



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
March 11, 2025

Redmond Area Park and Recreation District
465 SW Rimrock Dr
PO BOX 843
Redmond, OR 97756
Administrative office phone – 541-548-7275

BOARD OF DIRECTORS

Lena Berry, Director
Mercedes Bostick-Cook, Director
Matt Gilman, Director
David Rouse, Director
Kevin Scoggin, Director

RAPRD STAFF LEADERSHIP TEAM

Katie Hammer, Executive Director
Mike Elam, Recreation Manager
Jessica Rowan, Aquatic Director
Vicki Osbon, Administrative Services Manager

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Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

March 11, 2025
7:30am

This meeting will take place in person at the Cascade Swim Center, 465 SW Rimrock Way, Redmond. Virtual access is available using the following link:
<https://meet.goto.com/647496005>

You can also dial in using your phone.
Toll Free: 877-309-2073
Access Code: 647496005

AGENDA

1. **Call to Order**
Adjustments to the Agenda
2. **Communications** (Comments by Citizens are Limited to 3 Minutes)
3. **Consent Agenda**
Approval of the General Board Meeting Minutes of February 11, 2025
Acknowledgement of Receipt of February 2025 Financial Summary
4. **Community Recreation Center Update**
5. **Action Agenda Items**
Approval of Amendment #2 for Earthwork Special Inspections Contract (Wallace Group)
Community Recreation Center Name (Confirm)
RAPRD Board Orientation Manual
6. **Discussion Items**
Park and Facility Rules Update
Youth Sports Officials Code of Conduct
7. **Public Comments**
8. **Board/Staff Comments**
9. **Adjournment**

Public Comments will be taken during the meeting. Those wishing to speak should sign up on the sheet provided. Comments by citizens are limited to five minutes. **Speakers will be called in order of sign up. Our meetings are recorded.** Accessibility requests must be made to Administrative Services Manager, Vicki Osbon at 541-548-7275 or by email at vicki.osbon@raprd.org at least 72 hours prior to any public meeting. **This is a no-smoking facility.**



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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of General Meeting**

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at 465 SW Rimrock Way, Redmond, Oregon, February 11, 2025, at 7:30am.

Attendance:

Director's Present: Matt Gilman
David Rouse
Mercedes Bostick-Cook (left meeting at 8:21am)
Lena Berry
Kevin Scoggin

Directors Absent: None

Staff: Katie Hammer, Executive Director; Vicki Osbon, Administrative Services Manager, Jessica Rowan, Aquatic Director, Mike Elam, Recreation Manager

Media:

Public Attending: Chad Franke, HMK

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:30am.
Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from January 21, 2025,
Acknowledgement of Receipt of January 2025 Financial Summary:

Lena Berry made a motion to approve the general board meeting minutes of January 21, 2025, and acknowledge receipt of the January 2024 financial summary as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

4. Community Recreation Center Update:

Chad Franke said there were not a lot of new updates. He said that anything concrete related to the structural aspect of the building is being poured and ready for the building erection. He said that it also included some underground plumbing as they work through the site. He said because of the weather; they are putting concrete blankets down on the concrete every night including on the dirt surrounding it as well. Chad said that Katie sent out an email regarding the paint on the metal pieces of the building. The paint didn't reach the specified millimeter of thickness required to prevent rust and corrosion. The metal pieces were removed from the job site and went back to the shop, and they are working through that. The overall project schedule will be delayed by two days. He also said that the security cameras have been ordered for the job site and there have not been any other incidents.

5. Action Agenda Items:

Community Recreation Center Name

The board discussed various names for the new community recreation center name. Katie said she did list all the names that were discussed at the last meeting. She said she also received communication from Kevin Scoggin suggesting that we leave a line open for naming rights and call it The Community Aquatic and Recreation Facility. David Rouse made a motion to name the new recreation center Cascade Aquatic and Recreation Center. Motion passes with three in favor and two against. Mercedes Bostick-Cook, David Rouse, and Kevin Scoggin voted in favor of the motion. Matt Gilman and Lena Berry voted against.

Approval of Revised Financial Management Policies

Katie Hammer said that a draft of the policies was discussed at the January 21, 2025, board meeting. She said that the changes recommended during the January board meeting were added to the policy. There was a blank amount on the policy for the threshold for two signatures on checks. The board decided on a dollar amount of \$1000.00 for checks to require two signatures. David Rouse made a motion to approve the revised financial management policies as discussed. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Approval of Resolution #2 2024-25 Appoint Budget Officer for FY 2025/26 Budget

Katie explained historically she has been appointed as the budget officer. There was discussion last year about appointing Denise Maich but she was new to her role last year, she was not appointed as budget officer. Katie is recommending appointing her this year. She will still work closely with Denise, and Denise will be run the budget meetings and present the budget to Katie to make adjustments before it goes to committee. Kevin Scoggin made a motion to approve Resolution #2 2024-25 as written. Lena Berry seconded the motion. Motion passed unanimously.

6. Discussion Items:

Park and Facility Rules Update

Katie said these rules were presented in November and there was a brief conversation about them. She said that once they're set where they are comfortable with them, we will go have a couple public hearings to review the rules, which would be at a future board meeting and then the next meeting to adopt the rules as an ordinance.. She said the proposed rules are more detailed than the current rules and encompass both facilities and parks. The board discussed parking violations at the HDSC, reposting signage, imposing fines, possibly towing vehicles, and metal detectors. David asked Katie about the anchoring in the water near our property on Lower Bridge and Tetherow Crossing. Katie responded that she would verify the rules regarding that.

7. Public Comments

None

8. Board & Staff Comments:

Mike Elam, Recreation Manager, said soccer registration is going right now. He said that half the team spots for the golf tournament are filled and that sponsors and donations are coming in. Group fitness is also going well.

Jessica Rowan, Aquatic Director, said that high school swimming is going to end soon, and evening programming will begin again. She is also running another lifeguard class this spring. She said that she also has a couple staff members getting certified to run LGI classes, so she is not the only one able to teach.

Lena Berry asked if we had public comments regarding the incident. Katie responded that said that we received an anonymous email.

Kevin Scoggin said that he looked at social media regarding the cyber security incident. He said we are moving forward. He thanked Katie for putting out the Assistant Executive Director position. He thanked Jessica and Mike for their continued hard work.

David Rouse asked Katie for an update on the master plan. Katie said that she is meeting with them tomorrow. She said that they were struggling with having people respond to the survey. They have done a facility assessment on our building and are drafting some changes we may need to make. She said the survey is on our social media accounts.

Matt Gilman said the pickleball tournament is coming together.

Katie Hammer said that she has a private individual who is willing to donate 50,000 a year for the next five years for operations of the new. She also said that the Redmond Police department does not have any new updates. She received information from Redmond PD that they will keep the case open and they will continue to work with the FBI. She also mentioned that the theme of the SDAO conference was cyber security. She said that she also took a session about on ADA compliant websites.

Katie said that the parks committee would like to have a joint meeting in December 2025 and have a tour of the new facility before it opens.

Adjournment

Matt Gilman adjourned the meeting at 8:33am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
 Financial Summary
 February 28, 2025

Summary

Feb 28, 2025 is 67% of the 2024/2025 Fiscal year.

