

**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 Juniper Art Guild; Prineville, OR on August 9, 2023 was called to order by Ms. Henderson at 5:15 p.m.

BOARD MEMBERS: Darlene Henderson, Ruthie McKenzie, Jeff Huntley, Rob Gray, Scott Davis

STAFF: Donna DeHaan, Steve Waring, Cassy Sykes (via Zoom)

GUESTS: Caroline Ervin, City of Prineville; Julie Rohaly, Crook County Parks and Recreation Foundation Board Member; Carol Benkosky, former CCPRD Board Member; Emmy Andrews, Executive Director COTA; Sherrill Wallace, citizen; Nina Hogue, citizen

PUBLIC COMMENTS: Mr. Waring read an email from previous CCPRD board member Randy Winders.

CCPR FOUNDATION REPORT: Ms. McKenzie stated the CCPRF and chamber will be having a Moonfest the end of September. The Foundation will also have a booth at the fair selling raffle tickets and giving out information for Stryker Park Playground. They are still working on a Halloween event. Santa's Workshop will be coming up in November. The board members are looking at buying a train that they have been using from a private party.

FOURTH QUARTER/END OF FISCAL YEAR 2022-2023 FINANCIALS: Ms. Sykes presented a report for fourth quarter financials ending June 30, 2023 stating the fiscal year ended strong again this year.

The General Fund received 105% of projected revenue for the fiscal year. Expenditures at the end of the fiscal year were 81% of budgeted expenses. Personnel expense was 86% of the appropriated budget, materials and services 94%, capital outlay 64%, transfers 100%, operating contingency 0%.

The RV Park Operating Fund ended the fiscal year healthy with a substantial year-end split with Crook County. The RV Park received 85% of the projected revenue for the fiscal year. Expenditures overall at the end of the fiscal year were 82% of the budgeted appropriations. Personal expense was 71%, materials and services 86%, capital outlay 68%, 0% debt services, 91% transfers. The RV Park made a year-end transfer to the general fund for \$173,000, which was the year-end net profit split with Crook County.

Ochoco Lake Operating Fund ended strong again this year despite the low water level in the latter part of 2022. Revenue received for the fiscal year was 83% of projected. Expenditures overall were 85% of the budgeted amounts. Personnel expense was 75%, materials and services 78%, capital outlay 13%, transfers 100%. Ochoco Lake transferred \$13,000 to the general fund and \$29,500 to the campground reserve fund.

Haystack Reservoir Operating Fund ended the fiscal year approximately \$5,000 lower than budgeted. Revenue received was 97% of the projected budget. Expenditures overall for the fiscal year were 91% of the budgeted amounts. Personnel was 75% of the adjusted appropriated budget, materials and services 97%, capital outlay 31%, transfers 99%. Haystack Reservoir fund was able to transfer to the general fund \$11,700 and \$7,500 to the campground reserve fund.

The Capital Improvement Fund received 123% of projected revenue. Expenditures overall for the fiscal year were 5% of budgeted amounts.

The Equipment Reserve Fund received a fiscal year end transfer of \$20,000 from the General Fund. No expenditures were incurred during the fiscal year. The balance at the end of the fiscal year is \$97,497.10.

The RV Park Reserve Fund received interest revenue throughout the fiscal year. The balance at the end of the fiscal year is \$252,866.64. There were no expenditures incurred during the fiscal year.

The Campground Reserve Fund received fiscal year end transfers from Ochoco Lake Operating Fund and Haystack Reservoir Operating Fund. No expenditures were incurred during the fiscal year. The ending balance is \$206,953.54.

