

MINUTES
Chehalem Park & Recreation District Budget Committee
Annual Budget Meeting
125 S. Elliott Road
Newberg, OR 97132
6:00 p.m. April 4, 2023

- I. Meeting called to order by Don Loving, 6:03 p.m., recessed until Elizabeth Comfort arrived. Comfort arrived 6:06 and meeting began.

A. Budget Committee Members

Elizabeth Comfort
Elijah Dickson
Mike McBride
Jim Talt
Andrew Yinger

B. Board of Directors

Gayle Bizeau
Don Loving
Jim McMaster
Lisa Rogers

Excused: Bart Rierson

C. CPRD Staff

Richard Cornwell
Casey Creighton
Julie Petersen
Kat Ricker
Heidi Smith

D. Public

Jason Fields
Matthew Smith
Art Gregory (golf course employee & committee member)
Tom Hammer

II. Election of Budget Committee Officers

President: Elizabeth Comfort

Motion: Jim McMaster
Second: Mike McBride
Approved unanimously

Vice President: Jim Talt

Motion: Don Loving
Second: Mike McBride
Approved unanimously

Secretary: Andrew Yinger

Motion: Lisa Rogers

Second: Mike McBride

Approved unanimously

III. Approval of agenda and meeting dates

Motion: Gayle Bizeau

Second: Lisa Rogers

Approved unanimously

IV. Budget message delivered by Budget Officer

Budget Officer Don Clements talked about the Budget Overview. He projected that there will be an unappropriated ending balance of approximately \$6 million and clarified that there are projects which may need to be paid for with this, such as roof replacements for roofs which leak. Lisa Rogers said she was surprised then that there are no pay increases budgeted, even though an 8 percent COLA was scheduled; Clements said that he gave technician-level employees a Step increase, but not higher-level staff, and reminded the committee that a substantial pay increase had been given across the agency. Comfort said she wanted to avoid a lot of personnel compensation discussion, as that belonged to the Board of Directors to discuss. McMaster said that if we do not keep up with COLA increases, then we would fall behind down the road.

V. Discussion and public comments - No public comments at this time.

VI. Overview of funds

- A.** General Fund - Comfort asked whether unspent ending balance should be placed into Contingency Fund - 3 to 6 mo. operating expenses, for a clearer financial narrative. Clements said he felt comfortable with the budget the way that it was. Discussion. Talt supported Comfort's suggestion, citing transparency as a main reason, and said there was too much padding/float in the budget. McBride agreed. Loving said he would support three months' worth, which Comfort and Clements said would be \$1.5 million.

Discussion of proposed Renne Field renovation project (Drafted IGA with NSD is under discussion.). See page 128, under New Development. Target date of completion: June 2024. Talt asked how likely the budgeted \$1.5 was to be spent in this budget year and Comfort raised the idea of moving it from Projects (Capital Improvement and Replacement Request) and into Contingency instead, in order to budget true expenditures for the 2023-24 Budget. Clements said he believed that this is more forthright, because it shows where the money would be spent if we had it. Discussion: Comfort moving toward clear Beginning and End Balance.

B. Equipment & Major Maintenance Fund

Bizeau asked about Loan Service Fund; Clements and Creighton explained it.

McMaster asked about health insurance. Heidi Smith expects close to 8 percent increase; Clements said he budgeted 10 percent in order to budget for a high increase.

Talt asked about the Aquatic Odyssey which had been budgeted in previous year; McMaster said it had been determined that it would not be practical, so project was

dropped.

- C.** System Development Fund - Comfort reminded that debt for pool renovation had been moved here. Bizeau asked about SDC increase that was budgeted. Discussion: Clements explained Board-approved strategy for yearly increases of SDC fees. McMaster said most parks and playgrounds had been built through SDCs.
- D.** Loan Service Fund - No discussion.
- E.** Bond Debt Fund - No discussion.

VII. Public comments - None

Comfort reiterated her proposal to increase Contingency (See page 33) from \$117,902.00 to \$1.5 million, and reduce the Capital Development - Projects by approximately \$1,382,098.

Motion to accept Comfort's proposal.

Motion: Andrew Yinger

Second: Mike McBride

Passed unanimously

VIII. Approval of proposed Budget and tax rate

A. Approval of Resolution on Approving Levying Taxes for 2023-34

Rate is \$.9076 per \$1,000 of assessed value for operations.

Motion: Lisa Rogers

Second: Andrew Yinger

Passed unanimously

B. Approval of Resolution on Approving Budget for 2023-34

Sum is \$20,356,596.00.

Motion: Jim McMaster

Second: Lisa Rogers

Passed unanimously

C. Approval of Resolution on Approving Appropriations for 2023-34

Grand total all funds is \$20,356,596.00.

Changing Capital Development to \$3,799,356.00

Motion: Lisa Rogers

Second: Mike McBride

Passed unanimously

IX. Meeting adjourned at 7:41 p.m.

Submitted by Kat Ricker, Public Information Director