



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
November 9, 2021

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
Margaret Maffai, Development Director
Vicki Osbon, Administrative Services Manager

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Redmond Area Park and Recreation District
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Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA
November 9, 2021
7:30am

Meeting Location: 465 SW Rimrock Way, Redmond, OR 97756

The meeting will also be available virtually at:

<https://global.gotomeeting.com/join/618478509>

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 October 12, 2021
Acknowledgement of Receipt of October Financial Summary
- 4. Action Agenda Items**
Award Contract for Architectural Design Services
- 5. Discussion Items**
Community Survey Preliminary Results
Activity Center Equipment
- 6. Public Comments**
- 7. Board/Staff Comments**
- 8. 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 the Cascade Swim Center, 465 SW Rimrock Way, Redmond, Oregon, October 12, 2021, at 7:30am. There was virtual access to the meeting available as well.

Attendance:

Directors Present:

Matt Gilman
Zack Harmon
Ed Danielson

Directors Attending

Virtually: Mercedes Cook-Bostick
Kevin Scoggin

Directors Absent: None

Staff:

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

Media: None

Public: None

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 August 10, 2021;

Acknowledgment of Receipt of September 2021 Financial Summary:

Ed Danielson made a motion to approve the consent agenda as presented. Zack Harmon seconded. Motion passed unanimously.

4. Action Agenda Items:

Approval of Memorandum of Understanding between RAPRD and Redmond Senior Center:

Katie Hammer said the proposed memorandum of understanding is a document that outlines our relationship with the Redmond Senior Center to use their facility for RAPRD programs. RAPRD will pay \$10 per class for all fitness and aging adult activities and \$15 per hour for all programs that are not in the senior age group. The Redmond Senior Center will help market our programs. They are also giving us storage space for our activities. Kevin Scoggin made a motion to approve the Memorandum of Understanding between RAPRD and Redmond Senior Center. Ed Danielson seconded the motion. Motion passed unanimously.

Approval of Information System and Acceptable Use Policies:

Katie Hammer said Special Districts Association of Oregon recommended that RAPRD review and updated our cyber security policies. She said the new policies will require us to do an annual training that every employee will participate in. Kevin Scoggin made a motion to approve the information system and acceptable use policies. Ed Danielson seconded the motion. Motion passed unanimously.

5. Discussion Items:

Recreation Facility Planning:

Matt Gilman said the Friends of Redmond Recreation group are continuing to plan for the 2022 bond measure. He said they have developed specialized roles for each person. He also said that there was a survey that went out and they are currently working on a brochure that expresses the need for the facility and that they have also developed a presentation. Matt added they have planned listening sessions and have identified the groups to schedule the listening sessions with. Katie Hammer said that the survey has been live for 3 weeks, and that The Chamber of Commerce is sending it out this week as well. Katie said that she will also have the survey available at the chamber Halloween event. She said the next step in this process will be to hire an architect for conceptual design and cost estimating. The RFP will close on November 2nd.

Katie added that she is continually looking for space for offices and programs, but rental costs are currently not financially feasible for the district but she will continue to explore options. After a question regarding the current weight and cardio equipment the district owns, Katie also said she add a discussion regarding the equipment to the November meeting agenda.

The board discussed the meeting time and date for the Friends of Redmond Recreation. The next meeting will be hybrid.

Ed Danielson asked if we were set on using the 35th street to build on. He also asked if the discussion included a discussion of a levy to support the new facility. Katie responded that the board would discuss a bond and a levy. She is targeting the July 2022 meeting for the board to vote on what will go on the ballot.

2021 Goal Update:

Teen Planning Partnership:

Katie Hammer said that one of the district goals was to diversify our program offerings and a specific goal was related to programs for teens. Mike Elam said that we have added 9-12th grade, 3v3 basketball league. He also said they are working on starting youth fitness classes at the Redmond Senior Center. The district is partnering with Every Kid Sports and all the other regional park and recreation district on a grant to assist with funding some teen physical activity programming. During year 1 they will focus on surveying teens to find out what type of activities they would like to see offered strategies to get teens signed up and program planning. Mike also talked about offering non-traditional sports to kids such as rock climbing and mountain biking.

