

DOUGLAS COUNTY PARKS DEPARTMENT

Parks Advisory Board

Agenda

BOC Room 216

Thursday, October 2nd, 2025



The Parks Advisory Board meeting is scheduled for 90 minutes. The Board may elect to continue the meeting for 30 minutes additional upon quorum approval of the Board.

10:00 am - Call to Order

Chairperson

Roll Call:

○ Jerry Chartier, Chair ○ Jeana Beam ○ Phil Bigler ○ Troy Wilder ○ Craig Ferber

- **Approval / Amendment of Minutes**

Chairperson

- **Review Agenda**

Chairperson

- **New Business**

Director

- Adopt-a-Park North Myrtle
- Veterans Discount Program FY 2025 Review
- Whistlers Bend County Park Name Change
- FY 2025 Financial Results & Campground Usage

- **Old Business**

- Pass Creek

Director

- **Park Advisory Actions:** Park Advisory Board will take actions on items heard in New and Old Business.

Chairperson

- **Citizen's Questions/Comments on Agenda Items Only***

Chairperson

- **Directors Update**

Director

- Construction Project Updates
- Grants-Awarded
- Grants-Submitted

- **Parks Advisory Board Comments**

Chairperson

- **Good of the Order**

Chairperson

- **Adjournment**

Chairperson

In compliance with ORS 192.610 to 192.690, we will accommodate any member of the public who wishes to submit or provide public comment on agenda items. Members of the public who wish to comment can do so: (1) in-person, (2) by submitting via email to mpwall@co.douglas.or.us or (3) by virtual format via Zoom Meeting at <https://us06web.zoom.us/j/88649664884?pwd=Ws1pOjJFvJtU3XYhAJ9VzZa3v6k31H.1> Passcode: 968571 To view the live stream of the meeting, please visit: <https://www.youtube.com/@douglascountyorogov>

DOUGLAS COUNTY PARKS ADVISORY BOARD

Minutes of Meeting – June 5, 2025

10:00 AM

Room 216 – Douglas County Courthouse



PRESENT:

Jerry Chartier - Chair, Phil Bigler - Vice Chair, Jeana Beam, Troy Wilder, Craig Ferber, Mark Wall

ABSENT: None

GUESTS: Diane Phillips, M.A. Hansen

CALL TO ORDER:

Chair - Jerry Chartier called the meeting to order at 10:00 AM

MINUTES:

Minutes of December 19, 2024, reviewed and approved.

AGENDA REVIEW:

Agenda reviewed and approved.

NEW BUSINESS:

Reviewed FY 21-25 CIP

- FY 21-25 CIP was provided to PAB members showing accomplishments, cancellations, and uncompleted items.

Reviewed FY 26-30 CIP

- FY 26-30 CIP will serve as a guide to prioritize needs and provide a rough timeline for implementation of projects.
- Annual review of the Capital Improvement Plan going forward to see what has changed once CIP is finalized.
- Coast generates 60-70% of Douglas County Parks revenue.

Campground Occupancy Rates

- Overall campground occupancy rates are down about 2% with renovations going on at several parks.

FY 26 Budget Reviewed

- Budget expected to be approved in June. Mark is predicting revenue will be up about 6% overall.
- Operating expenses are up approximately 1%.

OLD BUSINESS:

Pass Creek & Green Oaks

- Pass Creek and Green Oaks Parks will go to auction on July 15th, 2025. The bridge for Green Oaks was sold and has been removed.

Happy Valley Boat Ramp

- The Adopt-A-Park volunteer has been closing the gate every night and is having complaints and issues with some people after dusk.

CITIZENS QUESTIONS AND COMMENTS:

Diane Phillips

- She expressed that the PAB agenda is not available for the public to review prior to meeting. She would like the Master Plan updated and CIP available for public access.

M.A. Hansen

- Asked how long the Master Plan has been out and who oversaw developing it. Commented that she appreciated all the questions Jeana asked during the meeting.

