



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
September 13, 2022

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

Mercedes Bostick-Cook, Director
Ed Danielson, Director
Matt Gilman, Director
Zack Harmon, 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
Margaret Maffai, Development Director

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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

September 13, 2022

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/680220485>

You can also dial in using your phone.

Toll Free: 1 877 309 2073

Access Code: 680-220-485

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 from August 9, 2022

Acknowledgement of Receipt of August Financial Summary

4. Action Agenda Items

Board Member Duties and Responsibilities (Review/Adopt)

5. Discussion Items

Proposed Community Recreation Center

RAPRD Wage Scale

6. Public Comments

7. Board/Staff Comments

8. Executive Session

Oregon Law permits public bodies to meet in executive session to discuss specific items which are not open to the public. Final action or decisions on these matters will be made during regular session.

ORS 192.660 (2) (e) which authorizes executive sessions “to conduct deliberations with persons designated by the governing body to negotiate real property transactions.”

Reconvene regular session

9. Actions as a result of Executive Session

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 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, August 9, 2022, at 7:30am.

Attendance:

Directors Present: Matt Gilman
Zack Harmon
Kevin Scoggin
Mercedes Bostick-Cook

Directors Attending
Virtually:

Directors Absent: Ed Danielson

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

Media: None

Public Attending: Maria Ramirez, City of Redmond Parks Planner, Project Manager
Cat Zwicker, Redmond City Council Liaison

GENERAL MEETING:

1. Call to Order:

Matt Gilman called the meeting to order at 7:32am

Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from July 12, 2022,
Kevin Scoggin made a motion to approve the board minutes as presented. Mercedes
Bostick-Cook seconded the motion. Motion passed unanimously.

Acknowledgment of Receipt of July 12, 2022, Financial Summary:

Kevin Scoggin made a motion to approve the consent agenda as presented. Mercedes
Bostick-Cook seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

5. Discussion Items:

Proposed Recreation Center:

Katie Hammer spoke about presenting at the Redmond Executive Association and City
Council. She and Matt will also be on KPOV to speak about the new recreation center as
well. Katie also added that she sent out the email with the draft explanatory statements to
the board. She included information about the location, population and that our current
facility is leased from the school district.

Matt Gilman said that the PAC had a booth at the fair. He said it was successful. He also
said that they are in the process of raising funds for banners, posters and post cards and
they are working on a logo to put on the materials. Matt added that they could use more
assistance on the fundraising side of things.

6. Public Comments:

7. Board & Staff Comments:

Mike Elam, Recreation Manager, said that fall soccer numbers are up to 896 participants
and there are coaches for every team. He added that numbers for other programs are
doing well also. He said recreation staff are still working on new programs and locations
to hold them. He said they are utilizing Pleasant Ridge Community Hall more as well.
He also mentioned that basketball registration opened up too.

Katie Hammer, Executive Director, said that fall registration opened up yesterday
morning and we did just under \$11,000 for opening day. She also said that she and
Jessica Rowan worked the National Night Out last week and were able to answer
questions about the upcoming election. Katie said the annual financial audit is scheduled
for September 26th.

Matt Gilman, board chair, spoke about working on the pickleball club and he added that
swimming is going well.

Kevin Scoggin, board member, asked Katie what would happen with our current facility
after the new recreation center opens. Katie responded that this will be open reduced
hours. It would be open for lap swim and competitive swimming. Matt asked when we

could expect the new recreation center to open. Katie responded that we anticipate in the fall of 2025.

8. Adjournment:

Matt Gilman adjourned the meeting at 8:22 am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
 Financial Summary
 August 31, 2022

Summary

August 31, 2022 is 17.0% of the 2022/2023 budget year.

Financial Performance By Fund

General			
Resources (% of 22/23 Budget)	1%	Resources change from FY 21/22	-67%
Expenditures (% of 22/23 Budget)	12%	Expenses change from FY 21/22	0%

	YTD FY Aug 21/22	YTD FY Aug 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 71,681	\$ 23,458	\$ 1,829,000	1%	4.0%
Personnel Services	\$ 60,899	\$ 69,790	\$ 436,000	16%	16.0%
Materials & Services	\$ 29,549	\$ 20,295	\$ 230,300	9%	13.0%
Debt Service	\$ -	\$ -	\$ 98,000	0%	0.0%
Capital Outlay	\$ -	\$ -		0%	0.0%
Transfers & Contingency	\$ -	\$ -	\$ 1,140,000	0%	0.0%

Aquatic			
Resources (% of 22/23 Budget)	30%	Resources change from FY 21/22	-23%
Expenditures (% of 22/23 Budget)	16%	Expenses change from FY 21/22	16%

	YTD FY Aug 21/22	YTD FY Aug 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 74,794	\$ 57,753	\$ 192,500	30%	41.0%
Personnel Services	\$ 96,384	\$ 115,411	\$ 751,100	15%	14.0%
Materials & Services	\$ 25,302	\$ 28,665	\$ 190,700	15%	14.0%
Debt Service	\$ 17,899	\$ 17,899	\$ 35,800	50%	50.0%
Capital Outlay	\$ 3,972	\$ -	\$ 57,000	0%	13.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 22/23 Budget)	20%	Resources change from FY 21/22	205%
Expenditures (% of 22/23 Budget)	15%	Expenses change from FY 21/22	71%

