



DIRECTOR INFORMATION for  
GENERAL BOARD MEETING  
July 8, 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  
Katie Jalo, Director  
David Rouse, Director  
Kevin Scoggin, Director

## **RAPRD STAFF LEADERSHIP TEAM**

Katie Hammer, Executive Director  
Shawna Hicks, Assistant Executive Director  
Vicki Osbon, Administrative Services Manager

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Redmond Oregon 97756  
541-548-7275  
[www.raprd.org](http://www.raprd.org)

## GENERAL BOARD MEETING AGENDA

July 8, 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. Oath of Office**

**3. Communications** (Comments by Citizens are Limited to 3 Minutes)

**4. Community Recreation Center Update**

**5. Consent Agenda**

Approval of the General Board Meeting Minutes of June 10, 2025

Acknowledgement of Receipt of June 2025 Financial Summary

**6. Action Agenda Items**

Election of Board Officers for Fiscal Year 2024/25 (Chair, Vice-Chair, Secretary)

Resolution #1 2024/25 Approving Signers for Bank Accounts

**7. Discussion Items**

Board Meeting Dates/Times for Fiscal Year 2024/25

Youth Sports Schedules

Annual Ethics Training

**8. Public Comments**

**9. Board/Staff Comments**

**10. 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](mailto: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, June 10, 2025, at 7:30am.

**Attendance:**

Director's Present: Matt Gilman  
David Rouse  
Mercedes Bostick-Cook (attended virtually)  
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: None

Public Attending: Chad Franke, HMK, Katie Jalo, Julie Sanford, Maria Ramierz, City of Redmond, Special Projects and Natural Resource Program Manager

**GENERAL MEETING MINUTES**

- 1. Call to Order:** Matt Gilman called the meeting to order at 7:31am.  
**Adjustments to the Agenda:** None

- 2. Public Hearing for the Fiscal Year 2025/26 RAPRD Budget:**

Katie Hammer said there is a change to the unappropriated ending fund balance in the debt service fund due to updated property tax collection estimates. The estimate for the current year tax collections that was approved by the budget committee and advertised on the LB 1 for remains unchanged, but the amounts estimated for net working capital and prior year tax collections have been reduced, resulting in a reduction in the budgeted Unappropriated ending fund balance. This change is reflected in the resolutions adopting the FY 2025/26 budget.

No public comments. Closed at 7:35am.

**3. Communications:**

Julie Sanford expressed concerns about spring soccer scheduling. Her son participated in 1<sup>st</sup>/2<sup>nd</sup> grade boys' soccer, but almost all their games were on scheduled on Sundays, which greatly affected their family life. Mike Elam said he would look into why that happened and explained that the scheduling was not supposed to be that way.

**4. Consent Agenda:**

Approval of the General Board Meeting Minutes from May 13, 2025; Approval of the Special Board Meeting Minutes of May 22, 2025; Acknowledgement of Receipt of May 2025 Financial Summary:

Lena Berry made a motion to approve the general board meeting minutes of May 13, 2025, special board meeting minutes of May 22, 2025, and acknowledge receipt of the May 2024 financial summary as presented. David Rouse seconded the motion. Motion passed unanimously.

**5. Community Recreation Center Update:**

Chad Franke said that things are moving along quickly on the site. He said that the team discussed the prep issue last week, and deconstruction is beginning on the east side of the building and will continue this next month. He said that the gym side of the building is up. Mechanical, electrical and plumbing sub-contractors are beginning to be on site more often. Chad spoke about awarding the Envelope Services contract to QED Lab, Inc for professional services. Katie said that testing services are required by the energy code.

**6. Action Agenda Items:**

Approval of 2025-26 RAPRD Wage Scale

Katie Hammer explained that last year large changes were made to the wage scale due to the salary study. She recommends a 4% increase in the hourly minimum wage. She said that the recreation coordinator positions will be a recommended 14% increase. She also talked about swim instructors beginning at minimum wage because typically this is an entry level job. Katie added that there were 2 new positions added to the wage scale.

Lena Berry said that the customer service specialist's lead wage was the same as the customer service specialist. David Rouse moved to approve the 2025-26 RAPRD wage scale. Kevin Scoggin seconded the motion to approve with the correction to the customer service specialist wage. Motion passed unanimously.

Approval of Award of Contract for Envelope Services for the Recreation Center:

Kevin Scoggin made a motion to approve the award of contract for envelope services for the recreation center. David Rouse seconded the motion. Motion passed unanimously.

Resolution #3 Adopting the Fiscal Year 2025-26 Budget; Resolution #4 Appropriations for the Fiscal Year 2025-26 Budget; Resolution #5 Imposing and Categorizing Taxes for the 2025-26 Fiscal Year:

Katie explained that approval of resolutions 3-5 will adopt the full budget.