Financial Performance By Fund

General			
Resources (% of 23/24 Budget)	95%	Resources change from FY 22/23	1%
Expenditures (% of 23/24 Budget)	47%	Expenses change from FY 22/23	-12%

	YTD FY Feb 23/24	YTD FY Feb 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,936,280	\$ 1,954,765	\$ 2,052,000	95%	98.0%
Personnel Services	\$ 240,525	\$ 235,872	\$ 528,500	45%	54.0%
Materials & Services	\$ 102,596	\$ 149,376	\$ 286,000	52%	54.0%
Debt Service	\$ 97,090		\$ -	#DIV/0!	0.0%
Capital Outlay			\$ -	0%	0.0%
Transfers & Contingency			\$ 1,655,000	0%	0.0%

Aquatic			
Resources (% of 23/24 Budget)	85%	Resources change from FY 22/23	2%
Expenditures (% of 23/24 Budget)	62%	Expenses change from FY 22/23	16%

	YTD FY Feb 23/24	YTD FY Feb 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 218,691	\$ 223,022	\$ 261,000	85%	68.0%
Personnel Services	\$ 446,458	\$ 516,781	\$ 825,500	63%	63.0%
Materials & Services	\$ 121,126	\$ 166,545	\$ 241,000	69%	65.0%
Debt Service	\$ 35,797	\$ 17,899	\$ 18,000	99%	100.0%
Capital Outlay	\$ 5,825		\$ 50,000	0%	0.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 23/24 Budget)	55%	Resources change from FY 22/23	16%
Expenditures (% of 23/24 Budget)	57%	Expenses change from FY 22/23	10%

	YTD FY Feb 23/24	YTD FY Feb 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 52,191	\$ 60,312	\$ 110,000	55%	61.0%
Personnel Services	\$ 54,826	\$ 55,377	\$ 86,400	64%	61.0%
Materials & Services	\$ 27,452	\$ 34,991	\$ 72,000	49%	58.0%

Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	64%	Resources change from FY 22/23	-15%
Expenditures (% of 23/24 Budget)	49%	Expenses change from FY 22/23	2%

	YTD FY Feb 23/24	YTD FY Feb 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 330,346	\$ 280,251	\$ 436,200	64%	64.0%
Personnel Services	\$ 208,087	\$ 212,405	\$ 468,000	45%	62.0%
Materials & Services	\$ 154,033	\$ 155,783	\$ 289,200	54%	64.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	33%	Resources change from FY 22/23	4%
Expenditures (% of 23/24 Budget)	21%	Expenses change from FY 22/23	16%

	YTD FY Feb 23/24	YTD FY Feb 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,931	\$ 2,005	\$ 6,000	33%	49.0%
Personnel Services	\$ 77,044	\$ 83,696	\$ 159,500	52%	65.0%
Materials & Services	\$ 21,153	\$ 30,008	\$ 71,250	42%	59.0%
Capital Outlay			\$ 305,000	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 24/25 (Current)	1,844,848
FY 24/25 (Budget, current yr)	1,950,000
FY 23/24	1,802,243
FY 22/23	1,721,464
FY 21/22	1,636,463

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 24/25 (Current)	99,738
FY 24/25 (Budget, current yr)	120,000
FY 23/24	108,922
FY 22/23	101,023
FY 21/22	83,838

Pool Activities Expenses

FY 24/25 (Current)	6,986
FY 24/25 (Budget, current yr)	20,000
FY 23/24	7,306
FY 22/23	5,410
FY 21/22	7,989

Youth Sport Leagues

Youth Sports League Resources

FY 24/25 (Current)	158,322
FY 24/25 (Budget, current yr)	186,000
FY 23/24	168,018
FY 22/23	136,358
FY 21/22	114,157

Youth Sports League Expenses

FY 24/25 (Current)	49,565
FY 24/25 (Budget, current yr)	98,000
FY 23/24	49,679
FY 22/23	60,956
FY 21/22	32,522

Note: Youth Sports League include: Youth Basketball, Soccer and LaCrosse

Enrichment Resources

Enrichment Resources

FY 24/25 (Current)	44,673
FY 24/25 (Budget, current yr)	73,000
FY 23/24	44,137
FY 22/23	29,250
FY 21/22	19,930

Enrichment Expenses

FY 24/25 (Current)	41,537
FY 24/25 (Budget, current yr)	45,100
FY 23/24	28,653
FY 22/23	35,893
FY 21/22	19,230

Fitness

Fitness Resources

FY 24/25 (Current)	8,823
FY 24/25 (Budget, current yr)	20,000
FY 23/24	16,614
FY 22/23	7,471
FY 21/22	1,304

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 24/25 (Current)	7,511
FY 24/25 (Budget, current yr)	12,500
FY 23/24	9,043
FY 22/23	6,653
FY 21/22	787

Adult Sport Leagues

Adult Sport League Resources

FY 24/25 (Current)	174
FY 24/25 (Budget, current yr)	16,700
FY 23/24	3,300
FY 22/23	375
FY 21/22	434

Adult Sport League Expenses

FY 24/25 (Current)	299
FY 24/25 (Budget, current yr)	10,600
FY 23/24	657
FY 22/23	775
FY 21/22	896

Note: Adult Sport Leagues include, Adult Softball and Adult Basketball.

Updated 3/3/25



March 3, 2025

Katie Hammer, Executive Director
Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond, Oregon 97756

Re: Redmond Area Park and Recreation District
New Community Recreation Center
Recommendation to Accept Amendment 2

Dear Katie,

After careful review and consideration, HMK Company recommends that you accept Amendment 2 for GeoTech Special Inspection from The Wallace Group for the New Community Recreation Center in the amount of \$16,447.00 as follows:

Increased Scope of Work:

- 1) Earthwork Monitoring and Testing (40 visits at 3 hrs each)
- 2) Construction Materials Lab Services & Expenses
- 3) Consultation, Project Management, Quality Assurance & Reporting

The original Contract amount of \$20,408.00, amendment 1 of \$4,131.00 and this amendment of \$16,447.00 will bring the total Not to Exceed sum to \$40,986.00.

If you have any questions, please do not hesitate to contact me to discuss.

Sincerely,

Chad Franke

Chad Franke
Program Manager | Regional Director
HMK Company

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: March 11, 2025

SUBJECT: Community Recreation Center Name - Confirming

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED:

BACKGROUND:

The RAPRD Board of Directors voted on to name the new community recreation center the Cascade Aquatic and Recreation Facility during the February board meeting. Staff have asked our architect team to provide rendering of the front of the building with the name so the board can see what the signage will look like. BRS will also provide renderings of a couple variations of this name to give the board the opportunity to confirm the name chosen in February based on what the signage will look like. It is expected that we will have these renderings to share on Monday, so we can review them during the meeting.

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: March 11, 2025
SUBJECT: Board Members Orientation Manual
STAFF RESOURCE: Katie Hammer
ACTION PROPOSED: Approve Revised Orientation Manual

BACKGROUND:

The district has a board orientation manual which was adopted by the board in 2014 and has been reviewed most recently in 2023. This manual is intended to provide new board members with a summary of the district and their responsibilities as board members. The proposed changes to the 2025 version include the addition of the new community recreation center and changing our attorney of record from SDAO to Local Government Law Group.

RECOMMENDED MOTION:

Option 1: Motion to approve the Revised Board Orientation Manual.

Option 2: Suggest recommended changes for approval at the April Board Meeting



**Board of Directors
Procedures and Orientation Manual**

Approved: October 21, 2014

Mission Statement:

RAPRD leads our community to health and well-being by providing fun, high-quality recreational experiences and activities for all.

Vision Statement:

RAPRD is valued as a partner and recognized as key asset in our community, enhancing the quality of life with innovative and inclusive programs, facilities, parks and open spaces.

Core Values:

- Customer Service
- Quality programs and facilities
- Safety
- Inclusive
- Diverse

Core Services Statements (Guiding Principles):

1. RAPRD is committed to providing the best customer service at all levels of the organization.
2. RAPRD offers the highest quality recreation programs.
3. RAPRD operates clean, safe facilities and programs.
4. RAPRD is committed to the concept of inclusion both for people with disabilities and people who may struggle to afford access to recreation opportunities.
5. RAPRD offers diverse recreation opportunities to meet the needs of the greater Redmond Community.
6. RAPRD is committed to recognizing and rewarding excellence.
7. RAPRD is committed to developing lifelong relationships with recreation among our community.