6. Public Comments:

7. Board Staff Comments:

Mike Elam, Recreation Manager, said that basketball starts next month, and soccer ends the last weekend of October. He said that we have gym time for practice and games will be at Elton Gregory. Adult basketball has started again at Obsidian Middle School from 8-10pm. He added that they are still trying to move forward at the Activity Center and people are still coming into workout. He is expecting numbers to dwindle in December. He said that people are happy to have fitness at the Senior Center.

Jessica Rowan, Aquatic Director, said we are in the middle of water polo season and because of that the pool schedule has been adjusted. She said that the numbers are lower for polo this year and both high schools are running co-ed teams. She said that our regular programs are up and running, but she is struggling to staff our basic programs. She added that numbers for lap swim have been good, even at the 5am time. She said she is trying to figure out how to recruit lifeguard staff that are a little older while also being competitive at the same time

Kevin Scoggin apologized for his absence from meetings. He asked about the board member training and Katie responded that she would send the handout to him. He also asked if there was a proposal of what the facility on 35th street will look like and the contents. Katie responded that it is in the planning stage and once the architect is hired, we will go through that process. Kevin also asked about the Lake Park Estate property and if there were funds for signage there. Katie said there are funds and that Gary Davis,

parks maintenance, will be working on that over the winter months when it is slower for him. Kevin also asked about the potential of a firearms safety training program.

Mercedes Cook-Bostick let Jessica Rowan know that she could bring flyers to the career center at Redmond High School. Jessica said that she has been in communication with the PE teacher at Redmond High School about reinstating the lifeguard program and doing a jr. lifeguard program with the middle schools.

Matt Gilman said the masters swim program is coming back.

Katie Hammer mentioned that the district will have a table at the Chamber Halloween trick or treat event that she is running along with volunteers.

8. Adjournment:

Matt Gilman adjourned the meeting at 8:39am

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
October 31, 2021

Summary

October 31, 2021 is 25% of the 2021/2022 budget year.

Financial Performance By Fund

General			
Resources (% of 21/22 Budget)	5%	Resources change from FY 20/21	89%
Expenditures (% of 21/22 Budget)	20%	Expenses change from FY 20/21	-36%

	YTD FY Oct 20/21	YTD FY Oct 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 42,536	\$ 80,426	\$ 1,705,000	5%	3.0%
Personnel Services	\$ 112,461	\$ 116,257	\$ 401,750	29%	30.0%
Materials & Services	\$ 23,991	\$ 23,369	\$ 192,200	12%	15.0%
Debt Service	\$ 82,384	\$ -	\$ 96,000	0%	0.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%
Transfers & Contingency	\$ -	\$ -	\$ 1,020,000	0%	0.0%

Note: Resources increase is due to an Urban Renewal District payment from the City of Redmond

Aquatic			
Resources(% of 21/22 Budget)	49%	Resources change from FY 20/21	155%
Expenditures (% of 21/22 Budget)	25%	Expenses change from FY 20/21	25%

	YTD FY Oct 20/21	YTD FY Oct 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 35,437	\$ 90,485	\$ 184,500	49%	30.0%
Personnel Services	\$ 136,598	\$ 167,007	\$ 668,250	25%	23.0%
Materials & Services	\$ 32,250	\$ 44,788	\$ 186,000	24%	20.0%
Debt Service	\$ 17,899	\$ 17,899	\$ 35,800	50%	50.0%
Capital Outlay	\$ 5,075	\$ 3,972	\$ 30,000	13%	6.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 21/22 Budget)	6%	Resources change from FY 20/21	-52%
Expenditures(% of 21/22 Budget)	17%	Expenses change from FY 20/21	30%

	YTD FY Oct 20/21	YTD FY Oct 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 9,686	\$ 4,665	\$ 75,700	6%	13.0%
Personnel Services	\$ 8,212	\$ 8,967	\$ 37,700	24%	20.0%
Materials & Services	\$ 1,329	\$ 3,413	\$ 36,200	9%	15.0%