	YTD FY Aug 21/22	YTD FY Aug 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 4,394	\$ 13,423	\$ 66,000	20%	7.0%
Personnel Services	\$ 4,430	\$ 9,588	\$ 55,850	17%	12.0%
Materials & Services	\$ 4,232	\$ 5,196	\$ 42,000	12%	6.0%

Financial Performance By Fund

Programs			
Resources (% of 22/23 Budget)	14%	Resources change from FY 21/22	-63%
Expenditures (% of 22/23 Budget)	20%	Expenses change from FY 21/22	16%

	YTD FY Aug 21/22	YTD FY Aug 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 87,516	\$ 32,722	\$ 235,000	14%	48.0%
Personnel Services	\$ 41,552	\$ 40,569	\$ 317,500	13%	15.0%
Materials & Services	\$ 39,729	\$ 53,651	\$ 156,250	34%	33.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Parks			
Resources (% of 22/23 Budget)	17%	Resources change from FY 21/22	-1%
Expenditures (% of 22/23 Budget)	14%	Expenses change from FY 21/22	20%

	YTD FY Aug 21/22	YTD FY Aug 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 252	\$ 250	\$ 1,500	17%	19.0%
Personnel Services	\$ 19,388	\$ 24,405	\$ 151,700	16%	14.0%
Materials & Services	\$ 10,591	\$ 11,546	\$ 52,700	22%	22.0%
Capital Outlay	\$ -	\$ -	\$ 45,000	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 22/23 (Current)	-
FY 22/23 (Budget, current yr)	1,750,000
FY 21/22	-
FY 20/21	-

Resources/Expense Detail

Pool Activities

Pool Activities Resources	
FY 22/23 (Current)	20,946
FY 22/23 (Budget, current yr)	75,000
FY 21/22	32,902
FY 20/21	9,786
FY 19/20	19,657

Pool Activities Expenses	
FY 22/23 (Current)	1,331
FY 22/23 (Budget, current yr)	12,000
FY 21/22	3,332
FY 20/21	690
FY 19/20	3,933

Youth Sport Leagues

Youth Sports League Resources	
FY 22/23 (Current)	33,542
FY 22/23 (Budget, current yr)	119,500
FY 21/22	52,203
FY 20/21	7,878
FY 19/20	30,953

Youth Sports League Expenses	
FY 22/23 (Current)	7,883
FY 22/23 (Budget, current yr)	65,000
FY 21/22	14,298
FY 20/21	2,252
FY 19/20	11,121

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

Enrichment Resources

Enrichment Resources	
FY 22/23 (Current)	15,643
FY 22/23 (Budget, current yr)	24,000
FY 21/22	12,361
FY 20/21	3,502
FY 19/20	5,057

Enrichment Expenses	
FY 22/23 (Current)	4,401
FY 22/23 (Budget, current yr)	16,000
FY 21/22	11,659
FY 20/21	7,576
FY 19/20	18,895

Fitness

Fitness Resources

FY 22/23 (Current)	1056
FY 22/23 (Budget, current yr)	20,000
FY 21/22	1,945
FY 20/21	2,694
FY 19/20	8,906

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 22/23 (Current)	451
FY 22/23 (Budget, current yr)	6,000
FY 21/22	95
FY 20/21	61
FY 19/20	2,684

Adult Sport Leagues

Adult Sport League Resources

FY 22/23 (Current)	0
FY 22/23 (Budget, current yr)	15,000
FY 21/22	0
FY 20/21	0
FY 19/20	0

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

Adult Sport League Expenses

FY 22/23 (Current)	775
FY 22/23 (Budget, current yr)	10,000
FY 21/22	426
FY 20/21	0
FY 19/20	490

Updated 9/6/2022

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: September 13, 2022

SUBJECT: Board Members Duties and Responsibilities Policy

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Review Current Policy and Discuss/Recommend Changes in Needed

BACKGROUND:

Special District's Association of Oregon (SDAO) has an annual Best Practices program which focuses on a specific area to ensure that districts have policies in place and following recommended procedures. We can receive a discount of up to 10% on our General Liability Insurance Premium by participating in this program. The other items with contribute to the discount involves training and participating in professional organizations.

The 2022 focus is Board Members responsibilities. SDAO recommends that each district adopt or update a Board Member Duties and Responsibilities policy. The district adopted the current policy in 2015 which is included in your packet you to review and consider approving at the September 13, 2022 board meeting.

BUDGETARY IMPACT: Reduction of insurance premiums. The 2022 discount was \$2,830.

RECOMMENDED MOTION:

Option 1: Motion to approve Board Member Duties and Responsibilities Policy

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

Redmond Area Park and Recreation District
Board of Directors Duties and Responsibilities Policy

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Adopted: November 10, 2015

RAPRD BOARD OF DIRECTORS
POLICY STATEMENT

1. The Redmond Area Park and Recreation District Board of Directors shall operate directly under the general provisions for park and recreation districts established by the State of Oregon, following general operating procedures.
2. These policies are intended to provide a general understanding and uniformity in the practices and procedures for the operation of the Redmond Area Park and Recreation District.
3. These policies express the judgment and will of the Redmond Area Park and Recreation District Board of Directors and are binding on all employees.
4. In the event that any part or parts of these policies are found to be in conflict with the law, then only such part or parts so found shall be null and void and the remainder thereof shall remain in full force and effect.