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APPENDIX C: OREGON ETHICS COMMISSION GUIDE FOR PUBLIC OFFICIALS

APPENDIX D: RAPRD BOARD DUTIES AND RESPONSIBILITIES POLICY

APPENDIX E: BOARD MEETING MINUTES (PREVIOUS 12 MONTHS)

APPENDIX F: RAPRD STRATEGIC PLAN or GOALS

APPENDIX G: RAPRD BUDGET AND FINANCIAL PERFORMANCE HISTORY

APPENDIX H: RAPRD ORDINANCES

APPENDIX I: RAPRD DISTRICT BOUNDARIES

I. PURPOSE

This manual has four purposes:

- to inform the current Board of Directors about state laws governing elected officials;
- to establish the framework within which board members work;
- to orient new board members about state laws and operating procedures governing board members' duties and responsibilities; and,
- to inform prospective board members, stakeholders, and other interested parties about the roles and responsibilities of the board.

This manual should be reviewed annually, at which time the board may choose to alter these operating procedures to best fit the board's scope and role in governing the Redmond Area Park and Recreation District (RAPRD).

II. AUTHORIZATION (ORS Chapter 198)

The Redmond Area Park and Recreation District is an Oregon special district as defined by Oregon Revised Statutes (ORS) Chapter 198, authorized to levy taxes and legally hold property for the purpose of providing park and recreation services to residents living within the district's taxing boundary. To provide these services, the district may purchase supplies, employ staff, enter into contracts, and perform other incidental tasks necessary to exercise the authority. The district is not authorized to provide other services typically provided by municipal governments.

The approximate 183 square mile Redmond Area Park and Recreation District was established by a vote of the citizens on July 8, 1975, in accordance with ORS 255, Special District Elections. The district is operated in accordance with ORS 198, Special Districts Generally and ORS 266, Park and Recreation Districts.

At this time, the district's facilities include the Cascade Swim Center, High Desert Sports Complex, Borden Beck Wildlife Preserve, Pleasant Ridge Community Hall, and undeveloped parks at Majestic Ridge in Redmond and outside the city limits at Tetherow Crossing and Lake Park Estates.

The Cascade Swim Center was built in 1979 and has an indoor 25-meter swimming pool which is utilized for public swimming, exercise classes, diving instruction, Redmond High School PE classes, Head Start programs, third grade swim lessons, senior and adult lap swims, general swimming instruction and a variety of other activities. A 1'-2' outdoor wading pool and a spray pad is utilized in the summer months for young children and their parents and is also a site for additional swimming lessons. Outside the facility, in Cascade Swim Center Park, we also have over one acre of park and picnic grounds, a beach sand volleyball court.

High Desert Sports Complex is a 40-acre site, just outside the Redmond urban growth boundary. This property was donated to the district for preservation and public use. The site was completely renovated by dedicated staff and volunteers and now contains four softball fields, a radio-controlled model plane airstrip and a BMX track.

Borden Beck Park is a 26-acre natural park on the Deschutes River. This was another parcel of land donated to the district for preservation and public use. The park was constructed and developed entirely with private donations and gifts. It is primarily utilized for fishing on the Deschutes, hiking, and nature viewing.

Pleasant Ridge Community Hall is a 2,800 sq foot rental facility that can also be used for programs and special events.

Our New Community Recreation Center (Cascade Aquatic and Recreation Facility) is currently under construction and scheduled to open early 2026. This facility will feature an 8-lane lap pool, leisure pool, water slide, gym, fitness area, group fitness classrooms, multipurpose room with a teaching kitchen, child watch and party room.

Various youth and recreation activities, sports camps and sports programs are held in each of the district's facilities, with Cascade Swim Center housing our administrative offices. Additional classes are held at the Redmond Senior Center and Redmond School District facilities, in classrooms and gymnasiums.

Redmond Area Park and Recreation District is funded by a local property tax rate of \$.37/\$1,000. Proceeds from our swimming pool programs are used along with tax dollars to operate and maintain the parks and pool facility. Additional revenues from recreation programs and user fees are used to support the sports and recreation programs themselves.

The RAPRD Board of Directors is responsible for the district's fiscal integrity and serves an important role in setting policy that directs the provision of programs and the development and maintenance of park and recreation facilities. ORS 266 governs the board's duties, but the board determines its own general operating procedures. This manual provides the framework within which board members may lawfully execute their duties.

III. INDEMNITY (ORS 30.260–30.300)

The Board of Directors is entitled to indemnity under the Oregon Tort Claims Act (OTCA) when the board is acting within the course and scope of their elected position. OTCA states that, "The sole cause of action for any tort of officers, employees or agents of public body acting within the scope of their employment or duties... shall be an action against the public body only". When a board member acts outside the course and scope of their elected position, they have no protection under OTCA.

IV. THE BOARD OF DIRECTORS AS A TEAM

The RAPRD Board of Directors works together as a team of volunteers elected to represent district residents. The board is charged with developing policies, providing vision, and evaluating district functions and operations. The board conducts its business through the deliberation of agenda topics to reach sound decisions and provide clear direction to RAPRD managers and administrators. At the conclusion of these deliberations, each board member agrees to support final decisions formalized by a vote of the board, and to provide the executive director with a unified direction.

The following tenets support the board's team dynamics:

A. The Board of Directors is a team of five district residents elected to act on behalf of and for the benefit of all district residents. Each board member is equally responsible for ensuring that park and recreation services are properly managed in accordance with decisions reached by the board in regular, special, or executive-session meetings.

B. Board members should be free from commitment or obligation to any special group or interest. Board members must avoid any actual or perceived conflict of interest with respect to their fiduciary duties, or actions that personally benefit board member(s).

C. The board can transact business that is legally binding on the district only during a regular or special meeting with a quorum of the board present. No formal decision may be made in executive session. Minutes must be recorded for every board meeting, including executive sessions.

D. The board retains full legislative and judicial authority over the district in accordance with state laws and the expressed will of the citizens, but delegates all executive and operational decisions and supervisory authority to its executive director, hired by the board as its chief executive officer.

E. The board should avoid taking a direct hand in the administration of the district, thereby keeping the role and function of its executive officer clear to the public, RAPRD professional staff and other stakeholders.

F. The executive director serves the board as technical adviser in planning and policymaking, as an executive by ensuring that board actions are implemented, and as a consultant to evaluate the results of board actions. The board shall evaluate the executive director. Board members should not publicly express individual judgments of staff performance, but may express their concern to the executive director. Other duties of the executive director are defined in section VI, part E, below.

G. Board members exercise their duties only when the board is in session. However, many members of the community assume that board members are on duty 24 hours a day and expect them to answer questions and hear concerns at any time. An individual board member has no authority to speak on the board's behalf; however, individual

board members have both the right and the duty to discuss park and recreation matters with the public. Board members may choose to publicly express dissenting opinions after a vote but should respect the majority decision and the board's desire to move on to other business.

H. A citizen may confront an individual board member with concerns or complaints that should properly be addressed by the executive director or referred to the entire board. In this case, board members should relay the concern to the executive director to address or to produce a report for the full board's consideration. If satisfactory resolution cannot be accomplished through this procedure, the board may, if it deems it advisable, grant a hearing to the citizen. Such a hearing will be held during a regular or special session of the board. When a board member is confronted with a situation that justifies a departure from this procedure, the board member should withhold commitment or opinion until the matter has been presented to the board during a regular or special session where all aspects of the issue can be aired.

I. The board chair is the official spokesperson for the Board of Directors. On occasion the news media or special interest group will ask an individual board member to speak on a particular topic, in which case the board member should refer the person to the chair, who can either speak on behalf of the board or appoint a board member to do so. Interactions with the public, press, and other entities by individual board members should accurately represent and respect the board's final decision. Depending on the topic, the chair may also defer to the executive director as the official spokesperson of the district.

