

**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 May 9, 2018, was called to order by Mr. Logan at 5:21pm.

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

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

**GUESTS:** None

**PRIOR MINUTES:** Ms. McKenzie moved to approve the prior minutes from April 25, 2018 as presented, Ms. Henderson seconded; all in favor.

**APPROVAL OF BILLS:**

- Mr. Kaiser asked about the amount being paid to the Crook County Foundation; Ms. Sykes stated that is for the annual dues.
- Mr. Logan asked who Laura Brown is and what she is being paid for; Ms. Sykes stated that Ms. Brown is the art and Spanish instructor.
- Mr. Logan asked why some of the staff were receiving money back; Ms. Sykes stated that it is reimbursement for cell phones they use for work.
- Ms. Henderson asked what Helena is being paid for; Ms. Sykes stated it is for chemicals and fertilizer that the maintenance department uses.
- Mr. Kaiser asked what Bailey's Used Cars is being paid for; Ms. Sykes stated that CCPRD recently purchased tires for the Expedition.
- Ms. McKenzie asked who Naked Forge is and what they are being paid for; Ms. Sykes stated that they are working on signs for the parks.

Mr. Kaiser moved to approve the bills in check sequence 36254 through 36316, Ms. Henderson seconded; all in favor.

**DIRECTORS REPORT:**

Mr. Garner stated:

- The vault toilet is ready to be taken to the Ochoco Lake Campground, they are just waiting for a crane to be available for use to transport the restroom. The floating restroom is going to be put in the water either Friday, May 11<sup>th</sup>, or the following week.
- Ms. Henderson asked about the progress for the management of Haystack Reservoir, Mr. Garner stated that they are waiting on Ms. Ripley from BOR to submit a management contract. Mr. Garner said that he expects that the district will begin managing the reservoir in June 2018.

See Director's written report for complete details.

**OLD BUSINESS:**

**DISCUSSION ON PROCESS OF DISSOLUTION/REFORMATION OR ANNEXIATION:**

Mr. Garner stated that he attended the County Work Session meeting on May 8<sup>th</sup>. Ms. Eikins was scheduled to call in during the meeting and be present for discussion, however the meeting ran late and by the time the County Court got to this agenda item, she was unable to phone in. The County Court, Seth Crawford, Brian Barney, and Jerry Brummer all agreed that they did not like the concept of initiating a new parks and recreation district that would match the boundaries of the current Fire and Rescue District because it would not give the residents in Juniper Canyon and Powell Butte a separate vote on the proposal. They all agreed that they would support CCPRD expanding the district through process of annexation.

There was a discussion concerning to possibility of annexing Powell Butte and Juniper Canyon into the CCPRD boundaries.

Ms. Henderson asked if making a motion would be a viable next step to start the annexation process. Mr. Garner stated that to initiate the process of annexation the board will need to pass a resolution and follow the legal requirements set

forth for this purpose.

Ms. Henderson moved to pursue annexation to expand the CCPRD district boundary to the existing Fire District boundaries, with the intention to have the proposal on the May 2019 ballot, Ms. McKenzie seconded; all in favor.

Mr. Garner said that he would contact Eileen Eakins and discuss the next steps in this process with her and come prepared to discuss this at the next board meeting.

#### **RECOMMENDATION FROM POOL COMMITTEE – LONG RANGE PLAN:**

Mr. Garner stated that at the Pool Advisory Committee meeting, they recommended that CCPRD prepare a master plan that lays out what an expanded Parks & Recreation District could offer the citizens of Juniper Canyon and Powell Butte. They recommended developing a budget of the expected revenue and expenses that will include the costs of operating the pool for the next 15 years. They also recommended utilizing the services of BLRB to prepare promotional materials to start educating the public on the pool proposal.

#### **NEW BUSINESS:**

##### **BUSINESS MANAGER POSITION – TRANSITION PLAN:**

Mr. Garner stated that he has spoken with Cassy Sykes and she is interested and willing to continue performing some of the core financial duties for the District from a remote location. He believes that continuing to utilize Ms. Sykes to process payroll, accounts payable / receivable and give assistance with financial reports and budget prep. would be very helpful for the foreseeable future. He stated that the auditors have consistently noted a significant deficiency due to not abiding by best practices concerning separation of duties. He stated that there have simple have not been enough employees available to spread around the duties enough to avoid this. By utilizing Cassy to process the payroll and bills, we could accomplish a greater level of separation that would be a good financial control for the district.

Mr. Garner presented a letter to the board stating some request of Ms. Sykes if she is to continue performing these services. Ms. Sykes has requested that she be able to donate 40 hours of sick that she has accumulated to Bill Siers upon her change in employment status. CCPRD policy states that an employee can donate up to 10% (not more than 40 hrs.) of their accrued sick leave to another employee if they have accumulated more than 240 hours. Cassy has not accumulated a full 240 hours yet and so she is requesting an exception by made. Ms. Sykes also requested that the district extend coverage of her health insurance until July 1, 2018. Lastly Ms. Sykes has requested that she be able to continue receiving retirement benefits even though she would be a part time employee.

Mr. Garner stated that there will be some initial cost to set up the accounting software so that the district will have the ability for Cassy to utilize the system online. The software upgrade is estimated to cost \$2,500. Mr. Garner stated that they are still checking into the all the components necessary, but the overall costs for the transition is going to be less than \$5,000.

There was consensus among the board to allow Mr. Garner to move forward with making changes to how the financial duties are divided up and purchasing the necessary equipment to do so.

Ms. McKenzie moved to allow Cassy Sykes to donate 40 hours of sick leave to Mr. Siers, and extend medical insurance until July 1, 2018, and to keep retirement benefits through the duration of her employment, Mr. Kaiser seconded; all in favor.

**COMMUNICATION POLICY:** Tabled for another meeting.

#### **LETTER OF INTEREST FOR BOARD POSITION #4:**

Mr. Garner stated that there has been a letter of interest submitted concerning the open board position #4. Mr. Garner read aloud the letter of interest from Carol Benkosky. The board was pleased that Carol was interested in serving on the CCPRD board and believes that she will bring quality experience and enthusiasm to the district.

Mr. Kaiser moved to approve Carol Benkosky to fill the vacant board position, Ms. McKenzie seconded; all in favor.

**NEXT MEETING DATE & ADJOURNMENT:**

Mr. Logan adjourned the regular scheduled board meeting at 7:45pm. The next regular board meeting will be May 23, 2018 at 5:15pm, at 296 S. Main St, Prineville.