



DIRECTOR INFORMATION for  
GENERAL BOARD MEETING  
February 13, 2024

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**

Lena Berry, Director  
Mercedes Bostick-Cook, Director  
Matt Gilman, Director  
David Rouse, Director  
Kevin Scoggin, Director

## **RAPRD STAFF LEADERSHIP TEAM**

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

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465 SW Rimrock Way  
Redmond Oregon 97756  
541-548-7275  
[www.raprd.org](http://www.raprd.org)

**GENERAL BOARD MEETING AGENDA**  
**February 13, 2024**  
**7:30am**

This meeting will take place in person at the Cascade Swim Center, 465 SW Rimrock Way, Redmond. Virtual access is available using the following link:

<https://meet.goto.com/647496005>

You can also dial in using your phone.  
Toll Free: 877-309-2073  
Access Code: 647496005

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 January 9, 2024  
Acknowledgement of Receipt of December Financial Summary
4. **Action Agenda Items**  
Approval of Memorandum of Understanding between Redmond Senior Center and RAPRD
5. **Discussion Items**  
Community Recreation Center
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](mailto: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 465 SW Rimrock Way, Redmond, Oregon, January 9, 2023, at 7:30am.

**Attendance:**

Directors Present: Matt Gilman  
Lena Berry  
Mercedes Bostick-Cook  
Kevin Scoggin  
David Rouse

Directors Absent:

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

Media: None

Public Attending: Chad Franke, HMK (virtual), Shannon Wedding, Redmond City Council Liaison (virtual), Maria Ramirez, City of Redmond Parks Planner/Project Manager

**GENERAL MEETING MINUTES**

**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 December 12, 2023,  
Acknowledgement of Receipt of December Financial Summary:  
Kevin Scoggin made a motion to approve the general board meeting minutes of December 12, 2023, and acknowledgement receipt of December financial summary as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

#### **4. Action Agenda Items:**

##### Approval of Letter Addressing Deficiencies Noted on FY 2023 Audit

Katie Hammer said that the auditor noted two deficiencies in our audit which are limited knowledge of GAAP and segregation of duties. We are required to submit a letter to the secretary of state noting the deficiencies and how they will be addressed. David Rouse made a motion to approve the letter addressing deficiencies noted on F/Y2023 audit. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

##### Acknowledgement of Resolution #3 – Appoint Budget Officer

Katie Hammer said that historically she has been appointed budget officer. Katie said that she and the accounting specialist, Denise Maich, will be working closely together this year so that next year they will be able to appoint Denise as budget officer, if they choose. Kevin Scoggin made a motion to approve resolution #3-appoint Katie Hammer as Budget Officer. Lena Berry seconded the motion. Motion passed unanimously.

##### Award Contract for Commissioning

Chad Franke said that he is recommending Systems West to provide Commissioning services for the recreation center project. The contract would have a maximum price of \$147,000. He said that they are local in Bend, he has worked with them on other projects, and they have a good reputation. Lena Berry made a motion to award the commissioning services contract to Systems West as recommended by HMK. Kevin Scoggin seconded the motion. Motion passed unanimously.

#### **5. Discussion Items**

##### Community Recreation Center Update

Chad Franke said that BRS have brought in a new cost estimator. David Rouse, board member, asked that Chad send out the traffic analysis so the board could review it. Katie Hammer said the next design meeting is scheduled for next week, and she and Chad are starting a dialogue about the groundbreaking which will most likely occur on a Saturday in May. Chad said that we have trade partners on board, and the kickoff meetings were last week. It is a benefit to have them on board early for construction. Matt Gilman thanked Chad for this update.

#### **6. Public Comments:**

Maria Ramirez, City of Redmond Parks Planner/Project Manager gave an update on projects they are currently working on throughout Redmond. The city is updating their park master plan and the deadline for proposals is January 17. Katie talked about the districts master plan process and said we will go through the bid process, a couple of months behind the city in hopes that we can use some of the data collected during the city's process for our planning process. Katie Hammer will be a stake holder on their master plan process and vice versa. She said there is a new park amenity reservation policy in place. She talked about two properties that were purchased and the development plans. She also said that water conservation efforts are moving forward.