J. Board meetings are critically important to the district. They are the forum where park and recreation-oriented laypeople proficient in thinking and judging consider the executive director's recommendations and reports. An effective board meeting should have a well-planned agenda prepared by the executive director and the board chair.

V. THE BOARD OF DIRECTORS AS VISIONARIES

Visioning and long-range planning are among the board's most important tasks. Board members need to foresee and plan for future needs for parks, trails, natural areas, recreation facilities, and programs, and build community support to fund and develop them. Careful planning also coordinates diverse constituent interests, including the City of Redmond, Deschutes County, user groups, business owners, environmental groups, other recreation providers, and stakeholders. To balance the varying needs of these groups each board member needs to understand and carefully weigh varying interests, prior to making decisions.

VI. BOARD FUNCTIONS

The board recognizes and maintains the distinction between activities appropriate to the Board of Directors (as the district's legislative, governing body) and administrative duties performed by the executive director (as the delegated administrator). The board's three primary functions are policymaking, planning, and evaluation. The board conducts its business in formal meetings with the support of the executive director and district staff. The board elects a chair and vice chair annually and appoints a secretary and recording secretary at the first meeting of each fiscal year. Complete job descriptions of board officers appear in the RAPRD Board by-laws. The duties of the chair, vice chair, board members (i.e., directors), board secretary, recording secretary, and executive director are summarized here:

A. Chair:

1. To preside over official meetings of the Board of Directors.
2. To establish the agenda necessary to conduct the official meetings of the Board of Directors, seeking input for agenda items by contacting members of the Board of Directors and the managers.
3. To provide continuity in conducting the affairs of the District by ensuring that the District is operated in a manner consistent with The Oregon Revised Statutes.
4. To provide leadership to the Board of Directors, guiding their work to ensure that the annual goals are pursued and completed.
5. To facilitate positive interaction between Board members, encouraging and soliciting an open exchange of ideas, suggestions, and opinions.
6. To motivate the work of the Board of Directors and the managers by providing positive reinforcement and encouragement.
7. To create standing and special committees, with Board concurrence; to appoint chairpersons and members of those committees, with Board concurrence; and to supervise those committees so that they are consistent with Oregon Revised Statutes and the operating bylaws of the District.
8. To endorse drafts of the District, ensuring a high degree of fiscal responsibility and accountability.
9. To call special meetings and/ or work sessions for the Board of Directors as required.

10. To work to build consensus, commitment, and synthesis among board members when pursuing the goals of the District.
11. To encourage citizen participation at Board meetings by creating a cordial, friendly, open, and responsive atmosphere.
12. To ensure that other members of the Board of Directors are in compliance and adhere to the policies of the District and are made aware of any deviation from same.
13. To serve as spokesperson for the District, representing the actions of The Board as a whole in a manner that reflects positively on the District.
14. To represent the District on other community boards, commissions or committees.
15. Has the authority to conduct investigations about complaints from the public and staff.
16. To organize and conduct the annual evaluation of the Executive Director of the District in the absence of the chair.

B. Vice Chair:

1. To preside over official meetings of the Board of Directors in the absence of the Chair.
2. To establish the agenda necessary to conduct the official meetings of the Board of Directors, seeking input for agenda items by contacting members of the Board of Directors and the managers in the absence of the Chair.
3. To provide continuity in conducting the affairs of the District by ensuring that the District is operated in a manner consistent with the Oregon Revised Statutes in the absence of the Chair.
4. To provide leadership to the Board of Directors, guiding their work to ensure that the annual goals are pursued and completed in the absence of the Chair.
5. To facilitate positive interaction between Board members, encouraging and soliciting an open exchange of ideas, suggestions, and opinions in the absence of the Chair.
6. To motivate the work of the Board of Directors and the managers by providing positive reinforcement and encouragement.

7. To create standing and special committees, with Board concurrence; to appoint chairpersons and members of those committees, with Board concurrence; and to supervise those committees so that they are consistent with Oregon Revised Statutes and the operating bylaws of the District in the absence of the Chair.
8. To endorse drafts of the District, ensuring a high degree of fiscal responsibility and accountability in the absence of the chair.
9. To call special meetings and/ or work sessions for the Board of Directors as required in the absence of the Chair.
10. To work to build consensus, commitment, and synthesis among board members when pursuing the goals of the District.
11. To encourage citizen participation at Board meetings by creating a cordial, friendly, open, and responsive atmosphere.
12. To ensure that other members of the Board of Directors are in compliance and adhere to the policies of the District and are made aware of any deviation from same in the absence of the Chair.
13. To serve as spokesperson for the District, representing the actions of the Board as a whole in a manner that reflects positively on the District in the absence of the Chair.
14. To represent the District on other community boards, commissions or committees.
15. To organize and conduct the annual evaluation of the Executive Director of the District in the absence of the chair.

C. Directors (i.e., Board Members):

1. Work as a team member in performing the duties of a director to assure that the board speaks with one voice.
2. To conduct the affairs of the District in such a manner that its integrity is maintained and it is perceived positively by its residents.
3. To engage in the process of legislative policy formulation and evaluation.
4. To promote the affairs of the District by engaging in public relations activities that in turn, assist in the cultivation of a positive public image.

5. To participate fully in short-term and long-term planning processes, ensuring that the resources of the District are utilized in an efficient manner.
6. To identify the needs of the residents of the community by encouraging the formulation and implementation of market studies and other forms of needs assessment.
7. To actively promote the vision, mission, philosophy, and programs of the District by engaging in promotional activities and events.
8. To instill pride in the residents of the District and the professional staff by encouraging the creation of the dynamic and responsive organization, dedicated to meeting the needs of its residents with excellence.
9. To contribute to the enhancement of the Board of Directors' legislative decision-making capabilities by engaging in developmental activities directed toward the acquisition of new skills, knowledge, and competencies.
10. To ensure the long-term survivability of the District by maintaining a stable fiscal base.
11. To develop, adopt, and monitor policies to ensure the District's compliance with the Oregon Revised Statutes.
12. To serve as a liaison with other related organizations, institutions, and agencies, nurturing a positive and mutually beneficial relationship.
13. To represent the District on other community boards, commissions or committees.
14. To contribute to and participate in the legislative decision-making process of the Board of Directors by offering ideas, suggestions, and opinions concerning policy information.
15. To provide community leadership directed toward improving and enhancing the quality of life for the residents of the District.
16. To ensure that District residents are informed about the affairs, programs and other services of the District.
17. To participate, as practical, in professional associations on the state, regional, and national levels.
18. To participate in the goal-setting process by offering input in the form of ideas, opinions, and suggestions, thereby assisting in the active attainment of the vision of the District.

19. To encourage the use of forms of positive reinforcement to reward productive behavior among the professional staff and volunteers assisting the District.
20. To encourage and monitor a system of accountability, ensuring that the financial affairs, official minutes, and other documents of the District are maintained in a way that is consistent with Oregon Revised Statutes.
21. To hire and evaluate the Executive Director of the District to ensure continuity in operations.
22. Communicate with district staff through the executive director, to maintain order and clear lines of authority within the organization.
23. To participate in programs of the District, as well as observe services, areas and facilities, assessing their effectiveness in meeting the needs of the residents of the District.

D. Board Secretary— The board is required to appoint a member as board secretary, in accordance with ORS 266.370. The board secretary represents the board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, and deeds, on behalf of the board and district.

E. Executive Director— The executive director is the district's chief executive officer and works under the direction of the Board of Directors. The executive director is responsible for all district administrative functions and for developing strategies and policies to assure that the board's objectives and the district's legal obligations are met. The executive director represents the district to its residents and other stakeholders and is charged with upholding the district's values.

The executive director hires and supervises all staff, and is ultimately responsible for the district's financial management. Documents guiding staffing and financial decisions are embedded in staff policies and the district's purchasing policy. The board may at any time create or amend policies to limit executive decisions.