AMENDMENT OR SUSPENSION OF POLICY

1. These policies of the Redmond Area Park and Recreation District Board of Directors may be amended or suspended by majority of the Directors at any Board meeting, provided that each Director shall have been notified in writing of the proposed amendment or notice of the proposed suspension at least forty-eight (48) hours in advance of the meeting.
2. Where a new policy replaces or amends an existing policy, the Board shall repeal the older one by direct action.
3. The Managers may, in case of emergency, suspend any part of these rules and regulations, which may be in conflict with handling an emergency; provided, however, that the Managers shall report the fact of, and the reason for, such suspension at the next meeting of the Board; and provide further that the suspension shall expire at the time of said report unless continued in effect by the Board.

POWERS AND DUTIES OF THE REDMOND AREA PARK AND RECREATION BOARD OF DIRECTORS

It is the policy of the board of directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the district.

Formulation and Interpretation of District Policy

Board members only have the right and responsibility to participate in board meetings and vote on district matters as part of the board. The most important activity of the board in performing this responsibility is the formulation and interpretation of district policies. To this end, the board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other district officers and personnel.

Recognizing the legal definition of its duties, the Board of Directors, in providing adequate and suitable parks and recreation services for the citizens of the Redmond Area Park and Recreation District, shall consider its major responsibilities to be:

Communications

- Develop regular channels of communication with board members and staff.
- Encourage participation of staff members on appropriate committees.
- Develop procedures for bringing staff opinions and recommendations to the board, as well as board opinions and decisions to the staff.
- Invite non-board members, other local governments, and groups to board or committee meetings or other types of board sponsored assemblies to explore and develop approaches to common concerns.
- Recognize that certain information obtained at board meetings may be non-public and confidential making disclosure a breach of trust.
- Respect the opinion of other members and accept the principle of majority rule in board decisions.

Financial

- Approve the annual budget.
- Monitor district finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

Policies, Objectives, and Plans

- Abide by and become familiar with all laws and policies governing the operation of the district.
- Approve the strategic plan or plan of operations.

- Approve policies for the district.
- Recognize that the district manager should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established board policy. The board's basic function is policy making.
- Develop and approve long-range plan of growth and development for the district.
- Approve specific important projects.
- Approve any significant departure from established plans or policy.
- Ensure that program objectives are assigned to the proper planning or implementing subgroups.
- Where applicable, bring other local governments or community groups into the planning and decision-making process.
- Approve contracts binding the district.
- Approve major changes in the district's organization or structure.
- Approve board plans of action.
- Pass district resolutions, or adopt ordinances.

Management

- Select the board chairman and other officers.
- Select and employ a professionally trained and experienced executive to administer the District.
- Define the duties and responsibilities for the, executive director, chairman, officers, and major committee chairpersons.
- Select legal counsel and consultants for the board.
- Approve contracts for professional services required by and for the board.
- Authorize officers or board agents to enter into contracts or to sign other written instruments and to take financial actions.
- Approve the form, and amount of Executive Director compensation.
- Evaluate the performance of the Executive Director annually.

- Provide advice and consultation to management on matters within the purview of the board's responsibilities.

Employee Relations

- Approve any employee benefit plans.
- Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the board get involved.
- Do not allow personnel problems, other than problems with the Executive Director, to be brought into board considerations.

Control

- Identify types of information needed by the board to analyze effectively the district's directions and achievement. Create a process for collecting and analyzing information.
- Realize that the citizens within the boundaries of the district are the true "owners" of the district.
- Review and assess the organization's performance against objectives, resources, plans, policies, and services rendered.
- Analyze major "shortfalls" in achievement.
- Identify obstacles, sense changing needs, and propose new directions or goals.
- Ensure that the district is in compliance with all federal, state, and local laws.

Board of Directors

- Motivate board members to accept positions of leadership and responsibility.
- Appoint, change, or abolish committees of the board.
- Define powers and responsibilities of committees of the board.
- Do not make commitments on any matter that should come before the board as a whole.
- Recognize that an individual board member has no legal status to act for the entire board.
- Realize that if a quorum of the board meets to make a decision or to deliberate, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Laws.
- Discussions on matters of overall policy outside of regular board meetings can violate the open meetings law.

Public Accountability

- Keep the public informed on all district matters.
- Make decisions based on the wishes and needs of the public.
- Spend the district's money with prudence and trust.
- Place the needs of the public above the ambitions of the board or the district.

MEMBERSHIP ON THE BOARD OF DIRECTORS

Positions and Terms

- The board of directors of the district shall consist of five members serving four year staggered terms. No person shall be eligible to be a board member who is not at the time of election or appointment a resident in the district.
- All board members shall serve at large.

Election of Board Members

The election of board members shall be conducted as provided by ORS 266 and ORS Chapter 255.