PARK ADVISORY BOARD ACTION:

Motion by Phil Bigler to approve a 5-year capital improvement plan for FY 26-30. Motion seconded by Troy Wilder. Motion passed unanimously.

DIRECTOR'S UPDATE:

Capital Project Update FY 26

- Umpqua Dunes Phase III will be completed by the end of June 2025. We are hoping to open by July 4th, 2025, to accommodate guests on the waiting list.
- Stanton Phase I & II will be finished in June. RFP will go out for landscaping.
- Stanton Phase III will go out to bid this week and construction will start in the fall.

Grants – Awarded

- Whistler's Bend Phase II
- Stanton Park Phase III

Grants – Pending

- River Forks Dog Park
- OSMB grant to replace East and West boat docks at Cooper Creek and redo parking lots.

PARK ADVISORY BOARD COMMENTS:

Jerry Chartier asked if we keep demographics of our parks. Jody Wilson has been keeping track

of them per Mark Wall.

Troy Wilder would like to see a recap of the veteran discount statistics since the discount program changed.

GOOD OF THE ORDER:

NEXT MEETING:

The next PAB meeting will be held October 2, 2025.

ADJOURNMENT:

Adjournment at 11:25 AM

Respectfully submitted,

Jenn Monroe

DOUGLAS COUNTY PARKS DEPARTMENT

Parks Advisory Board



Agenda Item: North Myrtle Adopt-a-Park Application
Presented by: Mark Wall, Director

☒ Action Item ☐ Informational Item

Background:

Orbie Meshew would like to help us manage the North Myrtle County Park by entering into an Adopt-a- Park agreement with Douglas County. His application is attached which includes the proposed scope of work

ADOPT-A-PARK

APPLICATION

PLEASE PRINT

Name of Park: North Myrtle Park

Entire Park ☒ YES / NO ☐ If No, designated area of park: _____

DEBBIE MESHUE

(Sponsor)

Sept 2, 2025

(Date of Application)

812 Bond St Myrtle Creek

(Mailing Address)

meshueorbis@gmail.com

(Email Address)

OR 97457

(City, State, Zip Code)

Orbis Meshue

(Name of Contact Person)

541-863-9282

(Day Phone Number)

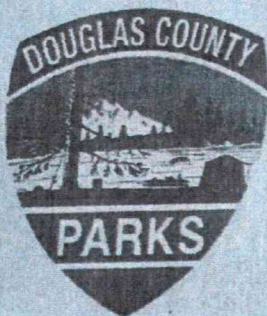
- Approximate number of people participating.
- Desired length of term of adoption in years (2 year minimum).

myself

2

Proposed Activities:

Clean-up, Mowing, fix up softball field, hopefully
some erosion control, etc.



Submit this form to:

Douglas County Parks Department
1036 SE Douglas Ave. Roseburg, OR 97470
Phone: (541) 957-7001
Email: parks@douglascountyor.gov

DOUGLAS COUNTY PARKS DEPARTMENT

Parks Advisory Board



Agenda Item: Veterans Discount Program

Presented by: Mark Wall, Director

___ Action Item _X_ Informational Item

Background:

Back in June 2023, the Parks Advisory Board approved a change in the Veterans Discount program from one that provided a maximum of ten free (or heavily discounted) nights to only those qualified disabled veterans to one that offered a 10% discount to all qualified veterans.

The discount was also expanded to include Yurts and cabins and there are no limits on how many discounts a veteran may use. The previous program was limited to a maximum of ten free or discounted nights.

Here are the results of the program change for the fiscal years FY 2024 & FY 2025

	<u>FY2023*</u>	<u>FY2024</u>	<u>FY 2025</u>
# of Vets Served	304	352	310
Total \$ Discount	\$43,506	\$23,902	\$8044
# Transactions	304	382	423
\$ Value/Transaction	\$143	\$68	\$19
# Vets Registered	950	1,046	1,358

*Old discount program

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Agenda Item: Whistlers Bend County Park Name Change
Presented by: Mark Wall, Director

☒ Action Item ☐ Informational Item

Background:

Whistlers Bend is our premier inland park. Recreational amenities include fishing, tubing, boating, camping, and a world class disc golf course that draws customers not just from the local area but regionally and nationally too. There is a sign at the front entrance that was put up a number of years ago calling the park “Whistlers Bend Recreation Area”. The park, however, is officially and simply known as “Whistlers Bend County Park”.

