



# Crook County Parks and Recreation District

## 1. Current significant issues –

- Office Holiday Schedule:
  - Tuesday, December 24 – Office Closes at Noon
  - Wednesday, December 25 - Office Closed for Christmas Holiday
  - Tuesday, December 31 – Office Closes at Noon
  - Wednesday, January 1 – Office Closed for New Year’s Day Holiday

## 2. Matters requiring board approval –

- Appointment of budget committee members in February
  - Position #3 – Liz Schuette – term ends 2024 (appointed 2022)
  - Position #4 – Darryl Storey – term ends 2024 (appointed 2022)
- Letter of support for the High Desert Christian Academy grant to renovate the basement and field for parks and recreation services.
- Resolution approving the Administrative Policies and Procedures Manual

Commission for Accreditation of Park and Recreation Agencies The National Accreditation Standards:

### 1.6.1 – Administrative Policies and Procedures\* - **Fundamental Standard**

There shall be policies and procedures, encompassing administrative aspects of the organization that are kept up-to-date, reviewed periodically, and made available to pertinent administrative and supervisory personnel.

### 3. Compliance update – None

### 4. Progress on work plans/goals/strategic plan implementation – In shared drive.

### 5. Financial Update – Monthly reports on shared drive.

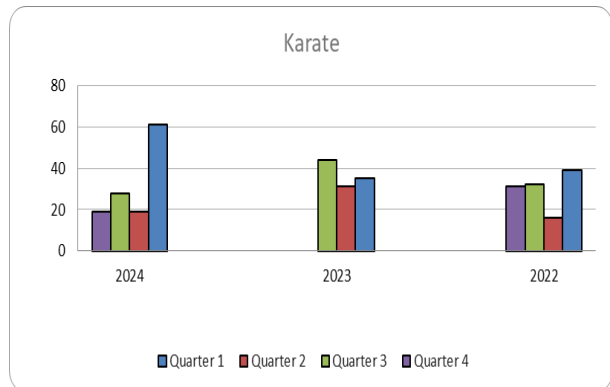
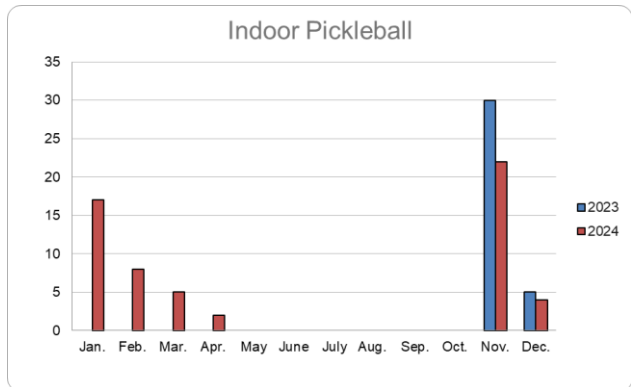
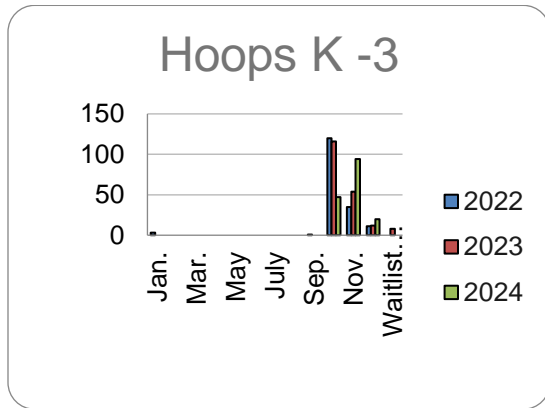
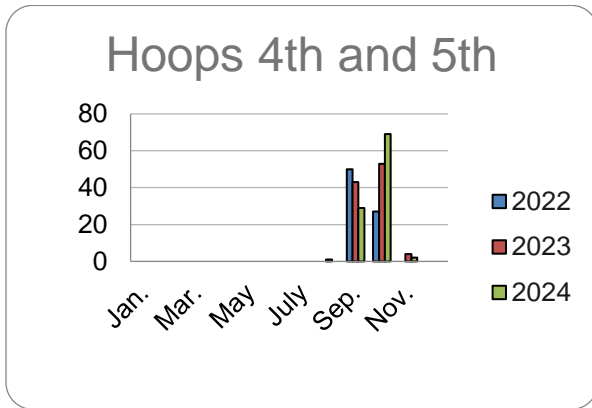
## 6. Organizational performance dashboard -