F. Recording Secretary— A recording secretary who shall not be a member of the Board of Directors shall take the minutes of all board meetings and when requested by the chair. The recording secretary is customarily employed by the district as an executive assistant. The recording secretary:

1. Prepares and distributes meeting reports.
2. Makes public meeting notifications according to Oregon public meetings law.

3. Records the minutes of each board meeting (including special, work business, and executive sessions) and presents them for board approval, except for executive sessions where discussion is held confidential.

4. Maintains archives of minutes and other related board documents in accordance with district policy and state statute.

VII. BOARD MEETINGS

Public Meetings Act (ORS 192)

All regular meetings of the board shall be subject to Oregon public meetings statutes.

A. Regular Meetings— The board will determine the place and time for regular board meetings during the first regular meeting of each fiscal year. Regular board meetings have historically been held at the district office located at the Cascade Swim Center, 465 SW Rimrock, Redmond Oregon, at 7:30 a.m. on the second Tuesday of each month, except when the board has publicly posted an alternative date and/or location. The board may also choose to periodically conduct meetings throughout the community to ensure community engagement and inclusion. Visitors are invited to address the board at the beginning of regular business meetings, unless otherwise specified by the chair. Any visitor addressing the board shall state for the record their name, address, and subject matter. Notification of all meetings must be posted 24 hours in advance. The Recording Secretary posts meeting time, place, and topics on the district’s web page, with local media, and on a district bulletin board located at the district office.

B. Special and Emergency Meetings— ORS 192.620–192.690

Special and emergency meetings may be called at any time by the chair by posting written public notification stating the time, place, and purpose of the meeting. If the chair calls a special or emergency meeting, the executive director shall be advised to ensure that proper public notification of the meeting is made in accordance with Oregon public meetings requirements. Minutes will be recorded of all special and emergency meetings.

C. Executive Sessions— ORS 192.660

Executive sessions may be conducted, in accordance with Oregon’s public meetings law, to discuss land acquisition, litigation and personnel matters. All matters discussed in executive session shall be kept confidential by all board members. The board may not take action in executive session; however, it is acceptable to reach a consensus. If discussion in executive session results in a consensus requiring a formal decision of the board, the executive session must be adjourned and a business session convened in

order for a motion and vote of the board to be conducted. Minutes will be recorded for all executive sessions.

D. Quorum— ORS 192.660

The Board of Directors has five members; therefore, the presence of three members constitutes a quorum. If the board has a vacancy, a four-member board also requires a quorum of three. A board member participating via teleconference may be counted as present both for quorum and voting. Those participating in a meeting by teleconference shall have their votes recorded in the usual manner, and the minutes of the meeting shall indicate such presence by teleconference. To confirm their votes, the chair shall elicit an express response from any member participating by teleconference. A quorum of affirmative (i.e., “Aye”) votes is required to fill a board-officer vacancy, or to adopt any motion involving the expenditure of money, or the letting of any contract, or any motion upon which the “Ayes” and “Nays” are demanded by any board member.

E. Agenda

An agenda, which shall set forth the order of business for meetings, shall be prepared and made available to the board and the public no less than 48 hours before the meeting. The agenda shall contain supporting data for the suggested items of business, with the executive director’s (or their designee’s) recommendations regarding each agenda item.

F. Minutes of Board Meetings

(ORS 192.650(1) and ORS 192.410–192.505)

The Public Records and Meetings. law (ORS 192.650) requires that minutes of each meeting be kept on file as a permanent record of the district. A record of board actions shall be set forth in full in the official minutes of the board. The recording secretary is custodian of the minutes and shall make them available to anyone, subject to Oregon public records statute and district public records policy.

G. Absence from a Meeting

Board members are expected to notify the board chair, executive director, or recording secretary if they are unable to attend a meeting. It is expected that board members are in attendance for a minimum of 75% of the meetings annually.

H. Vacancies

(ORS 198.320, Subsection 2, and Oregon Constitution, Article II, Section 9)

A board member’s office may become vacant if the board member resigns, moves outside the district boundaries, is recalled by election, dies, is convicted of a felony, refuses to take the oath of office, or is found to be mentally incapable of performing the duties of the position. In the event a vacancy in the membership of the board occurs, a

successor will be appointed by a vote of the board until the board calls a special election or the next general election. The period of service of the newly appointed board member will be subject to ORS 198.320, subsection (2): Filling of vacancies on boards of certain districts.

I. Order of Business

The general order of business and agenda topics are usually managed by a rolling agenda and set by the chair and executive director. The order of business typically proceeds as follows:

- 1.0 Call to Order
- 1.0 - b Adjustments to the Agenda
- 2.0 Communications (comments from citizens)
- 3.0 Consent Agenda
- 3.0 - a Approval/Correction of Minutes
- 3.0 - b Summary of Financial Reports & Checks
- 4.0 Action Agenda Items
- 5.0. Standing and Special Committee Reports
- 6.0 Other Business (Discussion Items)
- 7.0 Public Comments
- 8.0 Staff Comments
- 9.0 Remarks from the Directors
- 10.0 Adjournment

J. Rules of Order

Procedures not provided for in this manual or by statute shall be determined by Robert's Rules of Order, as revised.

K. Voting

All votes on motions related to contracts, ordinances, expenditure of funds, employment of personnel, and all resolutions, shall be determined by recorded votes of "Aye" or "Nay". Ordinances must be approved by a roll call vote. Any board member may request a roll call vote.

L. Amendment or Suspension of Policies

Any board policy may be suspended or revoked by a majority vote of the board. The executive director may, in an emergency, suspend any part of these rules and regulations as they pertain to the administration of the district, provided that the executive director reports the facts and reasons for such suspension at the next board meeting, and provided that the suspension shall expire at the time of said report unless continued by the board.

M. Conflicts of Interest (ORS Chapter 244)

Oregon's Government Ethics law (ORS Chapter 244) describes two types of conflicts of interest:

1. Potential Conflict of Interest— Any action, decision, or recommendation of a public official, including RAPRD staff, the effect of which could be to the private pecuniary benefit (money or something of economic value) or avoidance of detriment (relief from financial obligation or other financial loss) of the person or their relative or business.

2. Actual Conflict of Interest— Any action, decision, or recommendation of a public official, including RAPRD staff, the effect of which would be to the private pecuniary benefit (money or something of economic value) or avoidance of detriment (relief from financial obligation or other financial loss) of the person or their relative or business.

All conflicts, whether actual or potential, must be disclosed by the board member with a conflict, in the public record, before consideration of the issue. In addition, a notice of the actual or potential conflict and how it was addressed must be provided to the Oregon Government Ethics Commission within a reasonable period. A public official may not appoint, employ, promote, discharge, or demote a relative or member of their household unless they comply with these provisions.

When a potential conflict has been disclosed the board member may participate and vote, unless participation would violate the Code of Ethics prohibitions regarding the use of office for financial gain. When an actual conflict exists, the board member may not participate or vote unless their vote is necessary to take official action. Discussion or debate of the issue in question is still prohibited.

N. Special Committees

The board chair may appoint special temporary board committees or task forces for any purpose approved by the board. The functions of such committees shall ordinarily be fact-finding, deliberative, and advisory, and they shall make a formal oral or written report to the board for discussion and possible action. The executive director shall be an ex officio member on all committees except when their employment is under consideration. Special committees will be discharged upon completion of their assignment. All special committees are subject to the Oregon open meetings and public records statutes, which require that meetings be properly noticed, open to the public, and that minutes be recorded and maintained as a public record.

VIII. ADMINISTRATION AND FINANCE

A. Fiscal Year

The district's fiscal year is from July 1 to June 30, as prescribed by state law.