Lena Berry made a motion to approve Resolution #3 Adopting the Fiscal Year 2025-26 Budget, Resolution #4 Appropriations for the Fiscal Year 2025-26 Budget and Resolution #5, Imposing and Categorizing Taxes for the 2025-26 Fiscal Year. David Rouse seconded the motion. Motion passed unanimously.

**7. Discussion Items:** None

**8. Public Comments:** None

**9. Board and Staff Comments:**

Kevin Scoggin expressed his disappointment in the contractor failing to catch the metal prep error and thanked HMK for catching it.

David Rouse thanked Matt Gilman for the good years of service on the board of directors.

Lena Berry asked about clarification for youth sports scheduling. Katie Hammer said that we have games at the HDSC because we have a facility supervisor on hand. Katie also mentioned that if we hold games at other facilities, we typically will not have staff on hand. Lena also suggested that a discussion take place about not having games on holidays and maybe make it a policy. She said it's a good opportunity to have a conversation about scheduling at a future board meeting.

Denise Maich, Accounting Specialist, said that she will be submitting the budget to the county by July 15.

Mike Elam, Recreation Coordinator, said softball has started and we have 15 teams. He also said that soccer registration is open, and enrichment programs are growing. He said they added a new Skyhawk's sports camp this summer.

Katie Hammer, Executive Director, thanked Matt Gilman for his years of service for the board of directors. She said that she appreciated his support and dedication to our district.

Matt Gilman, board chair, said that he wanted to be involved in the community and a new pool. He encouraged the board to pick one project that they care about and try to get it done. He spoke about helping to get the new pool and creating the pickleball club.

**10. Executive Session:**

ORS 192.660 (2) (i) which authorizes executive sessions to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member.

Executive Session Convened at 8:23am.

Reconvene Regular Session at 9:03am.

**11. Action(s) as a result of Executive Session**

David Rouse moved to award a 4% merit increase to Katie Hammer, Executive Director beginning June 26<sup>th</sup>, 2025. Kevin Scoggin seconded the motion. Motion passed unanimously.

**12. Adjournment**

Matt Gilman adjourned the meeting at 9:05am.

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Board Chair,

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Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District  
Financial Summary  
June 30, 2025

**Summary**

June 30, 2025 is 100% of the 2024/2025 Fiscal year.

**Financial Performance By Fund**

<b>General</b>			
Resources (% of 23/24 Budget)	105%	Resources change from FY 22/23	1%
Expenditures (% of 23/24 Budget)	70%	Expenses change from FY 22/23	-7%

	YTD FY Jun 23/24	YTD FY Jun 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 2,129,517	\$ 2,154,917	\$ 2,052,000	105%	100.0%
Personnel Services	\$ 364,789	\$ 357,645	\$ 528,500	68%	84.0%
Materials & Services	\$ 149,367	\$ 210,014	\$ 286,000	73%	84.0%
Debt Service	\$ 97,090		\$ -	#DIV/0!	0.0%
Capital Outlay			\$ -	0%	0.0%
Transfers & Contingency		\$ 1,555,000	\$ 1,655,000	94%	0.0%

<b>Aquatic</b>			
Resources (% of 23/24 Budget)	131%	Resources change from FY 22/23	19%
Expenditures (% of 23/24 Budget)	90%	Expenses change from FY 22/23	14%

	YTD FY Jun 23/24	YTD FY Jun 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 286,902	\$ 341,821	\$ 261,000	131%	98.0%
Personnel Services	\$ 681,591	\$ 774,725	\$ 825,500	94%	93.0%
Materials & Services	\$ 186,473	\$ 233,767	\$ 241,000	97%	96.0%
Debt Service	\$ 35,797	\$ 17,899	\$ 18,000	99%	100.0%
Capital Outlay	\$ 5,825		\$ 50,000	0%	0.0%

<b>Redmond Aquatic Club Eels (RACE)</b>			
Resources (% of 23/24 Budget)	84%	Resources change from FY 22/23	0%
Expenditures (% of 23/24 Budget)	86%	Expenses change from FY 22/23	12%

	YTD FY Jun 23/24	YTD FY Jun 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 92,448	\$ 92,546	\$ 110,000	84%	92.0%
Personnel Services	\$ 72,375	\$ 82,380	\$ 86,400	95%	94.0%
Materials & Services	\$ 49,553	\$ 54,302	\$ 72,000	75%	89.0%

## Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	100%	Resources change from FY 22/23	13%
Expenditures (% of 23/24 Budget)	72%	Expenses change from FY 22/23	0%

	YTD FY Jun 23/24	YTD FY Jun 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 384,529	\$ 435,970	\$ 436,200	100%	95.0%
Personnel Services	\$ 301,086	\$ 317,401	\$ 468,000	68%	85.0%
Materials & Services	\$ 241,479	\$ 224,765	\$ 289,200	78%	95.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	43%	Resources change from FY 22/23	-29%
Expenditures (% of 23/24 Budget)	37%	Expenses change from FY 22/23	14%

