



# Josephine County, Oregon

Board of Commissioners: Cheryl Walker, K.O. Heck, Simon G. Hare

## **PARKS ADVISORY BOARD**

Doug Richardson, Chair

125 Ringuette Street / Grants Pass, OR 97527

(541) 474-5287 / FAX (541) 474-5288

E-Mail: [swright@co.josephine.or.us](mailto:swright@co.josephine.or.us)

## **JOSEPHINE COUNTY PARKS ADVISORY BOARD**

Monthly Public Meeting Minutes

July 26, 2016 – 3:00 PM

Josephine County Courthouse, Rm 157

**Members Present:** Doug Richardson, Diana Orlor, Dick Fowler, RJ Jackson, Rycke Brown, Sue Fahey, Doyle Nelson and Larry Ford

**Staff Present:** Sarah Wright

**BCC Liaison:** Simon Hare

**Absent:** Bob Chard

**Guests:** Chris and Jennie Huffman

**Quorum:** Established

Meeting was called to order at 3:00 PM by PAB Chair, Doug Richardson

Diana Orlor made a motion to approve Minutes from July 26, 2016 PAB meeting. Larry Ford seconded the motion. PAB voted all in favor. The Minutes were approved unanimously.

### **Items from the BCC:**

Commissioner Hare expressed the need for the PAB goals to be clear and that accomplishments in those goals are key.

Commissioner Hare discussed the Property Sales Program. The sales will provide leverage for grant opportunities and matching funds. The next upcoming sale or auction will be in September.

Hare stated that he recognizes that the Parks Department sometimes faces situations with the public that are in challenging, such as displaced transients, individuals or families in hardship who are seeking overnight accommodations at our campgrounds. He stated that the Parks Staff is not trained to help or deal with the special needs or circumstances that they may have and the Board of County Commissioners will look at how to work with organizations and groups that may now be paying for their sites to stop doing so.

Hare also complimented and thanked Sarah Wright for having a good staff and for carrying the torch as Parks Manager. We are continuing to make good progress.

Hare commented, during discussion of closure of dump stations, that he agrees and does not recommend to advertise as to why we no longer offer the service. In addition, promoting private businesses offering dump stations, or other services, in locations such as in the Parks office, parks or online is not recommended; however a sponsorship program would allow for this type of advertising.

Hare suggested to the PAB that it should be a goal to be sure that all disc golf courses are moved out of the campground areas. Space is an issue and all disc golf courses should be separated from camping recreation. Hare also added that there are county properties that may have potential in creating disc golf courses. It was also suggested that the PAB plan goals for Fall and Winter projects.

**Items from the Public:** Chris and Jennie Huffman were introduced. Chris and Jennie are the Park Hosts at Griffin Park and have been in Parks Volunteer Host Program since September 2015. Chris said they were interested in attending a PAB meeting to learn about the approach and how things are discussed or resolved such as maintenance and repairs and progress in Parks.

There were 2 letters that were addressed to the PAB for review. The first letter was reviewed. The letter contained a complaint regarding a Park Host residing at Almeda. The complaints consisted of feeling harassed to pay a fee after only being at the park for 5 minutes, the dump station being closed, and being harassed during a 2<sup>nd</sup> visit of taking too much water to fill up tank in trailer. After PAB reviewed letter, Sarah responded that the Park Host at Almeda did an excellent job. The Almeda Park Hosts are no longer hosting as they have had a death in the family and chose to depart. Once a park visitor uses facilities, they are required and responsible for paying appropriate fee. Almeda Park has a well with limited water. In regards to dump station, all dump stations have been closed due to costly maintenance. The

dump stations are deteriorating and are costly to continually have pumped. Sue Fahey suggested putting up signs at the dump stations. It was also suggested to post that dump station were closed on our web page. Sarah stated that she does not recommend advertising or posting a service that we no longer provide, as it causes confusion. The PAB discussed signage.

The 2<sup>nd</sup> letter of concern, addressed to the PAB, was reviewed and discussed. A concerned park visitor expressed his concerns regarding the disc golf course at Indian Mary Park. The park visitor wrote in regards to a safety hazard. Discs were being launched at the campsite where camper was staying, landing under parked vehicle, hitting sons chair while sitting and another that came two feet away from camper's head. The visitor is requesting to mitigate the safety hazard before someone gets hurt. Sarah suggested that it would be wise to discuss the safety issues with the disc golf community and about any incidents for safety regarding the discs. Sarah also suggested to the PAB to review all disc golf courses for safety. Larry Ford made a motion to respond to both letters. Rycke Brown seconded the motion.