Facility Usage Report							
Location	Facility	Bookings	Total Time Booked	Base Fees	Addons	Discounts	Total Revenue
City Hall	City Plaza Plot 3	6	03:00:00:00	\$6.00	\$0.00	\$0.00	\$6.00
Juniper Art Guild	Juniper Art Guild	37	05:02:10:00	\$50.00	\$0.00	\$0.00	\$50.00
Ochoco Gym	Ochoco Gym	143	16:07:00:00	\$1,160.00	\$0.00	\$0.00	\$1,160.00
Yellowpine Park	Yellowpine Park	1	00:12:00:00	\$25.00	\$0.00	\$0.00	\$25.00
Total							\$1,241.00



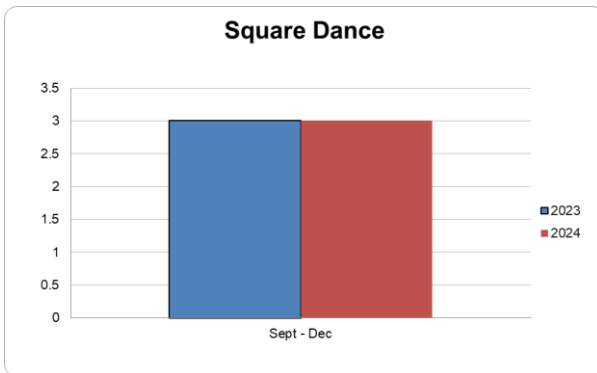
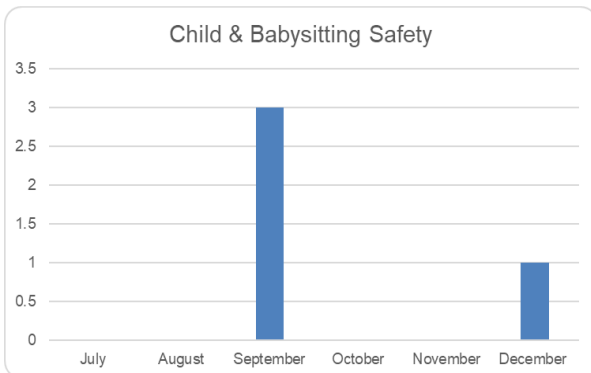
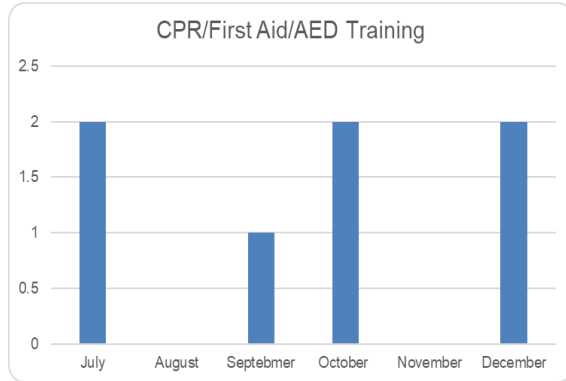
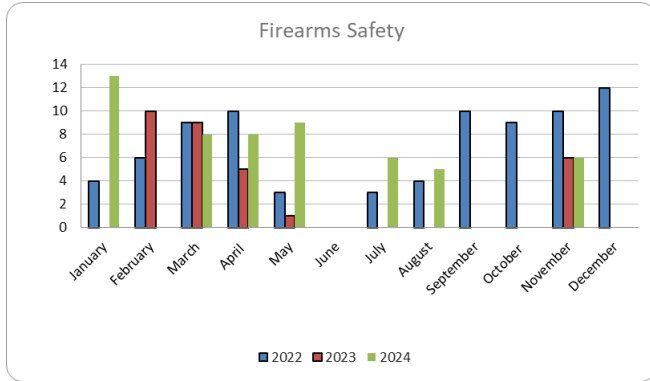
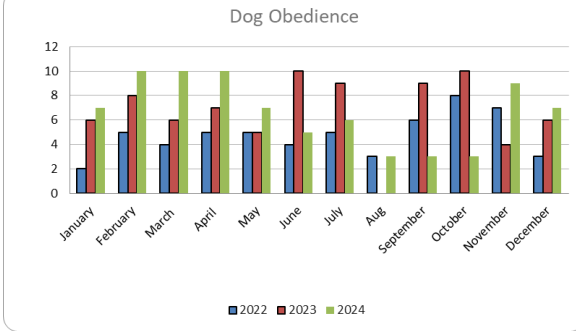
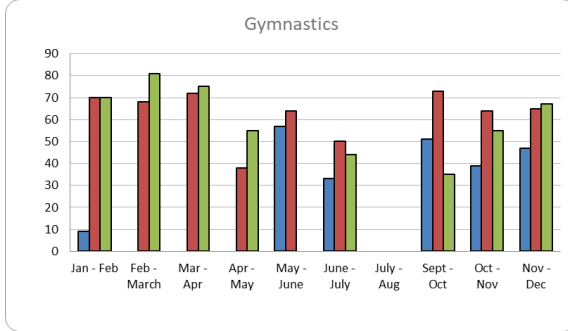
# Crook County Parks and Recreation District

