

**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 March 28, 2018 was called to order by Mr. Logan at 6:52pm.

BOARD MEMBERS: Jeremy Logan, Darlene Henderson, Ruthie McKenzie

STAFF: Duane Garner, Cassy Sykes

GUESTS: Carol Benkosky

CROOK COUNTY ON THE MOVE PRESENTATION: Carol Benkosky stated that Mr. Garner had approached her to evaluate our parks and make a presentation on how the District can make their parks age friendly. Ms. Benkosky stated that she will be applying for a grant from the City of Prineville to assist with funding this project.

Ms. Henderson made a motion to support creating age friendly spaces in our parks; Ms. McKenzie seconded; all in favor.

PRIOR MINUTES: Ms. McKenzie made a motion to approve the prior minutes; Ms. Henderson seconded; all in favor.

APPROVAL OF BILLS:

- Ms. McKenzie asked what Joe Floyd & Sons is being paid for; Ms. Sykes stated that they built the retaining wall on Juniper Street by the North Covered area in Ochoco Creek Park.
- It was asked what Campground Automations was being paid \$3,200 for; Ms. Sykes stated that it is for setting up the reservation system for Ochoco Lake.

Ms. McKenzie made a motion to approve check sequence 36104-36142; Ms. Henderson seconded; all in favor.

FINANCIAL STATEMENT: Ms. Sykes presented a new format for financials which included a summary of each fund's revenues and expenditures and a graph showing the actual to budget amounts for the current fiscal year. Graphs were also presented showing comparisons of each fund to the prior fiscal year. The Board approved the new lay out of the financial presentation. Ms. Sykes asked how often the Board would like the new financials presented, it was agreed that the summary with graphs of actual to budget should be presented each month, the graphs showing comparison to the prior fiscal year should be presented quarterly. Ms. Sykes asked if the Board would like to hear the account balances at each board meeting, it was agreed that the balances alone do not hold any substance; the board would prefer not to hear the account balances.

Ms. Sykes presented information on the loan for the property across from the RV Park, the loan is due to be paid off in 2021, there is enough funds built up from rent collected on the house to pay off the loan at the beginning of the next fiscal year; the board agreed that it should be budgeted for to pay off the loan in the next fiscal year.

Ms. Sykes stated that the audit is progressing along, after spending time with a 3rd party (Summer Sears) that a new trial balance, fixed asset/depreciation schedule and fund reconciliations have been submitted to the auditor. A discussion also took place between the auditor, Ms. Sears, Ms. Sykes and Mr. Garner about the fund reporting type of the RV Park, RV Park Reserve and Ochoco Lake funds, it was agreed that these funds should be reported within the audit as Agent-type funds instead of Business-type funds and that all capital assets of these funds should be removed from the District's financials and passed over to the County to be reported as their assets, this will not have much impact on the District's financials except that the overall net position will decrease minorly due to removing RV Park and Ochoco Lake assets, however the change will provide a more accurate financial picture of the District. Mr. Garner met with the County in regard to the change in fund reporting, they were in agreeance, the County's attorney will draw up an amendment to the managing contracts of these properties that states property and building assets will be reported as the County's and equipment assets will be reported as the District's.

DIRECTORS REPORT: Mr. Garner stated that his report is included in the packet and can be reviewed at a later time.

BOARD INPUT:

- Mr. Garner stated that he received a request from the High School's all-night party committee for a donation; the board agreed to donate \$250 to the organization.
- Mr. Logan questioned why Wayne Looney used the Crook County Fire District boundaries as a comparison to our District's current boundaries during the What's Brewing presentation tonight; Mr. Garner stated that if the District decides to move their boundaries that using existing designated boundaries will save the District a large expense of surveying and having to create a legal description if the District were to choose their own boundaries.

- It was suggested that we invite Steve Forrester to a future Board meeting to present how the City is using enterprise zone funds and how the City may be able to assist in the operational funding of a new pool; Mr. Forrester presented at the last Pool Advisory Committee meeting and the District Board would also like to hear his presentation.

OLD BUSINESS:

HAYSTACK RESERVOIR: Tabled till a later meeting.

NEW BUSINESS:

POOL ADVISORY COMMITTEE RECOMMENDATIONS: Mr. Garner stated that the Pool Advisory Committee made a motion at their last meeting to recommend to the District Board that they move forward with changing the boundaries of the District and if that is successful to then go with “option #6” to fund the operations of a new pool with inclusion to seek other corporate contributions. The Board asked what the six options for funding were, Mr. Garner stated that he did not have the list of options present at this meeting but will email the document to the Board in the morning.

CCPRD BOUNDARIES: Discussion ensued on how to go about moving the boundaries of the District to bring in additional revenue. Mr. Garner stated that staff has been talking with the County Clerk Cheryl Seely on the process that needs to be done to place a measure on the ballot to dissolve and reform the District or for annexation. Mr. Logan suggested hiring a consultant or specialist to help with the boundaries. The Board asked if assistance can be brought into future Board meetings to aid in the understanding of the process; Mr. Garner stated that we can ask Ms. Seely and Special Districts to come in, this was agreed on, Ms. Henderson stated that she will late to the next meeting so if we can schedule speakers to arrive at 6:30pm or after.

PERSONNEL BUDGET FOR FY 2018-19: Ms. Sykes presented the proposed personnel expenses for budget year 2018-19. Discussion of proposed personnel expenses for the General (District) Fund and RV Park Operating Fund ensued, revenue for the funds was also presented to represent the continual increase of revenue in comparison to the trend of personnel expenses.

Ms. McKenzie made a motion to approve the General (District) Fund proposed personnel expenses for budget year 2018-19 in the amount of \$765,492.74; Ms. Henderson seconded; all in favor.

Ms. McKenzie made a motion to approve the RV Park Operating Fund proposed personnel expenses for budget year 2018-19 in the amount of \$89,789.23; Ms. Henderson seconded; all in favor.

POTENTIAL BOARD SEAT VACANCY: Tabled till a later meeting.

COST RECOVERY POLICY: Tabled till a later meeting.

NEXT MEETING DATE & ADJOURNMENT: Mr. Logan adjourned the regular scheduled board meeting at 9:17pm. The next regular board meeting will be April 11, 2018, 5:15pm, at 296. S. Main St, Prineville.