

**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 January 8, 2025, was called to order by Ms. Henderson at 5:15 p.m

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

**STAFF:** Steve Waring, Dawn Brinson

**GUESTS:** Sheril Wallace, Devin Koehn

**PUBLIC COMMENTS:**

- Devin Koehn said he wanted to thank CCPRD for the work to improve the fields and opportunities it gives the kids to play ball.

**ADDITIONS TO AGENDA:** None

**FOUNDATION REPORT:** Ms. McKenzie reported:

- The next event will be the Daddy Daughter Dance on February 21<sup>st</sup> at Carey Foster Hall.

**MANAGEMENT/FINANCIAL REPORT:** Mr. Waring reported:

- Mr. Waring was elected the Crook County Foundation President at the meeting on Wednesday, December 18, 2024.
- Mr. Waring and Andrea Weaver met with representatives from the High Desert Christian Academy to review and discuss the grant application for use of the basement as a recreation area.
- Mr. Waring and Larry Penington met with representatives from the Crooked River Taphouse and the City of Prineville to discuss possible walking path access from Gervais Park to the new Taphouse destination.
- Mr. Waring spoke with Valerie Nichols, DBA Creations Northwest, LLC regarding the parking lot paving in lieu of SDC fees on Tuesday, January 7th. He asked her to provide the district with an answer by the end of January. If this group decides to pave in lieu of SDC fees there will be a formal agreement compiled and brought back to the board for a vote in a public meeting. If they decide to not pave then the district will pursue the RFP route to complete the work by the end of the fiscal year.
- The CAPRA accreditation site review will be moved up to the summer of 2026 to be able to achieve accreditation under the 2019 standards.

**PRIOR MINUTES:**

Mr. Huntley made a motion to accept the meeting minutes from December 11, 2024, as presented; Mr. Davis seconded; all in favor including Ms. Henderson, Ms. McKenzie and Mr. Gray.

**NEW BUSINESS:**

**MOTION TO APPROVE THE ATTACHED LISTING OF EFT'S AND CHECKS:**

- Mr. Gray asked why there was more than one invoice for check 44935 to Pacific Power. Mr. Waring stated that the District gets multiple statements from Pacific Power and they were all paid on one check.
- Mr. Davis asked what all the checks for \$100.00 were for. Mr. Waring stated that these checks were for employee Christmas Bonuses.

Mr. Davis made a motion to approve EFT's and checks #44899-44945 as provided; Mr. Huntley seconded; all in favor including Ms. Henderson, Ms. McKenzie, and Mr. Gray.

**MOTION TO APPROVE THE FY 2023-2024 AUDIT:**

- Mr. Waring discussed the audit findings for the FY 2023-2024 Audit.

Mr. Gray made a motion to approve the FY 2023-2024 Audit as presented; Mr. Davis seconded; all in favor including Ms. Henderson, Ms. McKenzie, and Mr. Huntley.

**MOTION TO APPROVE MS. HENDERSON AND MR. HUNTLEY TO NEGOTIATE THE EXECUTIVE DIRECTOR CONTRACT UPDATE AND TO HAVE IT REVIEWED BY THE CCPRD ATTORNEY AND THEN BROUGHT BACK FOR BOARD APPROVAL AT THE MAY OR JUNE 2025 MEETING:**

- Ms. McKenzie asked if the District would be able to afford five months' severance in the event of termination. Mr. Huntley stated that it's normal to present a severance package paying one month for each year of service and that it's for only up to five years of service on a without cause termination.

Mr. Davis made a motion to approve that Ms. Henderson and Mr. Huntley negotiate the Executive Director contract update and to have it reviewed by the CCPRD attorney and then brought back for Board approval at the May or June 2025 meeting; Mr. Gray seconded; all in favor including Ms. Henderson, Ms. McKenzie, and Mr. Huntley.

**OLD BUSINESS:**

**MOTION TO APPROVE RESOLUTION #214-2025 APPROVING THE ADMINISTRATIVE POLICY AND PROCEDURES MANUAL:**

- Ms. Henderson read the resolution to the Board.

Mr. Huntley made a motion to approve Resolution #214-2025 approving the Administrative Policy and Procedures Manual, as presented; Mr. Gray seconded; all in favor including Ms. Henderson, Ms. McKenzie and Mr. Davis.

**GOOD OF THE ORDER:**

- Ms. Henderson will attend the meetings remotely in February, March and April. Mr. Davis will be acting Chair and Mr. Huntley will be the backup for these meetings.

**NEXT MEETING DATE & ADJOURNMENT:**

Ms. Henderson adjourned the regularly scheduled board meeting at 6:01 p.m. The next regular board meeting will be February 12, 2025, at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Dr; Prineville, OR.