

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 September 11, 2024, was called to order by Ms. Henderson at 5:15 p.m.

BOARD MEMBERS: Darlene Henderson, Ruthie McKenzie, Rob Gray, Scott Davis

STAFF: Donna DeHaan, Steve Waring, Dawn Brinson

GUESTS: Devin Koehn, Audra Shrauger, Tiffany Fewell

PUBLIC COMMENTS:

- Tiffany Fewell said she was at the meeting to listen in and to see how Crook County Little League can work with Crook County Park & Recreation. CCLL needs umpires and they want to see how CCPRD can help. Mr. Waring stated that he would have to talk with Tasha Lundbom, Athletic Coordinator, to see what we can do to help.

ADDITIONS TO AGENDA: None

FOUNDATION REPORT: Ms. McKenzie reported:

- The first Drive in Movie scheduled for September 6th was cancelled due to the smoke. It has been rescheduled for September 20th.
- There will be a second Drive in Movie on October 4th and Inside Out II will be played.
- On September 21st the first annual children's business fair, Young Biz Roundup, will be held at Pioneer Park for kids ages 6-16 where they can learn the ins and outs of doing business.
- The second annual Ghost Town event will take place in October.

PRIOR MINUTES:

- Mr. Gray made a motion to accept the minutes from August 14, 2024, as presented; Mr. Davis seconded; Ms. McKenzie and Ms. Henderson; all in favor.

MANAGEMENT/FINANCIAL REPORT: Mr. Waring reported:

- To be eligible to receive the 2% Public Meeting Training credit on the district's 2025 insurance contributions for general liability, auto liability, and property coverage, all board members from the district must complete this training.
- The city has finalized a scope of work and budget of just under \$50k for the conceptual design of the recreation center and indoor pool. They will be asking for a green light at the city council meeting on Tuesday, September 24 at 6:00pm.
- Mr. Waring walked the Crooked River shoreline with Earthwin and Think Wild to determine the extent of invasive weed species and discuss a plan for removing invasive weeds and replacing them with natural species.
- Mr. Waring met with Will VanVactor to discuss a possible grant for the RV Park on August 16th.
- Mr. Waring and Andrea Weaver participated in a community partners meeting on August 20th to discuss a shared calendar for all events and happenings in the community. The Chamber of Commerce led the meeting, and it was attended by hoteliers, the Crook County Fairgrounds and CCPRD.
- Mr. Waring provided a parks and recreation update for the Lion's Club on Monday, August 26th.
- Mr. Waring, Tasha Lundbom and Cliff Marlin participated in a ball field inspection with Diamond Dust to get some estimates for replacing the dirt infields.
- Mr. Waring met with Amanda from the Downtown Association to discuss the possibility of CCPRD watering flowerpots that will be installed downtown.
- Mr. Waring met with Mandi Puckett, High Desert Christian Academy, Community Relations Director to discuss their request for support of the HDCA expansion.

- The bike park cleanup with COTA is taking place September 9th-13th with a community cleanup afternoon on September 13th.
- The inclusive playground rails that were damaged are in and we are waiting to secure a time for the playground installer to replace them.

NEW BUSINESS:

FOURTH QUARTER FINANCIAL REPORTS 2023-2024: The fourth quarter financial reports ending June 30, 2024, were presented by Ms. DeHaan.

The general fund ended at 109% of budgeted revenue and 112% of the total resources which includes cash carryover. Expenditures were at 89% for personnel, 93% for materials and services, 34% for capital outlay with 100% expenses for transfers and 0% for operating contingency. Total expenditures were 90% of budgeted expenses.

The RV Park operating fund revenue are at 87% of the projected fiscal year revenue. Expenditures were at 79% for personnel, 93% for materials and services, 8% for capital outlay, 0% debt services, and 100% for transfers. Overall budgeted expenses were at 85%.

