Redmond Area Park and Recreation District
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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, September 9, 2025, at 7:30am.

Attendance:

Director's Present:	Lena Berry Mercedes Bostick-Cook Katie Jalo David Rouse Kevin Scoggin
Directors Absent:	None
Staff:	Katie Hammer, Executive Director; Shawna Hicks, Deputy Director-Recreation, Vicki Osbon, Administrative Services Manager, Jessica Rowan, Aquatic Manager; Mike Elam, Recreation Coordinator
Media:	None
Public Attending:	Chad Franke, HMK, Maria Ramirez, City of Redmond, Special Projects and Natural Resource Program Manager

GENERAL MEETING MINUTES

1. **Call to Order:** Mercedes Bostick-Cook called the meeting to order at 7:31am.
   Adjustments to the Agenda:
   Katie Hammer said that we would not be appointing the bond oversight committee member today.

2. **Communications:** None

3. **Community Recreation Center Update:**
   Chad Franke reported steady progress on the locker rooms, with framing underway and structural work advancing on the natatorium side. The Purlin replacement is complete, and roof panel installation will occur next month. Pool excavation is scheduled to begin October 23. He will be reviewing the budget with Katie to determine if planning for Phase two of the project can begin. The excavated gravel from the pools will be retained so it can be repurposed for soccer field and outdoor accessory areas.

   David Rouse asked about the pool excavation timeline; Chad confirmed it should proceed quickly because of prior blasting and shaping. Trench line excavation for piping will follow. The next phase includes installing temporary windows to begin drying and conditioning the interior space, allowing acclimation of the wood floor.

   The gym side of the building is expected to be turned over in March, enabling furniture and equipment to be set up on that side of the building ahead of opening.

   Katie said furniture and fitness equipment orders are planned for January or early February, with most items arriving quickly, though some may require 12–14 weeks for delivery.

4. **Consent Agenda:**
   Approval of the General Board Meeting Minutes of August 12, 2025
   Acknowledgement of Receipt of August Financial Summary
   Lena Berry made a motion to approve the general board meeting minutes of August 12, 2025, and acknowledgement of receipt of August Financial Summary. David Rouse seconded the motion. Motion passed unanimously.

5. **Action Agenda Items:**
   Approval of Public Records Policy
   Katie said that the updated the public records policy is due to changing the costs to read actual costs instead of a specific amount so these can be updated without needing to approve the policy annually. The other change to this policy is removing the authorization to remove original records since original records should never be removed from the district buildings. David Rouse moved to approve the Public Records Policy as revised. Kevin Scoggin seconded the motion. Motion passed unanimously.

   Appoint Bond Oversight Committee Member
   Removed from agenda.

6. **Discussion Items:**
   Review Board Goals
   Katie Hammer provided an update on progress on the short term (one year) goals that were adopted in August 2024.
   Fundraising Plan: While a formal fundraising plan is not yet in place, Katie continues to prioritize fundraising efforts. A written plan will be developed in alignment

with the mid-term goal to establish long-term funding operations and a capital plan, pending adoption of the Parks Master Plan.

Organizational Chart Update: Completed in spring. New positions were created, including Deputy Director, Human Resources, Customer Service, Outreach/Marketing, and Facility Maintenance. These roles are scheduled to be filled this fiscal year.

Policy Review and Updates: Progress continues on the third goal. Personnel policies have been updated, and new policies for participants, parents, and spectators have been adopted. Financial and public records policies have also been updated and adopted. Public contracting policy is scheduled for board consideration in October. Katie plans to create a review schedule for all approved policies.

District Rebranding: The fourth goal involves restoring and rebranding the district, potentially including a name change and new logo. Katie will add this topic to a future board agenda for discussion. Staff are currently working on outreach efforts including a newsletter, social media schedule, and pre-program emails. The district's marketing and communications plans are under review to ensure full implementation.

Katie also provided a brief update on the mid-term goals:

Community Engagement: Katie and Shawna participated in a bilingual outreach event at Obsidian Middle School in August, highlighting the need for Spanish-speaking staff. The event promoted program registration and shared information about Better Together grant funding.

Katie added that two mid-term goals are tied to the park and recreation master plan that include, develop a long-term funding operations capital plan and developing plans for maintenance on our current facilities, and parks and facilities manager positions filled.

Public Contracting Policy

Katie Hammer reported that she has received recommended policy from the District's attorney and is in the process of reviewing that policy. She will send it to the board after she has reviewed it. The board will consider adopting this policy during their October 2025 board meeting.

7. **Board Staff Comments:**

Shawna Hicks, Deputy Director-Recreation, reported that soccer began last weekend. She will attend the soccer games this weekend. She really liked attending the event last week and meeting the community.

Jessica Rowan, Aquatic Manager, mentioned that we are in shutdown and everything is going along as scheduled. She said we do have electricians working on pool lights. We are looking at re-opening on schedule and then going into the fall season programming. She also provided an update on the water polo program. Since the opening of Ridgeview High School, that water polo has struggled to have a boy's and girls' team, it's been two co-ed teams for each school. The governing bodies for water polo are allowing us to recombine the two high schools, and we can run a boys and girls team on behalf of Redmond. Jessica said evening programming is blocked out for school programming and swim lessons through February.

Vicki Osbon, Administrative Services Manager, said the site visit was great, and the customer service staff really enjoyed it too. We also wrapped up the season at the kiosk on Sunday and it was a good season.

David Rouse, Director, said he really enjoyed the site visit too and seeing the progress being made.

Kevin Scoggin, Director, thanked everyone for their hard work. He is excited to see Shawna onboarded and working. He said her position was a much needed one.

Mercedes Bostick-Cook, Director, thanked everyone for their hard work. Mercedes asked about working with Kiwanis on a grant for the playground. Katie said that there are some grant deadlines this fall. Mercedes also asked if we received any backlash about not having soccer jerseys. Katie responded that the customer service staff has received some negative feedback regarding jersey and communication issues. Katie provided an update to the board regarding the jersey challenge. We had to pivot in August and cancel the original jersey order because the company could not fulfill our order until the middle of soccer season. Katie said that Shawna assisted the recreation staff with choosing another company who said they would be able to deliver to us before the first game, but they were not able to. Staff will be getting estimates from other shirt vendors for the upcoming basketball season and will be adjusting sports registration ending dates for future seasons by two weeks to allow extra time to order jerseys to make sure they arrive on time. Katie also said that Shawna is researching software options to improve communication between the volunteer coaches and their teams.

Katie also mentioned that she and Mercedes met with city staff and the mayor about the 35th street intersection and planned round-about. Katie said that we do not have a solution yet, but we are going to work together to try to encourage the state to come up with funding.

Public Comments:
Maria Ramirez, City of Redmond, Special Projects and Natural Resource Program Manager mentioned that she also appreciated the tour of the new building. She said the over the next couple of months the city is reevaluating their capital improvement plan. She said there are plans for a new community park to start development in 2029 and reprioritizing the capital improvement plan will move ahead due to some land use challenges they need to start working through now. She said she will bring the capital improvement plan to the December board meeting if the RAPRD board is interested in seeing it.

8. Adjournment

Mercedes Bostick-Cook adjourned the meeting at 8:27am.

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Board Chair, Mercedes Bostick-Cook

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Recording Secretary, Vicki Osbon