Qualifications

No person elected or appointed to the board shall be sworn in unless such person meets the qualifications for office set forth in ORS 266. If questions exist regarding the eligibility of any candidate, the board shall obtain an opinion from legal counsel prior to swearing in such person.

Oath of Office

Each newly elected or appointed board member shall take an oath of office at a board meeting prior to assuming the duties of the position.

Term of Office – Starting Date

Except where the board is filling a vacancy on the board, terms of office shall start on July 1.

Vacancies

Vacancies on the board shall be filled by appointment by a majority of the remaining members of the board. If a majority of the membership of the board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the county commission of Deschutes County. The period of service of a person appointed to fill a vacancy shall expire on June 30 after the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 following his or her election.

BOARD MEMBER ORIENTATION POLICY

Cooperation with Board Candidates

The board, through its staff, shall cooperate impartially with candidates for the board and provide them with information about board policies, administrative regulations, and other aspects of the operation of the district.

Orienting New Board Members

The board and its staff shall assist each new member-elect and appointee to understand the board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

- New members shall be invited to attend and participate in public board meetings prior to being sworn in.
- The Executive Director shall provide material pertinent to district meetings and respond to questions regarding such material.
- New members shall be invited to meet with the Executive Director and other district personnel to discuss the services each performs for the district.
- The district manager shall give each new board member:
 - An updated copy of the district's policies and procedures.
 - A copy of the Attorney General's "Public Records and Meetings Manual."
 - Copies of the minutes of all board meetings, except for executive sessions, for the preceding twelve (12) months.
 - Copies of the district's last five (5) budgets.
 - Copies of the district's insurance policies.
 - Copies of all such documents as the attorney for the district may recommend with respect to any pending claims or lawsuits.
 - A list of all district personnel by position.
 - Such other materials as the board may direct or the district manager deems appropriate .

PUBLIC MEETING POLICY

Preparation for Board Meetings

- Distribution of materials to board members
The agenda and financial summary shall be given to each member of the board of directors at least four (4) days prior to any regularly scheduled board meeting.

At the same time, the Executive Director shall provide members detailed information relative to the agenda, including existing board policy pertinent to agenda items.
- Distribution of agenda to the public

The proposed agenda will simultaneously be distributed to all district officers and other facilities, local and other news media, and posted at one or more convenient locations for review by district personnel and the public.

BOARD MEETING AGENDA

- 1.0 Call to Order
 - 1.1 Adjustments to the Agenda
- 2.0 Communications (comments from citizens)
- 3.0 Consent Agenda
 - 3.1 Approval/Correction of Minutes
 - 3.2 Acknowledge Receipt of Financial Summary
- 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

Notice and Location of Meetings

- Application

This policy applies to all meetings of the board of directors of the district and to any meetings of subcommittees or advisory groups appointed by the board, if such subcommittees or advisory groups normally have a quorum requirement, takes votes, and form recommendations as a body for presentation to the board of directors.
- Compliance with Law

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710 and 192.990.
- Locations of Meetings

All meetings shall be held within the geographic boundaries of the district, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, sexual preference, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- Meetings Held by Telephone

Meetings held by telephone or other electronic communication is subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by

telephone or other electronic means may be listened to by members of the public. ORS 192.670(2).

- **Regular Meetings**

The board shall hold regular monthly meetings on the **second Tuesday** of each month. Such meetings shall be held at **Cascade Swim Center, 465 SW Rimrock Dr, Redmond Oregon**, at **7:30am** or at such other places and times as the board may designate from time to time.

- **Special Meetings**

The board shall hold special meetings at the request of the president or any three members of the board. If the president is absent from the district, special board meetings may be held at the request of the vice-president. No special meeting shall be held upon less than 24 hours public notice.

- **Emergency Meetings**

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the district which would be substantially increased if the board were to delay in order to give 24 hours notice before conducting the meeting. The convenience of the board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the director or directors calling such meeting shall recite the reasons for calling such meeting and the reasons the meeting could not have been delayed in order to give at least 24 hours notice, which reasons shall be noted in the minutes. The board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

- **Notice of Meetings**

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be posted on the district's website at the following locations with the district: Cascade Swim Center, 465 SW Rimrock and RAPRD Activity Center, 2441 SW Canal, Redmond, OR. .

Written notice shall also be sent to any persons who the district knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media and interested persons shall be notified by mail or telephone. For emergency meetings, the

district shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

- **Executive Sessions**

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings as set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

The chairman or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the president shall direct any representative of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the board as a whole.

- **Interpreters for the Hearing Impaired**

The district shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at board meetings, in accordance with the following rules:

- The district shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the district at least 48 hours notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the district may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.

Board Meeting Conduct

- **Presiding officer**

The president shall preside at board meetings. In the president's absence, the vice-president shall preside. If both the president and vice-president are absent, any other member of the board may preside.

- **Authority to Conduct Meetings**

The president or other presiding officer at any board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the

president or other presiding officer at the meeting may be overridden by a majority vote of the board.

- **Public Participation**

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Such persons become trespassers upon failure to do so.

- **Electronic Equipment**

The authority to control the meetings of the district board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the district board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the board and the public attending the meeting shall be of primary concern in formulating such rules.

- **Recording of Votes**

Votes shall be recorded. Any member may request that his or her vote be changed if such request is made prior to consideration of the next order of business.

