



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
August 12, 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

Mercedes Bostick-Cook, Chair
Kevin Scoggin, Vice-Chair
Lena Berry, Director
Katie Jalo, Director
David Rouse, Director
Kevin Scoggin, Vice-Chair

RAPRD STAFF LEADERSHIP TEAM

Katie Hammer, Executive Director
Shawna Hicks, Deputy Director - Recreation
Vicki Osbon, Administrative Services Manager

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Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

August 12, 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. Executive Session

The board will meet in Executive Session during the regular meeting pursuant to ORS 192.660 (2) (h) for the purpose of consulting with legal counsel concerning the legal rights and duties of a public body regarding current litigation or litigation likely to be filed.

4. Community Recreation Center Update

5. Parks and Recreation Master Plan Update

6. Consent Agenda

Approval of the General Board Meeting Minutes of July 8, 2025

Acknowledgement of Receipt of July Financial Summary

7. Action Agenda Items

a. Action(s) resulting from Executive Session

8. Discussion Items

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 at least 72 hours prior to any public meeting. **This is a no-smoking facility.**



END OF MONTH REPORT – JULY 2025



HMKCO.ORG

GENERAL PROGRAM UPDATE

July saw an uptick in activity throughout the construction site – HVAC, electrical, and plumbing continued while framing of the admin area commenced. The site is being prepared for parking lot work in August. Meanwhile, ongoing weekly meetings are helping keep the project on track with continuous budget and schedule reviews.

PROJECT ADMINISTRATION

Project administration and accounting support are two key areas critical to Program success. This is a combined effort of HMK Company and RAPRD's Accounting Department. In the month of July, we processed 5 Invoices.

Contract Type	Number of Contracts	Value
Professional Service Agreements / Design Contracts	10	\$3,848,333
Construction Contracts	1	\$ 42,776,314

LOCAL VENDORS AND CONTRACTORS

Currently, 92.4% of the contracts awarded have been awarded to local contractors, this amounts to \$ \$43,054,803 of the \$46,619,647 awarded.

The following list of local vendors who are currently working on the projects.

CENTRAL OREGON VENDORS

HMK Company
HWA, Inc.
The Wallace Group
Systems West Engineers
Environmental Controls Corp.

CENTRAL OREGON CONTRACTORS

Kirby Nagelhout Construction Co.

CONTRACTORS WORKING ON RAPRD RECREATION CENTER

Kirby Nagelhout Construction Co.

Tomco Electric Inc.

Apollo Mechanical Contractors

Columbia River Steel & Construction Inc.

REDMOND AREA PARK & RECREATION DISTRICT PROGRAM SOCIAL MEDIA



RAPRD Recreation Center

PROJECT Construction of a new Recreation Center

PROJECT DESCRIPTION

- Construct a new ~56,000 sq. ft Recreation Center
- Competition Lap Pool, Recreation Pool with Lazy River, Water Slide
- Fitness Amenities, Locker Rooms, Gym, Public Spaces

SCHEDULE & KEY MILESTONES	START	COMPLETION	% CPL	COMMENT
Pre-Design & Schematics	01/01/23	09/01/23	100%	
Design Development	09/25/23	02/02/24	100%	
Construction Documents	02/03/23	05/31/24	100%	
Bid and Award	04/27/24	07/29/24	100%	
Construction	06/01/24	06/26/26	50%	
Building Commissioning	03/01/26	06/26/26	0%	
Owner Occupancy	06/26/26	07/26/26	0%	
Post Occupancy Evaluation	07/26/26	07/26/26	0%	
Warranty Period	06/26/26	07/26/27	0%	
Other			0%	

JULY ACTIVITIES

In July, framing of the admin area, child watch, restrooms, fitness rooms, and multipurpose rooms continued while drywall was hung, and walls insulated. Meanwhile, HVAC, plumbing, and electrical continued to rough-in throughout the building while fire sprinkler install was completed. The layout for CMU in the locker room areas commenced. On the exterior, multiple mockup meetings occurred to ensure the project team has a complete understanding of the installation process of the metal siding and windows. The contractor has also started prepping for parking lot work next month.

ACTIVITIES SCHEDULED FOR AUGUST

In August, KNCC and their subcontractors will begin the deconstruction/reconstruction process of the natatorium because of the painting issue. South side parking lot work will commence, with grading followed by the pouring of curbs and walkways. The exterior of the west side of the building will start getting metal panels installed, along with windows and storefronts. Interior framing, drywall, and insulation will continue and CMU work will begin for the locker room areas.

HIGHLIGHTS, CHALLENGES, SOLUTIONS

HIGHLIGHTS:

CHALLENGE AND SOLUTIONS:

ADDITIONAL INFORMATION

For questions, comments, or additional information, please contact:

Chad Franke, Program Manager
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541.531.9958



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REDMOND AREA PARKS AND RECREATION DISTRICT
2023 CAPITAL BOND PROJECT
REVENUE BUDGET
JUNE 30, 2025

	Original Budget	Received to Date	Allocated to Date	Unallocated Balance	Revised Budget
Program Revenue ¹					
Bond and Other Proceeds					
Bond Proceeds	49,000,000	49,000,000	49,000,000	-	49,000,000
Bond Premium	6,000,000	5,748,563	4,365,310	1,383,252	5,748,563
Miscellaneous Grant	-	5,000	-	5,000	5,000
Investment Income	-	3,265,062	-	3,265,062	3,265,062
Total Revenue	\$ 55,000,000	\$ 58,018,625	\$ 53,365,310	\$ 4,653,315	\$ 58,018,625

1. Program Revenue Budgets are an estimate. Accuracy should be verified by district personnel.

The financial statement presentation has been prepared as a courtesy by HMK. They are based on information derived from ledgers provided by the agency, which have not been independently verified. The financial information included in this presentation is unaudited and should be used for informational purposes only and should not be relied upon for any other use.



**REDMOND AREA PARKS AND RECREATION DISTRICT
2023 CAPITAL BOND PROJECT
REC CENTER BUDGET
JUNE 30, 2025**

	Original Budget	Paid to Date	Remaining Balance	Revised Budget
Program Expense				
Hard Cost				
Recreation Center Project	36,150,000	13,855,970	28,738,807	42,594,777
Construction Contingency	1,807,500	-	1,490,817	1,490,817
Construction Sub Total	\$ 37,957,500	\$ 13,855,970	\$ 30,229,624	\$ 44,085,594
Soft Cost				
Administrative Cost				
Legal Fees	75,900	23,239	52,661	75,900
Bond Counsel	50,000	50,000	-	50,000
Bond Issuance Cost	440,000	177,233	-	177,233
Project Management	1,038,725	347,472	691,253	1,038,725
Reimbursable Expenses	75,915	5,100	69,815	74,915
Other Administrative Charges	-	200	800	1,000
Site Cost				
Site Survey	120,000	11,850	150	12,000
Geo-Tech Report	120,000	32,425	1,575	34,000
Planning Cost				
Design Fees	3,416,200	2,826,196	444,944	3,271,140
A & E Reimbursable Expenses	189,800	37,815	123,554	161,369
Commissioning	200,000	59,085	110,915	170,000
Building Envelope Consultant	-	28,277	51,723	80,000
Constructability Review	151,800	-	-	-
Special Inspection and Testing	265,700	78,140	1,860	80,000
Plan Review & Building Permits	379,600	1,389,860	392	1,390,251
Printing & Plan Distribution	26,500	130	4,870	5,000
Miscellaneous Fees	-	667,647	9,205	676,852
Miscellaneous				
Legal Advertisements	11,400	657	6,343	7,000
Furniture, Fixtures, and Equipment (FF&E)	1,518,300	-	1,500,000	1,500,000
Technology	1,284,300	-	750,000	750,000
Criminal Background Checks	7,600	-	-	-
Value Engineering	151,800	-	-	-
Utility Connection Fee	379,600	7,080	367,920	375,000
Unallocated Owner Contingency	1,138,725	-	-	-
Sub Total Soft Cost	\$ 11,041,865	\$ 5,742,407	\$ 4,187,979	\$ 9,930,385
Total Project Cost	\$ 48,999,365	\$ 19,598,377	\$ 34,417,603	\$ 54,015,979



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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, July 8, 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; Vicki Osbon, Administrative Services Manager, Mike Elam, Adult Sports Coordinator, Jessica Rowan, Aquatics Manager

Media: None

Public Attending: Chad Franke, HMK, Maria Ramierz, City of Redmond, Special Projects and Natural Resource Program Manager, Bob Mitchel, Liz Young, Rick Russell

GENERAL MEETING MINUTES

1. Call to Order: Kevin Scoggin called the meeting to order at 7:29am.

Adjustments to the Agenda: None

2. Oath of Office:

The oath of office was taken by Katie Jalo, Kevin Scoggin, and Mercedes Bostick-Cook.

3. Communications:

Bob Mitchell, community citizen, introduced himself.

4. Community Recreation Center Update:

Chad Franke updated the board on the construction. The construction of the gym side of the building is continuing and framing for the multipurpose rooms and fitness rooms has begun. He said in the next month work will begin on the parking lots around the building. Deconstruction of the east side of the building has started. They are removing the roof panels and have all the new purlins onsite. Chad said that removing the roof panels and installing the new panels will take a several weeks and then they will be able to start siding the building. Once that is finished, they will begin to dig out the pools.

