



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 the Cascade Swim Center Conference Room, 465 SW Rimrock Way, Redmond, Oregon, December 10, 2019 at 7:30am.

**Attendance:**

Directors Present: Matt Gilman  
Ed Danielson  
JoAnne Fletcher – electronically

Directors Absent: Hayes McCoy  
Zack Harmon

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

Media: None

Public: Ed Fitch, Representative of Redmond Hospital Inc  
John Bullock, Redmond City Council Liaison  
Barry Maroni, AIC Insurance  
Heather McMeekin, CPA, Price/Fronk&Co  
Mitchell Biss, CPA, Price/Fronk&Co

**GENERAL MEETING:**

- 1. Call to Order:** Matt Gillman called the meeting to order at 7:30am  
Adjustments to the Agenda: None

**2. Communications:** Ed Fitch, Redmond Hospital Inc board, introduced himself. He said they have had a few board meetings, elected officers and set up a website, redmondhospital.org. He said that they are in the process of finalizing a survey that will go out to the community. He talked about the focal point of this board being sure Redmond has representation on the St. Charles board. Katie Hammer asked when the survey would be ready, and Ed Fitch responded that it would be ready in January.

**3. Consent Agenda:**

Approval of the General Board Meeting Minutes from November 12, 2019,  
Acknowledgment of Receipt of November Financial Summary: Ed Danielson made a motion to approve the consent agendas as presented. Joanne seconded the motion. Motion passed unanimously.

**4. Action Agenda Items:**

**Approval of Revised Harassment Policy:**

Katie Hammer explained that Senate Bill 479 passed in the spring which required public agencies to adjust their harassment policy with specific language. SDAO provided a sample policy that highlighted the required language which was incorporated into our current policy. All the new required language is highlighted. Ed Danielson made a motion to approve the revised harassment policy. Joanne Fletcher seconded the motion. Motion passed unanimously.

**Approval of Leave of Absence Request:**

Katie Hammer said that this individual spends four months of the year living in a different state. Because the request is over 90 days Katie doesn't have the authority to approve it. This is the reason it is before the board. Ed Danielson made a motion to approve the leave of absence request. Joanne Fletcher seconded. Motion passed unanimously.

**5. Presentations:**

**General Liability Insurance Presentation:**

Barry Maroni introduced himself and said that AIC is the agent of record for the district. He provided a cover letter and an outline of all the coverages the district has. He said that our current coverage includes data/cyber breach, but they are looking into a broader coverage for cyber/data breach. He also added that he is available for any questions the board members may have. Barry added that SDAO offers a longevity credit. If the board agrees to stay with this program, in January 2020 \$1740 will be refunded back for the next two years. Katie Hammer has the form that will need to be returned to Barry by the 15<sup>th</sup> of this month if we want the refund in January. Katie added that outside the general liability insurance SDAO also provides loss and legal assistance that is free to us to access.

## FY 2018-19 Audit Presentation

Heather McMeekin introduced herself and Mitchell Biss, CPA's, Price, Fronk & Co. She talked about the draft of the Fiscal Year 2019 audit they have provided for the board. She said there was many changes from last year and they wanted the board to have time to review it before submitting the final audit. Her discussion included the management communication letter that included depreciation, pension and OPED estimates. She talked about journal entries that they made as part of the audit, the difference in payroll accrual that is new this year that wasn't included in the past, deferred revenue numbers and what accounts they came out of. She also talked about inventory not being on the books in the past, and because it was a small amount this past year, they felt it wasn't necessary to add this year, but they will talk about it again next year. She talked about the audit letter which has two comments including a limited knowledge of GAAP and the limited segregation of duties. She said that when they submit to the state, they report those two items listed. Our district is required to send a letter to say that we recognize the comments and show what controls are being put in place. She also discussed the independent audit report and that they gave the district a clean opinion. Katie Hammer added that the board will acknowledge receipt of the audit during their January meeting.

### **6. Other Business:**

Rebranding: Katie Hammer is still working with Dan Mooney. They are working on names. Matt Gilman asked if he could be involved in the next discussion with Dan.

Ed Danielson asked Katie if she had heard from the architect. Katie responded that she should receive drafts from him within the next two weeks and that will be discussed at the January meeting.

Matt Gilman asked Katie for an update on Tetherow Crossing. She responded that the architect had asked for some information from Katie. Katie provided her with the information she needed and she is working on updating the drawings and costs for the project.

### **7. Public Comments: None**

### **8. Board Staff Comments:**

Matt Gilman asked if anyone had any additional comments, they had received a summary of staff comments via email.

Mike Elam asked about the old Parr Lumber building downtown being a possible location for a recreation center. Katie Hammer replied that she doesn't believe the building is available.

### **9. Adjournment**

Matt Gillman adjourned meeting at 8:20am

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Recording Secretary, Vicki Osbon