

**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 2018, was called to order by Mr. Logan at 5:17 p.m.

BOARD MEMBERS: Jeremy Logan, Darlene Henderson, Ruthie McKenzie

STAFF: Duane Garner, Donna DeHaan

GUESTS: Adam Hostetter, AmeriCorps VISTA Crook County Health Department

PRIOR MINUTES: Ms. McKenzie made a motion to approve the minutes from the 6/26/2018 meeting that was reconvened on 8/22/18; Ms. Henderson seconded; all in favor. The meeting minutes from 8/22/2018 were signed as amended. Ms. Henderson made a motion to approve the 9/12/2018 minutes as written; Mr. Logan seconded; all in favor.

APPROVAL OF BILLS: Mr. Logan asked what was happening with the payroll checks not showing up on the check sequence reports that was talked about last week. Ms. DeHaan stated that Ms. Sykes was working on it with representatives from Business Works and in the meantime two different reports were ran for this meeting to encompass all checks in the series. There were a lot of old EFTs (Electronic Fund Transfers) that showed up on this report and these were whited out so that is why there are large blank portions. Ms. Henderson made a motion to approve the bills in check sequence 36936 through 36976; Mr. Logan seconded; all in favor.

GUEST INTRODUCTION: Adam Hostetter, an AmeriCorps VISTA with Crook County Health Department, introduced himself. Mr. Logan asked if he had anything to share or if he was just observing. He stated he just wanted to introduce himself and observe.

DIRECTORS REPORT:

Mr. Garner stated:

- He is writing a grant for improvements to the RV Park. He met with the Fair Board to present the idea of expanding the RV Park by 15 sites which would require the use of some fairgrounds land. Ms. McKenzie asked how it would affect the fairgrounds and Mr. Garner stated it would have little impact other than they would have to shift their current roadway if they chose to keep it, but they would benefit from the increase in revenue that could be generated. He has provided the Fair Board with a budget and 5 year history of the RV Park. He stated that the Fair Board has not been educated on their split of revenue from the RV Park. They just receive a check from the County and do not understand the process of where the money comes from. All of the financial information provided to the Fair Board was presented to the Board for review.
- He would like to see the RV Park tighten up their grid and increase occupancy. Ms. Henderson asked about rates charged. Mr. Garner stated revenues are up, but the Park is only operating at a 51% occupancy rate and he would like to see that increased. We are working at getting the park filled up for the winter with monthly renters. If the grant to expand the RV Park is approved, this will be the last big push to update the RV Park. Adding 15 sites will help during big events. We need to increase in demand sites with 50 amp power. Ms. Henderson asked if the 30 amp sites could be converted to 50 amp. Power is limited to us and Mr. Garner needs to check with the engineer if this is possible and the price tag associated. Ms. McKenzie asked about the issue with fair and the RV Park. Mr. Garner stated it was resolved and reservations can now be made 13 months in advance and 100% payment is required at booking.
- The Crook County Parks and Recreation Foundation's new playground diagram was shown to the Board. Mr. Garner stated this was a big idea and might have to be pared down. Ms. Henderson stated we do not have a strategic plan yet for such a large project. Mr. Garner stated it is not the Board paying for it, but the Foundation. It is a replacement for the Castle Park (Creation Station) which was built in 1995 and has a 20-25 year lifespan. Mr. Garner is meeting with the city tomorrow regarding a pedestrian bridge from the bike path into Stryker Park which would possibly be the future playground area. Ms. Henderson asked what the cost is to maintain a park of

this size. We do not have answers and the comp plan with the city will help answer these questions. The city owns the land (Stryker Park). This is a Foundation issue, not a Board issue. Mr. Logan is concerned with the image of us building a playground when there are other issues, such as a new pool, on a lot of people's minds.

- He is working on drafting RFPs for the Skate Park and Pickleball Courts. He received the contract today and sent it in. It is moving forward and he hopes to get bids by the first of the year.
- Irrigation project for replacing the old system in Ochoco Creek Park is moving forward. Should be completed in November.
- Recreation guide is out and has a new look.
- We are gathering information on how many use our services that are outside of our district. Right now it shows that park reservations consist of 71% in district, 10% from Juniper Canyon, 1% from Powell Butte, 12% other. Swim lessons are 90% in district, 6% from Juniper Canyon, 2% Powell Butte, 2% other. Other activities are 85% in district, 15% out of district. It shows that Juniper Canyon is using parks, Powell Butte is not.

OLD BUSINESS:

CONCEPTS TO ADD TO THE RFP FOR COMP PLAN: Board is usually not involved. Staff puts information together. We will build on Bend's plan. Ms. Henderson asked about a timeline. City of Prineville is waiting for grants. Eric Klann with the City will do the bulk of the work. Mr. Logan asked if we have a 2 year plan. Ms. Henderson asked about our fall/winter projects. Mr. Garner stated these projects are already in our budget. Mr. Logan talked about taking our 20 year plan and breaking it down; make sure our 20 year plan is current. The RFP conversation is planned to start in October. This could take 6 weeks then another 8-9 months. Mr. Garner suggested that the Board get on the selection committee when the time comes.

SPLASH PAD: Concrete should have been poured this week. The surge tank is in. Most permits are obtained. Ms. Henderson asked if CCPRD was asked to maintain the splash pad. Mr. Garner stated there is no agreement, but Wayne Looney expressed that CCPRD would take over. Kiwanis is going to give it to the City and the City will probably expect CCPRD to take over.

POOL: Mr. Garner is meeting Friday morning at 8 a.m. with Absher Construction to talk about the pool and options. They reviewed the plans and are going to answer questions. Wayne Looney and Gary Goodman will be at the meeting. Mr. Logan will attend also. Ms. McKenzie talked to Steve Forrester and Mr. Looney regarding a letter from Linda Adams to the YMCA and a written account of a phone call from YMCA to Ms. Adams. Mr. Forrester stated he would make sure a city member was present if a meeting was arranged.

NEW BUSINESS: Ms. McKenzie stated she is really enjoying the Foundation Board. She stated she is very impressed. Mr. Logan asked Mr. Garner if he would put the city and county meetings back on the agenda.

COMMITTEE REPORTS: None at this time.

ANNOUNCEMENTS: None.

NEXT MEETING DATE & ADJOURNMENT:

Mr. Logan adjourned the regular scheduled board meeting at 6:47 p.m. The next regular board meeting will be October 10, 2018 at 5:15 p.m., at 296 S. Main St, Prineville.