

**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 December 13, 2017, was called to order by Mr. Logan at 5:15pm.

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

STAFF: Cassy Sykes, Hannah Hamlin

GUESTS: None

PRIOR MINUTES: Mr. Kaiser made a motion to approve November 29, 2017 minutes; Ms. Henderson seconded; all in favor.

APPROVAL OF BILLS:

- Mr. Logan asked who Dabbled Earth is and what they are being paid for; Ms. Sykes stated it is for Eileen Obermiller for her work of site planning at Ochoco Lake Campground.
- Mr. Logan asked what Kitty Lauman is being paid for; Ms. Sykes stated that she the horseback riding instructor.
- Mr. Logan asked what Northwest Laundry Services is being paid for; Ms. Sykes stated that CCPRD rents rugs from Northwest Laundry Services for the Skate Rink and the RV Park.

Ms. McKenzie made a motion to approve check sequence 35833 to 35865; Ms. Henderson seconded; all in favor.

FINANCIAL STATEMENT: Ms. Sykes stated:

- Checking account balance: \$107,131.30
- Government Pool account balance: \$1,703,494.18
- Still working on the audit, an extension has been filed with the Secretary of State.

BOARD INPUT:

- Mr. Logan asked if the City Council and County Court meetings can be added to the upcoming meetings portion of the agenda.
- Mr. Logan asked for a copy of the proposal letter that was read by Mr. Garner at the previous board meeting.
- It was agreed that there will not be a board meeting held on December 27, 2017.
- The Board agreed to switch the purposes of the January board meetings; January 10th meeting will be the business meeting, January 24th meeting will be the comp planning meeting.
- Mr. Logan asked that the wet lands that was previously discussed to be purchased with the City on North Main Street, that would give access to Barnes Butte, be put on the agenda for the January 13th meeting.

OLD BUSINESS:

OPEN BOARD POSITION:

- Ms. Sykes stated that Randy Winders submitted a letter of interest for the open board position, no other letters have been received but a few people have expressed interest. Ms. Henderson stated she feels that Mr. Winders would be an asset to our Board.
- The Board decided to put a deadline of December 27, 2017 for letter of interest to be received; Ms. Sykes is to electronically distribute letter of interest at the end of day on December 27 to the Board. The Board will hold a special meeting on January 3, 2018, to conduct interviews for those who submitted letters of interest.
- It was suggested to contact those individuals that have expressed interest in the board position to let them know a deadline for letters has been set.

POOL ADVISORY COMMITTEE:

- Mr. Kaiser stated that the Pool Advisory Committee has done an excellent job and has completed what they were appointed to do, the Board no longer needs them as a subcommittee. Mr. Kaiser will draft a letter that the Board can present at the next pool advisory committee meeting on January 9th.
- It was agreed by the Board that some PR is necessary going forward with efforts on a new pool. Mr. Kaiser and Ms. Henderson will meet with ShanRae with Stringray Communications to discuss PR options.

- Mr. Logan suggested that the pool committee set up a timeline that they need to use to move forward with.
- Mr. Logan stated that the pool committee needs to brainstorm and devise questions for the pool survey.

Mr. Kaiser made a motion to acknowledge the pool advisory committee that was created by the Board has completed the scope of work, at their next meeting the Board will announce that they are no longer needed as an official committee of the Board but that they can continue their efforts and the Board will support them; Ms. Henderson seconded; all in favor.

The Board recessed the meeting for dinner at 6:15pm.

The Board reconvened the meeting at 6:42pm.

20-YEAR COMP PLAN:

- Mr. Kaiser reviewed the objectives for the 20-Year Comp Plan for tonight's meeting.
- Ms. Sykes reviewed the updated organizational staff chart with the Board. Mr. Logan asked who supervises the Sports Coordinator; Ms. Sykes stated that there has not been one supervisor assigned to that position yet as the job entails more than just the maintenance side or recreation side, currently the position reports to the District Director concerning the recreation aspect and reports to the Park Supervisor concerning ball field maintenance. Ms. Sykes stated that the Director oversees the organization of staff and the Board may provide feedback.
- Mr. Logan reviewed the inventory of the Recreation programs. It was agreed that each age section of the recreation programs needs to reflect the same categories, Ms. Sykes will have Mr. Tomlinson edit the recreation programs.
- The inventory of the facilities was reviewed, a few facilities will need to be added.
- Ms. Henderson reviewed the existing trails in the Districts boundaries, she will do a trail inventory document to go in the comp plan.
- Ms. McKenzie reviewed the demographics from 2004 to 2016. The Board agreed that employment, household income and median income need to be added to the demographics.
- The board is to read Chapter 4 for the next 20-Year Comp Plan meeting on January 24th.

NEXT MEETING DATE & ADJOURNMENT: Mr. Logan adjured the regular scheduled board meeting at 7:58pm. The next regular board meeting will be January 10, 2018, 5:15pm, at 296. S Main St, Prineville.