

**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; 1635 SE Mountain View Drive; Prineville, OR on January 11, 2023 was called to order by Ms. Henderson at 5:15 p.m.

BOARD MEMBERS: Darlene Henderson, Ruthie McKenzie, Carol Benkosky, Barbara Punch, Randy Winders

STAFF: Donna DeHaan, Cassy Sykes

GUESTS: Seth Crawford, Scott Eckstein, Phyllis Eckstein

ADDITIONS TO AGENDA:

- Memorial Bench
- Article about META annexation
- 2-5-year-old Stryker Park playground
- SDAO conference and board meeting conflict
- Debrief Strategic Planning meeting

PRIOR MINUTES: Ms. McKenzie made a motion to approve the 12/14/2022 regular meeting minutes, executive session meeting minutes from 12/14/2022, executive session 12/21/2022 minutes and executive session meeting minutes from 1/9/2023; Mr. Winders seconded; all in favor.

FINANCIAL REPORT:

- Ms. Benkosky asked about check #42502 for Oregon Truss. Ms. DeHaan stated it was the trusses for the Crooked River Park pumphouse.
- Ms. McKenzie asked about check #42507 for Pure Water Aquatics. Ms. DeHaan stated it was the new pool cover that we will be getting reimbursed for over \$7000 from Energy Trust of Oregon.
- Ms. Benkosky asked about check #42455 to the Crook County Parks and Recreation Foundation. Ms. DeHaan stated it was for an overpayment by the Foundation to the District for soccer and football expenses.

Ms. Benkosky made a motion to approve the financials; checks #42452 through #42530 and EFTs as presented; Ms. McKenzie seconded; all in favor.

PUBLIC COMMENT: Mr. Crawford introduced Mr. and Mrs. Eckstein whose two sons passed away on the Powell Butte Highway in 2019. They would like to put a memorial bench possibly on the Upper 66 Trail system possibly behind the Apple buildings overlooking the Crooked River. Mr. Winders offered to take them to an area that they might consider placing a bench when he is back from vacation, which they accepted. Ms. Benkosky asked what type of bench they were looking for as the Crook County Parks and Recreation Foundation might have an extra one they would be willing to sell. This bench is the type placed down the bike path.

DISTRICT UPDATE:

Ms. DeHaan gave the district update as follows:

- SDAO will return 1/17/2023 to finish the facility inspections
- RV park has 40 monthly guests currently
- CCPRD's new website went live on 1/4/2023
- The Daddy Daughter Dance will be 2/18/2023 and is already sold out with 10 couples on a waiting list
- Kinder through 3rd grade basketball has begun
- Maintenance employee evaluations are complete
- Larry Penington and Ms. DeHaan have met with BOR twice regarding the upcoming year at Haystack and have monthly meetings scheduled

- Winter session of karate has begun
- Dog obedience classes are ongoing monthly
- Firearms Safety classes are on hold pending Measure 114 decisions
- Indoor soccer registration is open
- Yoga classes are scheduled to begin January 30, 2023
- BLM was contacted regarding placement of the signage they gave us and are pleased to have it put in Gervais Park
- A temporary fix for Wi-Fi in the RV Park is being installed
- The Fishing Derby is scheduled for May 13th
- Ms. DeHaan, Ms. Punch and Ms. McKenzie will be attending the SDAO conference taking place February 9-12
- New accounting software is in motion with several meetings this week for various portions of the software taking place. This should be completed in 90-120 days and Ms. DeHaan and Ms. Sykes will need to travel to Provo, Utah for training.
- Crook River Park pump house building is getting started with concrete being poured tomorrow and tresses coming next Wednesday.
- Maintenance staff is doing a lot of tree trimming, clean up, inventory and painting the interior of the pool building and park restrooms

OLD BUSINESS:

EXECUTIVE DIRECTOR HIRING: This will be discussed when the board goes into executive session later in the evening.

UPDATE ON HR EQUITY AND COMPENSATION STUDY: Ms. Sykes gave an update that 29/31 employees/former employees have completed the survey. The job description comments made by employees will be reviewed and job descriptions revised by Ms. Sykes and Ms. DeHaan. Once all job descriptions are finalized, the compensation portion of the study will take place comparing the jobs to matching positions in a national database. The handbook/policy book work begins next week. The district will do a self-audit every three years.

