

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

The budget meeting of the Crook County Parks & Recreation District, Crook County Oregon was held at 1635 SE Mountain View Rd, Prineville, OR, on April 25, 2018, was called to order by Mr. Logan at 6:04pm.

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

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

**BUDGET COMMITTEE MEMBERS:** Gail Merritt, Jeannie Searcy, Liz Schuette, Rod Barnes, Stanley Flynn

**BUDGET MESSAGE:** Mr. Garner read the budget message aloud, stating that the budget has been prepared by himself and the Business Manager with input from the staff as well as consideration of the District's short and long-term goals.

Regarding the District:

- During the past year, there has been minimal staff turnover, the employees have performed their job duties with a high degree of proficiency and professionalism. The personnel fund reflects a 1.6% cost of living increase and a 2.9% step increase for all full-time employees.
- A new IT service is being used through the Crook County IT department. This professional service has enabled CCPRD to install new equipment that provides secure internet services to all the Parks & Recreation buildings.
- A new item in the budget year is the addition of an enterprise fund for managing Haystack Reservoir Campground. Bureau of Reclamation proposed to CCPRD to enter into an agreement with them to manage the campground and day use area. The CCPRD board agreed to manage the campground for a year and then evaluate if it is worth continuing the arrangement.
- Management over the old Ochoco Grade School gym is to be expected in the summer of 2018. CCPRD has entered into a lease with Housing Works to manage all aspects of the gym.
- Recreation programs have significantly increase in popularity this past year and thus revenues and expenditures are up from prior years. A new event we are proposing is playing movies in the parks. CCPRD would need to purchase equipment, while the cost of the licensing to play the movies would be sponsored by local businesses.
- The expansion of the District boundaries is a major focus during this coming year. CCPRD is currently considering the possibility of dissolving the current district contingent upon the successful creation of a new, larger parks and recreation district. It has been determined that the existing boundaries no longer reflect the population that utilizes the services. One motivating factor is that an expanded new district would bring in over \$500,000 in additional tax revenue over what CCPRD is currently bringing in.
- Medical insurance premiums are down 4% this year, however due to the Sports Coordinator and Recreation Coordinator becoming eligible for medical benefits, the overall cost to the district has increased. General liability insurance is estimated to increase by 5% this year.
- The Crook County Tax Assessor is estimating a 4.5%-5.5% increase in tax revenue for 2018-2019. The proposed budget assumes an increase of 4.5%

Regarding the RV Parks:

- Revenues for the Crook County RV Park are slightly down. This decline is primarily due to a change in construction workers staying in the park monthly. Daily and weekly guests have been increasing and the foreseeable future looks good. CCPRD has completed the construction on a new community room and laundry facility and revenues from the facility are exceeding expectations. Many improvements have been made throughout the RV Park.

Regarding Ochoco Lake Campground:

- The campground is stable. It has recently opened, and the water level is rather low. This could negatively affect the revenues this season as the lake is not as attractive to campers. Even so, we are anticipating that our income will be similar to last year.
- CCPRD is currently in the process of implicating an online reservation system that will make a portion of the campground available for online reservations.

**ELECTION OF OFFICERS:** Mr. Kaiser nominated Ms. McKenzie to be the chair; Ms. Searcy seconded. Ms. McKenzie nominated Mr. Kaiser for the chair. Vote was taken, all in favor of Ms. McKenzie as chair.

### **PRESENTATION & DISCUSSION OF PROPOSED 2018-19 BUDGET**

**General Fund:** Ms. Sykes presented the general fund proposed budget for FY 2018-19.

- Ms. Searcy stated her concerns about using the balance of the cash carry over in excess of the Board's requested reserve of \$300,000.
- Ms. Searcy asked what the estimated revenue on the ball fields will be; Mr. Garner stated that Little League is one of the biggest users of the ball fields and they have contributed a large amount to the fields in previous years so this year's field use fee revenue will not be as high as anticipated
- Mr. Logan asked if the background checks for the instructors and employees are ran through the Sheriff's department; Ms. Sykes stated that the background checks are ran through Criminal Information Services.
- Ms. Searcy asked how many radios the District has and who carries them; Mr. Garner stated that there is a radio at the Main Office, Maintenance Office, RV Park Office, each year-round maintenance employee has one, and the Skate Rink/Pool share one.
- Ms. Schuette moved to approve the proposed budget for FY 2018-19 as proposed with the taxes at the rate of .7569 per \$1,000 of assessed value for operating purposes for the General Fund; Ms. Merritt seconded; all in favor.

**RV Park Fund:** Ms. Sykes stated that the RV Park is an enterprise fund that serves the purpose of offsetting expenses of the District, a portion of the profits are shared with the County at the end of each fiscal year.

Ms. Sykes explained the significant increases or decreases of revenue and expenditures of line items for the proposed budget, answering questions accordingly..

Ms. Searcy moved to approve the proposed budget for FY 2018-19 for operating purposes for the RV Park Fund; Ms. Henderson seconded; all in favor.

**Ochoco Lake Fund:** Ms. Sykes stated that the Ochoco Lake is also an enterprise fund that serves the purpose of offsetting expenses of the District, however profits are not shared with the County or any other entities.

Ms. Sykes explained the significant increases or decreases of revenue and expenditures of line items for the proposed budget, answering questions accordingly.

Ms. Merritt moved to approve the proposed budget for FY 2018-19 for operating purposes for the Ochoco Lake Fund; Ms. Searcy seconded; all in favor.

**Capital Outlay:** Ms. Sykes stated that the Capital Outlay budget is for larger projects that have been in long-term planning or that grant funds are used for; System Development Charges (SDC) fees are received and in held in this fund; one long-term liability is paid from this fund as well as rent received toward the long-term liability is received into this fund.

Ms. Sykes explained several projects that are planned and grants that will be applied for.

Ms. Schuette moved to approve the proposed budget for FY 2018-19 for the Capital Outlay Fund; Ms. Searcy seconded; all in favor.

**Equipment Reserve Fund:** Ms. Sykes stated the purpose of the Equipment Reserve Fund is build up funds for future large equipment purchases.

Ms. Sykes stated that there is no equipment purchases planned for the year but that funds are budgeted to spend in case the need arises.

Ms. Merritt moved to approve the proposed budget for FY 2018-19 for Equipment Reserve Fund; Ms. Searcy seconded; all in favor.

**RV Park Reserve Fund:** Ms. Sykes stated the purpose of the RV Park Reserve Fund is larger expense items at the RV Park and for future planned projects.

Ms. Sykes stated that a portion of the funds plan to be spent on the purchase of the remaining picnic tables and fire rings, new pump house/irrigation set up and renovating the bathrooms/showers. All of the funds are budgeted to spend in case the need arises.

Ms. Schuette moved to approve the proposed budget for FY 2018-19 for RV Park Reserve Fund; Mr. Kaiser seconded; all in favor.

**Haystack Reservoir:** Mr. Garner stated that the District plans to take over management of the Haystack Reservoir, an IGA is not in place yet but we are setting up a budget in anticipation of needing the fund. Ms. Sykes explained the revenues and expenditures.

Mr. Flynn moved to approve the proposed budget for FY 2018-19 for Haystack Reservoir Fund; Mr. Barnes seconded; all in favor.

**NEXT MEETING DATE & ADJOURNMENT:** Ms. McKenzie adjourned the budget meeting at 7:35pm