



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, January 10, 2023 at 7:30am.

Attendance:

Directors Present:

Matt Gilman
Kevin Scoggin
Mercedes Bostick-Cook
Zack Harmon
Ed Danielson

Staff:

Katie Hammer, Executive Director
Jessica Rowan, Aquatic Director
Vicki Osbon, Administrative Services Manager
Mike Elam, Recreation Manager (Attended Virtually)

Media:

None

Public Attending:

Cat Zwicker, Redmond City Council Liaison
Maria Ramirez, City of Redmond Parks Planner, Project Manager
David Ulbricht, Director of Advisory Services, Special Districts
Association of Oregon (virtually)

GENERAL MEETING MINUTES

- 1. Call to Order:** Matt Gilman called the meeting to order at 7:34am

Adjustments to the Agenda:

Resolution #5 Authorize Bond sale has been added to the agenda. Katie Hammer handed out copies of resolution #5.

- 2. Communications:**

Cat Zwicker, Redmond City Council Liaison, said that moving forward our City Council liaison would be Shannon Wedding.

3. Consent Agenda:

Approval of the General Board Meeting Minutes from December 13, 2022.

Acknowledgment of Receipt of December Financial Summary:

Katie Hammer added that it was important to note that on the financial summary it appears that our revenues are down from last year because we had not completed the do a deferred revenue journal entry yet. 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:

Leave of Absence Request:

Katie Hammer explained that a fitness instructor who has been employed with the district since 2008 is generally in Arizona this time of year. The instructor has taught remotely from Arizona the past few years. Our current fitness coordinator feels that it is important to offer the class in person rather than virtually. Katie explained that a leave of absence should be submitted prior to leaving but she did not receive the form until December 29, 2022 and the instructor left on January 4, 2023. Zack Harmon made a motion to accept approve the leave of absence request. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Approval of Letter Addressing Deficiencies Noted in F/Y 2022 Audit

Katie Hammer said there were two noted deficiencies in our audit which are Limited knowledge of GAAP for financial reporting and segregation of duties. The auditors let the secretary of state know of the deficiencies and we are required to submit a letter saying how the deficiencies would be addressed. They are identical to the letter from last year. Zack Harmon, commented that a discussion about hiring a full-time finance director with the growth of the district should happen in the future. Katie Hammer responded that we are planning to hire for that position next year. Zack Harmon made a motion to approve the letters addressing deficiencies noted in the fiscal year 2022 audit. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Approval of Resolution #4 2022-23 – Appoint Budget Officer:

Kevin Scoggin made a motion to approve resolution #4 2022-23 appoint Katie Hammer as budget officer. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

5. Discussion Items:

Bond Sale Process Discussion

David Ulbricht, Director of Advisory Services, Special Districts Association of Oregon, introduced himself. He said that we are speaking about resolution #5 authorizing issuance of the bonds. He spoke his role in the process and about steps and the timeline for getting the bonds issued and sold. He said this resolution sets in place the process to

issue the bonds. He said after the resolution is adopted he will put together a request for a financing proposal. Once that process is reviewed then discussion can take place about the best approach the district would take. He also summarized the process if the bonds were to be offered publicly. Zack Harmon mentioned the timing financial decisions with board meetings and having special meetings if necessary.

Zack Harmon made a motion to approve resolution #5 authorizing issuance of bonds. Kevin Scoggin seconded the motion. Motion passed unanimously.

6. Public Comments: None

7. Cat Zwicker, Redmond City Council Liaison, said that moving forward our liaison would be Shannon Wedding, Redmond City Council.

Maria Ramirez, City of Redmond Parks Planner, Project Manager mentioned that Katie Hammer sits on the parks committee and said that there are upcoming initiatives. If there is interest from any board members who would like to participate, please let her know.

8. Board & Staff Comments:

Jessica Rowan, Aquatic Director said that we are in the middle of high school swim season which runs through February. When swim season is finished, we will go back to a more regular schedule. Jessica said she is planning new programming beginning in February, including a water safety education and a migrant education program for water safety which is being funded by a community member. She said the migrant education program will be a 3-month long program. Matt Gilman asked about elementary school swim lessons. Jessica responded that it's a school-by-school choice, Ed Danielson asked if the pool was doing physically okay and Jessica said that its running as smoothly as we have been.

Mike Elam, Recreation Coordinator, said that we have 225 players for basketball and 22 teams. He added that all games will be at Terrebonne Elementary School which will make for a very long day of games. Katie said we are not offering adult basketball due to a lack of officials.

Katie Hammer, Executive Director, said that RFP's for owners rep and architect close at the end of January with the goal to award in February. Katie discussed forming a bond oversight committee and construction timeline, finding alternative funding, naming rights, grants and donations. She said that they are targeting breaking ground March 2024 if the design timeline and permitting goes as planned with 18 months planned construction and opening in 2025.

Katie said that for the finance levy, she, Margaret Maffai, Development Director, and a community member are actively working on focusing on other funding opportunities and when certain grants will be written. Katie added that Margaret also put together two different STEAM kits that were given out during the holidays.

Zack Hamon commented that he would like to see what the operating costs for the new facility would be and Katie Hammer responded that she has anticipated revenue and expenses and would email that information out.

Kevin Scoggin asked about raising our permanent rate. Katie Hammer explained that you cannot change your rate in the State of Oregon. The board can dissolve the district and then reform it and change district boundaries.

Matt Gilman said that he and his wife took the flamenco dance class and that they were the only participants in class.

Mercedes Bostick-Cook, asked how many kids were registered for basketball. Mike Elam, responded that we have 19 teams.

Matt Gilman adjourned the meeting at 8:56 am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon