

**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 October 11, 2023, was called to order by Ms. Henderson at 5:15 p.m.

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

**STAFF:** Donna DeHaan, Steve Waring, Dawn Brinson

**GUESTS:** Nina Hogue via Zoom

**PUBLIC COMMENTS:** None

**ADDITIONS TO AGENDA:** None

**FOUNDATION REPORT:**

- Movies in the Park wrapped up on September 22<sup>nd</sup> with the movie Cars. There were six total movies provided to the community over the summer.
- The Halloween event, Ghost Town at Crooked River Park Amphitheater is taking place October 27, 28, 30 and 31<sup>st</sup>. The Crook County High School drama department will be doing the haunted house. There will be festival events including a pumpkin contest, costume contest, train ride and pet costume contest. The projected net income for this event is \$2000.
- Santa's Workshop is the Saturday after Thanksgiving. The Foundation will have a float in the Christmas parade.

**MANAGEMENT/FINANCIAL REPORT:**

- The SDAO conference will be held in Seaside February 9-11, 2024
- Cassy Sykes, Finance Manager, has resigned, but will be staying on during the transition period and into the budget season
- Two new recreation classes have started: Kid's Clay Class, which had 10 kids signed up so far, and square dancing
- The 2023 Local Government Grant has been awarded to CCPRD. The Notice to Proceed should be received in approximately two weeks for the inclusive playground phase of Stryker Playground. Mr. Waring was made aware of a state contract discount that will make this project turnkey for approximately \$18,000 less than expected. This grant is a 60/40 match with the grant amount awarded at \$168,000.
- The 2-5-year-old area equipment for Stryker Park should be delivered this Friday and constructed next week
- Mr. Waring will be serving on the Crook County transportation advisory committee.
- Mr. Waring met with Andy Parks, Crook County Administrator, who is working on an updated Crook County RV Park contract. They will meet again next week.
- Mr. Waring met with Courtney Snead, Executive Director for Madras Aquatic Center, this week. She shared what went well for them and what did not with the Madras Aquatic Center.
- Mr. Waring, Ms. DeHaan, Tasha Lundbom (Athletics Coordinator) and Andrea Weaver (Recreation Coordinator) will be attending the ORPA conference November 6-8, 2023, but will be back for the board meeting the evening of the 8<sup>th</sup>.
- The new garbage truck arrived September 18, 2023
- Staff safety meetings are held every month and Mr. Waring will add a note for the board each month. This month was a video regarding pole saw safety. The CCPRD standard for preventative maintenance was discussed as well.
- The pool heater is in. Next steps are getting the plumber and electrician to hook it up.
- Ochoco Lake parking lot paving sealing is completed.

- Mr. Waring is working on getting lighting for ball fields. All three quotes are for over \$150,000. An RFP is required and Mr. Waring will put this out. The plan is to do Rimrock and Davidson fields this year, but this may change.
- Two different developers have approached Mr. Waring about possible land trades.

Mr. Davis asked what Kiwanis thought of CCPRD annexation. Mr. Waring stated they were in support of annexing the Juniper Canyon area.

Ms. Henderson asked Ms. DeHaan how up to speed she was on the financial transition. Ms. DeHaan stated she would estimate approximately 50-60% but stated she doesn't know what procedures she doesn't know yet so is not sure how much more there is to learn.

**PRIOR MINUTES:** Ms. McKenzie made a motion to approve the minutes from September 13, 2023; Mr. Huntley seconded; all in favor.

**NEW BUSINESS:**

**MOTION TO APPROVE EFTS AND CHECKS:**

- Mr. Davis asked what the bill for Total Quality Logistics was for. Ms. DeHaan stated it was freight/delivery for the garbage truck.
- Mr. Davis asked about the Double F Welding bill. Ms. DeHaan stated it was for rails at Yellowpine Park.

Ms. McKenzie made a motion to approve EFTs and checks #43409-43523 as provided; Mr. Davis seconded, all in favor.

**EXECUTIVE ADMINISTRATIVE ASSISTANT AND UPDATED BUSINESS MANAGER PAY SCALES:** Mr. Waring referred the board to the new job descriptions for the Executive Administrative Assistant and Business Manager with Financial Responsibilities and presented the updated salary survey prepared by HR Answers.

Ms. McKenzie made a motion to approve the job descriptions and salary survey; Mr. Huntley seconded; motion carried.

**FACILITY USAGE RATES AND PROGRAM FEE MODIFICATIONS:** Mr. Waring presented the facility usage rate and program fee modifications he would like to put in place starting January 1, 2024. He would like to post this on CCPRD's website and Facebook page for a month or two for public comments. The out-of-district fees for facilities and aquatics are proposed to increase by 75%. Recreation classes and athletic program out of district fees are proposed to increase by 50%. A suggestion was to open classes early by a week or so for in-district registration to give in-district residents priority for registration.

Mr. Huntley asked if we have adult flag football and adult basketball. We tried flag football, but it had low enrollment. Softball leagues are privately ran. It was suggested by the board to try to pull adult leagues under the district.

Mr. Waring discussed locking athletic fields. A lot of maintenance is being put into the fields and people are using them as dog parks and staff is spending a lot of time trying to keep them maintained for sports programs. If someone wants to rent the field, they need to contact the district office and pay the appropriate fee. The Board supports this idea and gave approval to move forward with this strategy.

Mr. Waring will have a policy compiled in December to bring back to the board regarding the rate and fee modification.

**GOOD OF THE ORDER:**

- Board members received a letter from the auditor. The audit is currently in progress. The previous auditor was always late in reporting and this year we have a new auditor who is being very thorough.
- Mr. Huntley and Ms. Henderson conducted Mr. Waring's six-month review. Mr. Waring thanked the board for the kind words and comments. He stated he enjoys the board and the community.
- Ms. Henderson asked Mr. Waring to look up the rules for attendance at board meetings by board members. He will do this tomorrow.

**NEXT MEETING DATE & ADJOURNMENT:** Ms. Henderson adjourned the regularly scheduled board meeting at 7:22 p.m.

It was noticed that we had a guest on the Zoom meeting. Ms. Henderson reopened the meeting at 7:24 p.m. to see if there were any public comments. The guest was muted and was not able to communicate with the board. Ms. Henderson adjourned the meeting at 7:25 p.m.

The next regular board meeting will be November 8, 2023 at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Drive, Prineville.