5. Consent Agenda:

Approval of the General Board Meeting Minutes from June 10, 2025; Acknowledgement of Receipt of June 2025 Financial Summary: David Rouse moved to approve the consent agenda. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

6. Action Agenda Items:

Election of Board Officers for Fiscal Year 2025/26 (Chair, Vice Chair, Secretary)

Katie Hammer explained the roles of chair, vice-chair and secretary. The Chairperson is the only position that needs to have served on the board for a year prior to elected to the chair position. David Rouse moved to appoint Mercedes Bostick-Cook as chair, Kevin Scoggin as Vice-chair and Lena Berry as secretary for fiscal year 2025/26. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

(Mercedes Bostick-Cook began to chair the meeting at 8:03am.)

Resolution #1 2025/26 Approving Signers for Bank Accounts

Katie Hammer explained that a resolution is needed to adjust the signers on the checking account to enable all board members to sign. Kevin Scoggin made a motion to approve Resolution #1 2025/26 Approving Signers for Bank Accounts. Lena Berry seconded the motion. Motion passed unanimously.

7. Discussion Items:

Board Meeting Dates/Times for Fiscal Year 2025/26

Katie Hammer explained that we are required once a year to revisit the time and dates. The board agreed that the current dates and time still work.

Youth Sports Schedules

Katie Hammer said that last month a community member expressed concerns about Sunday games. She said that staff is recommending that we continue to run games on Saturday and Sundays due to the desire to reduce conflicts in the parking lot on Saturdays and wouldn't reduce the number of kids that are getting the opportunity to play. The schedules will be reviewed to ensure that a team is not having a disproportionate number of Sunday games. Kevin Scoggin asked what the impact would be to not have Sunday games. Mike Elam responded that it would have a large impact and the number of teams

would be reduced by two for each age group. He added that Sunday games are scheduled after 12:30pm.

Katie Hammer also informed the board of an injury at the sports complex last month. The individual that was injured was outside of the field and was hit by a ball. She said that Mike Elam is researching options to help prevent something similar from happening in the future, including replacing the fencing or adding netting.

Annual Ethics Training

Kevin Scoggin, Mercedes Bostick-Cook, David Rouse, Katie Jalo, Lena Berry, Katie Hammer, Vicki Osbon and Jessica Rowan participated in the annual ethics training.

8. Public Comments:

Maria Ramierz, speaking as a community member and not representing the city of Redmond said that she is supportive of the sports schedule as it is.

9. Board and Staff Comments:

Jessica Rowan, Aquatic Manager, said that she is hoping to run another lifeguard course mid-July.

Mike Elam, Adults Sports Coordinator, said that all the sports, art and enrichment camps are going. They have had to reschedule softball games due to weather.

Katie Hammer, Executive Director, said that the board will need to do public meeting training. She can reach out to the ethics commission to see what the schedule is and if they can get one in before the end of August. Katie also said that the pickle ball tournament is this weekend, and the number of registered participants is low, but she is excited to run this event for the community.

Kevin Scoggin, Director, thanked everyone for their work. He also asked if there was any impact in running this pool with the delay opening the new facility. Jessica Rowan responded that we would keep operating and the additional time gives her time to look at staffing.

Mercedes Bostick-Cook, Director, asked what the numbers were for soccer. Mike Elam responded that we have about 400 registrations right now. Mercedes asked if there was an update on the recent break-in at the High Desert Sports Complex. Katie responded that the total loss was much less than anticipated. She said it was between \$3,000 and \$5000. She said that no one has been caught for the theft yet.

David Rouse, Director, expressed his appreciation for Mike Elam and Jessica Rowan for keeping programs running. He welcomed Katie Jalo to the board and is excited to welcome the new assistant executive director.

10. Adjournment

Mercedes Bostick-Cook adjourned the meeting at 9:01am.

Board Chair, Mercedes Bostick-Cook

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
July 31, 2025

Summary

July 31, 2025 is 8.33% of the 2025/2026 Fiscal year.

