



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 via video conference in Redmond, Oregon, December 8, 2020 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
Matt Gilman
Zack Harmon
JoAnne Fletcher
Ed Danielson

Directors Absent: None

Staff: Katie Hammer, Executive Director
Jessica Rowan, Aquatic Director (arrived at 8:20am)
Mike Elam, Recreation Manager (arrived at 8:25am)
Vicki Osbon, Administrative Services Manager

Media: None

Public: Heather McMeekin, CPA, Price. Fronk & Co.
Barry Maroni, AIC Insurance
Mercedes Cook-Bostwick

GENERAL MEETING:

1. Call to Order: Hayes McCoy called the meeting to order at 7:30am

Adjustments to the Agenda: None

2. Communications:

3. Presentations:

a. FY 2020 Audit Presentation

Heather McMeekin, CPA, Price & Fronk introduced herself. She talked about the draft of the Fiscal Year 2020 audit they have provided for the board to review. She said the audit went well. She said that all the controls that the district had in place stayed in place despite the difficult year. She talked about two communications letters and said the first letter explained the internal controls and any material weaknesses and segregation of accounting duties. The second letter explained what the auditor responsibilities were, their scope and timing of the audit, accounting policies, any significant accounting policies, depreciation and OPEB liabilities. She said there were a few proposed journal entries attached that just needed to be addressed on the schedule. She said that the auditors report had a clean opinion. She talked about the management analysis and discussion and asked if there were any questions for additions from the board. She gave an overview of revenue and expenses, budgetary highlights. She said they will get the audit finalized and submitted to the state before December 31.

b. 2021 Insurance Renewal

Barry Maroni, AIC Insurance began by talking about the cover letter, He said that the overall premium is up this year due to the increase in general liability and property reinsurance rates. He spoke about the district being enrolled in the longevity credit and rate lock guarantee program and the benefits to the district. He also said that completing the best practices credit reduced the district premium for 2021. He talked about the policy outline with coverages incorporated in the policy. Barry also spoke about the comparison report. He asked the board if they had any questions and thanked the board for their time.

4. Consent Agenda:

Approval of the General Board Meeting Minutes from November 10, 2020;

Acknowledgment of Receipt of 2020 Financial Summary:

Matt Gilman made a motion to approve the consent agenda as presented. JoAnne Fletcher seconded the motion. Motion passed unanimously.

5. Action Agenda Items:

Action from November 10, 2020 Executive Session: None

Acknowledgement of Receipt of Fiscal Year 2020 Audit:

Matt Gilman made a motion to acknowledge the receipt of Fiscal Year 2020 Audit as presented. JoAnne Fletcher seconded the motion. Motion passed unanimously.

Approval of Sand Volleyball Memorandum of Understanding:

Katie said she sent a draft of the MOU to Central Oregon Volleyball Association. They added in some information about themselves including their purpose and contact information. They would be required to provide reservation information so we could open it up for reservations for other community groups to use as well. JoAnne Fletcher

motioned to approve the sand volleyball memorandum of understanding. Matt Gilman seconded the motion. Motion passed unanimously.

6. Discussion Items:

Katie Hammer talked about the current closure and the requirements to re-open. She anticipates that it will be mid-January at the earliest before we are able to run fitness and aquatics programs. We can run youth enrichment programs but not aquatic or fitness programming. She spoke about building capacity guidelines when we can re-open the facilities. She spoke about building capacities and how many people we could accommodate. She said that they are looking at running hybrid classes - half in person and half virtually. She said they are also working on virtual fitness classes and will be checking out equipment to participants. Matt Gilman spoke about marketing outreach for programming. Katie added that beginning in January we will be offering virtual classes such as STEM and photography, and in person classes will include cooking and art.

7. Public Comments: None

8. Board Staff Comments:

Jessica Rowan, Aquatic Director, said that she is looking into whether high school sports will be able to run this season. She is trying to stay optimistic. Matt Gilman asked about current staff and the status of the pool. Jessica replied that they had scheduled a spring closure for maintenance and if it looks like our current closure is going to be extended then some of the spring maintenance projects will happen now and not close the pool in the spring. She talked about a couple of bigger projects including installing the new scoreboard and fixing the wall on the north end of the building happening now. She also talked about being down to administrative staff only and working on projects that are beneficial to the district.

Mike Elam said that his staff is working on new platforms to teach fitness classes, and that they will be checking out equipment. He talked about running some youth programs too. He said he has been working with Bend park and recreation on the lacrosse program. He talked about the challenges of running softball and tournaments in the spring.

Katie said that Mercedes Bostwick-Cook was not able to access her volume and she introduced herself in the chat. She is the new head softball coach at RHS. Katie added that Mercedes has children that have participated in our programs and has coached for us as well. Hayes McCoy welcomed her to the meeting.

Hayes McCoy thanked the staff for being at the meeting.

9. Adjournment

Meeting adjourned at 8:32am.

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon