

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, February 6, 2023

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Regular Board Meeting Agenda Review – February 20, 2023
 - b. Annual Budget Process Update – Ranch Manager LaPora
 - c. CRR Website Issues Update – President Vickery
 - d. RV Park Reservation System Update – Director Beverage
 - e. RV Park Dump Station Update– Supervisor Mike Knoke
 - f. Heritage House Electrical and Mini Split Update – Supervisor Mike Knoke
 - g. Proposed Snack Shack Rental – Ranch Manager LaPora
 - h. A/R Log Review
- IV. Reminder: BAC Budget Presentation - February 20, 2023 at the Regular BOD Meeting
- V. Vote to Adjourn to Executive Session if Needed

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

Monday, February 20, 2023, 6:00 P.M.

I. CALL TO ORDER: Pledge of Allegiance and Roll Call

Name		Name		Name	
Kari Vickery President		Ara Erdekian Vice President		Mike Dries Secretary	
Randy Peterson Treasurer		Sheryl Jones Director		Julia Randall Director	
Sarah Woolverton Director		Robert Beveridge Director		Daniel Lowe Director	

II. CONSENT ITEMS

- a. Agenda of Regular Meeting – January 16, 2023
- b. Minutes of Regular Session – January 16, 2022
- c. Minutes of Work Session – February 6, 2023

III. COMMITTEE & STAFF REPORTS – Representatives of Committees may request to report on committee's activities since last regular Board meeting. Each person's comments will be limited to three minutes. *(Available Committee minutes and staff reports have been provided in the Board books and on the website.)*

IV. RANCH MANAGER's REPORT –

- a. Collections Report
- b. Website Update

V. OLD BUSINESS

- a. AR Log
- b. Winter Water Damage in CRR Rental Update – General Maintenance Supervisor Knoke
- c. RV Park Software Update – Director Beveridge
- d. Community Garden Project – Vice President Erdekian

VI. NEW BUSINESS

- a. FY 2024 Budget Presentation – Budget/Audit Committee Chair, Herb Parker
- b. Proposed Equine Activities – Sharalyn Hay

VIII. FIRST READINGS

IX. PUBLIC INPUT - Must sign up and identify issues to speak on before meeting starts and individuals will be limited to three minutes unless additional time is allowed by the President.

X. PREVIEW OF WORK SESSION – March 6, 2023

XI. ANNOUNCEMENTS & WRAP-UP:

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

Revised Remaining CRR FY 2022-23 Budget Calendar

Date	Time	Type	Agenda
Monday, Feb. 20, 2023	6:00 pm	BOD Public Meeting	First read of FY 2024 Operating Budget, FY 2024 30-Year CRP, FY 2024 Fee Schedule BAC Chair presentation
Monday, Mar. 20, 2023	6:00 pm	BOD	Second read and adoption of FY 2024 Operating Budget, FY 2024 30-Year CRP and FY 2024 Fee Schedule
Monday, August 14, 2023	10:00 am	BAC	CRR Auditors' Report on FY 2022-23 Financial Statements (noted as a DRAFT)
Saturday, August 19, 2023	9:00 am	Annual Meeting	Treasurer's Report at MacPherson Park

Rev 2 2 23

**Crooked River Ranch Club & Maintenance Association
Website Options**

**Crooked River Ranch website went down Thanksgiving 2022 weekend
Unable to recover due to corrupted information**

Contacted 4 different companies to provide the following information:

Demonstration

Hosting

Website Design/Build Out

Training for Staff

Migration of Historical Data

Ongoing Support/Maintenance

Week of 01/31/22- 02/03/22- Demonstrations scheduled and completed

Quotes received by 02/03/22- For consideration by the Board of Directors at the Work session meeting on 02/06/23.

	Option One	Option Two	Option Three	Option Four
Hosting	WP Hosting Server \$275-\$475/monthly	Cloud	Cloud	Cloud
Media storage	Dependent on usage of server	Unlimited	Dependent upon plan purchased 50Mb-100Mb	Unlimited
Timeline	2 months	6 months	3 months	2-3 months
Ease of User for End User	Difficult	Difficult	Easy	Easy
Migration of Historical Data	Move all historical data	Up to 200 pages	Move all historical data	150 pages and 3 years of meetings are migrated at the base price. Additional is \$250 per 50 pages
Add Ons	At additional cost per	Numerous Add on at additional cost	At additional cost per	Numerous at additional cost
Implementation Costs	\$12,645.00 – 17,845.00	\$15,300.00	\$9000 Website build \$283 Cloud Hosting	\$850.00

Support Post Implementation	\$450/3 hours Addn'l hours billed at \$150/hour	Free	Free – 30 days post Go Live \$40 per hour after first half hour	Included in Annual fee
Annual costs	\$1500	2 yr. - \$4725.00 3 yr. - \$4961.25	\$283/monthly	\$4758.00
Monthly Costs	\$1100	Free	\$283	Included in Annual fee but equals \$396.50 monthly

RV PARK RESERVATION SYSTEM UP DATE

COMPLETED TO DATE

1. Completed demos for Firefly and Hercules reservation systems
2. Site information collected, pedestal amps, length and width.

