

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

The regularly 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 Dr; Prineville, OR on December 13, 2023 was called to order by Ms. Henderson at 5:16 p.m.

BOARD MEMBERS: Darlene Henderson, Ruthie McKenzie, Rob Gray, Jeff Huntley, Scott Davis (via Zoom)

STAFF: Donna DeHaan, Dawn Brinson, and Steve Waring (via Zoom)

GUESTS: Nina Hogue and Sherril Wallace

PUBLIC COMMENTS:

- Nina Hogue is interested in all the park activities and is hoping to get a new pool.
- Sheryl Wallace said her great-granddaughters attended Santa's Workshop and made pictures for Sheryl as well as swags for her doors. She thanked everyone for their activities and support.

ADDITIONS TO AGENDA: None

FOUNDATION REPORT:

- Santa's Workshop was a big success on November 25th with over 250 kids who made crafts, many vendors, the train ran all day, and it was a great time.
- After Santa's Workshop the Foundation participated in the Christmas light parade.
- The Daddy Daughter Dance will be held on February 10, 2024.

MANAGEMENT/FINANCIAL REPORT:

- Mr. Waring stated he has been in communication with an Apartment Developer to discuss the upfront work in lieu of payments for long-term SDC Fees.
- Mr. Waring is continuing to meet with Andy Parks, the Contracted Administrator for the County, to discuss a possible RV Park expansion.
- Mr. Waring stated that the audit is complete. The audit firm will be present at the January board meeting with an issue that needs to be addressed and to answer any questions the board might have.

PRIOR MINUTES: Mr. Gray made a motion to accept the minutes from November 9, 2023 as presented; Mr. Huntley seconded; all in favor.

OLD BUSINESS:

REVIEW PROJECT SCHEDULE/FIELD LIGHTING RFP:

- Mr. Waring discussed the RFP to add field lighting at Davidson Field.

Ms. McKenzie made a motion to pursue Musco and plan a community event to receive feedback prior to going forward with a contract; Mr. Huntley seconded; all in favor.

NEW BUSINESS:

MOTION TO APPROVE EFTS AND CHECKS:

- Ms. McKenzie asked what the bill for Bartlett construction was for. Ms. DeHaan stated it was for the sealing of the day use area at Ochoco Lake.
- Ms. Henderson asked about the Wildwood Playground bill. Ms. DeHaan stated it was for the final payment on the 2-5 year old playground at Stryker Park.
- Ms. Henderson asked what the bill for Cooper Electric was for. Ms. DeHaan stated it was for GFCI's that keep going out in sites at the RV Park.

- Mr. Gray asked what the bill for Sensiba was for. Ms. DeHaan stated that it was for the audit that was just completed.

Ms. McKenzie made a motion to approve EFTs and checks #43524-43720 as provided; Mr. Huntley seconded, all in favor.

UPDATED FEE POLICY:

Mr. Waring discussed the proposal of the new Facility and Program Fees effective January 1, 2024.

Mr. Gray asked how “In District” and “Out of District” were determined. Mr. Waring stated our system knows what addresses are in or out of district and automatically charges the fee when out of district.

Mr. Gray asked if the RV Park is seasonal and if the pricing changes during the year. Ms. DeHaan stated the monthly rates change between summer and winter, but the daily rates stay the same throughout the year.

Mr. Gray asked about increasing the cost of ice. This will be discussed and brought back at next month’s meeting.

Mr. Huntley made a motion to approve the new fees as presented with a discussion regarding increasing the charge for ice, worms, and firewood at the January 10, 2024 meeting; Mr. Gray seconded; all in favor.

GOOD OF THE ORDER:

- Ms. DeHaan asked the Board to transfer \$1,000.00 from the Board Discretionary Fund to go toward employee appreciation expenses.
- Ms. Henderson will be out of town during the January meeting and possibly the February meeting but should be able to call or Zoom in. Mr. Davis will Chair these two meetings.
- Mr. Davis will be out of town for the March meeting.

NEXT MEETING DATE & ADJOURNMENT:

Ms. Henderson adjourned the regularly scheduled board meeting at 6:27 p.m. The next regular board meeting will be January 10, 2024 at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Drive, Prineville.