



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
July 14, 2020

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

Hayes McCoy, Chairman
Matt Gilman, Vice-Chairman
Ed Danielson, Director
JoAnne Fletcher, Director
Zack Harmon, Director

RAPRD STAFF LEADERSHIP TEAM

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

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www.raprd.org

GENERAL BOARD MEETING AGENDA

July 14, 2020

7:30AM

This meeting will take place electronically using the following link:

<https://global.gotomeeting.com/join/906013653>

There is also an option to call in to the meeting at this number
646) 749-3122, Access Code: 906-013-653

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 June 9, 2020

Acknowledgement of Receipt of June 2020 Financial Summary

4. Action Agenda Items

Election of Board Officers

Resolution #1 2020/21 Appoint Board Secretary

5. Discussion Items

Board Meeting Dates and Times for FY 2020/21

Lake Park Estates Update

Future Community Recreation Facility Discussion

6. Public Comments

7. Board/Staff Comments

8. Adjournment

Public comments will be taken during the meeting. Written comments will also be accepted prior to the meeting. Written comments received by 5:00pm on July 13, 2020 will be read during the public comment section of the meeting on July 14, 2020. Comments by video or phone will be taken on a scheduled basis during the public comment section of the meeting on July 14, 2020; to schedule public comment via phone, please contact the District to provide your name, phone number and address at 541-548-7275, or email information to admin@raprd.org, you will then be contacted during the public comment section of the meeting to voice your comment. Comments, both written and electronically, will be subject to a 3-minute limit per community member.



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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 via video conference in Redmond, Oregon, June 9, 2020 at 7:32am.

Attendance:

Directors Present: Hayes McCoy
Zack Harmon (joined at 7:42am)
Matt Gilman
Ed Danielson
JoAnne Fletcher

Directors Absent: None

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

Media: None

Public: None

GENERAL MEETING:

- 1. Call to Order:** Hayes McCoy called the meeting to order at 7:32am
Adjustments to the Agenda: Discussion on tractor purchase will be tabled until the July 14, 2020 board meeting.
- 2. Communications:** None
- 3. Consent Agenda:**
Approval of the General Board Meeting Minutes from May 12, 2020

Acknowledgment of Receipt of May Financial Summary:

Matt Gilman made a motion to approve the consent agenda as presented. Ed Danielson seconded the motion. Motion passed.

4. Action Agenda Items:

Resolution #6 2019/20 Adopting the FY 2020/21 RAPRD Budget:

Ed Danielson made a motion to approve resolution #6 adopting the FY 2020/21 RAPRD budget. Matt Gilman seconded the motion. Motion passed unanimously. (Zack Harmon was not present for this agenda item.)

Resolution #7 2019/20 Imposing, Categorizing Taxes and Declaring the Tax Rate: Ed Danielson made a motion to approve resolution #7 2019/20 imposing, categorizing taxes and declaring the tax rate. Matt Gilman seconded the motion. Motion passed unanimously. (Zack Harmon was not present for this agenda item.)

Resolution #8 2019/20 Making Appropriations:

Ed Danielson made a motion to approve resolution #8 2019/20 making appropriations. Matt Gilman seconded the motion. Motion passed unanimously. (Zack Harmon was not present for this agenda item.)

Resolution #9 2019/20 Transfer from Materials and Services in the General Fund to Debt Services in the General Fund: Katie Hammer explained that debt services are for the 35th street property. The payments budgeted for the fiscal year were less than the actual expenses. Matt Gilman made a motion to approve resolution #9 2019/20 transfer from materials and services in the general fund to debt services in the general fund. Ed Danielson seconded the motion. Motion passed unanimously. (Zack Harmon was not present for this agenda item.)

5. Discussion Items:

Facility Re-opening and Program Update:

Katie Hammer discussed the re-opening of the Activity Center on May 18th. She said we are open for weights and cardio and that fitness classes were going well. We were also able to run Crazy About Art last week and that pickleball, tennis and adult softball will start next week. She said the swim center opened yesterday and that it is currently the only pool open in Central Oregon thanks to Jessica Rowan, Aquatic Director.

Matt Gilman talked about being back in the water to swim and asked about other swimmer's accountability with keeping their reservation. Katie Hammer responded that the reception staff is tracking whether customers are keeping their reservation times. We are also using the reservations system as a tracking system in case there is an outbreak. Katie also said they are working on a plan to add more time for lap swim and water walking as well as recreation swim and swim lessons. Katie also discussed the importance and need to offer water safety skills programing for our community. Discussion also included adjusting the lap swim/water walking schedule next week and adding in an early morning lap swim time again when more staff become available.

