



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
March 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

Hayes McCoy, Chairman
Matt Gilman, Vice-Chairman
Ed Danielson, Director
JoAnne Fletcher, Director
Zack Harmon, 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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www.raprd.org

GENERAL BOARD MEETING AGENDA

March 9, 2021

7:30AM

This meeting will take place electronically using the following link:
<https://global.gotomeeting.com/join/850441789>

There is also an option to call in to the meeting at this number (toll free)

1-866-899-4679
Access Code: 850-441-789

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 February 9, 2021

Acknowledgement of Receipt of February Financial Summary

4. Action Agenda Items

Approval of Tractor Purchase

5. Discussion Items

District Name Change Discussion

Goals Progress

RAPRD Facility/Program Status

6. Public Comments

7. Board/Staff Comments

8. Adjournment

Public comments will be taken during the meeting. Written comments will also be accepted prior to the meeting. Written comments received by 5:00pm on March 8, 2021 will be read during the public comment section of the meeting on March 9, 2021. Comments by video or phone will be taken during the public comment section of the meeting on March 9, 2021; Comments, both written and electronic, will be subject to a 3-minute limit per community member.



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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, February 9, 2021 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
Zack Harmon (arrived at 7:40am)
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 Cook-Bostick
Mike Schiel

1. Call to Order:

Hayes McCoy called the meeting to order at 7:31am
Adjustments to the Agenda: None

2. Communications: None

3. Presentation:

a. Mid-Year Financial Review:

Katie Hammer said that at 50% into the fiscal year and we are at 74% budgeted income and at 34% of expenses. She said the bulk of our revenue is from property taxes resulting in the property tax percentage of revenue being higher than normal this year. Savings in expenses are in both personnel services and material and services due to reduced staff due to layoffs and not filling positions in addition to not operating as many programs therefore reducing expenses. It is anticipated that the district will end this fiscal year with an ending balance similar to the beginning of the year.

4. Consent Agenda:

Approval of the General Board Meeting Minutes from January 12, 2021;

Acknowledgment of Receipt of January 2021 Financial Summary:

Matt Gilman made a motion to approve the consent agenda with a spelling correction to Mercedes Cook-Bostick's name. JoAnne Fletcher seconded the motion. Motion passed unanimously.

5. Action Agenda Items: None

6. Discussion Items:

- a. Goals Progress: Katie Hammer presented the goals timeline. She said one of the strategic actions is improving the registration process and we completed research on park and recreation management software. We completed three demos last month, and Matt Gilman was able to participate in two of them. Katie said she is in the process of reviewing public contracting rules to make sure we are following them, and she said based on the expense we will have to go out for a formal RFP and will send it out late February or early March and the board will consider approval of a new software provider in April or May.

Katie also talked about the other goal scheduled to be completed in February which is the janitorial handbook for aquatics. This is almost completed, and Jessica Rowan is working on converting it to a flip book so she can easily email it to her staff. Jessica also is working on scheduling a more specific rotation for specific tasks which should be finished by the end of this month.

- b. RAPRD Facility/Program Status: Katie said the pool opened a week ago with 6 people allowed per time slot. She said we are the only aquatic facility open in the region and because of this it makes it difficult to get in to swim. She also said that the Activity Center can run in person fitness classes and people are able to come into the gym to work out too with a maximum of 6 people. She said that we are running hybrid fitness classes, streaming the classes so people can register for live or in person classes. She anticipates that we will be running hybrid classes through summer based on numbers we can have in our building. Katie also added

that we trying to run as many of our programs as possible while meeting the COVID guidelines.

- c. Spring and Summer Events: Katie said that we will not be able to offer a July 4th event like we have in past years based on the number of people that have attended. She said as a staff, we would like to offer something. We are working on a July 4th fields games day event. She said we are working out the details.

She said we are also planning on running an event at Tetherow in May and Touch a Truck. She said there will be a scavenger hunt and a fitness challenge in the spring as well.

7. Public Comments:

Mercedes Cook-Bostick asked about soccer registration numbers. Katie Hammer responded we are not where we would like to be and there is a possibility that we will extend the deadline. Mercedes asked if we did extend the registration deadline if we could have posts in Spanish because of language barriers.

8. Board Staff Comments:

Joanne Fletcher said she will be coming back to Redmond by the middle of March.

Matt Gilman said he has been back in the pool and is looking forward to more swimming and more times.

Zack Harmon said he may not be able to attend the next two meetings.

Ed Danielson asked if we are in a holding pattern for the Activity Center building. Katie Hammer informed the board that the city has confirmed that they are on schedule with the planned Odem-Medo extension and we have to vacate that building by March of 2022. We are planning on offering programs there through December then move our fitness classes to Pleasant Ridge or the Senior Center. Our enrichment programs will be moving to other locations as well. We will not have weights or cardio.

