

**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 February 12, 2025, was called to order by Mr. Davis at 5:15 p.m.

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

STAFF: Donna DeHaan, Steve Waring, Dawn Brinson

GUESTS: None

PUBLIC COMMENTS: N/A

ADDITIONS TO AGENDA: None

FOUNDATION REPORT: Ms. McKenzie reported:

- Andrea Weaver has been busy making decorations for the Daddy Daughter Dance on February 21st and is already working on crafts for this year's Santa's Workshop.
- There will be roller skating at the Ochoco Gym in the afternoons during Spring Break.

MANAGEMENT/FINANCIAL REPORT: Mr. Waring reported:

- The CCPRD Recreation Program Needs Assessment survey went out on Monday, January 13th. It was sent by direct email to our current program participants who have registered through our automation system (3,776). It was also posted on our website and Facebook page.
- Maureen Thompson, Beaver Works Program Manager, is working on grants to have invasive species removed and native plants added to support healthy watersheds and wildlife and provide better access to the Crooked River. This would also include educational signage.
- Mr. Waring and Ms. DeHaan met with Brenda from Sensiba (auditing firm) on Monday, January 13th. There was a phone call with Caselle to ensure we have reporting completed that the audit firm will use.
- Mr. Waring and Andrea Weaver met Chief Jeff Profio from the City of Prineville Police Department. They discussed working with the police department to make sure CCPRD has safety plans in place to meet standards in Chapter 8 of CAPRA (Public Safety, Law Enforcement, Security). The City will also be working with their legal counsel to add the Parks Rules and Regulations as an ordinance at their February 25th meeting.
- Mr. Waring participated in a meeting with the City of Prineville to review conceptual designs for the Aquatics and Recreation Centers at Barnes Butte on Thursday, February 6th.
- Mr. Waring, Ms. DeHaan and Ms. Brinson participated in the SDAO Annual Conference in Bend on Friday, February 7th and Saturday, February 8th.

PRIOR MINUTES:

Mr. Gray made a motion to accept the meeting minutes from January 8, 2025, as presented; Mr. Huntley seconded; all in favor, including Ms. Henderson, Ms. McKenzie and Mr. Davis.

NEW BUSINESS:

QUARTERLY FINANCIAL PRESENTATION – 2ND QUARTER FY 24-25:

The second quarter financial reports ending December 31, 2024, were presented by Ms. DeHaan.

The general fund is at 84% of projected revenue. Expenditures are at 47% for personnel, 48% for materials and services, 12% for capital outlay with 0% in transfers and operating contingency. Total expenditures are 44% of budgeted expenses.

The RV Park operating fund revenue is at 50% of projected. Expenditures are at 41% for personnel, 28% for materials and services, 0% for capital outlay and debt services, 18% for transfers. Overall budgeted expenses are at 26%.

Ochoco Lake operating fund is at 31% of projected revenue. Expenditures are at 24% for personnel, 32% for materials and services, 15% for transfers, 0% capital outlay. Overall budgeted expenses are at 26%.

Haystack Reservoir operating fund revenue is at 43% of projected. Expenditures are at 17% for personnel, 29% for materials and services, 28% for transfers, 0% for capital outlay. Overall budgeted expenses are at 24%.

The Capital Improvement Fund is at 45% of projected revenue. Expenditures are at 29% of budgeted amount.

The Equipment Reserve Fund is at 134% of the projected revenue. Expenditures are at 0% of the projected budget.

The RV Park Reserve Fund is at 102% of the projected revenue. Expenditures are at 0% of the projected budget.

The Campground Reserve Fund is at 96% 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 financialrelated 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 DISTRICT EFT'S AND CHECKS:

Mr. Huntley made a motion to approve EFT's and checks #44950-45038 as provided; Mr. Gray seconded; all in favor, including Ms. McKenzie, Ms. Henderson and Mr. Davis.

MOTION TO APPROVE LIZ SCHUETTE TO SERVE A THREE-YEAR TERM (2024-2027) IN POSITION #3 FOR THE BUDGET COMMITTEE:

Mr. Huntley made a motion to approve Liz Schuette to serve a three-year term (2024-2027) in position #3 for the Budget Committee; Ms. McKenzie seconded; all in favor, including Ms. Henderson, Mr. Gray and Mr. Davis.

MOTION TO APPROVE PAULA LANDRUS TO SERVE A THREE-YEAR TERM (2024-2027) IN POSITION #4 FOR THE BUDGET COMMITTEE:

Mr. Huntley made a motion to approve Paula Landrus to serve a three-year term (2024-2027) in position #4 for the Budget Committee; Ms. McKenzie seconded; all in favor, including Ms. Henderson, Mr. Gray and Mr. Davis.

MOTION TO APPROVE THE MAINTENANCE AND OPERATIONS MANAGEMENT STANDARDS:

Mr. Huntley made a motion to approve the Maintenance and Operations Management Standards as provided; Mr. Gray seconded; all in favor, including Ms. Henderson, Ms. McKenzie and Mr. Davis.

MOTION TO APPROVE ADMINISTRATIVE POLICY AND PROCEDURES FOR SNOW/WEATHER CANCELLATION OF PROGRAMS, 8.4.4 HANDLING OF EVIDENTIARY ITEMS, 9.1 RISK MANAGEMENT POLICY, AND 9.4 CYBER SECURITY:

Mr. Huntley made a motion to approve the Administrative Policy and Procedures for Snow/Weather Cancellation of Programs, 8.4.4 Handling of Evidentiary Items, 9.1 Risk Management Policy, and 9.4 Cyber Security as provided; Mr. Gray seconded; all in favor, including Ms. Henderson, Ms. McKenzie and Mr. Davis.

OLD BUSINESS: None

GOOD OF THE ORDER:

- Mr. Davis asked if CCPRD would be able to manage the marina/resort at Prineville Reservoir that's closed if given the opportunity. Mr. Waring stated that Bureau of Reclamation has a contract with the State of Oregon and it's the States' priority for what they would like to do with it. Mr. Waring said he has let BOR know that if the State doesn't work out that CCPRD may be interested in taking over the management.

NEXT MEETING DATE & ADJOURNMENT:

Mr. Davis adjourned the regularly scheduled board meeting at 6:24 p.m. The next regular board meeting will be March 12, 2025, at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Dr; Prineville, OR.