ORGANIZATION

1. At the first Board meeting in July of every year, there shall be elected a Chairman, Vice Chairman and Secretary of the Board. Each officer so elected shall take office immediately and shall serve until the first Board meeting of the following July, or until his/her successor is elected and qualified to serve. In order for a member of the Board to be eligible for nomination for the office of Chairman, he/she shall have served one previous year.
2. If the Chairman should resign or for any reason be unable to fulfill his/her obligation during his/her term of office, the Vice Chairman shall automatically fill the position of Chairman. In the event any other office becomes vacant, the position found vacant shall be filled at the next regular meeting of the Board of Directors by nomination and vote of the remaining Board members.
3. The duties of the Chairman shall to be to preside at all meetings/work sessions of the Board, to sign all documents which require a formal signature of the Board, to create standing and special committees, and to appoint Board Members to those standing and special committees. Board concurrence will be requested on the creation of committees and the appointments to those committees.
4. The Vice Chairman shall preside in the absence of the Chairman and shall perform such other duties as may be assigned by the Chairman.
5. The Secretary of the Board need not be a member of the Board of Directors. He/she may be a manager or some other person designated by the Board to act in this capacity. He/she shall sign all documents formally requiring the signature of the District.

6. With the exception of the Secretary of the Board, no person shall fill the same office for more than two (2) consecutive years. An exception to this rule may be made with approval of the majority of the Board of Directors.
7. A Recording Secretary who shall not be a member of the Board of Directors shall be appointed by resolution at the first board meeting in July annually to take the minutes of all Board meetings and all informal minutes when requested by the Chairman to do so.

COMMITTEES

1. Special and standing committees may be created by the Chairman, with concurrence by the Board. Committee members will be appointed by the Chairman, with concurrence by the Board. Whenever desirable, the Board will function as a committee of the whole. Other committee members may be selected from the public when deemed desirable. The Chairman will set guidelines for each committee.
2. The functions of a committee shall be those designated by title. It shall be the responsibility of a committee to study topics referred to it and to make recommendations to the Board for final action.
3. The managers shall be eligible to attend any meetings of any standing or special committees except when his/her employment is under consideration.
4. All Special and Standing Committee meetings will be subject to the State of Oregon Public Meetings and Public Records statutes.

AUTHORITY OF MEMBERS

Board Members Authorized By Official Board Action Only

Board members have no individual powers separate from the powers of the board and have no authority to act individually without delegation of authority from a quorum of the board. Likewise, no individual board member may speak for or on behalf of the board or district, except as authorized to do so by official board action as recorded in the official minutes, guidelines, or policies of the district.

Management and Communication between Board and Staff

The primary responsibility of the Board is to make policy level decisions for the district. Management of the daily operations and staff is the responsibility of the district manager. Unless otherwise authorized by a quorum of the board, no individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district. Moreover, unless otherwise authorized by the board, no individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Any communications relative to district business must be directed to the board chair, who will then communicate the question, request or concern to the district manager.

All business must be conducted at valid meetings as defined by the Public Meeting Law and ORS 192.620. If a proposition or concern comes to a Director, he/she should not commit the Board. Routine matters should be referred to the managers. Matters of policy should come before the Board.

All District business brought to the attention of an individual Board member shall be handled in the following manner: Be courteous to the taxpayer and determine whether the stated business shall be referred to the managers or to the Board. Then direct the taxpayer to either call the manager or to appear at the next Board meeting and discuss the matter with the entire Board. (Be sure to notify the Executive Director so he/she can include this business item on the agenda.) No District business decision is ever to be made by an individual Board member and or individual Board members outside an official Board meeting.

Ethical Standards

Board members act as representatives of the citizens of the district. Therefore, board members shall adhere to the highest ethical standards in the conduct of district business

EDUCATION, TRAINING, AND CONFERENCES FOR BOARD MEMBERS POLICY

Redmond Area Park and Recreation District recognizes that participation in professional organizations, and participation in such organizations' annual conferences, is extremely vital to the continued growth of each Board Member. Further, it is the intention of the District to encourage participation by all Board Members whenever possible, and to see to it that Redmond Area Park and Recreation District is represented at all such conferences by a minimum of the Board Chairman or his/her designated appointee. In all such instances of conference travel, expenses will be incurred by the most cost-effective, efficient, means possible. Individual Board Members wishing to accept a position or committee appointment at a regional or national level must receive prior authorization from the Board of Directors.

State Conferences: All Board Members will be encouraged to attend professional society state conferences, particularly those sponsored by the Special District's Association of Oregon and Oregon Park and Recreation Association. Conference expenses for Board Members will be reimbursed in full for travel, lodging, meals, and conference registration. The Chairman of the Board of Directors shall make every attempt to represent the District annually at the Special District's Association of Oregon conference.

regional/ National Conferences: All Board Members will be encouraged to attend regional / national, professional conferences. At least one of the representative members should be the Chairman. Conference expenses for Board Members will be reimbursed in full for travel, lodging, meals, and conference registration.