Financial Performance By Fund

General			
Resources (% of 25/26 Budget)	0%	Resources change from FY 24/25	-75%
Expenditures (% of 25/26 Budget)	7%	Expenses change from FY 24/25	55%

	YTD FY July 24/25	YTD FY July 25/26	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 22,945	\$ 5,709	\$ 3,130,000	0%	4.0%
Personnel Services	\$ 31,629	\$ 37,857	\$ 575,753	7%	8.0%
Materials & Services	\$ 7,656	\$ 23,139	\$ 298,500	8%	8.0%
Debt Service			\$ -	#DIV/0!	0.0%
Capital Outlay			\$ -	0%	0.0%
Transfers & Contingency			\$ 1,770,000	0%	0.0%

Aquatic			
Resources (% of 25/26 Budget)	3%	Resources change from FY 24/25	-60%
Expenditures (% of 25/26 Budget)	11%	Expenses change from FY 24/25	-17%

	YTD FY July 24/25	YTD FY July 25/26	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 72,105	\$ 29,186	\$ 873,500	3%	8.0%
Personnel Services	\$ 76,942	\$ 81,029	\$ 601,000	13%	8.0%
Materials & Services	\$ 23,947	\$ 17,740	\$ 216,500	8%	8.0%
Debt Service	\$ 17,899	\$ -	\$ -	#DIV/0!	0.0%
Capital Outlay			\$ 50,000	0%	0.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 25/26 Budget)	4%	Resources change from FY 24/25	35%
Expenditures (% of 25/26 Budget)	5%	Expenses change from FY 24/25	-38%

	YTD FY July 24/25	YTD FY July 25/26	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 6,444	\$ 8,680	\$ 197,000	4%	7.0%
Personnel Services	\$ 8,257	\$ 7,588	\$ 115,600	7%	8.0%
Materials & Services	\$ 6,257	\$ 1,451	\$ 78,500	2%	5.0%

Financial Performance By Fund

Programs			
Resources (% of 25/26 Budget)	9%	Resources change from FY 24/25	-53%
Expenditures (% of 25/26 Budget)	11%	Expenses change from FY 24/25	23%

	YTD FY July 24/25	YTD FY July 25/26	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 131,267	\$ 61,998	\$ 711,750	9%	8.0%
Personnel Services	\$ 25,568	\$ 28,237	\$ 434,500	6%	8.0%
Materials & Services	\$ 35,944	\$ 47,205	\$ 276,550	17%	8.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 25/26 Budget)	0%	Resources change from FY 24/25	#DIV/0!
Expenditures (% of 25/26 Budget)	5%	Expenses change from FY 24/25	-15%

	YTD FY July 24/25	YTD FY July 25/26	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ -	\$ -	\$ 306,700	0%	0.0%
Personnel Services	\$ 13,890	\$ 12,885	\$ 163,500	8%	8.0%
Materials & Services	\$ 3,927	\$ 2,203	\$ 83,700	3%	6.0%
Capital Outlay			\$ 50,000	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 25/26 (Current)	-
FY 25/26 (Budget, current yr)	2,025,000
FY 24/25	-
FY 23/24	-
FY 22/23	-

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 25/26 (Current)	9,831
FY 25/26 (Budget, current yr)	90,000
FY 24/25	36,373
FY 23/24	39,368
FY 22/23	2,741

Pool Activities Expenses

FY 25/26 (Current)	1,099
FY 25/26 (Budget, current yr)	15,000
FY 24/25	883
FY 23/24	588
FY 22/23	249

Youth Sport Leagues

Youth Sports League Resources

FY 25/26 (Current)	47,862
FY 25/26 (Budget, current yr)	180,000
FY 24/25	62,562
FY 23/24	63,281
FY 22/23	24,559

Youth Sports League Expenses

FY 25/26 (Current)	461
FY 25/26 (Budget, current yr)	93,000
FY 24/25	3,328
FY 23/24	421
FY 22/23	2,796

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

Enrichment Resources

Enrichment Resources

FY 25/26 (Current)	5,974
FY 25/26 (Budget, current yr)	74,000
FY 24/25	29,336
FY 23/24	29,236
FY 22/23	1,105

Enrichment Expenses

FY 25/26 (Current)	19,656
FY 25/26 (Budget, current yr)	49,200
FY 24/25	8,235
FY 23/24	12,189
FY 22/23	3,802

Fitness

Fitness Resources

FY 25/26 (Current)	816
FY 25/26 (Budget, current yr)	18,000
FY 24/25	3,930
FY 23/24	2,060
FY 22/23	90

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 25/26 (Current)	845
FY 25/26 (Budget, current yr)	6,500
FY 24/25	714
FY 23/24	720
FY 22/23	413

Adult Sport Leagues

Adult Sport League Resources

FY 25/26 (Current)	0
FY 25/26 (Budget, current yr)	23,750
FY 24/25	0
FY 23/24	0
FY 22/23	0

Adult Sport League Expenses

FY 25/26 (Current)	507
FY 25/26 (Budget, current yr)	13,250
FY 24/25	248
FY 23/24	207
FY 22/23	300

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

Updated 8/4/25