

**DOUGLAS COUNTY PARKS ADVISORY BOARD**

**Minutes of Meeting – February 15 , 2018**

9:00 AM

Commissioners Chambers Room 216



**PRESENT:**

Holda Crocker – Chair, Jerry Chartier, Christine Goodwin, Robert Johnson, Don Larson, Rocky Houston

**ABSENT:**

Lonnie Ferber

**GUESTS:**

John Hunter, Diana Wales

**CALL TO ORDER:**

Chair Holda Crocker called the meeting to order at 9:00 AM.

**MINUTES:**

Motion to approve the January 18, 2018 minutes, corrected to reflect Ms. Crocker being absent. Jerry Chartier motioned to approve. Seconded by Robert Johnson

**AGENDA REVIEW:**

Agenda was approved as submitted.

**NEW BUSINESS:**

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**Agenda Item:** New Park  
**Presented by:** Rocky Houston, Director

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Action Item     Informational Item

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**Background**

Douglas County has signed a Purchase and Sale agreement to acquire Discovery Point RV Resort. The sale price is \$1.64 million. The County received an Oregon Parks and Recreation Department Grant for \$650,000 to assist in the acquisition. The County is completing an inspection of the property. If the sale moves forward, the County will close on the sale in early March 2018. We are planning to have a grand opening on May 15, 2018.

With the potential acquisition of Discovery Point RV Resort, the Department is preparing for the planning to operate a new park. As such, we will need to designate the property as park space, define a park name and set a fee structure.

The Department is recommending renaming the park after the defining feature for the area, specifically the Umpqua Dunes. It is the draw for this site. The Department is recommending a camping fee structure that is similar to our other properties in the area. The rates would be based off of the Half Moon Bay price structure.

DOUGLAS COUNTY OREGON  
FILED

MAY 16 2018

PATRICIA K. HITT, COUNTY CLERK

**Action Request**

The Department requests the PAB to make the following motion: Upon closing of the Discovery Point RV Resort, the Parks Advisory Board recommends to the Douglas County Board of Commissioners that it be designated a Douglas County Park. This Park is recommended to be named Umpqua Dunes County Park. The camping fees associated with this park are recommended the Department to set fees that are as follows:

<b>Camping Rates</b>	
<b>Item</b>	<b>Umpqua Dunes</b>
	<b>Weekday // Weekend Rates</b>
<b>Non-Hook Up</b>	\$29/\$35
<b>Partial Hook Up</b>	\$34/\$40
<b>Full Hook Up</b>	\$39/\$45
<b>Extra Vehicle</b>	\$6
<b>Cabins - varied</b>	\$55 to \$169

**OLD BUSINESS:**

Agenda Item: FY 19 Proposed Budget  
 Presented by: Rocky Houston, Director

Action Item     Informational Item

**Background**

This is the draft budget overview that will assist in completing the FY 19 budget. The budget development tools have not been released yet by Management & Finance. The draft budget will be due in mid-February. It will be reviewed at a budget workshop in March and a final budget proposal will be submitted at the end of March. The budget process will then take over to be adopted in June 2018.

This is the draft budget, for review and recommendation:

	<b>FY 19</b>	<b>FY 18</b>	<b>FY 17</b>	<b>FY 16</b>	<b>FY 15</b>
Personnel Costs	\$ 1,301,362	\$ 1,180,986	\$ 1,097,365	\$ 904,877	\$ 853,706
Materials & Services	\$ 735,050	\$ 543,201	\$ 565,075	\$ 713,162	\$ 625,880
O&M Sub-Total	\$ 2,036,412	\$ 1,724,187	\$ 1,662,440	\$ 1,618,039	\$ 1,479,586
Kanipe - O&M	\$ 33,000	\$ 53,191	\$ 48,849	\$ 54,663	\$ 70,533
Kanipe - Capital Outlay	\$ -	\$ -	\$ -	\$ 3,789	\$ 227,259
Capital Outlay	\$ 610,540	\$ 2,552,881	\$ 1,006,500	\$ 416,656	\$ 544,639
<b>Total</b>	<b>\$ 2,679,952</b>	<b>\$ 4,330,259</b>	<b>\$ 2,717,789</b>	<b>\$ 2,093,147</b>	<b>\$ 2,322,017</b>
RV Funds	\$ 323,250	\$ 265,000	\$ 265,000	\$ 293,731	\$ 250,123
Grants	\$ 389,220	\$ 116,983	\$ 103,000	\$ 130,976	\$ 149,724
Fees, Charges, Rents, Other	\$ 1,974,158	\$ 1,268,150	\$ 1,190,591	\$ 972,396	\$ 725,980
Tax Foreclosure Sale	\$ -	\$ -	\$ -	\$ -	\$ 10,549
Kanipe	\$ 33,000	\$ 33,000	\$ 48,849	\$ 38,266	\$ 26,274
<b>Total Revenues</b>	<b>\$ 2,686,628</b>	<b>\$ 3,368,468</b>	<b>\$ 3,284,468</b>	<b>\$ 2,028,940</b>	<b>\$ 3,339,212</b>

