

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 March 12, 2025, was called to order by Mr. Davis at 5:16 p.m.

BOARD MEMBERS: Scott Davis, Jeff Huntley, Darlene Henderson via Zoom

STAFF: Donna DeHaan, Steve Waring, Dawn Brinson

GUESTS: Sheril Wallace

PUBLIC COMMENTS:

- Sheril Wallace stated she is ready for a swimming pool. She doesn't want to have to drive to Madras and Redmond to swim.

ADDITIONS TO AGENDA: None

FOUNDATION REPORT: Mr. Waring reported:

- The Daddy Daughter Dance was held on February 21st and was well attended. Dave Clemens was the DJ for the event and Abby's Pizza, Pizza Hut and Domino's all donated pizza.
- The next event will be the Children's Museum of Central Oregon April 24th and 25th at Carey Foster Hall.
- The annual Fishing Derby will be held May 17th at Ochoco Lake, and Kiwanis will host a free pancake breakfast.

MANAGEMENT/FINANCIAL REPORT: Mr. Waring reported:

- The CCPRD Recreation Program Needs Assessment survey went out on Monday, January 13th. We sent this by direct email to our current program participants who have registered through our automation system (3,776). We also posted it on our website and Facebook page. The survey ended on February 28, 2025. We received 285 responses. This information will be used in the Recreation Program Plan.
- Mr. Waring is working with Meredith Brandt to discuss the possibility of a bike park clinic and ongoing programming.
- 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. The park cleanup days are tentatively scheduled for May 16th and 23rd.
- Mr. Waring and Andrea Weaver met with HDCA representatives to discuss the possible use of the basement as a recreation area. The basement needs an architectural study completed to be able to receive an occupancy license. We have asked HDCA to complete that process before we can move forward. HDCA will be presenting a grant application to Crook County Commissioners on March 19, 2025. Mr. Waring will attend this meeting.
- Mr. Waring met with members of the Crook County Foundation to discuss the Leadership Crook County program. Mr. Waring is budgeting for a staff member of the parks district to attend the program in September.
- 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 20th. The final conceptual design is tentatively scheduled to be completed by mid-to-late March 2025.
- Mr. Waring and Tasha Lundbom met with representatives from the women's softball league in town. They expressed interest in CCPRD taking over the softball program. We are working with the women's league and co-ed to see if we can absorb this programming.
- Mr. Waring met with Randy Winders, COTA to discuss the possibility of a mountain bike trails master plan for the community. Mr. Waring reached out to MIG to get a cost estimate.
- Mr. Waring attended the City of Prineville council meeting on Tuesday, March 11th where the CCPRD rules and regulations were discussed.

- Ms. DeHaan and Larry Penington met with Kipp Unrein on 2/25/25 regarding replacing RV Park lights throughout the park. Waiting for sample light fixture to try before ordering all 12 lights. Kipp ordered lights 2/27/25.

PRIOR MINUTES:

Ms. Henderson made a motion to accept the meeting minutes from February 12, 2025, as presented; Mr. Huntley seconded; all in favor including Mr. Davis.

NEW BUSINESS:

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

- Mr. Davis asked what check 45063 to Alpine Abatement was for. Ms. DeHaan explained that it was for removing mold from the storage room at the Crook County RV Park.
- Mr. Davis asked about check 45088 to Pacific Power as the description says it's for Haystack Electricity. Ms. DeHaan stated that when more than one statement is entered for the same payee, the first one entered is what prints as the description on the check. There are multiple statements from Pacific Power and the check is for the total of all of them.
- Mr. Huntley asked what check 45072 to Theresa Kelley was for. Ms. DeHaan stated that the Aquatics Coordinator needs to get recertified each year prior to the beginning of the pool season.

Mr. Huntley made a motion to approve EFT's and checks #45039-45110 as provided; Ms. Henderson seconded; all in favor including Mr. Davis.

MOTION TO APPROVE THE HISTORICAL AND CULTURAL RESOURCE MANAGEMENT PLAN:

- Mr. Waring read the plan to the Board.

Mr. Huntley made a motion to approve the Historical and Cultural Resource Management Plan as presented; Ms. Henderson seconded; all in favor including Mr. Davis.

MOTION TO APPROVE THE COMMUNITY RELATIONS AND MARKETING PLAN:

- Mr. Waring read the plan to the Board.

Mr. Huntley made a motion to approve the Community Relations and Marketing Plan as presented; Ms. Henderson seconded; all in favor including Mr. Davis.

OLD BUSINESS: None

GOOD OF THE ORDER:

- Ms. Henderson stated she will attend the April meeting via Zoom.
- Ms. DeHaan submitted grants to the Oregon State Marine Board (OSMB) Maintenance Assistance Grant (MAG) submitted for 2025-2027 on 2/20/25.
 - o OL amount \$9850
 - o Haystack \$5775 minus a portion of user fees received (TBD)
 Oregon State Marine Board (OSMB) Maintenance Assistance Grant (MAG) 2023-2025 – Payment coming soon
 - o OL amount awarded \$5075
 - o Haystack amount awarded \$3000 - \$2250 user fee adjustment = \$750.00
- Ms. DeHaan submitted a Marine Board Small Grant and received for Haystack Reservoir parking lot striping and campground barricades to be able to open the boat launch year-round instead of closing December 1st -February 28th.
 - o Total project cost \$11,670.00
 - o Marine Board Grant amount \$9,315.00
 - o CCPRD match \$2,355.00
 - o Project must be completed by 6/30/2025
- Donna met with First Interstate Bank manager Jennifer Lilze, Market President Travis Browning and Senior Treasury Solutions Officer Tristen Ross on 2/25/25.
 - o A Money Market account at First Interstate Bank from years ago has a balance of 0. Closing account. The bank manager thought it was for grant funds years ago but has not been used in many years.

- o A follow up meeting TBS about Merchant Service accounts (CC processing accounts) to see if FIB can save us money instead of having 6 separate accounts with different vendors.
- o Ms. DeHaan had a follow up meeting 3/4/25 regarding changing CCs to reward based instead of no rewards to see if this will make us some money.
- o Looking into positive pay for fraud protection. Cost is \$50/mo. plus \$0.04 per check issued and a setup fee of \$100.
- o Grant options were discussed through FIB for community projects. Shared CCPRF's HHH scholarship program and they were very interested in supporting a project such as this. Ms. DeHaan will be reaching out in March to Jen Lilze when the grant applications are being accepted.

NEXT MEETING DATE & ADJOURNMENT:

Mr. Davis adjourned the regularly scheduled board meeting at 6:28 p.m. The next regular board meeting will be April 9, 2025, at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Dr; Prineville, OR.