Recreation and Athletic Program Revenue - November					
	Cash	Check	Credit/Debit	User Credit	Total
Private Pool Party	\$ -	\$ -	\$ -	\$ (125.00)	\$ (125.00)
Rent - RV Park Office	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00
Karate	\$ -	\$ -	\$ 220.00	\$ -	\$ 220.00
Pickleball	\$ 600.00	\$ 100.00	\$ 785.00	\$ -	\$ 1,485.00
Gymnastics	\$ -	\$ -	\$ 1,040.00	\$ (30.00)	\$ 1,010.00
Arts & Crafts	\$ 60.00	\$ -	\$ 375.00	\$ 30.00	\$ 465.00
Basketball	\$ 477.00	\$ 225.00	\$ 4,876.00	\$ 30.00	\$ 5,608.00
Dog Obedience	\$ -	\$ -	\$ 335.00	\$ -	\$ 335.00
Cooking	\$ -	\$ -	\$ 355.00	\$ -	\$ 355.00
Firearm Safety	\$ -	\$ -	\$ 675.00	\$ -	\$ 675.00
Out of District Add On	\$ 35.00	\$ 25.00	\$ 273.00	\$ -	\$ 333.00
Parks & Facilities Fees	\$ -	\$ 2,590.00	\$ 105.00	\$ -	\$ 2,695.00
Rent - Fairview/S. Main	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 1,500.00
<b>Totals</b>	<b>\$ 1,172.00</b>	<b>\$ 3,540.00</b>	<b>\$ 10,539.00</b>	<b>\$ (95.00)</b>	<b>\$ 15,156.00</b>





# Crook County Parks and Recreation District



## 7. Items of Information

- Steve 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.
- Steve met with the county representatives on Friday, November 15 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.



# Crook County Parks and Recreation District

- Steve participated in the Barnes Butte Aquatics & Recreation Center site walk and charrette meeting with the city on Monday, November 18. The timeline for this project is:
  - Floor plans and concepts should be available the early part of December
  - Renderings and graphics will be completed mid-January 2025
- Steve and Donna have been appointed to the Administrative Committee board for the Oregon Recreation and Parks Association.
- Steve and Andrea met with Mandy from the High Desert Christian Academy on Wednesday, December 4 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 baskets.





# Crook County Parks and Recreation District

- The softball fields at Crooked River Park have been renovated and the Diamond Dust material was added by Crook County Little League



## 2024 End of Year Accomplishments

- Successful Foundation Events:
  - Father Daughter Dance
  - Fishing Derby – Ochoco Reserve
  - 4<sup>th</sup> of July
  - Movies in the Park – Introducing the Dive in Movie and Drive in Movie
  - 2<sup>nd</sup> Annual Ghost Town @ Crooked River Park
  - Santa's Workshop
- 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



## Crook County Parks and Recreation District

- 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