

**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 May 22, 2024, was called to order by Ms. Henderson at 5:17 p.m.

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

**STAFF:** Donna DeHaan, Steve Waring, Dawn Brinson

**GUESTS:** None

**PUBLIC COMMENTS:** N/A

**ADDITIONS TO AGENDA:** None

**FOUNDATION REPORT:**

- Ms. McKenzie reported that the 26<sup>th</sup> Annual Fishing Derby at Ochoco Lake on May 18<sup>th</sup> went well. The Foundation is still in need of sponsors for the 4<sup>th</sup> of July event. There is interest in hosting another family skating night at the Ochoco Gym, but the Foundation may wait to hold the event until winter unless air conditioning can be installed in the gym sooner.

**MANAGEMENT/FINANCIAL REPORT:**

- Mr. Waring stated the next Board meeting will be held on Wednesday, June 26<sup>th</sup>.
- Mr. Waring and Tasha Lundbom looked at an indoor warehouse facility near Peter's Road. The pickleball group invited them to look at this as a possible indoor space for programming. This group specifically wants pickleball flooring installed. Mr. Waring informed the group that at this time CCPRD is focusing on the project list that was prioritized and approved by the board. This includes pursuing the possible recreation center to be built at the Barnes Butte recreation area.
- Aaron with Crook County Christian School met with Mr. Waring on Monday, May 22nd to discuss a possible land purchase of Rimrock field for the construction of a gymnasium for the school.
- Mr. Waring attended the Crook County High School Job Fair on Tuesday, April 23rd.
- Mr. Waring has been in contact with Emma Maaranen to discuss the possibility of a youth bike clinic at the bike park. Ms. Maaranen is getting Mr. Waring some additional contacts.
- Mr. Waring had a meeting with Jon Pheanis, MIG to discuss the scope of work and estimates to provide a conceptual design for the recreation center and indoor pool at the Barnes Butte recreation area. Casey and Josh with the city are also securing two other quotes.
- Mr. Waring and Larry Penington met with Niki Fisher, SDAO to complete a risk assessment on the Prineville Pool and Ochoco Creek Park.
- Mr. Waring participated in a meeting with county staff on Tuesday, May 14th to discuss 640 acres of BLM land near Juniper Canyon and possible CCPRD involvement with this property.
- Mr. Waring was in Los Alamos, New Mexico Wednesday, May 15th and Thursday, May 16th as a CAPRA site visitor for the National Recreation and Parks Association.
- The wheelchair swing for the Stryker Park inclusive playground is scheduled to arrive at the end of September or early October. The playground installer will prep the ground and have it ready for installation when it arrives. The playground installation is now tentatively scheduled to begin June 10th.
- The safety training for May was on Fire Prevention.
- The LED athletic field lighting at Davidson Field is being installed the week of May 20th.
- Crook County will be hosting the Little League Oregon District 5 All-Star tournament June 22nd-30th at Davidson Field and Crooked River Park. There are 9 leagues in our district, Crook County, Bend North, Bend South, Sisters, Redmond, Jefferson County, Warm Springs Nation, Hood River Valley and The Dalles. There are

currently 50 teams enrolled across 5 baseball and 5 softball divisions, ranging in age from 9-16. We anticipate an increase of 1,000 people in Prineville during this tournament.

### **PRIOR MINUTES:**

- Ms. McKenzie made a motion to accept the minutes from April 10, 2024 as presented; Mr. Huntley seconded; motion carried.
- Ms. McKenzie made a motion to accept the minutes from the April 24, 2024 Budget Committee Meeting as presented; Mr. Huntley seconded; motion carried.

### **NEW BUSINESS:**

#### **MOTION TO APPROVE DISTRICT EFTS AND CHECKS:**

- Ms. Henderson asked what LTD stood for on the Special Districts Insurance Services bill. Ms. DeHaan stated it stands for long-term disability and it is paid for by the employees.
- Mr. Davis asked what the checks to First Interstate Bank are for. Ms. DeHaan stated that these are for employee credit cards and the bank only allows five credit cards to be paid per check.

Mr. Huntley made a motion to approve EFTs and checks #44003-44109 as provided; Mr. Davis seconded, all in favor.

**THIRD QUARTER FINANCIAL REPORTS 2023-2024:** The third quarter financial reports ending March 31, 2024, were presented by Ms. DeHaan.

The general fund is at 102% of projected revenue. Expenditures are at 66% for personnel, 75% for materials and services, 57% for capital outlay with 0% in transfers and operating contingency. Total expenditures are 69% of budgeted expenses.

The RV Park operating fund revenue is at 60% of projected. Expenditures are at 55% for personnel, 39% for materials and services, 0% for capital outlay and debt services, 19% for transfers. Overall budgeted expenses are at 34%.

Ochoco Lake operating fund is at 56% of projected revenue. Expenditures are at 19% for personnel, 42% for materials and services, 34% for transfers, 0% capital outlay. Overall budgeted expenses are at 31%.

Haystack Reservoir operating fund revenue is at 39% of projected. Expenditures are at 22% for personnel, 42% for materials and services, 22% for transfers, 37% for capital outlay. Overall budgeted expenses are at 32%.

The Capital Improvement Fund is at 119% of projected revenue. Expenditures are at 27% of budgeted amount. Overall expenditures are at 18% of the budgeted expenses.

The Equipment Reserve Fund is at 96% of the projected revenue. Expenditures are at 79% of the projected budget.

The RV Park Reserve Fund is at 97% of the projected revenue. Expenditures are at 19% of the projected budget.

The Campground Reserve Fund is at 108% of the projected revenue. Expenditures are at 38% of the projected budget.

### **QUARTERLY FINANCIAL ASSESSMENT QUESTIONS:**

Quarterly questions were asked of the Business Manager as follows:

1. Are the books balanced and reconciled? Yes
2. Are all cash and investment accounts reconciled to the general ledger? Yes
3. Does the adopted budget reflect expected expenditures? Yes
4. Have payroll reports been filed and have all payroll liabilities been paid timely? Yes.
5. Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely? Yes
6. Are there any suspected cases of fraud that we need to be aware of? No
7. Are there any suspected changes to the internal control system? No
8. Have there been any significant changes to the internal control system? No
9. Is the business office adequately staffed to allow for proper segregation of duties? Yes
10. Have there been any changes to the accounting system or accounting policies that are significant? No
11. Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of malware, ransomware, or other compromise of computer security? Yes
12. Are there any other financial-related matters we should be aware of? No

13. Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement? No
14. Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge? Yes
15. Have you been asked by the Director to do anything that makes you uncomfortable or to present any information you feel is inaccurate? No

**MOTION TO APPROVE RESOLUTION #208 OPERATIONAL PROCEDURES OF THE CROOK COUNTY PARKS & RECREATION DISTRICT:**

- This motion will be moved to the next meeting due to not having the full board present for a vote.

**MOTION TO APPROVE RESOLUTION #209 CROOK COUNTY PARKS & RECREATION DISTRICT RULES AND REGULATIONS:**

- This motion will be moved to the next meeting due to not having the full board present for a vote.

**OLD BUSINESS:** None

**GOOD OF THE ORDER:**

- Ms. Henderson will be out of town for the June 26<sup>th</sup> meeting but will be able to attend either by phone or zoom.

**NEXT MEETING DATE & ADJOURNMENT:**

Ms. Henderson adjourned the regularly scheduled board meeting at 6:45 p.m. The next regular board meeting will be June 26, 2024 at 5:15 p.m. at Juniper Art Guild, 1635 SE Mountain View Drive, Prineville.