I would like to formally change the name of the park to “Whistlers Bend Recreation Area”. This is a better name for what this park actually provides the public and I believe the name change will help us market the park better and attract more customers.

If this name change is approved our first step will be to work with ODOT and update signage on Highway 138. This signage would include the name change and include recreation icons to better explain what this park has to offer and hopefully get more people, particularly tourists, to turn off the highway and explore our park. The current signage is uninspiring and does little to convey what this park really offers.

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Agenda Item: FY 2025 Financial Results & Campground Usage
Presented by: Mark Wall, Director

___ Action Item X Informational Item

Background:

The attached spreadsheet summarizes the Departments unaudited financial results for FY 2025. It excludes capital project expenditures and land sales to focus on operating and non-operating revenue, O&M grant support, and expenses. Some key takeaways from this spreadsheet

- Operating revenue was \$2,666,990 versus budget of \$2,692,000 for a negative variance of \$25,010 (-0.9%).
- Other revenue was \$175,746 versus budget of \$157,987 for a positive variance of \$17,759 (+11.2%)
- O & M Grant revenue was \$740,337 versus budget of \$652,067 for a positive variance of \$88,270 (+13.5%)
- Total Revenue was \$3,583,073 versus budget of \$3,502,054 for a positive variance of \$81,019 (+2.3%)
- Personnel expenses were \$1,668,323 versus budget of \$1,811,486 for a savings of \$143,163 (-8.9%)
- Operating expenses were \$1,389,666 versus budget of \$1,334,542 for a negative variance of \$55,124 (+4.1%)
- Total expenses were \$3,057,989 versus budget of \$3,146,028 for a savings of \$88,039 or (-2.8%)
- Capital equipment purchases were \$287,418 versus budget of \$250,000 for a negative variance of \$37,418 (+15%)

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- Residual cash flow available for capital construction projects was \$237,666 versus budget of \$106,026 for a positive variance of \$131,640 (124.2%)

Campground Usage

Campground usage decreased from 42,302 overnight stays in FY 24 to 41,261 overnight stays in FY 25, a decrease of 1,041 overnight stays or (2.4%). This change reflects the closure of Pass Creek on September 15, 2024 and the closure of the upper campground at Stanton for construction on September 15, 2024. The table below shows where these changes in use occurred.

Campground	FY 24	FY25	Delta
Sand Camp	1,188	1,184	(0.4%)
Triangle Road	758	1,047	38%
Half Moon Bay	6,584	6,759	2.7%
Umpqua Dunes	10,613	10,606	0.0%
Windy Cove A	3,219	3,562	10.6%
Windy Cove B	6,583	6,355	(3.4%)
Ork Rock	13	29	123%
Van Slyke Staging Area	18	66	266%
Sub-Total Coast	28,976	29,608	2.2%
Mildred Kanipe	300	242	(19.3%)
Pass Creek	1,613	0	n/a
Amacher	932	1,010	8.3%
Whistlers Bend	5,325	5,183	(2.6%)
Miwaleta	2,598	3,035	16.8%
Stanton	2,558	2,183	(14.7%)
Sub-Total Inland	13,326	11,653	(12.6%)
Total All Parks	42,302	41,261	(2.4%)