Hayes McCoy thanked Katie and the staff for keeping the district in the financial black.

9. Adjournment:

Hayes McCoy adjourned the meeting at 8:05am

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
February 28, 2021

Summary

February 28, 2021 is 66% of the 2020/2021 budget year.

Financial Performance By Fund

General			
Resources (% of 20/21 Budget)	97%	Resources change from FY 19/20	6%
Expenditures (% of 20/21 Budget)	63%	Expenses change from FY 19/20	-6%

	YTD FY Feb 19/20	YTD FY Feb 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,483,115	\$ 1,567,527	\$ 1,620,000	97%	97%
Personnel Services	\$ 229,622	\$ 230,582	\$ 370,600	62%	63%
Materials & Services	\$ 101,195	\$ 82,561	\$ 164,350	50%	50%
Debt Service	\$ 88,824	\$ 82,384	\$ 95,000	87%	93%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%
Transfers & Contingency	\$ -	\$ -	\$ 1,237,000	0%	0%

Aquatic			
Resources (% of 20/21 Budget)	24%	Resources change from FY 19/20	-70%
Expenditures (% of 20/21 Budget)	40%	Expenses change from FY 19/20	-38%

	YTD FY Feb 19/20	YTD FY Feb 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 157,287	\$ 46,795	\$ 198,200	24%	62%
Personnel Services	\$ 368,561	\$ 239,606	\$ 619,250	39%	62%
Materials & Services	\$ 111,915	\$ 58,755	\$ 188,100	31%	57%
Debt Service	\$ 35,797	\$ 35,797	\$ 36,000	99%	99%
Capital Outlay	\$ -	\$ 10,850	\$ 30,000	36%	0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 20/21 Budget)	18%	Resources change from FY 19/20	-61%
Expenditures (% of 20/21 Budget)	20%	Expenses change from FY 19/20	-64%

	YTD FY Feb 19/20	YTD FY Feb 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 34,143	\$ 13,247	\$ 73,800	18%	51%
Personnel Services	\$ 20,445	\$ 14,267	\$ 41,100	35%	44%
Materials & Services	\$ 26,775	\$ 2,928	\$ 43,000	7%	71%

Financial Performance By Fund

Programs				
Resources (% of 20/21 Budget)	18%	Resources change from FY 19/20		-72%
Expenditures (% of 20/21 Budget)	31%	Expenses change from FY 19/20		-49%

	YTD FY 19/20	Feb Feb 20/21	YTD FY Feb 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 138,563	\$ 38,717	\$ 209,700		18%	56%
Personnel Services	\$ 147,374	\$ 88,092	\$ 233,600		38%	56%
Materials & Services	\$ 76,727	\$ 26,955	\$ 133,950		20%	55%
Capital Outlay	\$ -	\$ -	\$ -		0%	0%

Activity Center				
Resources (% of 20/21 Budget)	17%	Resources change from FY 19/20		-77%
Expenditures (% of 20/21 Budget)	33%	Expenses change from FY 19/20		-40%

	YTD FY 19/20	Feb Feb 20/21	YTD FY Feb 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 39,296	\$ 9,118	\$ 52,750		17%	70%
Personnel Services	\$ 69,899	\$ 40,864	\$ 131,750		31%	56%
Materials & Services	\$ 22,652	\$ 14,265	\$ 37,400		38%	52%
Capital Outlay	\$ -	\$ -	\$ -			0%

Parks				
Resources (% of 20/21 Budget)	40%	Resources change from FY 19/20		-22%
Expenditures (% of 20/21 Budget)	37%	Expenses change from FY 19/20		-16%

	YTD FY 19/20	Feb Feb 20/21	YTD FY Feb 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 669	\$ 523	\$ 1,300		40%	51%
Personnel Services	\$ 69,684	\$ 58,574	\$ 121,300		48%	60%
Materials & Services	\$ 21,810	\$ 18,542	\$ 49,200		38%	48%
Capital Outlay	\$ 563	\$ -	\$ 40,750		0%	3%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 20/21 (Current)	1,504,981
FY 20/21 (Budget, current yr)	1,515,000
FY 19/20	1,405,759
FY 18/19	1,290,583
FY 17/18	1,249,298

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 20/21 (Current)	20,840
FY 20/21 (Budget, current yr)	70,000
FY 19/20	55,980
FY 18/19	48,303
FY 17/18	51,429

Pool Activities Expenses

FY 20/21 (Current)	4,072
FY 20/21 (Budget, current yr)	14,000
FY 19/20	10,054
FY 18/19	10,779
FY 17/18	12,294

