

**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 11, 2024, was called to order by Ms. Henderson at 5:15 p.m

**BOARD MEMBERS:** Darlene Henderson, Ruthie McKenzie, Rob Gray

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

**GUESTS:** Linda Haden, Andrea Weaver, Sheril Wallace, Justin Alderman and Amanda Ferguson via Zoom

**PUBLIC COMMENTS:**

- Sheril Wallace stated that she has visited Mosaic Medical, Proactive Rehab and Summit Health to promote a new pool and they would all support a rec center for the exercise a pool could provide to their patients.
- Justin Alderman stated that CCPRD is being considered for a recognition by Prineville Review as one to the top three governing bodies for public meetings transparency.

**ADDITIONS TO AGENDA:**

- Ms. McKenzie proposed giving a Christmas bonus to the full-time employees and one seasonal employee from the board.

**FOUNDATION REPORT:**

- Linda Haden reported that Santa's Workshop went well. The Honor Society kids from the middle school helped with the crafts. Jolynn Moore from the Band of Brothers brought 500 different art projects for kids. John Bond did a wood project which was a toolbox that turned out nicely. The craft vendors were in Carey Foster Hall separated from Santa's Workshop and it worked out well.

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

- He submitted the \$130 application fee for CAPRA accreditation. Accreditation is based on an agency's compliance with the 154 standards for national accreditation. To achieve accreditation, an agency must comply with all 36 fundamental standards and 106 of the 118 non-fundamental standards upon initial accreditation. CCPRD has two years to have these completed for a site visit by the review team in 2027. Reaccreditation takes place every 5 years.
- He met with the county representatives on Friday, November 15th to discuss replacing the current agreement to raise the levels of capital fund contributions from the RV Park to address structural issues with the sewer and the electricity. Eric is updating the agreement, and we should have a copy for the board to review soon. The goal is to have this item at one of the January County board meetings.
- He participated in the Barnes Butte Aquatics & Recreation Center site walk and charrette meeting with the city on Monday, November 18th. The timeline for this project is:
  - o Floor plans and concepts should be available the early part of December
  - o Renderings and graphics will be completed mid-January 2025
- He and Ms. DeHaan have been appointed to the Administrative Committee board for the Oregon Recreation and Parks Association.
- He and Andrea Weaver met with Mandy from the High Desert Christian Academy on Wednesday, December 4th to review a grant proposal for use of the basement as a recreation area.
- The safety committee met on Thursday, December 5 with Niki Fisher from SDAO. The video this month was on Lockout/Tagout. This is the practice for unexpected start of equipment while working on it. Niki Fisher also stayed for the safety committee meeting to discuss best practices for the committee.
- The Disc Golf course has been renovated with new tee boxes and replaced missing boxes.
- The softball fields at Crooked River Park have been renovated and the Diamond Dust material was added by Crook County Little League.

**2024 Successful Foundation Events:**

- Father Daughter Dance
- Fishing Derby – Ochoco Reserve
- 4th of July
- Movies in the Park – Introducing the Dive in Movie and Drive in Movie
- 2nd Annual Ghost Town @ Crooked River Park
- Santa’s Workshop

**2024 District Accomplishments:**

- Assisted with the 9/11 Memorial Remembrance Ceremony
- Started Pop up in the Park and Young Biz Round Up programs
- Added the Adult Basketball Program – 64 participants
- Added the Spring Soccer Program – 252 participants
- Hosted the Little League District 5 All Star Tournament – 9 leagues, 50 teams, over 1,000 people
- Updated the HR Employee Handbook
- Installed new pool heater at the Prineville Pool
- Repaired irrigation at Stryker Park
- Landscaping upgrades at the Crook County RV Park
- Installed Musco LED Athletic Field Lighting at Davidson Field
- Installed the Inclusive Playground at Stryker Park
- Acquired Gervais Park from the city of Prineville
- Completed a Board Practices Assessment with Special District Association of Oregon (SDAO)
- Updated the Operational Procedures of the Crook County Parks & Recreation District
- Updated the Crook County Parks and Recreation District Rules and Regulations
- Developed an Internal Strategic Plan
- Developed and updated the Administrative Policy and Procedures Manual
- Diamond Dust Field material for two softball fields at Crooked River Park – 4 in 1 multi-purpose infield pumice material. Pumice is a porous organic material that naturally absorbs water, drains very well, retains moisture and wicks moisture up and down evenly unlike other infield materials. It sets up the primary components and moisture mechanism that are attributed to the structuring of a perfect infield environment at a very affordable price. By adding this material, we will have excellent drainage and firmness, low dust due to moisture retention, rich color for increased ball visibility and field esthetics, safer surface and less staining of uniforms, and less field maintenance and preparation time.
- Worked with Earthwin to clean up Kiosk Park along the Crooked River
- Completed an Annexation survey with the University of Oregon
- Developed sponsorship packets for all athletic programs and events
- Repair and update the Rimrock Park Disc Golf Course
- Repaired water fountains at Harwood Park and Gary Ward Park
- Installed a Variable Pump for irrigation at Gervais Park
- Harwood Park sidewalk added from the parking lot to the pavilion

**PRIOR MINUTES:**

Mr. Gray made a motion to accept the meeting minutes from November 13, 2024, as presented; Ms. McKenzie seconded; all in favor including Ms. Henderson.

**NEW BUSINESS:****MOTION TO APPROVE THE ATTACHED LISTING OF EFT’S AND CHECKS:**

Mr. Gray made a motion to approve EFT’s and checks #44827-44898 as provided; Ms. McKenzie seconded; all in favor including Ms. Henderson.

- Mr. Gray asked what check 44859 to Madras Aquatic Center was for. Ms. DeHaan stated that it's to pay CCPRD's share for the 2024 tackle football referees. Madras paid the full amount and then Sisters, LaPine and CCPRD each reimbursed Madras for their share.

**MOTION TO APPROVE THE HDCA GRANT LETTER OF SUPPORT:**

Mr. Gray made a motion to approve the HDCA Grant Letter of Support as provided; Ms. McKenzie seconded; all in favor including Ms. Henderson.

**MOTION TO APPROVE CHRISTMAS BONUS FOR ALL FULL TIME AND ONE SEASONAL EMPLOYEE:**

Ms. McKenzie made a motion to approve a Christmas bonus for all full-time and one seasonal employee; Mr. Gray seconded; all in favor including Ms. Henderson.

**OLD BUSINESS:**

**RECOGNITION OF THE 2024 VOLUNTEER OF THE YEAR AWARD:**

- Mr. Waring presented Crook County Parks and Recreation Foundation board member, Linda Haden with the 2024 Volunteer of the year award.

**MOTION TO APPROVE RESOLUTION #214-2024 APPROVING THE ADMINISTRATIVE POLICY AND PROCEDURES MANUAL:**

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

**UPDATE ON ANNEXATION STUDY FROM THE UNIVERSITY OF OREGON:**

- Amanda Ferguson presented the annexation study from the University of Oregon. The consensus of the Board was to wait until 2026.

**GOOD OF THE ORDER:**

- Ms. McKenzie stated the holiday hours were eliminated from the HR Policy. She attended the webinar for OGEC for public meetings on December 10<sup>th</sup> and she will receive a certificate.

**NEXT MEETING DATE & ADJOURNMENT:**

Ms. Henderson adjourned the regularly scheduled board meeting at 6:39 p.m. The next regular board meeting will be January 8, 2025, at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Dr; Prineville, OR