6. Public Comments: None

7. Board Staff Comments:

Jessica Rowan, Aquatic Director, said that we have plans in place to bring back the RACE swim team and aqua fitness programming. She said that there are some staff concerns regarding face coverings with the humid environment on the pool deck. She is working on trying to bring back recreation swim. She commented that the most challenging program to bring back is swim lessons within the current regulations in place.

Mike Elam, Recreation Manager, said that he is happy that adult softball is starting next week. He is working on plans for disinfecting the High Desert Sports Complex to comply with the current regulations in place. He also said that fitness classes are doing well. He also added that summer sports camps are still going to run as planned. He will be working with instructors on safety guidelines.

Katie Hammer, Executive Director, asked the board what format they would like to use for the July board meeting. Ed Danielson asked for clarification on whether face coverings were required if the meeting was in person. Katie Hammer responded that she would check.

Hayes McCoy said that he is happy to have an in person meeting but will wait to see what Katie finds out and will make that decision closer to the July meeting.

8. Adjournment:

Hayes McCoy adjourned meeting at 8:15am

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
June 30, 2020

Summary

June 30, 2020 is 100.0% of the 19/20 budget year.

Financial Performance By Fund

General			
Resources (% of 19/20 Budget)	102%	Resources change from FY 18/19	5%
Expenditures (% of 19/20 Budget)	84%	Expenses change from FY 18/19	-6%

	YTD FY June 18/19	YTD FY June 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,494,005	\$ 1,565,686	\$ 1,533,000	102%	103.00%
Personnel Services	\$ 319,866	\$ 340,725	\$ 363,560	94%	97.00%
Materials & Services	\$ 173,705	\$ 117,600	\$ 202,232	58%	84.00%
Debt Service	\$ 93,035	\$ 95,518	\$ 95,518	100%	100.00%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.00%
Transfers & Contingency	\$ 802	\$ 977,000	\$ 977,000	100%	106.00%

Aquatic			
Resources (% of 19/20 Budget)	69%	Resources change from FY 18/19	-25%
Expenditures (% of 19/20 Budget)	76%	Expenses change from FY 18/19	-13%

	YTD FY June 18/19	YTD FY June 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 233,516	\$ 175,519	\$ 252,799	69%	105.00%
Personnel Services	\$ 529,209	\$ 472,115	\$ 597,750	79%	95.00%
Materials & Services	\$ 184,464	\$ 146,611	\$ 196,000	75%	94.00%
Debt Service	\$ 357,497	\$ 35,797	\$ 36,000	99%	99.00%
Capital Outlay	\$ 4,438	\$ 11,488	\$ 45,000	26%	22.00%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 19/20 Budget)	53%	Resources change from FY 18/19	-39%
Expenditures (% of 19/20 Budget)	67%	Expenses change from FY 18/19	-29%

	YTD FY June 18/19	YTD FY June 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 57,717	\$ 35,282	\$ 67,000	53%	85.00%
Personnel Services	\$ 38,738	\$ 29,278	\$ 46,650	63%	89.00%
Materials & Services	\$ 41,828	\$ 27,725	\$ 38,000	73%	103.00%

Financial Performance By Fund

Programs			
Resources (% of 19/20 Budget)	52%	Resources change from FY 18/19	-43%
Expenditures (% of 19/20 Budget)	75%	Expenses change from FY 18/19	-25%

	YTD FY June 18/19	YTD FY June 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 224,440	\$ 128,076	\$ 247,300	52%	43.00%
Personnel Services	\$ 262,963	\$ 203,357	\$ 262,500	77%	62.00%
Materials & Services	\$ 136,864	\$ 98,342	\$ 138,510	71%	69.00%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.00%

Resources and Personnel Services are lower because we did not operate Camp Adventure Quest in Summer 2019.