**Manager Items:** Sarah presented to the PAB the current status of financials, 2015-16 review, and revenue comparisons from the previous year. Sarah stated that we are in an overall healthy status. Annual Day Use Pass sales are up as well as Day Use. Ice is slightly down, however should even out shortly with the upcoming hotter months. Sarah stated that she is currently researching software programs or a system for Indian Mary Park.

Sarah went over the staffing update for parks. Ranger Roy will be retiring on October 1, 2016. The date was changed to an earlier date as previously set. Ranger Roy has done an excellent job for parks. The approved new hires for Park Rangers have been announced. Levi Toler and Steve Harvey are hired as the new Park Rangers. Tony Rodriguez has been hires as a Ranger Assistant.

**Old Business:** Sarah discussed the Schroeder Sewer Project update. The Solid Waste Agency has granted us the funds of just under \$32,000 for the SDT fees in hooking into the city sewer system for the remaining 11 full hook up sites. This project is projected to be complete in late August or early September.

Whitehorse Park Update:

- RFP closed on July 18.
- The Public Works Engineer is helping review SOQ's received
- An Engineer will be chosen and will be contracted to draft construction plans for Whitehorse

Galice Update - BLM is releasing permissions for the Galice CXT. An archaeologist must be present during the install, which will be provided by the BLM. In addition, there must be a vegetation screen to hide the view of the CXT from the river.

No Parking Zones- Public Works will be installing signs shortly at Ennis, Fish Hatchery and Tom Pearce Parks.

**New Business:** The transferrable passes were discussed. There has been a large request from the public for transferrable passes. Sarah suggested, should we offer transferrable passes to the public, she recommends the price to be \$55.00. PAB discussed options. The PAB agreed regarding the price at \$55.00 for 1 transferrable pass, which is equal currently to the cost of 2 Annual Day Use Pass stickers. Larry Ford disagreed on transferrable passes. Sarah also stated she could put out an online survey to the public to receive feedback. Doug Richardson suggested to table discussion for a workshop. Dick Fowler moved to accept the concept of transferrable passes at \$55.00 each. Doyle seconded the motion. The PAB favored the motion with one opposing to recommend to the BCC. The fee structure is presented in October.

New procedures for citation process is in effect. The Rangers as well as Park patrol will be issuing Notice of Violations to non-payers in which those may turn into citations (fines) should they not participate in the dismissal program. The park user that is in violation and receives a notice has 10 days from date of notice to come into the parks office and purchase a pass and pay a dismissal fee. Sarah has purchased 2 new cameras for the Park Patrol vehicles.

**Items from the Parks Advisory Board:** Larry complimented on Griffin Parks as well as some of the other parks that they look well maintained. Sarah stated that we could not make the parks program possible without our volunteer park hosts. Rycke Brown complimented that she could not find one piece of litter at Indian Mary Park. Rycke noticed some sprinklers were not working at Schroeder Park. Sarah stated that all sprinklers should be on and working at this time, but there were some issues previously.

**Miscellaneous:** Sarah stated that she attended the Association of RV and Campground Management Conference held in Colorado. It is a good program and went over starting a park from the ground up. It was great to network and make connections with other recreational businesses. It was interesting to learn that a majority of RVers are either going smaller or larger - excluding mid-sized RVs and that 30 amp is still a standard hook up.

Sarah stated that we have a lot of potential growth for marketing in parks for the winter. Schroeder park may have some possibilities for filling in vacancies.

A discussion on potential development of property on the Applegate River took place. There is not a lot of access to the Applegate river and it would be a great property to develop recreationally. The property discussed is located near the Jackson-Josephine county line. On

another note BLM is ready to proceed with moving the boat ramp at Whitehorse Park. The Whitehorse Park project is in need of public support.

**Action Items:** Alisha to e-mail Doug letterhead for follow up on response letters

Doyle Nelson made a motion to adjourn the meeting with Larry Ford seconding.

Meeting adjourned at 4:56 PM.

**Next Parks Projects Workshop:** Scheduled on August 9, 2016 at 3:00 pm at courthouse in room 157.

**Next PAB Meeting:** August 23, 2016

Respectfully Submitted,

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Alisha Howard, Recorder

Reviewed by the Board of County Commissioners this \_\_\_\_\_ day of \_\_\_\_\_,  
2016.

**Board of County Commissioners**

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*Cherryl Walker, Chair*

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*K. O. Heck, Vice Chair*

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*Simon G. Hare, Commissioner*