	YTD FY Jun 23/24	YTD FY Jun 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 3,616	\$ 2,580	\$ 6,000	43%	80.0%
Personnel Services	\$ 124,571	\$ 123,575	\$ 159,500	77%	78.0%
Materials & Services	\$ 46,995	\$ 71,995	\$ 71,250	101%	82.0%
Capital Outlay	\$ 53,111		\$ 305,000	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections	
FY 24/25 (Current)	2,010,059
<b>FY 24/25 (Budget, current yr)</b>	<b>1,950,000</b>
FY 23/24	1,918,515
FY 22/23	1,823,038
FY 21/22	1,695,409

Resources/Expense Detail

Pool Activities

Pool Activities Resources		Pool Activities Expenses	
FY 24/25 (Current)	150,854	FY 24/25 (Current)	10,157
<b>FY 24/25 (Budget, current yr)</b>	<b>120,000</b>	<b>FY 24/25 (Budget, current yr)</b>	<b>20,000</b>
FY 23/24	126,552	FY 23/24	15,704
FY 22/23	121,214	FY 22/23	14,812
FY 21/22	122,432	FY 21/22	12,078

Youth Sport Leagues

Youth Sports League Resources		Youth Sports League Expenses	
FY 24/25 (Current)	184,454	FY 24/25 (Current)	80,439
<b>FY 24/25 (Budget, current yr)</b>	<b>186,000</b>	<b>FY 24/25 (Budget, current yr)</b>	<b>98,000</b>
FY 23/24	169,568	FY 23/24	82,847
FY 22/23	136,748	FY 22/23	68,853
FY 21/22	128,568	FY 21/22	44,151

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

Enrichment Resources

Enrichment Resources		Enrichment Expenses	
FY 24/25 (Current)	85,517	FY 24/25 (Current)	51,662
<b>FY 24/25 (Budget, current yr)</b>	<b>73,000</b>	<b>FY 24/25 (Budget, current yr)</b>	<b>45,100</b>
FY 23/24	52,098	FY 23/24	36,939
FY 22/23	33,873	FY 22/23	47,740
FY 21/22	39,726	FY 21/22	22,034

## Fitness

### Fitness Resources

FY 24/25 (Current)	22,006
<b>FY 24/25 (Budget, current yr)</b>	<b>20,000</b>
FY 23/24	26,038
FY 22/23	15,279
FY 21/22	7,326

Note: Fitness classes are held at the Senior Center.

### Fitness Expenses

FY 24/25 (Current)	11,013
<b>FY 24/25 (Budget, current yr)</b>	<b>12,500</b>
FY 23/24	17,544
FY 22/23	9,997
FY 21/22	7,108

## Adult Sport Leagues

### Adult Sport League Resources

FY 24/25 (Current)	6,549
<b>FY 24/25 (Budget, current yr)</b>	<b>16,700</b>
FY 23/24	8,725
FY 22/23	5,438
FY 21/22	8,349

### Adult Sport League Expenses

FY 24/25 (Current)	1,637
<b>FY 24/25 (Budget, current yr)</b>	<b>10,600</b>
FY 23/24	4,951
FY 22/23	1,482
FY 21/22	2,517

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

Updated 7/1/25

*RAPRD BOARD AGENDA COMMUNICATION*

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**MEETING DATE:** July 8, 2025

**SUBJECT:** Resolution #1 Approval of Signers for Bank Accounts

**STAFF RESOURCE:** Katie Hammer

**ACTION PROPOSED:** Motion to Approve Resolution #1 2025-26.

**BACKGROUND:**

Resolution #1:

RAPRD historically has all five board members as signers on the district bank accounts since at least one board member needs to sign checks. Resolution #1 updates the signers on the accounts to the current board members. There will be bank documents to sign in addition to this resolution.

**RECOMMENDED MOTION:** **Motion to approve** Resolution #1 Approving signers on the First Interstate Bank accounts.

**Redmond Area Park & Recreation District**  
**Resolution #1 - 2025/26**

**RESOLUTION TO AUTHORIZE SIGNERS FOR BANK ACCOUNTS**

**Be it resolved**, the Board of Directors of the Redmond Area Park and Recreation District authorizes the following individuals to be signers on the district accounts at First Interstate Bank:

Lena Berry, Director  
Mercedes Cook-Bostick, Director  
Katie Jalo, Director  
Kevin Scoggin, Director  
David Rouse, Director  
Katie Billington, Executive Director

**Adopted** on the 8th day of July 2025 by the Redmond Area Park and Recreation District Board of Directors.

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Chairman,

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Recording Secretary, Vicki Osbon