



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, January 12, 2021 at 7:33am.

**Attendance:**

Directors Present: Hayes McCoy  
Zack Harmon (arrived at 7:37am)  
Matt Gilman  
JoAnne Fletcher  
Ed Danielson

Directors Absent: None

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

Media: None

Public: Jon Bullock, Redmond City Council  
Mercedes Bostwick-Cook

**GENERAL MEETING:**

**1. Call to Order:**

Hayes McCoy called the meeting to order at 7:33am

**Adjustments to the Agenda:** None

**2. Communications:** None

**3. Consent Agenda:**

Approval of the General Board Meeting Minutes from December 8, 2020;

Acknowledgment of Receipt of December 2020 Financial Summary:

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

**4. Action Agenda Items:**

Approval of Letter Addressing Deficiencies Noted in FY 2020 Audit:

Katie Hammer explained the purpose of the letter and let the board know that she anticipates that we will need to send a letter annually. Matt Gilman made a motion to approve the letter addressing deficiencies noted in the fiscal year 2020 audit. JoAnne Fletcher seconded the motion. Motion passed unanimously.

Approval of District Goals:

Matt Gilman asked that the goals be visited each month at the board meeting to check in.

Matt Gilman made a motion to approve the district goals. Ed Danielson seconded the motion. Motion passed unanimously.

Approval of Resolution #2 – 2020/2021 Appoint Budget Officer:

JoAnne Fletcher made a motion to approve resolution #2 and appoint Katie Hammer as Budget Officer. Matt Gilman seconded the motion. Motion passed unanimously.

**5. Discussion Items:**

JoAnne Fletcher asked why the Silver & Fit program wasn't covering virtual fitness classes. Katie Hammer responded that Silver & Fit had their own platform and was offering virtual classes.

Matt Gilman asked if there were updates on the new registration software. Katie Hammer responded that she has looked at 5 and has talked with other park and recreation professionals across the state to see what they are using. She will be setting up demos with some of them prior to submitting and RFP. Matt Gilman would like to participate in these demos.

Matt Gilman also asked about maintenance on the pool. Katie Hammer said we will not be doing a spring maintenance. Jessica Rowan added that because of the lighter usage load a maintenance shutdown in the spring won't be necessary but larger projects won't happen. She also said that a new score board has been installed and the metal rods in the ceiling are being repainted.

**6. Public Comments:**

None

**7. Board Staff Comments:**

Jessica Rowan said she has been working on budget spreadsheets and a janitorial booklet, and she said that we still have an agreement with OSU for a kayaking class which we hope will start up when we can reopen.

Mike Elam, Recreation Manager, said that he is trying to get people to register for programs. Fitness classes are running virtually. We are taking registrations for soccer and lacrosse. Jessica Rowan suggested that Mike talk to his recreation coordinator about running virtual fieldtrips in partnership with the school district.

Katie Hammer said she is optimistic about running soccer and lacrosse. She added that the district is attempting to fill the youth sports coordinator position that has been open since May 2020. Katie also mentioned that there is one budget committee opening and three board positions up for election in the May. She also let the board know that the SDAO annual conference is happening virtually in February and if any of the board members would like to attend she will send them the information.

Matt Gilman commented that he likes the RAPRD facebook page and asked if there is an advertising budget. Katie Hammer responded there is not one specifically for that. Matt asked if he could meet with Katie to discuss and help with advertising.

Zack Harmon inquired about expenditures and Katie responded that she would send out more detailed information. She said at the February board meeting she will present a more in-depth financial overview. She also added that we have had access to the CARES Act funding,

**8. Adjournment:**

Hayes McCoy adjourned the meeting at 8:05am

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Board Chair, Hayes McCoy

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Recording Secretary, Vicki Osbon