Workshops, Seminars, Institutes, Education or Training Courses

General: It is the policy of the Redmond Area Park and Recreation District to encourage Board development and excellence of performance by reimbursing tuition for training or educational

courses. The District will pay the full cost of any workshop, seminar, institute, educational or training course that is directly related to the duties of the position of the Board Member in accordance with the budget considerations after obtaining Board approval.

Education, Training, and Conferences for Board Members Procedure

The Recording Secretary is responsible for per diem, registration, and lodging arrangements for Board Members attending state, regional, and national conferences. Board Members will make their own travel arrangements. Expense reporting forms will be forwarded to each Board Member attending a conference.

When a Board Member requests to attend a training or educational course and that request is approved by the Board of Directors, the Recording Secretary is responsible for the registration of the Board Member (example: workshops, seminars, etc.)

Upon returning from conferences, seminars, workshops, etc., each Board Member will either prepare a one (1) or two (2) page report or make a verbal report during the next Board Meeting detailing what was learned at the session(s) that will be of benefit to the District. Materials may be turned in to the Recording Secretary to be included in the library or the Administrative Building so that other Board Members and staff may have access to them.

Board Members are responsible for paying their own tuition for an educational course when requests are approved by the Board of Directors. Upon completion of that course, the Board Member will submit a request for reimbursement to the Recording Secretary. Copies of the authorization for payment will be forwarded to the Board of Directors.

RAPRD will use Special District's Association of Oregon's legal counsel as necessary. The managers and the Chairman of the Board may request any legal advice that may be needed in handling or in dealing with matters pertaining to the welfare of the Redmond Area Park and Recreation District, with a majority vote of the Board if possible. Individual Board Members should direct requests through the managers and/ or the Chairman.

AUDITOR POLICY

An auditor shall be selected and appointed by the Board and retained on a yearly retainer fee. The auditor must be a Certified Public Accountant and a member of the State Board of Accountancy roster authorized to conduct municipal audits.

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.

INSURANCE AGENT(S) OF RECORD POLICY

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.

GROUND RULES

The Board of Directors of the Redmond Area Park and Recreation District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its residents. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following ground rules shall be observed.

1. We, as a Board of Directors, value confirming the dignity of each individual Board member. We also recognize the importance of respecting the style, values, and opinions of one another. We encourage responsiveness and attentive listening in our communication.
2. We, as a Board of Directors, shall place the needs of the residents first.
3. We, as a Board of Directors, recognize that our primary responsibility is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District ought to be delegated to professional staff members of the agency.
4. We, as a Board of Directors, shall commit ourselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, talking behind people's backs, and other negative forms of interaction.
5. We, as a Board of Directors, shall commit ourselves to focusing on issues and not personalities. We will encourage the presentation of others' opinions. We will avoid cliques and voting blocks based on personalities rather than issues.
6. We, as a Board of Directors, commit to supporting Board action. The role of the Board member is not to place barriers once a decision has been made by the Board and is ready to be implemented. We acknowledge the right of individuals to disagree with ideas, without being disagreeable. Different points of view are healthy in contributing to the decision-making process.
7. We, as a Board of Directors, shall practice the following procedures in: 1) seeking clarification on informational items; 2) handling concerns; 3) handling items related to participant safety; 4) presenting items for discussion at Board meetings and in other forums; and 5) seeking clarification for policy-related concerns.
 - Informational Items. Board members may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - Handling Concerns from residents of the District. Concerns made to members of the Board of Directors should be referred to the Executive Director of the District. The Board of Directors should encourage members of the community to attend a board meeting.
 - Participant Safety. Concerns for participant safety or hazards should be reported to the Executive Director or to the front desk at the administrative office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

- Agenda Items. Board members wishing to have items placed on the Board meeting agenda or at other Board functions should present these to the Executive Manager and/ or to a Board member when advisable.
- Policy-related Concerns. Policy - related questions, especially related to personnel, legal action, land acquisition and development, finances, and programming should be directed to the Executive Director and/ or to a Board member when advisable.
- Members of the Board of Directors, when approached by professional staff members concerning policy within the District, shall direct inquiries to their supervisor. The chain of command should be followed.

8. We, as a Board of Directors, shall observe State of Oregon Public Meeting Laws in conducting business meetings of the District.

9. We, as a Board of Directors, recognize the work of the District as a team effort. All individuals shall work together in collaborative process, assisting each other and the Chair, in conducting the affairs of the District.

10. We, as a Board of Directors, when responding to citizen requests and concerns, shall be courteous, responding to individuals in a positive manner and routing their concerns and interests through appropriate channels.

11. We, as a Board of Directors, are encouraged to work with the managers at our convenience, to discuss current issues, concerns and District projects.

12. We, as a Board of Directors, shall each operate as part of the whole. Issues will be brought to the attention of the Board as a whole, rather than to individual members selectively.

13. We, as a Board of Directors, are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its vision.

14. We, as a Board of Directors, shall be prepared by reviewing District materials and will engage in a program of development directed toward improving our legislative decision - making capabilities.

15. We, as a Board of Directors, are committed to the pursuit of the vision of the Redmond Area Park and Recreation District. We are a part of a partnership between the District and the residents of the Redmond Area Park and Recreation District.

