Melanie Marlow and Randy Winders as potentially filling board position #4. Each candidate left the meeting following their interview.

Ms. Henderson made a motion to select Randy Winders to fill the board vacancy; Ms. McKenzie seconded; 3 yes votes for Mr. Winders, Mr. Kaiser abstained from voting.

It was agreed that Mr. Garner will call the candidates tomorrow to inform them of the decision; the new board member will be directed to the County Clerk's office to be sworn in prior to the next board meeting.

**POOL ADVISORY COMMITTEE:** Mr. Keefer stated that Mr. Garner had contacted him, asked him to attend the board meeting. Mr. Keefer expressed his view on the Board stepping back from the Pool Advisory Committee, recommended that they do not step back as the Board is the leader of the Parks & Rec of Crook County, our community's pool is associated with Parks & Rec, if the Board steps back then they will not look like the leader anymore, now is a good time to maintain a role with the Pool Advisory Committee. Mr. Keefer recommended that the 2 Board members currently on the advisory committee be removed and expand the committee with a few new citizens of the community to become involved, possibly representing specific entities. Further stating that Mr. Garner and Ms. Sykes should still attend the advisory committee meeting to provide support and good data, Mr. Keefer will continue to facilitate the meetings and advise. Mr. Keefer recommended to move forward with the survey to find out what the community wants and how much they are willing to pay for, conducting the survey will provide good scientific data from the community, the survey will be vital to passing a pool; Mr. Logan stated that if we do not disband the Pool Advisory Committee then it will allow them to finish their task of conducting a survey and we can remain the legal entity for them to operate through. Mr. Keefer recommended continuing working on our relationship with the City and County.

Ms. Henderson asked if the Board should assign the advisory committee additional tasks; Mr. Keefer stated to get the survey done, the committee can interpret the data and come to the Board with the analysis, also recommends to let the committee hold public meetings/open houses as previously discussed, and that the committee can also share information with potential partners of a pool and make them part of the process.

Mr. Keefer recommended that the Board allow Mr. Garner to allot \$5,000 from the District to support the survey cost, the commitment is important to show the City that the Parks & Rec also supports the survey. Mr. Kaiser asked Mr. Garner what amount he recommends that the Board commit to; Mr. Garner stated that \$5,000 would match what other local governmental entities are committing to and that the pool committee can hopefully pay the balance of the survey cost, Mr. Garner stated that it is undefined of who is in charge of the money for the pool committee; Ms. Crawford stated that the money raised from the Pink Martini concert this past summer can be used toward building a new pool or to conduct research for a new pool; Mr. Kaiser proposed the Board approve a set amount for survey costs.

Mr. Kaiser made a motion to authorize the District staff to spend up to \$5,000 to assist in completing a survey for a new pool and explore the option of getting \$3,500 from the pool committee funds that are held in the Foundation; Ms. Henderson seconded; all in favor.

Ms. Crawford asked if there will be an application process again to appoint additional advisory committee members? Discussion ensued on how to fill the vacancies on the Pool Advisory Committee. The Board directed Mr. Garner to place an ad for the vacancies.

Ms. Henderson made a motion to remove the existing two Board members from the Pool Advisory Committee and to expand the committee, not to exceed 12 members and between now and the next board meeting Mr. Garner will devise categories of how to fill the committee vacancies; Ms. McKenzie seconded; all in favor.

**BOARD INPUT:**

- Pool Advisory Committee will be presenting at the City Council meeting Tuesday, January 9, 2018, to again ask for \$5,000 toward conducting a survey for the pool. It was asked if the Board should wear their name tags and if so would that be considered a quorum if three or more Board members showed up; it was decided to not wear name tags and there can be no gathers of Board members following the City Council meeting.
- Mr. Logan asked if Mr. Garner can include Board members on emails/information that is sent out to the City and County so they are informed of what is being circulated.
- Mr. Logan suggested that instead of attaching a document to emails when meeting minutes are distributed that a link be inserted in the email that directs the recipient to our website to find the minutes posted there. Also stated that minutes should not be posted, uploaded or distributed until they have been approved at the following meeting; Ms. Sykes stated that she does not upload any meeting minutes until they have been provided and uploads them in PDF format.
- Mr. Logan asked if the District or Board has a policy for communication such as who is allowed to do publications, postings and authorized to speak on behalf of the District or Board; Mr. Garner will look into it.
- Talking points/press release from ShanRae Hawkins were discussed; it was recommended that Mr. Garner revise the points based on the discussion earlier tonight and to hold off on doing a press release. Ms. Henderson asked if the Board should do a press release to advertise for the open advisory committee positions; it was decided that Mr. Garner will write an article and have Mr. Keefer filter before sending to the press.

**NEXT MEETING DATE & ADJOURNMENT:** Mr. Logan adjourned the special board meeting at 7:01pm. The next regular board meeting will be January 10, 2018, 5:15pm, at 296 S. Main St, Prineville.