Activity Center			
Resources (% of 19/20 Budget)	79%	Resources change from FY 18/19	-14%
Expenditures (% of 19/20 Budget)	74%	Expenses change from FY 18/19	-8%

	YTD FY June 18/19	YTD FY June 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 52,729	\$ 45,275	\$ 57,250	79%	95.00%
Personnel Services	\$ 104,097	\$ 94,392	\$ 125,850	75%	93.00%
Materials & Services	\$ 31,475	\$ 30,148	\$ 42,800	70%	62.00%
Capital Outlay	\$ -	\$ -	\$ 3,000	0%	0.00%

Parks			
Resources (% of 19/20 Budget)	96%	Resources change from FY 18/19	-71%
Expenditures (% of 19/20 Budget)	76%	Expenses change from FY 18/19	-4%

	YTD FY June 18/19	YTD FY June 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 4,345	\$ 1,243	\$ 1,300	96%	1.00%
Personnel Services	\$ 99,970	\$ 100,969	\$ 115,300	88%	92.00%
Materials & Services	\$ 40,940	\$ 33,719	\$ 45,600	74%	96.00%
Capital Outlay	\$ 4,522	\$ 2,547	\$ 20,000	13%	101.00%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 19/20 (current)	1,467,605
FY 19/20 (Budget, current yr)	1,427,000
FY 18/19	1,386,968
FY 17/18	1,333,589
FY 16/17	1,224,900

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 19/20 (current)	56,612
FY 19/20 (Budget, current yr)	87,000
FY 18/19	89,107
FY 17/18	87,466
FY 16/17	83,007

Pool Activities Expenses

FY 19/20 (current)	10,903
FY 19/20 (Budget, current yr)	14,000
FY 18/19	15,188
FY 17/18	16,495
FY 16/17	15,016

Youth Sport Leagues

Youth Sports League Resources

FY 19/20 (current)	47,411
FY 19/20 (Budget, current yr)	113,500
FY 18/19	89,381
FY 17/18	104,911
FY 16/17	91,982

Youth Sports League Expenses

FY 19/20 (current)	34,713
FY 19/20 (Budget, current yr)	56,500
FY 18/19	54,838
FY 17/18	43,375
FY 16/17	44,773

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

Enrichment Resources

Enrichment Resources		Enrichment Expenses	
FY 19/20 (current)	25,647	FY 19/20 (current)	35,661
FY 19/20 (Budget, current yr)	47,400	FY 19/20 (Budget)	30,440
FY 18/19	41,816	FY 18/19	47,311
FY 17/18	20,092	FY 17/18	18,584
FY 16/17	20,092	FY 16/17	18,584

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Fitness

Fitness Resources		Fitness Expenses	
FY 19/20 (current)	40,798	FY 19/20 (current)	8,259
FY 19/20 (Budget, current yr)	29,834	FY 19/20 (Budget)	12,200
FY 18/19	48,883	FY 18/19	8,670
FY 17/18	45,271	FY 17/18	8,947
FY 16/17	35,099	FY 16/17	7,320

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Note: Fitness includes: Movement that Matters and Fitness classes held at the Activity Center.

Adult Sport Leagues

Adult Sport League Resources		Adult Sport League Expenses	
FY 19/20 (current)	8,970	FY 19/20 (current)	5,996
FY 19/20 (Budget, current yr)	16,900	FY 19/20 (Budget)	8,500
FY 18/19	9,278	FY 18/19	7,077
FY 17/18	9,226	FY 17/18	6,176
FY 16/17	51,352	FY 16/17	4,578

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

Updated 7/01/20

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: July 14, 2020

SUBJECT: Resolution Appointing Board Secretary

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Approve Resolution #1

BACKGROUND:

The board of directors is required to appoint a board secretary, in accordance with ORS 266.370. The board secretary represents the board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, and deeds, on behalf of the board and district. This position doesn't need to be a board member and it is common for the Executive Director to serve in this capacity. RAPRD Director Ed Danielson served in this role the last fiscal year.

BUDGETARY IMPACT: None

RECOMMENDED MOTION: Motion to approve Resolution #1 2020/21.

Redmond Area Park & Recreation District
Resolution #1 2020/21

Resolution to designate a Board Secretary for 2020/21

Whereas, The Redmond Area Park and Recreation District Board of Directors is required to appoint a board secretary, in accordance with Oregon Revised Statutes 266.370.

Whereas, The board secretary represents the board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, and deeds, on behalf of the board and district but isn't required to be a board member.

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby appoints _____ as Board Secretary for fiscal year 2020/21.

Approved on this 14th day of July 2020 by the Redmond Area Park and Recreation District Board of Directors.

Chairman,

Recording Secretary, Vicki Osbon