UPDATE ON AUDIT: Ms. Sykes stated the auditors are once again taking a long time to get the final audit completed resulting in the District having to file an extension extending the filing date to February. All audit material was submitted on our end in October. The draft report was received last night and needs to be reviewed. Ms. Sykes would like to look at another auditor and is reaching out to Bend, Redmond, Sisters and Madras to see who they use.

META ANNEXATION: Ms. DeHaan stated no word from META or Casey Kaiser with the City of Prineville as to the status of annexation paperwork. Ms. DeHaan emailed Mr. Kaiser this morning.

Jason Cheney from the Central Oregonian reached out and wants to do a story on CCPRD not receiving taxes from Facebook when they come on the tax rolls. The Board does not want to go forward with this.

STRYKER PARK 2-5-YEAR-OLD PLAYGROUND: Ms. Benkosky stated she has secured a grant from the Central Oregon Health Council for \$40,000 for the 2-5-year-old playground. The Prineville Chamber has committed to donating \$30,000 and Kiwanis \$25,000 which gives the Crook County Parks and Recreation Foundation enough for a down payment to order the playground equipment. It takes at least six months to get the equipment once ordered. She has also approached the City of Prineville and Crook County asking for \$20,000 from each. There are other grants that she is looking into as follows: Collin Foundation grant for \$30,000, Ford Family Foundation grant up to \$50,000 and Rosendin up to \$10,000. If these grants fail, Ms. Benkosky wanted the board to know the district could be on the hook for \$105,000 to \$115,000 total. The District has to apply for the grants, not the Foundation.

Ms. Sykes stated in the methodology regarding SDC fees only 21.29% can be used for this project. The methodology is very confusing though and she is going to confirm with the consulting firm that this is correct.

NEW BUSINESS:

ADOPT A PARK: Ms. DeHaan stated that the previous director made an adopt a park application so a community member could oversee the community garden, but after speaking with Larry Penington, Parks Manager, we do not have a program that we are aware of. If there are signs in the park stating a group has adopted a park, they need to be taken

down since no one is currently taking care of any of the parks per Mr. Penington. Ms. DeHaan stated if any of the board members happen to see a sign in the parks if they could take a picture of the location and send it to her, she will forward it to Mr. Penington so he knows where the signage is.

REVIEW OF USER FEES AND CHARGE POLICY: The board discussed the policy regarding cost recovery.

Ms. Punch made a motion to adopt the entire user fees and charge policy as it exists; Ms. McKenzie seconded; motion passed.

SERVICE AWARD POLICY: Tabled until the HR Equity and Compensation Study and policy update is completed.

SDAO CONFERENCE: Ms. DeHaan will be attending the SDAO conference from 2/9/2023 until 2/12/2023, leaving the afternoon of 2/8/2023; therefore, she will not be available for the board meeting. Ms. McKenzie would like to attend the preconference session on 2/9/2023 and Ms. Punch would like to attend the full conference. It was decided to move the regular board meeting from 2/8/2023 to 2/22/2023.

STRATEGIC PLAN PRIORITIZATION: Tabled for more conversation at a later date.

RECESS MEETING: Ms. Henderson recessed the meeting to enter executive session at 7:08 p.m.

RECONVENE MEETING: Ms. Henderson reconvened the regular board meeting at 7:44 p.m.

EXECUTIVE DIRECTOR HIRING: Ms. Benkosky made a motion to appoint Steve Waring Executive Director of the Crook County Parks and Recreation District, contingent upon the successful negotiations of an employment agreement and acceptable background and reference checks and appoint Ms. Henderson and Ms. Punch to work with Special Districts Association of Oregon and District's legal counsel in development of an employment agreement with Steve Waring for board consideration and approval; Mr. Winders seconded; all in favor.

NEXT MEETING DATE & ADJOURNMENT:

Ms. Henderson adjourned the regular scheduled board meeting at 7:46 p.m. The next regular board meeting will be February 22, 2023 at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Drive, Prineville.