HERCULES.

1. Positive
 - fills all the required “must have items”.
 - They do all the set up.
 - They complete the inter-active map.
2. Negative
 - Demo did not do justice to the system.
 - a little more involved in making in house reservations
 - Park rules are on a separate link
 - Fees and on going charges.
 - Basic cost: \$864 (includes \$320 support fee, 5 hours)
 - Set up \$799
 - 3.5% of on-line reservations
 - No outside advertising.

FIREFLY.

1. Positive;
 - Fills the “Must have list”
 - We can do the set and Firefly tech assists
 - Wait list for reservations
 - Park rules appear during sign up process

- Put our Park on Reserve America and RV Parky (10% per reservation fee)
- Fees and Charges
 - \$3.50 per on line reservation
 - No charge for set up support or on-going tech support

1. 2. Negative

- Relatively new 200 parks using system, new sign ups expected to be 800 by the summer season
- Must use Basys or Stripe CC Merchant account
- February 2023 compatible with Quick Books Enterprise, Maybe March

2. Summary

- Cathy and I believe both system would do the job
- We recommend FireFly primarily because of the fees and charges
- We can start building the system tomorrow
- I believe we can use the step by step program and build this on site. The advantage to that is we will know the system inside and out.
- The financial issue is the major item at this point.

NEXT STEPS

1. Confirm we can use one of these merchant accounts with or in house systems
2. Complete the up date of park site map
3. Set up the merchant account
4. Begin the build

RECOMMENDATION:

Approve go ahead with FireFly. No charges of any kind, we can cancel at any time.

RV Park Supervisor (Cathy) approves and is comfortable with the system and our doing or participating with FireFly in building the system

AR Log for February 6, 2023

AR Log for February 6, 2023					COMMENTS
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION		
1 M Knoke Sheryl Jones	Fire Abatement Project No. 1 - CRR owned properties	On-going	To reduce fire danger, all CRR-owned property to be surveyed for junipers and other brush to be limbed up or removed working with Well Springs, CRR Fire Department and Ranch personnel.	1/3/23 - Director Jones presented a grant that could provide significant funding for fire mitigation. Due date for the grant is the end of January. 1/16/23-Scheduled meeting CRR Fire and partners held on January 10. 2023 - group discussed plans for upcoming fire abatement work based on risk assessment.	
2 M Knoke Randy Peterson	Fire Abatement Project No. 2 - Lower Pasture	On-going	To reduce fire danger on lower pasture.	11/7/22 Work Party was effective at cutting trees, removing rocks, pipe and other obstructions to facilitate future mowing. Next work date needs to be determined to remove small trees/limbs/brush. Need to discuss disposal with Fire Department. 11/21/22 New date needs to be set for next work party tentatively set for December. 12/19/22 Review again in March. 2023 - 1/16/23 - No change	
3 M Knoke Sheryl Jones	Fire Abatement Project No. 3 - BLM Project	On-going	To reduce fire danger, all public lands adjoining CRR-owned properties. Ranch personnel and volunteers are working with BLM to identify areas of need. The total acreage on this project is about 1031. Areas are on the south side of the ranch and along the Deschutes River. Also 10 acres near Otter Bench Trailhead	12/5/22 - BLM is completing burning disbris piles from the thinning project. 12/19/22 - two areas left to burn before completion. - 1/16/23 No change	
4 K Vickery	Commercial Loop Improvements	On-Going	Clean up appearance of Commercial Loop.	11/7/22 Fence Supply issues continue to be a factor in completing the required fencing. Convex will be painted when weather permits. 1/3/23 Fencing color has been updated. Convex will be painted when weather is	
5 M Knoke, M Dries, J Randall	Heritage House Improvement Project	New	Engineering firm is reviewing for recommendations	Engineering Firm has taken photos for review and will create plan. 12/19/22 - Mike Knoke reviewed recommendations with electrical contractor and referred back to engineering firm for clarification and changes. 1/16/23 Contractor has draft drawing. An estimate is being worked up so job can be sent out for bid.	