Parks FY 2025 Budget Summary

Account	Budget	Actual	Delta	
PK Park/Camping Revenues	\$2,511,000.00	\$2,461,063.87	(\$49,936.13)	
PK Park/Camping Reserva Fees	\$121,000.00	\$135,400.85	\$14,400.85	
PK Special Event Permit Fees	\$20,000.00	\$20,579.25	\$579.25	
PK Park/Camp Pavilion Rental	\$40,000.00	\$49,946.50	\$9,946.50	
Sub-Total Operating Revenue	\$2,692,000.00	\$2,666,990.47	(\$25,009.53)	99.1%
PK Land/Building Rent/Lease	\$116,863.00	\$65,471.15	(\$51,391.85)	
PK St/Fed OR OEM FEMA	\$0.00	\$40,596.02	\$40,596.02	
PK Sale of Inventory	\$17,000.00	\$30,125.00	\$13,125.00	
PK Land/Building Rent/Lease	\$18,624.00	\$15,892.14	(\$2,731.86)	
PK Misc Subroga Claim Recov	\$0.00	\$9,262.07	\$9,262.07	
PK Sale of Surplus (noninv)	\$2,000.00	\$8,775.00	\$6,775.00	
PK Expense Reimbursements	\$2,000.00	\$2,607.28	\$607.28	
PK Miscellaneous Revenues	\$1,500.00	\$2,168.50	\$668.50	
PK Expense Reimbursements	\$0.00	\$836.43	\$836.43	
PK Restitution	\$0.00	\$11.91	\$11.91	
Sub-Total Other Revenue	\$157,987.00	\$175,745.50	\$17,758.50	111.2%
PK Shared Rev RV Licenses	\$368,000.00	\$360,858.02	(\$7,141.98)	
PK St/Fed OR Parks & Recreat	\$199,104.00	\$226,405.66	\$27,301.66	
PK St OR St Marine Board	\$0.00	\$68,090.00	\$68,090.00	
PK St OSMB Anti Trust Settle	\$66,963.00	\$67,562.50	\$599.50	
PK Shared Rev RV Licenses	\$18,000.00	\$17,420.73	(\$579.27)	
Sub-Total O & M Grants	\$652,067.00	\$740,336.91	\$88,269.91	113.5%
Total -All Revenue	\$3,502,054.00	\$3,583,072.88	\$81,018.88	102.3%
PK Regular Employees	\$957,130.00	\$950,671.42	(\$6,458.58)	
PK Temporary Employees	\$35,300.00	\$10,021.93	(\$25,278.07)	
PK Overtime	\$5,000.00	\$1,667.91	(\$3,332.09)	
PK Medical & Dental Insurance	\$291,266.00	\$224,079.92	(\$67,186.08)	
PK Pd Family & Med Leave Ins	\$3,990.00	\$3,740.16	(\$249.84)	
PK PERS	\$430,029.00	\$393,919.81	(\$36,109.19)	
PK Social Security	\$76,303.00	\$71,528.85	(\$4,774.15)	
PK Unemployment	\$1,496.00	\$1,480.95	(\$15.05)	
PK Worker's Compensation	\$10,972.00	\$11,212.13	\$240.13	
Sub-Total Personnel Expenses	\$1,811,486.00	\$1,668,323.08	(\$143,162.92)	92.1%
PK Other Materials Supplies	\$5,000.00	\$0.00	(\$5,000.00)	
PK Software Rental	\$9,000.00	\$0.00	(\$9,000.00)	
PK Software Maintenance	\$3,000.00	\$0.00	(\$3,000.00)	
PK Liability Claims	\$2,500.00	\$0.00	(\$2,500.00)	
PK Photos & Copying Dup Svcs	\$100.00	\$0.00	(\$100.00)	
PK Adv/Publicity Brochures	\$4,500.00	\$3,293.67	(\$1,206.33)	
PK Assessments	\$1,200.00	\$1,382.88	\$182.88	
PK B&G Maint Custodial Suppl	\$24,000.00	\$20,803.28	(\$3,196.72)	
PK B&G Maint Landscaping	\$30,000.00	\$13,311.01	(\$16,688.99)	
PK B&G Maint M&R Contracts	\$130,000.00	\$183,023.53	\$53,023.53	

