

**CROOK COUNTY PARKS & RECREATION DISTRICT  
296 S. MAIN STREET  
PRINEVILLE, OREGON 97754**

The regular 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 Drive; Prineville, OR on April 12, 2023 was called to order by Ms. Henderson at 5:15 p.m.

**BOARD MEMBERS:** Darlene Henderson, Ruthie McKenzie, Carol Benkosky, Barbara Punch, Randy Winders

**STAFF:** Donna DeHaan, Susie Heath (Zoom), Steve Waring, Cassy Sykes (Zoom)

**GUESTS:** Carrie Bauer, Sherril Wallace, Teri Huntley, Jeff Huntley

**PUBLIC COMMENTS:** Ms. Wallace addressed the board stating she wants a new pool.

**ADDITIONS TO AGENDA:** Resolution endorsing the petition of Vitesse, LLC for the annexation of property into Crook County Parks and Recreation District.

**FOUNDATION REPORT:**

- Mr. Waring gave an update on the Stryker Playground 2–5-year-old area
- The fishing derby will be held on May 13, 2023 at Haystack Reservoir

**MANAGEMENT REPORT:**

- Mr. Waring, Larry Penington and Ms. DeHaan attended Bureau of Reclamation grant training in Bend
- Ms. Benkosky and Mr. Waring submitted a grant for Stryker Park inclusive area
- The musical instrument installation at Stryker Park is moving forward
- In the first month of employment, Mr. Waring is accessing parks and meeting with stakeholders
- This coming Friday Mr. Waring is attending the ORPA Director’s retreat in Hood River
- Ms. Henderson asked what work plans were. Mr. Waring explained staff is updating their individual work plans to let everyone know what they are working on and the status
- Mr. Waring stated he and Larry Penington were out looking for puncture vine/goat-heads at the bike park and no seeds were found. The contracted pesticides technician will be coming in the next week or so to start spraying

**PRIOR MINUTES:**

Ms. McKenzie made a motion to approve the board meeting minutes from March 8, 2023 as presented; Ms. Benkosky seconded; motion carried.

Ms. McKenzie made a motion to approve the board meeting minutes from March 23, 2023 as presented; Ms. Benkosky seconded; all in favor.

**FINANCIAL REPORT:** Mr. Winters stated he feels like there should be more financial reports as he feels something is missing when the board is just approving checks. Ms. Sykes will have reports in May or June for the board.

Mr. Winders made a motion to approve ck #42683 through #42765; Ms. Punch seconded; all in favor.

- Ms. Benkosky asked about check #42761, Pauly Rogers. Ms. DeHaan stated that was payment to the auditors.
- Ms. Benkosky asked about check #42704 for Milann Farms. Ms. Sykes stated it was the transport cost for playground chips. Ms. Benkosky asked where the bark was placed and if it was put in city parks if we had billed the city. Ms. DeHaan stated she would check with Mr. Penington.
- Ms. Benkosky asked about check #42696 for Double F Welding. Ms. DeHaan stated it was for the Crooked River Park Pumphouse.

**NEW BUSINESS:**

**RESOLUTION FOR FACEBOOK/META ANNEXATION OF PROPERTY INTO THE CROOK COUNTY**

**PARKS AND RECREATION DISTRICT:** Ms. Benkosky made a motion to adopt the Resolution Endorsing The Petition of Vitesse, LLC for the Annexation of Property into the Crook County Parks and Recreation District; Ms. McKenzie seconded; all in favor. The next resolution number will be given to this paperwork and Ms. Henderson and Ms. McKenzie will stop by the district office to sign.

**PERSONNEL BUDGET FOR FY 2023-2024:** Ms. Sykes gave a presentation regarding the personnel budget and the compensation study performed by HR Answers. The compensation study was received Monday night. Each CCPRD position was evaluated against three survey sources and was given a Geo leveled base salary range with a minimum, median and maximum salary. There was one position that was below the Geo leveled base salary range minimum and one that was above the maximum salary range.

There were four variations of the pay scale presented to the board as follows:

- Pay scale based on compensation study
- Pay scale with 5.7% COLA increase
- Pay scale with 8.7% COLA increase
- Pay scale for prior fiscal year with 3% increase

Mr. Winders asked about the salary survey pay scale. Mr. Waring stated it was using the minimum and maximum from the Geo leveled salary range.

Using the 5.7% COLA increase pay scale would put the district personnel budget at 69% of the operating fund. Using the 8.7% COLA increase increases the district personnel budget to 70% of the operating fund. Using the prior fiscal year pay scale with a step increase of 3% puts the personnel budget at 66.3% of the operating fund. For comparison, last year's personnel budget percentage was 53%.

The increases in the personnel budget are related to adding an athletic coordinator, increased payroll taxes, increased worker's compensation, increased retirement, 5% increase for health insurance, and increased health deductible reimbursement. Ms. Henderson asked if the executive director's compensation was reflected in this calculation and the answer is yes.

Concerns with the high percentage of the budget going to personnel are:

- Revenues are not increasing at the same rate as personnel
- With continued increases, the budget will not be sustainable
- If the 5.7% or 8.7% COLA increase is approved, the district may not have adequate revenues to cover operating expenses

Recommendations to the board:

- Approve the prior fiscal year's pay scale with a 3% step increase for all employees
- Over the next year revise the pay scale using the compensation study results and devise methodology to use in future fiscal years

Ms. Punch posed the question if the district would lose employees to higher paying jobs if the pay scale was not increased. Mr. Winders wants to make sure employees are being paid fairly based on the salary survey as one mistake government entities make is they stop paying employees COLAs as they say they cannot afford it and down the road the district is behind in wages again and the board will be revisiting this again.

Ms. McKenzie made a motion to adopt a 3% pay increase for each employee based on the prior fiscal year pay scale as presented and going forward for future personnel budgets, the board will use the presented salary survey pay scale; Mr. Winders seconded; all in favor.

Ms. Punch made a motion to adopt a 3% increase per staff recommendation in personnel budgets for the RV Park, Ochoco Lake, Haystack Reservoir and the General Fund; Ms. McKenzie seconded; motion carried.

**GOOD OF THE ORDER:**

Ms. Henderson asked what the members thought of the new agenda format. They stated it was going to take some getting used to.

The schedule for upcoming meetings will be:

4/27/2023 Budget committee meeting to approve the budget starting at 6 p.m.

5/24/2023 Budget hearing and regular business

6/28/2023 Transfers and resolution to adopt the budget and regular business

Ms. Henderson will be out of town in May and will try to Zoom in for the meeting.

Mr. Waring needs to go to Florida the end of May, but will Zoom in if out of town.

Ms. Punch asked why the budget hearing is on the particular date of 5/24/2023. Ms. Sykes stated it was to adhere to advertising requirements.

**NEXT MEETING DATE & ADJOURNMENT:**

Ms. Henderson adjourned the regularly scheduled board meeting at 7:01 p.m. The next board meeting will be the budget committee meeting on April 27, 2023 at 6:00 p.m. at Juniper Art Guild; 1635 SE Mountain View Drive, Prineville.