## **7. Board & Staff Comments:**

Mercedes Bostick-Cook, board member, asked Mike Elam, Recreation Manager if basketball had started and what the registration numbers were. Mike responded that basketball has started, and he would let her know what the registration numbers were. She also asked if we had lifeguards and supervisors. Katie responded that we currently well-staffed and will open on Sundays and go to evenings again the week of February 18th.

David Rouse, board member, said there was a great article in the bulletin about Bend Park and Recreation loving their parks and it's encouraging to see as we plan our master plan and the future of our district.

Lena Berry, board member, said that she has been appointed to DURAC and they have money set aside to do a project with us in the downtown area. They want to partner with the district.

Mike Elam, Recreation Manager, second season of bb has started. He said that hopefully lacrosse gets enough registrations to run this year. Adult basketball is going again and there are referees for the first time in three years. He also said that registration for the Rock Chuck Open is open.

Katie Hammer, Executive Director, spoke about meeting with the senior center, and three board members expressed interest in participating in the process. She said the largest concern about our classes are that they are incurring more costs due to the temperature that the fitness rooms need to be kept at. After the meeting they will have to decide whether the increased costs pencil out. She is also talking with community members about community outreach. Katie said she is currently working on a grant with St. Charles. Katie also met with the person who is in the early planning stages for the Oregon sports complex that they would like to build near the fairgrounds. They are looking for stakeholders. Katie said their initial plan is mostly outdoor spaces but also includes some indoor space.

Katie said she presented at BPAC yesterday and she received really good feedback from them about bike racks, e-bikes and crosswalks with flashing beacons. Katie also said that the vintner's dinner will be in May, and we are the benefactors again this year. She will get the date for the board members.

## **8. Adjournment**

Matt Gilman adjourned the meeting at 8:24am.

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Board Chair, Matt Gilman

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Recording Secretary, Vicki Osbon



Redmond Area Park and Recreation District  
 Financial Summary  
 January 31, 2024

**Summary**

January 31, 2024 is 59% of the 2023/2024 Fiscal year.

**Financial Performance By Fund**

<b>General</b>			
Resources (% of 23/24 Budget)	96%	Resources change from FY 22/23	3%
Expenditures (% of 23/24 Budget)	48%	Expenses change from FY 22/23	-12%

	YTD FY 22/23	Jan 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,792,483	\$ 1,841,533	\$ 1,922,000	96%	98.0%
Personnel Services	\$ 233,688	\$ 212,159	\$ 500,500	42%	50.0%
Materials & Services	\$ 119,733	\$ 85,051	\$ 225,500	38%	40.0%
Debt Service	\$ 94,070	\$ 97,090	\$ 99,000	98%	95.0%
Capital Outlay	\$ -			0%	0.0%
Transfers & Contingency	\$ -		\$ 1,305,000	0%	0.0%

<b>Aquatic</b>			
Resources (% of 23/24 Budget)	75%	Resources change from FY 22/23	0%
Expenditures (% of 23/24 Budget)	48%	Expenses change from FY 22/23	10%

	YTD FY 22/23	Jan 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 191,977	\$ 191,902	\$ 257,000	75%	66.0%
Personnel Services	\$ 336,161	\$ 390,624	\$ 808,000	48%	50.0%
Materials & Services	\$ 111,556	\$ 104,694	\$ 221,000	47%	50.0%
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	100%	100.0%
Capital Outlay	\$ -	\$ 5,825	\$ 50,000	12%	15.0%

<b>Redmond Aquatic Club Eels (RACE)</b>			
Resources (% of 23/24 Budget)	43%	Resources change from FY 22/23	-26%
Expenditures (% of 23/24 Budget)	54%	Expenses change from FY 22/23	-1%

	YTD FY 22/23	Jan 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 49,065	\$ 36,495	\$ 85,500	43%	50.0%
Personnel Services	\$ 37,994	\$ 47,626	\$ 79,200	60%	50.0%
Materials & Services	\$ 33,077	\$ 22,771	\$ 50,700	45%	45.0%

### Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	84%	Resources change from FY 22/23	19%
Expenditures (% of 23/24 Budget)	50%	Expenses change from FY 22/23	5%

	YTD FY 22/23	Jan 23/24	YTD FY 23/24	Jan 2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 228,913		\$ 271,636	\$ 322,200	84%	65.0%
Personnel Services	\$ 172,840		\$ 182,624	\$ 427,500	43%	45.0%
Materials & Services	\$ 139,148		\$ 144,979	\$ 234,000	62%	60.0%
Capital Outlay	\$ -			\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	22%	Resources change from FY 22/23	32%
Expenditures (% of 23/24 Budget)	29%	Expenses change from FY 22/23	-13%

	YTD FY 22/23	Jan 23/24	YTD FY 23/24	Jan 2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 987		\$ 1,306	\$ 6,000	22%	45.0%
Personnel Services	\$ 74,040		\$ 69,508	\$ 147,500	47%	50.0%
Materials & Services	\$ 26,584		\$ 18,220	\$ 61,900	29%	55.0%
Capital Outlay	\$ -			\$ 95,000	0%	0.0%

## Year to Date Comparison by Program Category

### YTD Detail

#### Property Tax Collections

FY 23/24 (Current)	1,752,489
<b>FY 23/24 (Budget, current yr)</b>	<b>1,835,000</b>
FY 22/23	1,713,831
FY 21/22	1,632,306
FY 20/21	1,504,981

### Resources/Expense Detail

#### Pool Activities

##### Pool Activities Resources

FY 23/24 (Current)	100,739
<b>FY 23/24 (Budget, current yr)</b>	<b>105,000</b>
FY 22/23	95,533
FY 21/22	77,924
FY 20/21	20,606

##### Pool Activities Expenses

FY 23/24 (Current)	4,784
<b>FY 23/24 (Budget, current yr)</b>	<b>14,000</b>
FY 22/23	5,154
FY 21/22	7,043
FY 20/21	4,060

#### Youth Sport Leagues

##### Youth Sports League Resources

FY 23/24 (Current)	132,757
<b>FY 23/24 (Budget, current yr)</b>	<b>137,500</b>
FY 22/23	122,514
FY 21/22	98,419
FY 20/21	9,423

##### Youth Sports League Expenses

FY 23/24 (Current)	45,793
<b>FY 23/24 (Budget, current yr)</b>	<b>89,000</b>
FY 22/23	43,652
FY 21/22	28,322
FY 20/21	2,882

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

#### Enrichment Resources

##### Enrichment Resources

FY 23/24 (Current)	40,419
<b>FY 23/24 (Budget, current yr)</b>	<b>40,500</b>
FY 22/23	28,668
FY 21/22	16,013
FY 20/21	8,483

##### Enrichment Expenses

FY 23/24 (Current)	27,458
<b>FY 23/24 (Budget, current yr)</b>	<b>25,300</b>
FY 22/23	34,988
FY 21/22	16,451
FY 20/21	11,281

Note:

## Fitness

### Fitness Resources

FY 23/24 (Current)	7,642
<b>FY 23/24 (Budget, current yr)</b>	<b>15,000</b>
FY 22/23	6,147
FY 21/22	5,794
FY 20/21	6,666

### Fitness Expenses

FY 23/24 (Current)	6,985
<b>FY 23/24 (Budget, current yr)</b>	<b>7,500</b>
FY 22/23	6,123
FY 21/22	4,583
FY 20/21	737

Note: Fitness classes are held at the Senior Center.