Youth Sport Leagues

Youth Sports League Resources

FY 20/21 (Current)	27,174
FY 20/21 (Budget, current yr)	97,500
FY 19/20	58,634
FY 18/19	83,068
FY 17/18	93,224

Youth Sports League Expenses

FY 20/21 (Current)	5,479
FY 20/21 (Budget, current yr)	62,750
FY 19/20	25,192
FY 18/19	31,157
FY 17/18	22,597

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

Enrichment Resources

Enrichment Resources

FY 20/21 (Current)	10,214
FY 20/21 (Budget, current yr)	35,600
FY 19/20	22,772
FY 18/19	24,389
FY 17/18	11,460

Enrichment Expenses

FY 20/21 (Current)	16,780
FY 20/21 (Budget, current yr)	26,500
FY 19/20	27,691
FY 18/19	28,918
FY 17/18	12,960

Fitness

Fitness Resources

FY 20/21 (current)	7,108
FY 20/21 (Budget, current yr)	17,552
FY 19/20	36,693
FY 18/19	29,834
FY 17/18	29,039

Fitness Expenses

FY 20/21 (current)	896
FY 20/21 (Budget, current yr)	10,500
FY 19/20	6,973
FY 18/19	5,033
FY 17/18	6,079

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

Adult Sport Leagues

Adult Sport League Resources

FY 20/21 (Current)	0
FY 20/21 (Budget, current yr)	17,200
FY 19/20	5,470
FY 18/19	4,893
FY 17/18	4,346

Adult Sport League Expenses

FY 20/21 (Current)	210
FY 20/21 (Budget, current yr)	9,000
FY 19/20	3,307
FY 18/19	4,160
FY 17/18	3,230

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

Updated 3/1/21

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: March 9, 2021

SUBJECT: Approval of Tractor Purchase

STAFF RESOURCE: Gary Davis/Katie Hammer

ACTION PROPOSED: Approval of Resolution #3, Authorize Tractor Purchase

BACKGROUND:

RAPRD purchased a Kubota B3300SU tractor in 2009. This equipment is used at the high desert sports complex for routine maintenance and facility ground repairs. Parks maintenance staff has reported regularly the last few years that the tractor has some safety issues because it is unstable. The Kubota also has some mechanical issues, mainly with the bucket that have been ongoing even though it has regular maintenance.

Parks Supervisor, Gary Davis has requested that the district replace the current Kubota tractor with an equivalent one that does not have the safety issues. He received three estimates for similar tractors.

These estimates are:

2020 John Deere 3032E - \$22,373.00

2021 New Holland WM25 - \$19,719.77

2019 Yanmar SA424 - \$14,885.00

The dealers for the New Holland and Yanmar will accept the Kubota as a trade in to reduce the cash cost. Both dealers have offered \$4,500 for the Kubota.

The only tractor that Gary has been able to try is the New Holland as both the John Deere and Yanmar need to be brought here if we purchase one of them.

BUDGET NOTES: A tractor is in the current fiscal year budget. The budgeted amount was \$9,400. All of these options will be over the budgeted amount. However, staff will not be recommending that the truck was budgeted to purchase this fiscal year occurs this year leaving funds available for a tractor.

STAFF RECOMENDATION: The tractors that have been quoted may not be available at the time the board votes on the purchase. Staff is requesting authorizing to spend a maximum of \$15,194.12 after trade in of the Kubota.

REDMOND AREA PARK AND RECREATION DISTRICT
Resolution #3 2020/2021

RESOLUTION AUTHORIZING STAFF TO PURCHASE TRACTOR

WHEREAS, the Board of Directors of the Redmond Area Park and Recreation District serves as the Contract Review Board for the District, and

WHEREAS, three quotes for similar tractors were received.

The quotes received were:

Company	Tractor Model	Purchase price
John Deere	John Deere 3032E	\$22,373.00
Klamath Basin Equipment	New Holland WM25	\$19,719.77
AG West Supply	Yanmar SA424	\$14,800.00

WHEREAS, Klamath Basin Equipment and AG West Supply will use the trade in of the Kubota tractor, currently owned by the district to reduce the total balance paid by \$4,500.

WHEREAS, Supply for these tractors is limited and the dealers are under no obligation to hold the tractor while the district is getting approval for the purchase.

NOW, THEREFORE, the Contract Review Board authorizes district staff to spend up to \$15,194.12, after trade in for a new tractor.

RESOLVED this the 9th day of March 2021.

Redmond Area Park and Recreation District
Contract Review Board

By: _____
Hayes McCoy, Chairman of the Board

Attest: _____
Vicki Osbon, Recording Secretary