B. Budget, Appropriation, and Tax Levy

The board shall adopt an annual budget and appropriation resolution and tax levy resolution at or before the first official board meeting in June of each fiscal year.

C. Annual Audit/Auditor of Record

Annually, all district funds and accounts shall be independently audited by Certified Public Accountants licensed in Oregon.

The Executive Director and the Chairman of the Board may request advice on any financial matters pertaining to the financial welfare of the Redmond Area Park and Recreation District. Individual Board Members should direct requests through the Executive Director and/ or the Chairman.

D. Evaluation of Board Operating Procedures

The board should evaluate and modify (as necessary) their operating procedures annually.

E. Insurance Agent of Record

An Insurance Agent(s) of Record shall be selected and appointed by the Board. The Agent(s) must be certified by the State. The Executive Director and the Chairman of the Board may request any advice that may be needed in handling or in dealing with insurance matters pertaining to the welfare of the Redmond Area Park and Recreation District. Individual Board Members should direct requests through the Executive Director and/ or the Chairman.

F. Attorney of Record

The district's attorney shall advise the board of directors and the executive director as requested or as required by due diligence. The district uses Local Government Law Group as the district's Attorney of Record with support from the Special Districts Association Legal counsel

G. Budget Committee— (ORS 294.336)

State statutes require the board to appoint a Budget Committee to review the district's annual budget proposal. The Budget Committee makes recommendations and approves the budget, which is then forwarded to the board for final consideration and adoption. The Budget Committee shall consist of all five members of the elected board and five district residents appointed by the board.

Each appointed member of the Budget Committee shall serve a three-year term. The terms of appointed members shall be staggered, with no more than three appointed members serving for the same three-year period. The board will advertise for interested

parties to fill any appointment vacancies that may occur on the Budget Committee. Applicants must be registered voters and reside within the district's boundaries.

To avoid bias favoring a vendor, service provider, or any unit of government, the following are prohibited from appointment to the Budget Committee: district officers, agents, or employees, or district vendors and service-providers. Interested parties must apply in writing, citing their qualifications and reasons for their interest in serving on the Budget Committee. Public interviews of interested applicants may also be conducted.

The board, by motion, will make appointments to the Budget Committee during a regular business meeting. The board may also designate an alternate Budget Committee appointee. The alternate appointee shall be encouraged to actively participate in budget discussions but cannot vote. Designating an alternate appointed member will allow the board to immediately fill any appointment vacancies on the Budget Committee. At that point, the alternate member will become a full voting member of the Budget Committee. At the Budget Committee's first meeting each fiscal year, the committee shall elect a chairperson who shall conduct committee meetings, a vice-chair to conduct committee meetings in the absence of the chair and appoint a recording secretary to record the minutes of the budget meetings.

H. Public Records— (ORS 192.001)

The records of the State of Oregon and its political subdivisions are so interrelated and interdependent that the decision as to what records are retained or destroyed is a matter of statewide public policy. Oregon public records law has been interpreted very broadly. Subject to the exemptions and conditions of the law, any covered documentation, whether in paper, electronic, or other format, can be considered a public record, must be retained according to records retention schedules, and must be produced upon request. This law pertains to district and private computers, personal digital assistants (PDAs), or other hand-held devices cell phones, text messages, tweets, e-mails, and postings on social networking Websites such as Facebook when used for district business.

The district's financial records, budgets, and minutes of board meetings are public property and as such are open to inspection at the district office by anyone, subject to Oregon public records statutes and district public records policy. Anyone, whether an individual or a group, may ask for a copy of public record(s), including memos, e-mails, and other board documents. All board members must retain all records generated during their service. When a board member's term ends, all records should be transferred to the district for retention and permanent storage. All public records requests should be immediately forwarded to the recording secretary for processing. Some requests will be processed by a decision of the executive director, whereas others may require legal review.

I. Knowledge of the Law Governing Public Agencies

All board members are expected to know and shall be responsible for observing all provisions of state and federal law and all board rules and regulations relating to their activities as board members. The executive director must notify the board should any board member be in violation of these requirements.

J. Participation in Professional Meetings

The district will reimburse board members' out of pocket expenses for all park- and recreation-oriented meetings they attend. A budget for national and state meetings will be approved in advance of such meetings. Board members are encouraged to attend meetings and conferences that will further the park and recreation services goals for the community.

IX. POLICY DEVELOPMENT

The differences among policies, ordinances, resolutions, and motions are often confused. The board has the authority to create policy directing the executive director to carry out the board's directives. The executive director can also establish policy to guide district operations. The board's decisions are implemented through the authority of three mechanisms: ordinances, resolutions, and motions, summarized below:

- A. Ordinances**— An ordinance is a local law. The board, through its executive director, has the authority to enact and enforce ordinances. Some ordinances, such as the Park Rules and Regulations Ordinance, can be enforced by state and local authorities. All ordinances must have been formally adopted by the board. Formal adoption requires two readings conducted during regular business meetings of the board and ample time for public comment before adoption. Examples of district ordinances include the Park Rules and Regulations.
- B. Resolution**—Resolutions are formal policies of the board governing internal district operations. As with ordinances, resolutions typically include a recitation of facts providing some historical context for the resolution. Resolutions can be adopted by a simple motion of the board. Examples of resolutions include the creation of the RAPRD pricing policy or approval of employee benefits.
- C. Adoption by Motion**—The least formal action of the Board of Directors is to grant direction by simple motion. Board action by motion typically directs the executive director to enter into a contract, award a bid, or appoint a committee.

The executive director has the authority to develop and approve procedures for the administration of the district. Administrative procedures direct RAPRD human resources, finance, or operational functions. Examples of administrative procedure include procedures governing facility reservation and registration, non-monetary personnel policies, and policies governing the operation of facilities such as the

Cascade Swim Center and the RAPRD Activity Center. Administrative procedures can be quickly and easily altered to accommodate changing conditions.

X. PROGRAM PARTICIPATION

Board members are encouraged to participate in district recreation programs and to frequent the many parks and facilities available to the public. Program participation is the best way to judge the quality of the programs the district offers and gives the board member first-hand field experience. Board Members do not receive discounted program registration fees to participate in district programs.

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: March 11, 2025

SUBJECT: Park and Facility Rules Update Discussion

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: None – Discussion Item

BACKGROUND:

Goal 3 of the RAPRD Board of Directors 2024-25 goals is the review and update of District policies. The park and facility rules have not been updated since 2006. The current park rules and the proposed revisions were provided to the board for review in November 2024 and February 2025. The proposed rules follow this page. Adjustments that have been made since the February board meeting include:

- Addition of section 14 - Non-Motorized vehicles
- Addition Section 23 – Exclusion
- Addition of Section 24 – Enforcement
- Addition of Section 25 Severability

There was a question during the February board meeting regarding permits for metal detectors and Staff has an application and permit ready to implement once these rules are approved.

Additionally, there was a discussion about anchoring in the river and after researching this rule, it is not a requirement of the Wild and Scenic waterways act so we can remove that if you choose.

These draft rules have been sent to legal counsel for review in anticipation of holding a public hearing on the rules in April 2025.

