

**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 April 11, 2018, was called to order by Mr. Logan at 5:15pm.

**BOARD MEMBERS:** Jeremy Logan, Casey Kaiser, Ruthie McKenzie, Darlene Henderson(arrived at 6:18pm)

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

**GUESTS:** Dick Hollenbeck, Gary Goodman, Wayne Looney, Cheryl Seely, Brian Huber

**PRIOR MINUTES:** Ms. McKenzie made a motion to approve the prior minutes, Mr. Kaiser seconded; all in favor.

**APPROVAL OF BILLS:**

- Ms. McKenzie asked what Lincoln Aquatics is being paid for; Ms. Sykes stated it is for a new tarp at the pool.
- Mr. Kaiser asked what Mica Stafford is being paid for; Ms. Sykes stated that Mica is an instructor for several dance and exercise classes.
- Mr. Logan asked if the check for SMAF Construction is for the work being done on Juniper Street; Ms. Sykes confirmed that it is.
- Ms. McKenzie asked what PARR Lumber is being paid for; Ms. Sykes stated that split rails fencing was purchased for renovating the tent sites at the RV Park.
- Mr. Logan asked if the Lodging Tax is a quarterly expense; Ms. Sykes confirmed that it is.

Ms. McKenzie made a motion to approve check sequence 36143-36200 in the amount of \$46,006.03, Mr. Kaiser seconded; all in favor.

**FINANCIAL STATEMENT:** Ms. Sykes stated that since the last board meeting when it was discussed that the auditors and our 3<sup>rd</sup> party financial assistance agreed that the RV Park and Ochoco Lake funds should be classified as agent-type activity in our audit instead of business-type activity, that after the auditors researched further they now advise that the RV Park and Ochoco Lake funds should remain as business-type funds and not be changed to agent-type funds, however the auditors are still in agreeance that capital assets for these funds should still be transferred to Crook County's books. The County's attorney has drawn up an amendment to the management contracts for the RV Park and Ochoco Lake stating how capital assets will be handled going forward, this amendment will be discussed later during this board meeting.

Ms. Sykes stated that she spoke with the auditors today in regard to the audit, that all parties are in agreeance with the most recent draft audit as a whole, the auditor will submit the draft audit to the review committee at the auditing firm tomorrow and hopefully have a final audit issued within a week or two.

**RESOLUTION #176-2018 – RESOLUTION TO CONTINUE THE FUND FOR THE RV PARK CAPITAL**

**REPLACEMENTS AND IMPROVEMENTS:** Ms. Sykes read the resolution aloud; Mr. Garner reviewed the purpose of the resolution, stating that the RV Park Reserve fund was originally set up with Resolution #43-1998 on April 29, 1998 and continued with Resolution #118-2008 on June 25, 2008, that it is required to review and approve this special fund every 10 years.

Mr. Kaiser made a motion to approve Resolution #176-2018; Ms. McKenzie seconded; all in favor.

**IGA AMENDMENTS WITH CROOK COUTY/CROOK COUNTY RV PARK & OCHOCO LAKE:**

- Mr. Garner stated that the purpose of the IGAs is to have clarity of ownership of capital assets at the RV Park and Ochoco Lake. Previously the assets have been accounted for under the District but it has recently been determined with assistance from the auditor and 3<sup>rd</sup> party financial assistance that the assets are actual those of Crook County, as stated in the managing IGA contract. The amendment states that the land of Ochoco lake and the RV Park are owned by the County and that the District owns the equipment.

Mr. Kaiser made a motion to accept and execute the amendment to the IGA with Crook County in regard to the RV Park; Ms. McKenzie seconded; all in favor.

Mr. Kaiser made a motion to accept and execute the amendment to the IGA with Crook County in regard to Ochoco Lake Campground; Ms. McKenzie seconded; all in favor.

**OLD BUSINESS:**

**POOL COMMITTEE RECOMMENDATION-FUNDING PLAN:** Mr. Looney stated that Pool Advisory Committee's recommendation for funding operating costs of a new pool is to expand the District's boundaries and that if expanding the boundaries happens to then put a measure on the ballot the following election for a construction bond for a new pool. Mr. Logan expressed thanks on behalf of the board for how much work and effort the Pool Advisory Committee has put forward in the process of the pool and redistricting.

**SPLASH PAD:** Mr. Looney presented the current plans for the Kiwanis Splash pad. Mr. Looney stated that the City has approved funds to build the bathroom and that it will be the first thing built for the project. Mr. Looney stated that they will start building July 1, 2018, and it will take approximately 20–30 days and that most likely once the splash pad is complete that the Parks & Rec District will be asked to maintain it.

*Meeting was recessed at 6:25pm for dinner.*

*Meeting reconvened at 6:43pm.*

**HAYSTACK RESERVOIR PROPOSAL:** Discussion ensued of whether managing Haystack Reservoir would be beneficial to the District or not. It was agreed that it appears as though a profit can be made by managing Haystack Reservoir as a benefit to the District and that after a year or two of managing the campground the financials can be reevaluated to determine if continued management is beneficial to the District or not. Ms. Sykes stated that the board will need to make a decision tonight so that a new fund can be added into the proposed budget for fiscal year 2018-19. Ms. McKenzie made a motion to manage Haystack Reservoir for two years; Ms. Henderson seconded; all in favor.

**20-YEAR COMP PLAN:** The next planning meeting will be determined at a later point.

**BOARD POSITION #4 VACANCY:** Mr. Winders submitted a letter of resignation effective immediately. The staff will post an ad in the Central Oregonian and on the website for the vacancy, the position will remain open until filled.

**NEW BUSINESS:**

**DISSOLUTION & FORMATION OF A NEW DISTRICT:** Ms. Seely discussed options and procedures of dissolving and reformatting a District and also the option of annexation. The options do take time to get organized and in place, that if the District is considering putting a measure on the November 2018 ballot that they need to start working on it right away. The board had a few questions about placing measures on the ballot, Ms. Seely will look into the questions and get back to staff with the answers. The board asked Mr. Garner to check with Special Districts about getting legal advice for the best option to proceed with for the District.

Mr. Huber presented the board with a spreadsheet detailing information on tax rates and data center tax exemptions. Mr. Huber warned to not be completely reliant on tax revenue from the data centers when they come out of exemption as we do not know what can happen between now and then.

**ENTERPRISE ZONE FUNDING:** Tabled till a future meeting.

**NEXT MEETING DATE & ADJOURNMENT:** Mr. Logan adjourned the regular scheduled board meeting at 8:37pm. The next regular board meeting will be April 25, 2018 at 5:15pm which will be followed by the budget committee meeting at 6:00pm, the meetings will be held at The Juniper Art Guild, 1635 SE Mountain View Rd, Prineville.