PK B&G Maint Sanitation	\$40,000.00	\$44,920.08	\$4,920.08	
PK B&G Maint Structural M&R	\$23,000.00	\$0.00	(\$23,000.00)	
PK Bank Card Fees	\$120,350.00	\$129,926.76	\$9,576.76	
PK Building & Grounds Maint	\$70,000.00	\$94,017.12	\$24,017.12	
PK Communication Cell Phones	\$7,000.00	\$8,139.92	\$1,139.92	
PK Communication Internet	\$67,442.00	\$81,634.51	\$14,192.51	
PK Communication Telephone	\$1,000.00	\$331.34	(\$668.66)	
PK Convention School Seminar	\$4,000.00	\$3,604.00	(\$396.00)	
PK Dues and Memberships	\$1,800.00	\$1,500.00	(\$300.00)	
PK Equip/Vehicle Copy Mach	\$200.00	\$275.20	\$75.20	
PK Equip/Vehicle Maint	\$40,000.00	\$46,768.99	\$6,768.99	
PK Equip/Vehicle Rent	\$500.00	\$2,489.32	\$1,989.32	
PK Equipment-Noninventory	\$67,000.00	\$83,957.02	\$16,957.02	
PK Postage	\$250.00	(\$2,045.76)	(\$2,295.76)	
PK Equip-Noninv Computer Rep	\$3,400.00	\$682.20	(\$2,717.80)	
PK Fire/Liab Interdept Charge	\$14,200.00	\$14,200.00	\$0.00	
PK Fuel and Oil	\$3,900.00	\$2,797.93	(\$1,102.07)	
PK Furniture and Equipment	\$77,000.00	\$36,911.72	(\$40,088.28)	
PK Interdept Vehicle Expense	\$70,000.00	\$81,627.50	\$11,627.50	
PK Laboratory and Testing	\$3,850.00	\$3,533.00	(\$317.00)	
PK Legal Publication Printing	\$250.00	\$189.24	(\$60.76)	
PK License and Permit Fees	\$21,000.00	\$41,811.93	\$20,811.93	
PK Misc Lodging Tax	\$0.00	\$1,279.27	\$1,279.27	
PK Misc NSF Checks	\$0.00	\$135.00	\$135.00	
PK Office Supplies & Expenses	\$5,000.00	\$3,930.88	(\$1,069.12)	
PK Other M&S Signs	\$6,000.00	\$9,483.45	\$3,483.45	
PK Other Professional Service	\$30,000.00	\$20,494.52	(\$9,505.48)	
PK Pre-employment Testing	\$500.00	\$2,553.65	\$2,053.65	
PK Safety Supplies	\$1,000.00	\$926.58	(\$73.42)	
PK Software	\$8,600.00	\$8,392.04	(\$207.96)	
PK Tools	\$2,000.00	\$1,574.41	(\$425.59)	
PK Transfers To Salmon Harbor	\$95,000.00	\$84,928.16	(\$10,071.84)	
PK Travel	\$4,000.00	\$4,455.05	\$455.05	
PK Uniforms & Uniform Allow	\$5,000.00	\$5,854.58	\$854.58	
PK Utilities Electric	\$120,000.00	\$113,148.44	(\$6,851.56)	
PK Utilities Garbage	\$80,000.00	\$102,565.88	\$22,565.88	
PK Utilities Heat	\$2,000.00	\$1,520.49	(\$479.51)	
PK Utilities Water and Sewer	\$105,000.00	\$104,336.99	(\$663.01)	
PK Volunteer Services Stipnd	\$25,000.00	\$25,000.00	\$0.00	
Sub-Total Operating Expenses	\$1,334,542.00	\$1,389,665.78	\$55,123.78	104.1%
Total-All Expenses	\$3,146,028.00	\$3,057,988.86	(\$88,039.14)	97.2%
Revenue minus Expenses	\$356,026.00	\$525,084.02	\$169,058.02	147.5%
Less Capital Equipment Purchases	\$250,000.00	\$287,417.60	\$37,417.60	115.0%
Residual Cash Flow	\$106,026.00	\$237,666.42	\$131,640.42	224.2%