Financial Performance By Fund

Programs			
Resources (% of 21/22 Budget)	20%	Resources change from FY 20/21	353%
Expenditures (% of 21/22 Budget)	30%	Expenses change from FY 20/21	91%

	YTD FY Oct 20/21	YTD FY Oct 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 18,028	\$ 81,608	\$ 400,950	20%	20.0%
Personnel Services	\$ 45,022	\$ 71,572	\$ 276,450	26%	24.0%
Materials & Services	\$ 17,257	\$ 47,449	\$ 121,750	39%	35.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Activity Center			
Resources (% of 21/22 Budget)	4%	Resources change from FY 20/21	-21%
Expenditures (% of 21/22 Budget)	25%	Expenses change from FY 20/21	-7%

	YTD FY Oct 20/21	YTD FY Oct 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 6,585	\$ 5,189	\$ 120,950	4%	25.0%
Personnel Services	\$ 23,979	\$ 19,635	\$ 68,000	29%	28.0%
Materials & Services	\$ 8,129	\$ 10,203	\$ 51,500	20%	22.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Parks			
Resources (% of 21/22 Budget)	32%	Resources change from FY 20/21	80%
Expenditures (% of 21/22 Budget)	24%	Expenses change from FY 20/21	17%

	YTD FY Oct 20/21	YTD FY Oct 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 234	\$ 422	\$ 1,300	32%	25.0%
Personnel Services	\$ 35,351	\$ 38,832	\$ 135,500	29%	30.0%
Materials & Services	\$ 10,758	\$ 14,977	\$ 47,700	31%	30.0%
Capital Outlay	\$ -	\$ -	\$ 41,400	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 21/22 (Current)	-
FY 21/22 (Budget, current yr)	1,615,000
FY 20/21	-
FY 19/20	-
FY 18/19	-

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 21/22 (Current)	41,339
FY 21/22 (Budget, current yr)	65,000
FY 20/21	18,046
FY 19/20	30,187
FY 18/19	27,695

Pool Activities Expenses

FY 21/22 (Current)	5,376
FY 21/22 (Budget, current yr)	14,000
FY 20/21	1,768
FY 19/20	5,349
FY 18/19	5,185

Youth Sport Leagues

Youth Sports League Resources

FY 21/22 (Current)	43,525
FY 21/22 (Budget, current yr)	88,000
FY 20/21	7,984
FY 19/20	40,782
FY 18/19	44,487

Youth Sports League Expenses

FY 21/22 (Current)	17,953
FY 21/22 (Budget, current yr)	59,000
FY 20/21	1,951
FY 19/20	16,342
FY 18/19	20,975

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

Enrichment Resources

Enrichment Resources

FY 21/22 (Current)	6,780
FY 21/22 (Budget, current yr)	18,750
FY 20/21	7,456
FY 19/20	11,093
FY 18/19	7,027

Enrichment Expenses

FY 21/22 (Current)	12,908
FY 21/22 (Budget, current yr)	14,350
FY 20/21	8,426
FY 19/20	26,122
FY 18/19	15,922

Fitness

Fitness Resources

FY 21/22 (Current)	1,552
FY 21/22 (Budget, current yr)	35,000
FY 20/21	5,204
FY 19/20	17,552
FY 18/19	13,703

Fitness Expenses

FY 21/22 (Current)	581
FY 21/22 (Budget, current yr)	7,000
FY 20/21	171
FY 19/20	3,790
FY 18/19	2,508

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

Adult Sport Leagues

Adult Sport League Resources

FY 21/22 (Current)	84
FY 21/22 (Budget, current yr)	14,500
FY 20/21	0
FY 19/20	0
FY 18/19	300

Adult Sport League Expenses

FY 21/22 (Current)	426
FY 21/22 (Budget, current yr)	9,450
FY 20/21	210
FY 19/20	490
FY 18/19	1,387

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

Updated 11/1/2021