REDMOND AREA PARK AND RECREATION DISTRICT

DIRECTOR

GENERAL DESCRIPTION

As an elected representative of the residents of the Redmond Area Park and Recreation District, a Director serves a four (4) year term. The five- member Board of Directors is responsible for establishing a program and conducting the affairs of the District in compliance with Oregon Revised State Statutes. The Board of Directors has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

SUPERVISION RECEIVED

The Board of Directors is responsible to the voting constituency that has elected that individual. As such, it is the responsibility of the Director to seek out information concerning the leisure needs and interests of the residents of the District. A Director may be assigned committee work by the Chair of the Board with concurrence and may be counseled by the Chair to ensure that he/ she is in compliance with Board policies.

SUPERVISION EXERCISED

The Board of Directors, as a unit, directs the affairs of the District. In general, the Board of Directors is responsible for formulating and evaluating policy. In addition, the Board supervises the work of the managers, ensuring that they carry out directives in an efficient and effective manner.

DUTIES

1. To conduct the affairs of the District in such a manner that its integrity is maintained and it is perceived positively by its residents.
2. To engage in the process of legislative policy formulation and evaluation.
3. 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.
4. To participate fully in short-term and long-term planning processes, ensuring that the resources of the District are utilized in an efficient manner.
5. 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.
6. To actively promote the vision, mission, philosophy, and programs of the District by engaging in promotional activities and events.

7. 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.
8. 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.
9. To ensure the long-term survivability of the District by maintaining a stable fiscal base.
10. To develop, adopt, and monitor the District's compliance with the Oregon Revised Statutes.
11. To serve as a liaison with other related organizations, institutions, and agencies, nurturing a positive and mutually beneficial relationship.
12. 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.
13. To provide community leadership directed toward improving and enhancing the quality of life for the residents of the District.
14. To ensure that District residents are informed about the affairs, programs and other services of the District.
15. To participate, as practical, in professional associations on the state, regional, and national levels.
16. 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.
17. To encourage the use of forms of positive reinforcement to reward productive behavior among the professional staff and volunteers assisting the District.
18. 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.
19. To hire and evaluate the Executive Director of the District to ensure continuity in operations.
20. 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.

QUALIFICATIONS

There are two basic qualifications necessary in order to serve as a member of Board of Directors of the Redmond Area Park and Recreation District. An individual must be a resident of the district and, in addition, must be a registered voter (Oregon Revised Statute 266.310(2)).

SKILLS

The skills required of a member of the Board of Directors are varied and numerous. Some of the desirable skills include: knowledge of park and recreation theory, public policy, public administration, financial administration and budgeting, Oregon Revised Statutes, District policies and procedures, and knowledge of planning and goal setting. In addition, it is desirable that a Director be skilled in communications, building trust, delegation, and facilitating group behavior. Imagination and vision are also important competencies to possess.

REDMOND AREA PARK AND RECREATION DISTRICT

POSITION DESCRIPTION

CHAIR

GENERAL DESCRIPTION

The Chair of the Board of Directors of the Redmond Area Park and Recreation District serves as an official head and presiding officer of the Board. The Chair is responsible for conducting the official meetings of the Board of Directors and for supervising their activities to ensure compliance with District policies and procedures. The Chair serves as the official spokesperson of the Board of Directors.

SUPERVISION RECEIVED

The Chair of the Board of Directors is elected by the Board as a whole. This individual is not only accountable to the Board of Directors, but also to the citizens of the District. The term of this position is one year.

SUPERVISION EXERCISED

The Chair of the Board of Directors works in concert with other Board members and managers to establish an agenda for the District. This involves establishing meeting dates and times and calling special sessions of the Board of Directors. In addition, the Chair of the Board of Directors is responsible for creating and supervising standing and special committees, with Board concurrence, and for appointing members to those committees, with Board concurrence.

DUTIES

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 spokesman for the District, representing the actions of The Board as a whole in a manner that reflects positively on the District.
14. Has the authority to conduct investigations about complaints from the public and staff.
15. To organize and conduct the annual evaluation of the Executive Director of the District in the absence of the chair.
16. To perform other duties as may be assigned by the Board of Directors of the Redmond Area Park and Recreation District.

QUALIFICATIONS

There are two basic qualifications necessary in order to serve as a Chair of the Board of Directors of the Redmond Area Park and Recreation District. An individual must be a resident of the District and, in addition, must be a registered voter (Oregon Revised Statute 266.310.(2)). In addition, the individual shall have served as a member of the Board of Directors for a minimum of one year.

SKILLS

In addition to the general skills required of a Board member, there are a number of specific skills desired to serve effectively as the Chair. Knowledge of group dynamics, communication, parliamentary procedures, leadership, problem solving, and conflict resolution are all desirable skills or competencies. Further, it is essential that the Chair have good speaking skills and abilities.

REDMOND AREA PARK AND RECREATION DISTRICT

POSITION DESCRIPTION VICE CHAIR

General Description

The Vice Chair of the Board of Directors of the Redmond Area Park and Recreation District serves as an official head and presiding officer of the Board in the absence of the Chair. The Vice Chair is responsible for conducting the official meetings of the Board of Directors and for supervising their activities to ensure compliance with District policies and procedures in the absence of the Chair. The Vice Chair serves as the official spokesperson for the Board of Directors in the absence of the Chair.

SUPERVISION RECEIVED

The Vice Chair of the Board of Directors is elected by the Board as a whole. This individual is not only accountable to the Board of Directors, but also to the citizens of the District. The term of this position is one year.

SUPERVISION EXERCISED

The Vice Chair of the Board of Directors works in concert with other Board members and managers to establish an agenda to the District in the absence of the Chair. This involves establishing meeting dates and times and calling special sessions of the board of Directors. In addition, the Vice Chair of the Board of Directors is responsible for creating and supervising standing and special committees, with Board concurrence in the absence of the Chair.

DUTIES

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 spokesman 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 organize and conduct the annual evaluation of the Executive Director of the District in the absence of the chair.
15. To perform other duties as may be assigned by the Board of Directors of the Redmond Area Park and Recreation District.

QUALIFICATIONS

There are two basic qualifications necessary in order to serve as a Vice Chair of the Board of Directors of the Redmond Area Park and Recreation District. An individual must be a registered voter (Oregon Revised Statute 266.310.(2)). In addition, the individual shall have served as a member of the Board of Directors for a minimum of one year.

SKILLS

In addition to the general skills required of a Board member, there are a number of specific skills desired to serve effectively as the Vice Chair. Knowledge of group dynamics, communication, problem-solving, and conflict resolution are all desirable skills or competencies. Further, it is essential that the Vice Chair have good speaking skills and abilities.

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: September 13, 2022

SUBJECT: Wage Scale 2022-23

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: None

BACKGROUND:

The RAPRD Board of Directors approved an updated wage scale for district staff during the March 8, 2022 board meeting. This updated wage scale increased the wages for most positions an average of 11%. The board had requested during the March 2022 meeting that the wage scale is reviewed quarterly, due to the changing employment market. District staff hasn't conducted an updated wage study since the March meeting.

The district is still having difficulty hiring for some supervisory positions, mainly Lead Lifeguards but most other positions we are receiving applications for regularly.

It is anticipated that the salary schedule will need to be updated every year.

BUDGETARY IMPACT: To Be Determined

RECOMMENDED MOTION:

Redmond Area Park and Recreation District
Salary Scale 2022-23
Min wage 13.5

Position	Department	Hourly Minimum	Hourly Maximum
Administrative Services Manager	Administration	\$ 25.11	\$ 32.95
Bookkeeper - Assistant	Administration	\$ 16.78	\$ 23.34
Bookkeeper - Lead	Administration	\$ 18.34	\$ 26.47
Executive Director	Administration	\$ 33.41	\$ 47.30
Marketing	Administration	\$ 16.50	\$ 23.10
Payroll/Human Resources Specialist	Administration	\$ 17.50	\$ 25.93
Customer Service Specialist	Administration	\$ 14.75	\$ 17.75
Resource Development Coordinator	Administration	\$ 20.32	\$ 28.03
Swim Coach - Assistant	Aquatics	\$ 15.00	\$ 19.00
Aquatic Director	Aquatics	\$ 25.11	\$ 32.95
Aquatics Wellness Coordinator	Aquatics	\$ 16.65	\$ 26.85
Assistant Aquatic Director	Aquatics	\$ 16.06	\$ 23.23
Lifeguard	Aquatics	\$ 14.75	\$ 17.75
Lifeguard - Lead	Aquatics	\$ 16.25	\$ 21.85
Facility Maintenance Lead	Aquatics	\$ 21.00	\$ 27.62
Maintenance Technician/Custodian	Aquatics	\$ 15.35	\$ 21.95
Swim Coach	Aquatics	\$ 16.64	\$ 22.44
Swim Lesson Instructor	Aquatics	\$ 14.25	\$ 16.50
Fitness Instructor (Not Certified)	Aquatics	\$ 16.06	\$ 22.33
Water Polo Coach	Aquatics	\$ 16.50	\$ 21.12
Waterpolo Coach - Assistant	Aquatics	\$ 15.00	\$ 19.00
Maintenance Supervisor/Facilities Maintenance	Parks	\$ 21.00	\$ 27.62
Maintenance Technician	Parks	\$ 15.35	\$ 21.95
Activity Instructor	Recreation	\$ 15.50	\$ 17.75
Facility Supervisor/Attendant	Recreation	\$ 15.53	\$ 21.95
Fitness Instructor (certified)	Recreation	\$ 19.50	\$ 25.30
Ice Rink Attendant	Recreation	\$ 13.75	\$ 15.50
Ice Rink Lead	Recreation	\$ 16.00	\$ 20.12
Program Coordinator	Recreation	\$ 17.25	\$ 25.85
Recreation Coordinator Assistant	Recreation	\$ 16.23	\$ 21.52
Recreation Lead I	Recreation	\$ 16.00	\$ 20.12
Recreation Lead II	Recreation	\$ 14.50	\$ 16.30
Recreation Manager	Recreation	\$ 25.11	\$ 32.95
Youth Sports Assistant	Recreation	\$ 15.52	\$ 21.53
Sports Official - Licensed	Recreation	\$ 14.50	\$ 17.05
Sports Official - Unlicensed	Recreation	\$ 14.00	\$ 15.95

Approved: March 8, 2022