GENERAL PARK AND FACILITY RULES

General Rules

1. No person shall disturb or otherwise endanger the comfort, health, peace, or safety of others.
2. **Criminal Activity:** No Person shall violate, or refuse to obey, any city, county, state, or federal laws, or ordinances regulations while in District Parks or Facilities or while participating in District Programs. Criminal activity on District property will be reported to the Redmond Police Department or Deschutes county Sheriff's Department
3. **Park Hours:** For public use, park hours are from dawn to dusk, unless posted otherwise, and excluding District-sponsored or sanctioned activities.
4. **Program or Facility Rules:** No person shall refuse to obey any District Program or District Facility rules.
5. **Direction of a District Employee:** No person shall refuse to obey and abide by all instructions, warnings, restrictions, and prohibitions on posted signs and notices, or communicated verbally or in writing by a District employee, or other person as designated by the Executive Director.
6. **Camping:** Overnight camping is not allowed except as authorized by the Board of Directors or authorized agent.
7. **Fires:** Open fires and charcoal barbecues are prohibited. Portable propane camp stoves and gas barbecues are permitted to the extent that they are operated in a safe manner.
8. **Audio Devices:** A stereo or other sound device may be used with a volume no louder than is necessary for convenient hearing by the person or persons who are no further than 30 feet away.
9. **Water Use:**
 - 9.1. No person shall anchor in those portions of the Deschutes River located within District property.
 - 9.2. No person shall bathe (unless in designated showers), wash clothing or other materials, or clean fish in streams, ponds, pools, or restrooms.
 - 9.3. No person shall jump, dive, or otherwise launch oneself or any other person or object off any bridge into a river, canal, pond, or any other body of water.
 - 9.4. Persons entering the water, lake, river, pond, shall do so at their own risk.
 - 9.5. In addition to these rules, all persons shall obey rules posted on particular bodies of water.
10. All private lands adjacent to District parks and property are off limits to the public. Person(s) shall only use paths, trails and roads specifically designated for public use.
11. **Property Damage:** No person shall damage, remove, tamper with, modify or deface District Property including vegetation, dirt and rocks.
12. **Littering:** No person shall litter on District Property. Garbage and refuse shall be deposited in proper receptacles provided for this purpose. Personal garbage and refuse shall not be brought to parks for disposal.
13. **Animals:**
 - 13.1 No person shall feed waterfowl or other wildlife.

- 13.2 No person shall damage, harm, injure, molest, or otherwise disturb any wildlife or wildlife dwelling except as authorized by the Executive Director, a Designee, or other government agency with jurisdiction. Horses and other stock animals are prohibited, except in designated equestrian use areas or as authorized by the Executive Director or a designee.
- 13.3 Owners or keepers of an animal (hereinafter referred to as "Owners") are responsible and liable for the animal's actions. Animals or Owners may be excluded from District property for failure to abide by District rules.
- 13.4 Owners shall maintain control of dogs by securely holding onto a physical leash (not an electronic control device) of not more than six feet in length that is attached to the dog, except when in a designated off-leash area. Dogs may not be secured to a stationary object and left unattended on District property.
- 13.5 Owners shall promptly pick up and dispose of animal waste in proper receptacles.
- 13.6 Owners shall not allow an animal to damage the property of another, including by digging or burrowing, or to harass, threaten, injure, or fight with an animal or person.
- 13.7 Any dog that has a set of permanent canine teeth or that is six months of age or older, whichever comes first, must be licensed and current in vaccinations. Owners shall be found in violation of this rule if a dog is not wearing its collar and tag.
- 13.8 Only trained Assistance Animals that perform a specific task for a disability are allowed in District Facilities, or at District sponsored or sanctioned events or programs, unless permitted by the Executive Director. Emotional support animals are not considered Assistance Animals.

14. Non-motorized Vehicles:

Non-motorized vehicles, including bicycles, skateboards, scooters, in-line and roller skates and other similar devices exclusively powered by humans:

- 14.1 Shall not move at a speed or in a manner that endangers other people, pets, wildlife or District Property
- 14.2 Shall not be placed in a manner that obstructs pedestrian or vehicular traffic on a path, trail, disable access ramp or building entrance.
- 14.3 May only be used on paths and trails which do not exclude their use

15. Vehicles

- 15.1 Motorized vehicles are prohibited except in roadways, parking areas designated for motorized vehicles, as needed for public safety purposes, or by permit.
- 15.2 No person shall park a vehicle on District property unless the operator or passengers are using District facilities or participating in District programs. No person shall park a vehicle on District property for the purpose of offering the vehicle for sale.
- 15.3 No person shall block the flow of traffic in a parking lot, or prevent emergency vehicle access, by double parking or blocking a fire hydrant, driveway or entry gate, or parking in an undesignated space.
- 15.4 No vehicle may be parked on District property between 10:00 pm and 5:00 am, except:
 - a. As authorized by the Executive Director or a Designee;
 - b. During District program or operating hours; or
 - c. In parking lots designated as having sunrise to sunset hours.

- 15.5 Vehicles left upon District property in violation of these rules or in violation of Oregon law may be towed in accordance with Oregon law.
- 16. Business Operations, Leafleting, and Organized Events:**
- 16.1 The following activities are prohibited on District property unless specifically authorized by the Executive Director or a Designee and with evidence of such permission on their person:
- a. Operating a fixed or mobile concession.
 - b. Soliciting, selling, offering for sale, peddling, hawking, advertising, or vending any goods or services.
 - c. Displaying commercial advertisements, signs or business cards on facility bulletin boards or elsewhere on District property without prior approval.
- 16.2 Hand-billing and leafleting is permitted as long as the method of distribution does not violate District rules and regulations.
- 16.3 No person shall organize, conduct, or participate in any event or other scheduled activity that is publicly advertised without prior authorization from the Executive Director or a Designee. District activities have priority use of District facilities.
- 17. Prohibited Items for the Safety of Park Users, Property and Wildlife: The following items are prohibited to possess or use on District Property without approval from the Executive Director:**
- a. Knives or blades over four (4) inches in length
 - b. Axes, machetes, scythes, and other metal implements with a sharpened edge meant for cutting
 - c. Firearm replicas
 - d. Spray-paint
 - e. Game and trail cameras
- 18. Hunting, Firearms & Fireworks**
- 18.1 No person shall possess a loaded firearm on District property except in accordance with Oregon and Federal law.
- 18.2 No person shall intentionally possess a loaded or unloaded firearm, or any other instrument used as a dangerous weapon, while in or on a public building as defined in ORS 166.360(9), except as allowed under ORS 166.370.
- 18.3 No person shall use a weapon, as defined in ORS 166.360, except as authorized under Oregon law.
- 18.4 No person shall possess or use a bow and arrow, crossbow, spear gun, paintball gun, BB or pellet gun, airsoft gun, or device capable of launching a projectile by means of compressed gas, or electricity while on District Property.
- 18.5 Fishing is permitted on District property consistent with the Oregon law, including licensing requirements under ORS Chapter 497.
- 18.6 Hunting, trapping, or removing any wild animal is prohibited unless authorized by the Executive Director, a Designee, or other government agency with jurisdiction.
- 18.7 No person shall possess or use fireworks or other explosives.
- 19. Remote-controlled and Unmanned Aerial Vehicles:** In any park or natural area, users must operate remote-controlled vehicles and unmanned aerial vehicles (i.e., a drone, whether for recreational or commercial purposes, consistent with the Federal Aviation Administration regulations.
- 20. Specific Special Recreational Activities:**

- 20.1 Metal Detectors: No person shall use metal detectors on District Property unless pursuant to a permit.
- 20.2 Geocaching/letterboxing is permitted to the extent that the activity does not violate a District rule.
- 20.3 Slacklines, hammocks and similar devices are permitted to the extent that their use is consistent with District rules and causes no damage to vegetation or structures.
- 20.4 No person shall tether, launch or land a hot air balloon, paraglider, parachute or other similar devices on District Property unless authorized in writing by the Executive Director

21. Restrooms and Changing Areas:

- 21.1 No person shall urinate or defecate on district property except in restroom toilets or portable toilets.
- 21.2 Restrooms and portable toilets are to be used only for the elimination of human waste, hand washing and other related personal hygiene functions.
- 21.3 Facility locker rooms and group changing rooms are provided only to clean one's body and to store personal belongings for the time when the facility user is inside the building.
- 21.4 Individual restrooms/changing rooms and restroom stalls are not to be occupied by more than one person and for no longer than 10 minutes, with the exception of those who need assistance and are accompanied by a caregiver.
- 21.5 People may use the restroom that corresponds to their gender identity.
- 21.6 No person over the age of six shall enter a restroom, or locker facility designated for the opposite gender. Those who need assistance and are accompanied by a parent, legal guardian or caregiver may enter the restroom, changing room or locker facility that aligns with the gender of the parent, legal guardian or caregiver.
- 21.7 No person shall use a cell phone, camera, recording device or other photographic equipment inside a restroom, locker room or changing area.
- 21.8 No person shall be within a restroom outside of posted hours of operation.
- 21.9 No animals (excluding service animals), bicycles, camping materials, drug paraphernalia or items used to prepare food for consumption are allowed in restrooms, locker rooms or portable toilets.

