

**CROOK COUNTY PARKS & RECREATION DISTRICT
296 S. MAIN STREET
PRINEVILLE, OREGON 97754**

The regular 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 March 8, 2023, was called to order by Ms. Henderson at 5:15 p.m.

BOARD MEMBERS: Darlene Henderson, Ruthie McKenzie, Carol Benkosky, Barbara Punch

STAFF: Donna DeHaan, Steve Waring, Andrea Weaver, Cassy Sykes (Zoom)

GUESTS: Calista Songstad, Linda Haden, John Bond, Julie Rohaly

PUBLIC COMMENTS: Introductions were made of guests attending the meeting. The Crook County Parks and Recreation Foundation Board members presented a Stryker Park slideshow. Ms. Benkosky spoke about the OPRD grant process and the upcoming deadline of April 1, 2023. The Foundation Board would like the District to submit a grant for the inclusive area or phase 2 of the Stryker Park Playground project. The amount for the grant would be \$250,000 which would require a 40% match by the district if other grant opportunities do not come through. The district does have the funds available to match.

The Board agreed to give Ms. Benkosky direction to work on the grant for submission and the district staff to create a resolution to be signed at a special board meeting to take place on March 23, 2023 at 12:15 p.m.

ADDITIONS TO AGENDA:

- SDAO Internship grant
- Adding Executive Director as a signer on bank accounts

PRIOR MINUTES: Ms. McKenzie made a motion to approve the board meeting minutes from January 10, 2023; Ms. Punch seconded; motion passed.

Ms. Punch made a motion to approve the board meeting minutes from February 22, 2023 with the addition of the Stryker Park motion and second to ensure next year's budget will include \$90,000 in the event other funding does not come through; Ms. Benkosky seconded; motion carried.

FINANCIALS:

- Ms. Benkosky asked about the bill from FirePro. Ms. DeHaan stated it was for fire extinguisher annual inspections.
- Ms. Henderson asked about the payment for Camplife. Ms. DeHaan stated it was the reservation system used for the campgrounds.
- Ms. Benkosky asked about the payment to Marc. Ms. Sykes stated it was for janitorial supplies.
- Ms. Benkosky asked what the payment to Premier Polish was for. Ms. DeHaan stated it was for redoing the floors in the Ochoco Lake restrooms.

Ms. Benkosky made a motion to accept EFTs and checks number 42628 through 42683; Ms. Punch seconded; motion carried.

DISTRICT UPDATE:

- Ms. DeHaan stated the ADA access at Haystack is almost complete. The concrete needs to be cut out and the area packed down and then it will be ready.
- The karate program just had three children receive their yellow belts and a picture of them was shown to the board.
- A picture of the Crooked River Park pumphouse was shared with the board.

- Ms. Sykes and Ms. DeHaan will be flying to Salt Lake City on Sunday and returning on Friday for new accounting software training.

OLD BUSINESS:

HR COMPENSATION STUDY/EMPLOYEE HANDBOOK UPDATE: Ms. Sykes stated Mr. Waring, Ms. DeHaan and she met with HR Answers last night. The employee handbook review is about 75% completed by HR Answers. They are verifying that our edits are compliant with federal, state and local labor laws. The compensation study is moving along. HR Answers is pulling data from five sources. The job descriptions and titles will be reviewed one more time by Mr. Waring, Ms. DeHaan and Ms. Sykes to ensure HR Answers can get the best job matches possible for salary comparison. The next meeting with HR Answers will be next week.

SDC UPDATE: Ms. Sykes received a response from FCS Group who confirmed that according to the methodology set forth in the SDC plan that was adopted by the board in 2021, our SDC fees are designated into two categories which are improvement fees and reimbursement fees. The SDC fees the district is currently receiving can be classified as reimbursement fees instead of improvement fees. This is based on our current SDC fees which are set at \$4032 and does not exceed the calculated reimbursement fee in the plan of \$8091. Once the SDC fee exceeds the \$8091, then the portion above that is considered improvement fees, subject to spending limitations. The district SDC fees being designated as reimbursement fees is a good thing because they can be spent much flexibly than improvement fees. It was also confirmed that projects in existing parks are subject to the total project cost being funded by only 21.29% of SDC improvement fees which the 21.29% is based on the anticipated growth of the district from 2020-2040. However, since our current SDC fees being received are considered as reimbursement fees, there is no limit to how much of the project's cost can be funded by reimbursement fees. Thus, the full project in an existing park can be funded by our SDC funds. This is anything the district currently has as SDC fees and anything we are collecting until we change the methodology.

The project list needs reviewed by the board at the July meeting and finalized around the January-February meeting for budgeting purposes for the next fiscal year going forward.

BUDGET COMMITTEE UPDATE: The budget meeting is scheduled for Thursday, April 27, 2023 and April 28, 2023 if needed. The personnel budget will be presented at the April 12, 2023 meeting. The budget hearing is May 24, 2023.

Ms. Sykes stated that Cheryl Seely and Eric Rice accepted the invite to fill a three-year term on our budget committee. However, budget member Caleb Barnes cannot attend the budget meeting since the date was changed. Ms. Sykes reached out to Jordan Anderson, who declined the invite. Janet Hutchinson is deciding if she will accept the invite or not. Ms. Sykes should know by the end of this week if she will be accepting. Other suggestions are to reach out to Phil Burgess and Rodney Barnes if needed.

ANNEXATION UPDATE: Ms. DeHaan stated this is moving forward and all of her emails are being answered by Brandon Crawford. There are a lot of steps to go through with Meta/Facebook and she has completed the anti-corruption paperwork twice and has the third party paperwork completed. At this point, communication is taking place and going in the right direction.

STRATEGIC PLANNING FOLLOW UP: This was mainly the project list that needs to be agreed upon that was discussed in the SDC update.

ADDING EXECUTIVE DIRECTOR AS A SIGNER FOR BANK ACCOUNTS: Ms. McKenzie made a motion to add Steve Waring, new executive director, as a signer for the district bank accounts; Ms. Punch seconded; motion passed unanimously.

SDAO INTERNSHIP GRANT: Mr. Waring will read more about this and will do more research.

GOOD OF THE ORDER:

- Ms. Sykes just received notification from Janet Hutchinson that she has accepted the invitation to be on the budget committee.
- Ms. Sykes clarified with Ms. Benkosky that she will be applying under the district for the grant and that the resolution will state that the executive director will sign the grant.

- Ms. Punch stated she would be interested on being on the LGG grant committee and will be reaching out to SDAO.
- Mr. Winders and Ms. Benkosky will be running again for the CCPRD Board in the May election.

NEXT MEETING DATE & ADJOURNMENT:

Ms. Henderson adjourned the regular scheduled board meeting at 7:12 p.m. The next regular board meeting will be April 12, 2023 at 5:15 p.m. at Juniper Art Guild, 1635 SE Mountain View Drive, Prineville.