**Action Request**

The department requests a motion from the PAB that is in support of the draft budget.

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Agenda Item: Capital Improvement Plan  
Presented by: Rocky Houston, Director

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X  Action Item        Informational Item

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#### Background

The Capital Improvement Plan (CIP) was developed from inventory information collected in late 2017 & reviewing the 2017 CIP. The CIP is made up of (2) parts: Capital Budget and Capital Plan. The Capital Budget is for FY 18 and corresponds with the FY 18 budget request. The Capital Plan is a 5 year plan that identifies projects and potential directions so the Department can plan for these potential expenditures. Both documents are attached.

#### Action Request

The Department recommends approval of the capital plan and capital budget.

#### AUDIENCE PARTICIPATION – AGENDA ITEMS

- John Hunter – Ten Mile  
Discussed the proposed budget and feels personnel costs continue to be high. Discussed the Discovery Point acquisition at length.
- Diana Wales – Roseburg  
Has questions regarding the need for an easement and what it will cost. Inquired about the difference between the grant for Discovery Point and the purchase total. What properties do you anticipate selling and for how much?

#### PARK ADVISORY ACTIONS:

##### Park Naming:

Christine Goodwin moved that the Parks Advisory Board recommend to the Douglas County Board of Commissioners, that our new acquisition in Winchester Bay, be designated a Douglas County Park and that the proposed name be Umpqua Dunes County Park. Jerry Chartier seconded the motion. Motion passed unanimously.

##### Draft Budget:

The department requests a motion from the PAB in support of the draft budget. Christine Goodwin moved to accept the budget as proposed by Rocky Houston. There was no second. Therefore, there is no action on this item by the PAB.

##### Discussion:

Robert Johnson – Would like more discussion to diffuse the confusion surrounding sub-totals.

Holda Crocker - Would like to see a clearer, more concise form.

Rocky Houston explained that the draft budget form is supplied to him by Management and Finance and that it is the one he must adhere to. He will try to submit a more transparent draft budget, with line items, to the Board before final submission.

##### CIP Plan:

The PAB recommends approval of the capital plan and capital budget. Holda Crocker made a motion to approve the CIP plan as presented. Robert Johnson seconded the motion.

## DIRECTOR'S UPDATE:

- Need to post for a coastal Maintenance Tech 1, 2 on-call MT1's and an admin position at the coast. These positions will assist in supporting the new Umpqua Dunes County Park
- The Amacher office is nearly completed. Sewer, water and electrical will be finished soon.
- The Windy Cove A office is nearly completed as well.
- The wayfinding kiosk in Winchester Bay is nearing completion.
- The monument signs at Windy Cove are nearly done.
- The Whistler water project is complete
- The water work at the crab dock is almost complete. New beams are down.

## AUDIENCE PARTICIPATION - NON-AGENDA ITEMS

John Hunter:

- Thank you to the Board for not voting to approve the second action item.
- Concerns regarding the Discovery Point purchase
- Questions regarding public input and the Master Plan

Diana Wales:

- Comments regarding Discovery Point
- Would like some accounting of park sales. Where did proceeds go?
- Discussion regarding viability of passive parks. Would like an open process

## NEXT MEETING:

The next PAB meeting will be March 15, 2018

## ADJOURNMENT:

10:30 AM

Respectfully submitted,

Deb Pack

Assistant to the Director