MANAGEMENT REPORT: Mr. Waring gave highlights from his management report as follows:

- Mr. Waring and Mr. Huntley will be attending the SDAO Board of Directors training next Tuesday
- Athletic programs have 145 participants in flag football (61 less than last year), 63 participants in tackle football (increase of 21), and soccer has 544 participants (28 more than last year). A new flag football skills camp was introduced and had 64 participants.
- An internship grant from SDAO was received, but had to be returned due to the only applicant turning down the position
- Mr. Waring and Andrea Weaver, Recreation Coordinator, did a radio interview on July 13th talking about fall events and Stryker Park Playground
- Mr. Waring will be speaking with the press this week regarding Harmony Park
- Mr. Waring completed a risk management best practices survey through SDAO
- Mr. Waring and Ms. DeHaan will be meeting with city representatives on a monthly basis. They just attended a meeting on Thursday, August 3rd
- The athletic coordinator resigned this week. Mr. Waring and Ms. Weaver will be filling in until a replacement is found

PRIOR MINUTES: Ms. McKenzie made a motion to accept the minutes from July 12, 2023 as presented; Mr. Huntley seconded; motion carried.

OLD BUSINESS:

CITY PRESENTATION ON FORECASTED TAX REVENUES: Ms. Ervin from the City of Prineville went over a slide showing forecasted revenues from the annexation of Meta based on 2022 assessed values and a 5% annual increase. There are five total agreements with the first property tax exemption ending in 2027. The figures for buildings and structures are pretty stable forecasts. The figures for machinery and equipment have variability as servers have a 3-5 year life span.

DISCUSSION ON CAPITAL IMPROVEMENT PLAN AND PRIORITIZATION OF PROJECTS: Mr. Waring presented slides outlining his capital improvement plan. Key factors involved in the creation of this plan were:

- Review of all facilities
- Deferred maintenance
- Aesthetics (what does it look like)
- Safety/Risk Management
- Highest return on investment
- Needs assessment from Master Plan
- How much money the District has
- Staff capability

The master plan and project priority listing were broken down by fiscal years taking into account projects listed might have to move down based on other priorities that come up. Master plan action items were listed. Next steps are increasing out of district fees from 25% to 75%; moving to a merit-based pay increases FY 2024-2025; expansion of district boundaries on the November 2024 ballot and May 2026 ballot for a parks bond.

Mr. Huntley made a motion to accept the Capital Improvement Plan and prioritization of projects list; Mr. Gray seconded; motion passed.

NEW BUSINESS:

MOTION TO APPROVE MOU BETWEEN CCPRD AND COTA: Ms. Andrews gave an overview of COTA which has been around for 30 years and now has six chapters.

Mr. Huntley made a motion to approve the MOU with CCPRD and COTA; Ms. McKenzie seconded; the motion passed.

MOTION TO APPROVE DISTRICT EFTS AND CHECKS: Mr. Gray asked about check #43139 for Pacific Power for the South Main Street house. He was concerned that this amount was for the South Main Street house only. Ms. DeHaan stated this was the power bill for the RV Park and the South Main Street house and that the description on the check register only prints the first item entered.

Ms. McKenzie made a motion to approve the check register for checks #43118-43229; Mr. Davis seconded; motion passed.

MOTION TO APPROVE RESOLUTION #203-2023 – RESOLUTION AUTHORIZING APPLICATION FOR GRANT: Mr. Huntley made a motion to approve Resolution #203-2023; Mr. Davis seconded; motion carried.

MOTION TO APPROVE THE PURCHASE OF A NEW 10 YARD QUANTUM REAR LOADER/FORD F650 GARBAGE TRUCK TO INCLUDE EPP PACKAGE AND APPROVE RESOLUTION #204-2023 FOR AUTHORIZATION OF TRANSFER OF APPROPRIATED FUNDS WITHIN THE FY 2023-2024 BUDGET: Ms. Sykes gave a presentation regarding the purchase of a new garbage truck and the proposed purchase breakdown.

Mr. Davis made a motion to approve Resolution #204-2023; Mr. Huntley seconded; motion passed.

GOOD OF THE ORDER:

- Ms. Henderson stated Mr. Waring’s six-month evaluation is due in October. She will send the form to all board members to complete and will compile all responses into one evaluation.
- Ms. McKenzie asked about the estimated time for completion of the JAG restroom.
- Ms. Wallace, citizen, thanked the board for approving the possible expansion of the District.

NEXT MEETING DATE & ADJOURNMENT:

Ms. Henderson adjourned the regular scheduled board meeting at 7:36 p.m. The next regular board meeting will be September 13, 2023 at 5:15 p.m. at Juniper Art Guild, 1635 SE Mountain View Drive, Prineville.