

**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 Drive; Prineville, OR on July 12, 2023, was called to order by Ms. Henderson at 5:18 p.m.

**BOARD MEMBERS:** Darlene Henderson, Ruthie McKenzie, Jeff Huntley, Scott Davis

**STAFF:** Steve Waring, Donna DeHaan

**GUESTS:** Sherril Wallace, Paula Minetti-Maboll

**PUBLIC COMMENTS:** Ms. Wallace stated she was here to welcome the new board members and thank the board members staying on. Her main focus is an indoor, year-round pool and facility.

Ms. Henderson went around the room and had everyone introduce themselves.

**ADDITIONS TO AGENDA:** None

**CROOK COUNTY PARKS AND RECREATION FOUNDATION REPORT:** Ms. McKenzie gave an update of CCPRF events. They had a float in the rodeo and 4<sup>th</sup> of July parade. At the 4<sup>th</sup> of July event in the park, they had a free bouncy house and sold hot dogs. The next upcoming event is Movies in the Park starting in August. A Halloween haunted house is in the works as a fundraiser in October. Mr. Davis asked for information about the Foundation board which was provided.

**MANAGEMENT/FINANCIAL REPORT:** Mr. Waring highlighted parts of his management report as follows:

- Onboarding information will be sent to new board members tomorrow
- Master Plan projects will be presented next month
- The pool boiler is leaking, and the heater is not working. Consequently, the heat is going down.
- Discussed organization performance dashboards related to facility usage and activity enrollment
- The new auditing firm began reviewing internal controls 6/29/2023
- Crook County Commission made a proclamation declaring July Parks and Recreation month in Crook County
- Bureau of Reclamation performed a site assessment at Haystack Reservoir Monday, July 10, 2023
- New programs added for this fall including pottery and ceramics
- New event for the Foundation in October the week before Halloween of a haunted house
- Agenda items will go through the board chair

Ms. Henderson asked about the facility usage report wondering if we were getting any revenue as none was shown. Same with registration revenue; none shown.

Ms. Henderson asked about the decreasing number of participants in programs. Mr. Waring stated he has a threshold program model that looks at the budget, expenses to do the program and making sure the program is not subsidized.

Ms. McKenzie asked Ms. DeHaan if she had heard if she received the Bureau of Reclamation grant she applied for. Ms. DeHaan stated that yes, she did in the amount of \$161,000 over 5 years with the first \$20,000 being awarded for fiscal year 2022-2023; \$36,000 for FY 23-24, and \$35,000 each year for FY 24-25, 25-26 and 26-27. Depending on excess funding, these amounts could increase, and each amount will be awarded yearly.

**PRIOR MINUTES:** Mr. McKenzie made a motion to accept the meeting minutes from June 28, 2023 as presented; Ms. Henderson seconded; motion passes.

**PROCLAMATION FOR JULY NATIONAL PARKS AND RECREATION MONTH:** Ms. Henderson read the proclamation for July being National Parks and Recreation month. She asked the board for formal approval which passed unanimously.

**NEW BUSINESS:**

**ELECTION OF OFFICERS:** Ms. Henderson stated she would continue as chair unless someone else wanted the position. Mr. Davis stated he would be vice chair. Ms. McKenzie agreed to continue as secretary with Ms. DeHaan as Secretary Pro-Tem.

Mr. Huntley made a motion to approve as presented; Mr. Davis seconded; motion passes.

**MOTION TO APPROVE DISTRICT CHECKS:** Ms. McKenzie made a motion to approve checks 43007 through 43117; Mr. Huntley seconded; motion passes.

Ms. Henderson asked what check #43046 to BNC for the JAG restroom was for and who was it. Ms. DeHaan stated it was Blaine Noland Construction for the remodel of the restroom for ADA compliance.

Mr. Huntley asked about the check to SDAO. He stated he was familiar with SDAO, but was wondering if they really are doing medical insurance now. Ms. DeHaan stated that yes, they do.

Ms. McKenzie asked about the check to Prineville Music Theater. Ms. DeHaan stated registration was ran through the District for them and the check was for their cut of registration fees, minus credit card fees and administration fees.

**MOTION TO APPROVE MOU BETWEEN CCPRD AND COTA:** Ms. Henderson stated she would like to table signing this agreement until the new board members can review the MOU (Memorandum of Understanding) and meet with COTA's new Executive Director, Emmy Andrews.

Ms. McKenzie made a motion to table the MOU until next meeting; Mr. Davis seconded; motion passes.

**GOOD OF THE ORDER:** Mr. Davis asked if the dog parks and ballfields were part of CCPRD. Mr. Waring stated they were.

**NEXT MEETING DATE & ADJOURNMENT:**

Ms. Henderson adjourned the regular scheduled board meeting at 6:37 p.m. The next regular board meeting will be August 9, 2023 at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Drive, Prineville.