

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 November 13, 2024, was called to order by Ms. Henderson at 5:15 p.m

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

STAFF: Donna DeHaan, Steve Waring, Dawn Brinson

GUESTS: Devin Koehn, Audra Shrauger

PUBLIC COMMENTS:

- Devin Koehn stated that he was attending the meeting to support baseball and softball through Crook County Little League and this community.
- Audra Shrauger stated that she was attending the meeting to support Crook County Little League.

ADDITIONS TO AGENDA: None

FOUNDATION REPORT: Ms. McKenzie reported:

- Ghost Town was a success. There were 825 people who went through the haunted house and 350 who went through during the little boo hour.
- Santa's Workshop will be on November 30th at the fairgrounds. There will be at least ten crafts for the kids this year and there are 15 vendor applications so far. This year Santa's Workshop will be in the Grizzly Mountain Pavilion while the vendors will be in the Carey Foster Hall.

MANAGEMENT/FINANCIAL REPORT: Mr. Waring reported:

- All board members from the district have completed the online public meeting training for board members and the district is eligible for the discounted rate for insurance.
- The Oregon Government Ethics Commission (OGEC) has released their webinar training on Public Meeting Law. Mr. Waring has forwarded this to all board members. All board members are required to take this training during their term on the board.
- Office Holiday Schedule:
 - o Friday, November 8 – Office Closes at Noon
 - o Monday, November 11- Office Closed for Veterans Day Holiday
 - o Wednesday, November 27 – Office Closes at Noon
 - o Thursday, November 28 and Friday, November 29 – Office Closed for Thanksgiving Holiday
 - o Wednesday, December 24 – Office Closes at Noon
 - o Thursday, December 25 - Office Closed for Christmas Holiday
- First Interstate Bank refunded the district the \$35 fee that was charged for us going over the limit on the Athletic Coordinator's credit card. We have adjusted the limit and talked about staying within this limit. • The city is working to schedule a meeting with the conceptual design team for the indoor pool and recreation center at the Barnes Butte recreation area. The possible dates are November 18th or 19th.
- Mr. Waring, Andrea Weaver and Tasha Lundbom have walked through the basement space at the High Desert Christian Academy and are developing a plan for how this space could be utilized as a recreation hub. • Annexation

surveys were emailed to all out of district users that were in our automation system. We also placed posters with QR codes in City Hall and the County building. Paper copies of the survey were also made available at the front desk in the district office.

- Mr. Waring met with James Preuss at the RV park to look at a plan for mold removal in the storage area of the recreation building. The county is securing quotes to address this.
- Mr. Waring, Ms. DeHaan, Andrea Weaver, Tasha Lundbom and Halley Estes attended the ORPA annual conference in Sunriver October 23rd – 25th.

CCPRD Board Meeting Minutes 11/13/2024 Page 1 of 3

- Mr. Waring attended the PAC Meeting #2 for the Crook County TSP update on Tuesday, October 29th. • Mr. Waring and Jeff Huntley, Board Member, toured the parks on Wednesday, October 30th. • Mr. Waring had a meeting with Devin Koehn from Crook County Little League to discuss the upcoming season in the spring on Thursday, October 31st.
- Mr. Waring met with the county to discuss the RV park infrastructure needs on Thursday, November 8th. • Mr. Waring, Tasha Lundbom, and Andrea Weaver met with the school district representatives to start back our quarterly collaboration meetings on Wednesday, November 13.

PRIOR MINUTES:

- Ms. McKenzie made a motion to accept the meeting minutes from October 16, 2024, as presented; Mr. Huntley seconded; all in favor including Mr. Gray and Ms. Henderson.

NEW BUSINESS:

FIRST QUARTER FINANCIAL REPORTS 2024-2025:

The first quarter financial reports ending September 30, 2024, were presented by Ms. DeHaan.

The general fund is at 29% of projected revenue. Expenditures are at 26% for personnel, 33% for materials and services, 0% for capital outlay with 0% in transfers and operating contingency. Total expenditures are 26% of budgeted expenses.

The RV Park operating fund revenue is at 28% of projected. Expenditures are at 23% for personnel, 16% for materials and services, 0% for capital outlay and debt services, 10% for transfers. Overall budgeted expenses are at 15%.

Ochoco Lake operating fund is at 21% of projected revenue. Expenditures are at 16% for personnel, 21% for materials and services, 10% for transfers, 0% capital outlay. Overall budgeted expenses are at 17%.

Haystack Reservoir operating fund revenue is at 20% of projected. Expenditures are at 12% for personnel, 19% for materials and services, 13% for transfers, 0% for capital outlay. Overall budgeted expenses are at 15%.

The Capital Improvement Fund is at 83% of projected revenue. Expenditures are at 18% of budgeted amount. The

Equipment Reserve Fund is at 71% of the projected revenue. Expenditures are at 0% of the projected budget. The

RV Park Reserve Fund is at 94% of the projected revenue. Expenditures are at 0% of the projected budget. The

Campground Reserve Fund is at 97% of the projected revenue. Expenditures are at 0% 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

CCPRD Board Meeting Minutes 11/13/2024 Page 2 of 3

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 DISTRICT EFT'S AND CHECKS:

Mr. Huntley made a motion to approve EFT's and checks #44729-44826 as provided; Mr. Gray seconded; all in favor including Ms. McKenzie and Ms. Henderson.

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.

GOOD OF THE ORDER:

- Ms. McKenzie gave kudos to Andrea Weaver for putting on the Crook County Parks & Recreation Foundation and District events. She would also like to recognize Linda Haden and John Bond, Foundation Members, for all their hours of volunteer work.
- Mr. Huntley stated that he toured the city parks with Mr. Waring and is impressed with the parks and proud to be on the Board.
- Ms. Henderson stated that she will be out of town during the February, March and April 2025 board meetings but should be available by zoom for the meetings.

NEXT MEETING DATE & ADJOURNMENT:

Ms. Henderson adjourned the regularly scheduled board meeting at 6:24 p.m. The next regular board meeting will be December 11, 2024 at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Dr; Prineville, OR.

