

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 April 10, 2024, was called to order by Ms. Henderson at 5:16 p.m.

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

STAFF: Steve Waring, Dawn Brinson, Donna DeHaan vis Zoom

GUESTS: Sherril Wallace

PUBLIC COMMENTS:

- Sherril Wallace stated she appreciates the fact that Crook County Parks and Recreation District is responsible and takes care of what they already have before going on to something new.

ADDITIONS TO AGENDA: None

FOUNDATION REPORT: Ms. McKenzie gave an update on CCPRF events. The Family Skate Night event will be on Friday April 19th at Ochoco Gym and the Fishing Derby will be held on Saturday May 18th at Ochoco Lake. The board has been distributing sponsor packets to businesses in the area and the Movies in the Park sponsorships have been filled.

MANAGEMENT/FINANCIAL REPORT: Mr. Waring highlighted parts of his management report as follows:

- The 2024-2025 Budget Meeting dates have been scheduled as follows:
 - 4/24/2024 Budget committee meeting to approve the budget starting at 6 p.m.
 - 4/25/2024 Budget committee meeting continued (if needed)
 - 5/22/2024 Budget Committee hearing
- Local Budget Training Law was completed on March 14th and 21st.
- A local government grant application was submitted for the athletic field LED lighting at Crooked River Park through the Oregon Parks and Recreation Grants Program.
- Mr. Waring and Ms. DeHaan met with city representatives on March 21st for a quarterly meeting.
- All the paperwork has been completed with Pacific Power and is expecting a construction schedule the week of April 8th for Davidson Field lights.
- Mr. Waring and Ms. DeHaan met with the Bureau of Reclamation representative on Wednesday, April 3rd for their monthly meeting.
- Mr. Waring and Randon from Earthwin met with city officials to discuss the Kiosk Park cleanup day in late May on April 4th.
- A Crook County multi-purpose recreation center meeting with all stakeholders was held on Monday, April 8th. The next steps are for Mr. Waring to begin looking for good design firms that can complete a conceptual design of the area to include parking area, recreation center and aquatic center. Casey and Josh with the city are pursuing a grant opportunity to pay for this. The stakeholders working together on this project are Crook County Government, The City of Prineville, Crook County School District, Chamber of Commerce, Kiwanis, and Kids Club.
- Mr. Waring and Larry Penington met with the Central Oregon Disc Golf Club on Monday, April 8th.
- The topic of the April safety meeting was child abuse identification and mandatory reporting.

PRIOR MINUTES:

- Mr. Gray made a motion to accept the minutes from the regular board meeting on March 14, 2024 as presented; Mr. Davis seconded; motion carried.
- Mr. Huntley made a motion to accept the minutes from the executive session on April 1 and April 4, 2024 as presented; Mr. Davis seconded; motion carried.

NEW BUSINESS:

MOTION TO APPROVE DISTRICT EFT'S AND CHECKS:

- Ms. Henderson asked about the checks for Prineville Music Theater Camp. Ms. DeHaan explained that the first check was not cashed and had to be voided then re-issued to Crook County Foundation.

Mr. Davis made a motion to approve EFT's and checks #43934-44002 as provided; Mr. Gray seconded; all in favor.

MOTION TO APPOINT STEVE WARING, EXECUTIVE DIRECTOR, AS THE BUDGET OFFICER FOR THE FY 2024-2025 BUDGET:

- Ms. Henderson explained the duties of the budget officer.
- Mr. Waring stated that he wanted to learn the details of the budget this year as it is his first year with Crook County Parks and Recreation District.

Mr. Davis made a motion to approve Steve Waring as the budget officer for FY 2024-2025; Mr. Gray seconded; all in favor.

MOTION TO APPROVE THE FOUR PROPOSED PERSONNEL BUDGETS FOR GENERAL FUND, CC RV PARK OPERATING FUND, OCHOCO LAKE OPERATING FUND, AND HAYSTACK RESERVOIR OPERATING FUND AND APPROVE THE NEW 10 STEP PAY SCALE DERIVED FROM THE COMPENSATION STUDY RESULTS FOR FY 2024-2025:

- Mr. Waring presented the personnel compensation study from HR Answers.
- Mr. Gray expressed his concerns using a 10 step pay scale.
- Ms. DeHaan stated that the compensation study and pay scale needs to be revisited annually to make sure it's reflecting cost of living increases and not just step increases.

Mr. Davis made a motion to approve the proposed budgets for FY 2024-2025; Mr. Gray seconded; all in favor.

MOTION TO APPROVE RESOLUTION #207-2024 TO REVISE THE SYSTEM DEVELOPMENT CHARGES RATE FOR PARKS AND RECREATION FACILITIES:

- Ms. Henderson read the resolution to the board.
- Mr. Waring discussed the resolution and how it affects CCPRD regarding SDC fees.
- Ms. McKenzie stated the resolution will begin on July 1, 2024.

Ms. McKenzie made a motion to approve resolution #207-2024; Mr. Huntley seconded the motion; all in favor.

MOTION TO APPROVE THE PURCHASE OF THE WHEELCHAIR SWING FOR THE STRYKER PARK INCLUSIVE PLAYGROUND IN THE AMOUNT OF \$43,490 FROM THE CAPITAL IMPROVEMENT FUND WITH THE CCPRF CONTRIBUTING \$26,287:

Mr. Gray made a motion to approve the purchase of the wheelchair swing for Stryker Park; Ms. McKenzie seconded the motion; all in favor.

MOTION TO APPROVE THE STATUTORY BARGAIN AND SALE DEED OF GERVAIS PARK:

- Mr. Waring went over the bargain and sale deed from the City of Prineville and changes that could be made to the park.

Mr. Davis made a motion to approve the statutory bargain and sale deed of Gervais Park; Mr. Huntley seconded; all in favor.

OLD BUSINESS: None

GOOD OF THE ORDER:

- Ms. McKenzie would like to see the playground and planters taken out at Gervais Park and new landscaping.
- Mr. Davis talked with Jared from Cooper Electric regarding the electrical system at the RV Park and said that Jared would like to be involved when the RV Park is updated. Mr. Davis stated he is involved with the swim team and asked if CCPRD could help with trash clean up during the swim meets. Mr. Waring stated that he would look into it.

- Ms. Wallace continues to be impressed that CCPRD is taking care of existing facilities while working toward building new ones and said she needs to get out and visit our parks.
- Ms. Henderson stated the next meeting will be the budget committee meeting on April 24th.

NEXT MEETING DATE & ADJOURNMENT:

- Ms. Henderson adjourned the regularly scheduled board meeting at 7:08 p.m. The next board meeting will be the budget committee meeting on April 24, 2024 at 6:00 p.m. at Juniper Art Guild; 1635 SE Mountain View Drive, Prineville.