## Adult Sport Leagues

### Adult Sport League Resources

FY 23/24 (Current)	3,300
<b>FY 23/24 (Budget, current yr)</b>	<b>15,500</b>
FY 22/23	0
FY 21/22	650
FY 20/21	0

### Adult Sport League Expenses

FY 23/24 (Current)	581
<b>FY 23/24 (Budget, current yr)</b>	<b>9,400</b>
FY 22/23	775
FY 21/22	896
FY 20/21	210

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

1/31/2024

## ***RAPRD BOARD AGENDA COMMUNICATION***

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**MEETING DATE:** February 13, 2024

**SUBJECT:** Memorandum of Understanding between RAPRD and Redmond Senior Center

**STAFF RESOURCE:** Katie Hammer, Executive Director

### **BACKGROUND:**

The Redmond Senior Center is a community-based non-profit in Redmond which provides programs and services for the greater Redmond Community's older adults. RAPRD and the Redmond Senior Center have been in the process of developing a partnership to ensure that our community older adults have access to programs and activities.

RAPRD staff has developed a partnership with the Redmond Senior Center to use space at the Senior Center to allow for continuity of programs. Use of the senior center for group fitness and some of our current enrichment classes began Sept. 1, 2021. The Senior Center Board of Directors requested changes to the previous MOU due to their increased costs. Katie Hammer, Lena Berry and Mercedes Cook-Bostick meet with the Senior Center Operation Manager and two of their board members in January to discuss the MOU and requested changes.

Many changes are related to expectation of communication, which in the originally agreements stated quarterly and these were changed to semi-annually.

The largest change reflected in the fees. Previously RAPRD paid \$10 for each program hour for a fitness class and \$15 for other classes. The Senior Center will be charging \$25 for each program hour beginning March 1, 2024.

RAPRD Staff is monitoring the class participation numbers and are making program adjustments to classes based on class attendance.

**RECOMMENDED ACTION:** Approve the updated MOU between RAPRD and the Redmond Senior Center.

# Memorandum of Understanding

Between

Redmond Area Park and Recreation District (RAPRD)

and

Redmond Senior Center (RSC)

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This Memorandum of Understanding (MOU) is entered into by and between the Redmond Area Park and Recreation District (RAPRD), a tax funded agency providing park and recreation services and programs across the greater Redmond community's residents and, the Redmond Senior Center (RSC), a community-based non-profit organization providing programs and services for the greater Redmond community's older adults.

**A. Purpose.** The purpose of this MOU is to establish the terms and conditions under which RAPRD and RSC partner will meet and function to further develop, expand, and implement mutually beneficial programs and services for the greater Redmond.

The greater Redmond community's population is growing at unprecedented rates particularly among adults aged 50 and older which by 2025 is projected to be 35 percent of the area's population. This partnership provides opportunities for RAPRD and RSC to leverage their respective fiscal, human, and capital resources by expanding:

- Access to RAPRD recreation, healthy lifestyle, and enrichment programs at the RSC,
- The scope and scale of mutual programs and services for older adults and the greater Redmond community, and
- Fostering a sense of community among older adults, caregivers, service providers, and community partners to gather.

The terms of this MOU are not comprehensive and additional terms, including further potential development of additional programs and services, generation of additional resources, clarification of areas of responsibility, will be incorporated during semi-annual reviews of this MOU.

**B. Roles and Responsibilities.**

**RAPRD agrees to:**

1. With RSC, jointly identify appropriate opportunities to review existing enrichment programs and services aligned with education/life skills, health, recreation, safety and security, and community stewardship and contingent upon availability of funds and personnel, jointly pursue expanding programs and services.

2. Semi Annually, plan, develop, and coordinate programs, services, and activities for all age groups with particular attention on those aged 50 and older.
3. Semi Annually, reach agreement with RSC on scheduling RAPRD proposed activities to be held at the Senior Center.
4. Semi Annually, provide RSC with appropriate marketing information and materials related to scheduled programs and services.
5. Monthly, compensate RSC for room use at a rate to cover actual incurred costs. Rates will be determined in February for the following fiscal year.
6. Provide RSC with certificate of general liability insurance.
7. Follow RAPRD, RSC, and public policies and procedures aligned with delivering programs and services safely including all staff and volunteers associated with this MOU have passed legal background checks and Center for Disease Control and State of Oregon COVID/pandemic guidelines.