Ochoco Lake operating fund was at 74% of projected fiscal year revenue. Expenditures are at 88% for personnel, 77% for materials and services, 97% for transfers, and 0% capital outlay. Overall budgeted expenses were at 85%.

Haystack Reservoir operating fund revenue was at 77% of projected fiscal year revenue. Expenditures are at 77% for personnel, 78% for materials and services, 95% for transfers, and 37% for capital outlay. Overall budgeted expenses were at 78%.

The Capital Improvement Fund is at 91% of projected revenue. Expenditures are at 47% of budgeted amount.

The Equipment Reserve Fund is at 118% of the projected revenue. Expenditures are at 79% of the projected budget.

The RV Park Reserve Fund is at 105% of the projected revenue. Expenditures are at 19% of the projected budget.

The Campground Reserve Fund is at 137% of the projected revenue. Expenditures are at 38% of the projected budget.

QUARTERLY FINANCIAL ASSESSMENT QUESTIONS:

Quarterly questions were asked of the Business Manager as follows:

1. Are the books balanced and reconciled? Yes
2. Are all cash and investment accounts reconciled to the general ledger? Yes
3. Does the adopted budget reflect expected expenditures? Yes
4. Have payroll reports been filed and have all payroll liabilities been paid timely? Yes.
5. Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely? Yes
6. Are there any suspected cases of fraud that we need to be aware of? Yes
7. Are there any suspected changes to the internal control system? No
8. Have there been any significant changes to the internal control system? No
9. Is the business office adequately staffed to allow for proper segregation of duties? Yes
10. Have there been any changes to the accounting system or accounting policies that are significant? No
11. Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of malware, ransomware, or other compromise of computer security? Yes
12. Are there any other financial-related matters we should be aware of? No
13. Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement? No
14. Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge? Yes
15. Have you been asked by the Director to do anything that makes you uncomfortable or to present any information you feel is inaccurate? No

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

- Ms. Henderson asked what the lodging tax is for on check #44462 to The City of Prineville. Mr. Waring stated that the tax goes toward security and things that the city needs to pay for when that are large events but it may go toward other things as well.
- Mr. Gray asked what the overlimit fee is for on check #44474 to First Interstate Bank. Ms. DeHaan stated that the fee was due to ordering soccer uniforms that cost more than the credit card limit. The credit card limit has since been increased to prevent this from happening again. Mr. Waring also stated that he would go to the bank to see if the fee could be reversed.
- Mr. Davis commented on check #44544 to Patrick Davis for the storm tree damage cleanup from the windstorms. Mr. Davis made a motion to approve EFT's and checks #44460-44562 as provided; Mr. Gray seconded, Ms. McKenzie and Ms. Henderson; all in favor.

MOTION TO APPROVE THE RELEASE OF CLAIM EASEMENT:

- This motion will be discussed at a later meeting date.

MOTION TO APPROVE RESOLUTION #214-2024 APPROVING THE ADMINISTRATIVE POLICY AND PROCEDURES MANUAL:

- This motion will be moved to the next meeting due to not having the full board present for a vote.

OLD BUSINESS: None

GOOD OF THE ORDER:

- Devin Koehn stated that he is the new person of contact for Crook County Little League for field maintenance, coordinators and equipment. It is his goal to make sure the kids of Crook County can afford to play ball. Mr. Waring stated he would like to meet with Devin to discuss little league.
- Tiffany Fewell stated that Crook County Little League just had their annual meeting and hasn't set any rolls for the board members yet, but they have asked Devin to take on the person of contact roll. She stated that communication has been much better, and the fields are top notch compared to previous years. Mr. Waring stated that his plan is to continue to improve the fields.

NEXT MEETING DATE & ADJOURNMENT:

Ms. Henderson adjourned the regularly scheduled board meeting at 6:32 p.m. The next regular board meeting will be October 16, 2024 at 5:15 p.m. at Juniper Art Guild; 1635 SE Mountain View Dr; Prineville, OR.