22. Substances:

- 22.1 **SMOKING.** Smoking, vaping and the use of tobacco or marijuana in any form is prohibited on any District Property, whether or not in a vehicle.
- 22.2 **ALCOHOL.** No alcoholic beverages are allowed in District Parks, Facilities or Programs without prior written authorization of the Executive Director or their designee. Alcohol may be served at designated District Facilities if a certificate of compliance, as to all regulations pertaining to the use and consumption of alcoholic beverages, is provided to the appropriate District staff and advance authorization is given.
- 22.3 **DRUGS.** No person shall sell, buy, use or have in possession any drug or narcotic prohibited by state law while on District Property or in District Programs.

23. Exclusion

- 23.1 A peace officer or the Executive Director or a Designee may exclude a person from District property, subject to Oregon law, for any of the following:

- a. Violation of District rules and regulations;
 - b. The person has been cited to appear, arrested, or otherwise taken into custody in a “Civil Exclusion Zone” for any of the offenses contained in the City of Redmond or Deschutes County code;
 - c. As ordered by a court of law; or
 - d. The person is deemed a public threat to visitors or to any District staff or property.
- 23.2 The Executive Director or a Designee shall determine the length of the exclusion period. If an excluded person violates the exclusion order, local law enforcement may be called, and the person may be arrested for criminal trespass.
- 23.3 Verbal or written exclusions will begin immediately. The excluded person will have 10 calendar days from the effective date of the notice to appeal the exclusion. The appeal must be in writing and delivered to the District’s Executive Director. The appeal shall set forth the reason(s) that the exclusion is invalid or improper and shall request a written review. The District shall issue a written decision no later than 30 calendar days following receipt of the appeal.
- 23.4 If, as part of a written appeal, the excluded person requests a hearing, it shall be conducted by the board of Directors within 30 calendar days of the request. The board will render the final decision in writing within 15 business days of the hearing date. If a hearing is requested, no written decision shall be issued until after the hearing.
- 23.5 At any time during the exclusion, an excluded person may submit a petition in writing to the Executive Director for a temporary waiver of the exclusion.

24. ENFORCEMENT OF RULES AND REGULATIONS

- 24.1** The Executive Director, a Designee, or any peace officer as defined under ORS 133.005(3) is vested with authority to enforce these rules and regulations and to take the following action:
- a. Issue exclusions as provided by the District’s Park and facility Rules Policy and Oregon law to any person who violates any provision of the District’s rules and regulations.
 - b. Refuse entrance to a District facility or program, or require a person to leave a District property, facility, or program.
- 24.2** A peace officer as defined under ORS 133.005(3) is vested with authority to enforce these rules and regulations and to take the following action:
- a. Issue citations or exclusions as provided by the District’s Park and Facility Rules Policy and Oregon law to any person who violates any provision of the District’s rules and regulations.
 - b. Refuse entrance to a District facility or program, or require a person to leave a District property, facility, or program.
- 24.3** No person shall refuse to leave any District property, facility, or program after being directed to leave by a peace officer or the Executive Director or a Designee. Entering or remaining unlawfully in or upon District property may subject a person to exclusion or prosecution for criminal trespass in the second degree pursuant to ORS 164.245.
- 24.4** No person shall interfere with any District personnel or peace officer enforcing these rules and regulations. Intentionally acting in a manner that prevents or attempts to prevent District personnel or a peace officer from enforcing these rules and regulations may subject a person to exclusion or prosecution pursuant to ORS 162.247.

24.5 Pursuant to ORS 266.450, violation of these regulations is a misdemeanor punishable by exclusion; or upon conviction by a fine not to exceed \$100 or imprisonment not to exceed five days, or both.

24. Severability

Should any word, sentence, paragraph, clause or phrase of this ordinance be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect.

DRAFT

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: March 11, 2025
SUBJECT: Youth Sports Officials Code of Conduct
STAFF RESOURCE: Kris Davis
ACTION PROPOSED: None – Discussion Item

BACKGROUND:

During the discussion regarding the Participants, Parents, and Spectators behavior expectations it was requested that district staff develop a youth sports officials code of conduct. Kris Davis, RAPRD Sports Coordinator, has written this Code of Conduct that he will be sharing with our soccer referees prior to the spring soccer season. This is provided to the board for a discussion item to allow for feedback on the document.

Youth Sports Referee Code of Conduct and Expectations

Introduction

This Code of Conduct and Expectations aims to ensure that youth sports referees maintain the highest standards of professionalism, integrity, and sportsmanship. It serves as a guideline for behavior, decision-making, education and interactions with players, coaches, spectators, and fellow officials. Remember you are representing RAPRD. Communication is key and Have Fun!

Code of Conduct

1. Professional Behavior

- Arrive at the game site on time, dressed in the appropriate officiating attire, and be fully prepared for the match.
- Maintain a professional demeanor at all times, refraining from the use of offensive or inappropriate language.
- Exhibit control, respect, and patience in all interactions, even in challenging or contentious situations.

2. Impartiality and Fairness

- Officiate all matches impartially, ensuring fair play and unbiased decision-making.
- Avoid any conflicts of interest or situations that could compromise objectivity.
- Do not engage in any form of favoritism, whether intentional or perceived.

3. Respect for All Participants

- Treat all players, coaches, fellow officials, and spectators with respect and courtesy.
- Foster an environment of respect and sportsmanship on and off the field.
- Address all participants in a constructive and respectful manner, avoiding confrontational or argumentative interactions.

4. Knowledge and Application of Rules

- Stay informed and up-to-date on the rules and regulations governing youth soccer.
- Apply the rules consistently and fairly throughout each match.
- Be open to constructive feedback and continuously seek to improve officiating skills and knowledge.

5. Safety and Welfare

- Prioritize the safety and well-being of all participants in every match.
- Take appropriate actions to prevent and address injuries, unsafe conditions, or misconduct.
- Be vigilant and proactive in recognizing and mitigating risks to participants.

Expectations

1. Preparation and Punctuality

- Arrive at the game site at least 15 minutes before the scheduled start time.
- Ensure all officiating equipment (whistle, Jersey, timeclock, etc.) is in proper working order.
- Review the match schedule and any specific instructions or guidelines provided by the organizing body.

2. Communication and Collaboration

- Communicate effectively with fellow officials, coaches, and players before, during, and after the match.
- Collaborate with the officiating team to ensure consistent and coordinated decision-making.
- Report any incidents, issues, or concerns to the appropriate authorities or organizing body.

3. Continuous Improvement

- Seek out opportunities for training, education, and development in officiating.
- Reflect on personal performance and identify areas for improvement.
- Embrace feedback from mentors, peers, and participants to enhance officiating skills and knowledge.

4. Positive Role Modeling

- Serve as a positive role model for players, coaches, and spectators.
- Demonstrate sportsmanship, integrity, and a commitment to the principles of fair play.
- Encourage and promote the values of respect, teamwork, and enjoyment of the game.

Conclusion

Adhering to this Code of Conduct and Expectations is essential for maintaining the integrity and spirit of youth sports. Referees are expected to embody these principles in all aspects of their officiating duties to ensure a positive and enjoyable experience for all participants.