**RSC agrees to:**

1. With RAPRD, jointly identify appropriate opportunities to review existing enrichment programs and services aligned with education/life skills, health, recreation, safety and security, and community stewardship and contingent upon availability of funds and personnel, jointly pursue expanding programs and services.
2. Semi-Annually, plan, develop, and coordinate programs, services, and activities for all age groups with particular attention on those aged 50 and older.
3. Semi-Annually, confirm RAPRD programs and services scheduled at the RSC and provide marketing and communications through RSC channels.
4. Monthly, invoice RAPRD for room usage at actual incurred cost of operation at \$25 per program hour for all RAPRD programs.
  - a.
5. Follow RAPRD, RSC, and public policies and procedures aligned with delivering programs and services safely including all staff and volunteers associated with this MOU have passed legal background checks Center for Disease Control and State of Oregon COVID/pandemic guidelines.

**C. Reporting and MOU Requirements.**

1. Semi-Annually, RAPRD and RSC designated staff shall review this MOU and partnership addressing use of activity and meeting spaces, marketing practices, and any other issues pertaining to delivering quality programs and services.

2. Semi-Annually, RAPRD and RSC designated staff shall review existing programs and services to ensure they meet needs and discuss potential new or expanded program and service needs. If additional funding is needed, expand programs and services, designated staff will explore potential funding sources and if appropriate identify and secure needed funding such as grants and/or donations.
3. Any modifications to this MOU shall be made in writing and shall be signed and dated by appropriate RAPRD and RSC representatives.
4. Either RAPRD or RSC may withdraw from this MOU after 60 days written notice.
5. Principal representatives for this MOU:

**Katie Hammer, Executive Director**

Redmond Area Park and Recreation District

Phone: 541.548.7275

Email: [katie.hammer@raprd.org](mailto:katie.hammer@raprd.org)

**Randy Graves, Operations Manager**

Redmond Senior Center

Phone: 541.548.6325

Email: [Randy@redmondseiors.org](mailto:Randy@redmondseiors.org)

6. RAPRD and RSC Boards of Directors certify the individuals listed as principal contacts are authorized to carry out all matters described in this MOU.
7. The RAPRD and RSC shall manage their respective activities and resources (i.e., staff, volunteers, funds) in pursuing the objectives enumerated in this MOU.
8. In implementing this MOU, RAPRD and RSC will operate under applicable laws, regulations, and policies.
9. RAPRD and RSC will provide identified services subject to the availability of appropriated funds.
10. Nothing in this MOU authorizes the RAPRD to obligate or transfer funds. Specific projects or activities that involve the transfer of funds, services, or property between the RAPRD and RSC require execution of separate agreements and are contingent upon the availability of appropriated funds. These activities must be independently authorized. Negotiation, execution, and administration of these agreements must comply with all applicable law.
11. Nothing in this MOU is intended to alter, limit, or expand RAPRD's statutory and regulatory authority.
12. Nothing in this MOU restricts RAPRD or RSC from participating in similar activities with other public or private agencies, organizations, and individuals.
13. This MOU does not create any substantive or procedural rights that are enforceable at law or equity against the United States or its officers, agents, or employees.



**Timeframe.** This MOU will commence on March 1, 2024 and will dissolve June 30, 2029. This Memorandum of Understanding is the complete agreement between RAPRD and RSC and may be amended only by written agreement signed by each of the principal representatives involved.

**Redmond Area Park and Recreation District**

Principal

Katie Hammer, Executive Director

Representative: \_\_\_\_\_

*Signature*

*Printed Name and Title*

Address: 465 SW Rimrock Way, Redmond, OR 97756

Phone: 541.548.7275

E-Mail Address: [katie.hammer@raprd.org](mailto:katie.hammer@raprd.org)

**Redmond Senior Center**

Principal

Randy Graves, Operations Manager

Representative: \_\_\_\_\_

*Signature*

*Printed Name and Title*

Address: 325 NW Dogwood Ave, Redmond, OR 97756

Phone: 541.548.7275

E-Mail Address: [randy@redmondseiors.org](mailto:randy@redmondseiors.org)