



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 465 SW Rimrock Way, Redmond, Oregon, December 12, 2023, at 7:30am.

Attendance:

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

Directors Absent: David Rouse

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

Media: None

Public Attending: Chad Franke, HMK (virtual), Barry Maroni, AIC Insurance, Heather McMeekin, Price Fronk & CO

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:31am
Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from November 14, 2023,
Acknowledgement of Receipt of November Financial Summary:

Lena Berry made a motion to approve the general board meeting minutes of November 14, 2023, and acknowledgement receipt of November financial summary as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

4. Presentations:

a) FY 2023 Audit

Heather McMeekin introduced herself, CPA, Price, Fronk & Co. She spoke about the draft of the 2023 FY audit they have provided for the board to review. Heather said the auditor's report showed a clean opinion. She said she is still working on a new change with Katie regarding subscription-based IT so based on this there may be a slight adjustment to the draft. She spoke about the two area of noted deficiencies in the audit, which include a lack of GAAP knowledge and segregation of duties. Both of which can be a challenge with an organization of our size. She spoke about the communications letter, the budget law letter to the state. She gave an overview of revenue and expenses, budgetary highlights, capital assets, and PERS. The audit will be finalized in the next week. She thanked Katie for her help. She thanked the board.

b) 2024 General Liability and Property Insurance Renewal

Barry Maroni, ACI Insurance provided an overview of the 2024 insurance renewal. He said there was a change in equipment this year that included the addition of a mower. He included a comparison chart in the packet that explains the increases to the insurance rates. He talked about our best practices credit, and that the district will receive a maximum back of 10% for participation. He talked about a statement of member benefits, a fidelity bond, accident/medical insurance for youth sports, and workers compensation through a program with SAIF. He asked the board if they had any questions and thanked them for their time.

5. Action Agenda Items:

Approval of Annexation Agreement

Katie Hammer said that the city council approved the agreement last Tuesday and that the most updated agreement is included in the board packet. Mercedes Bostick-Cook made a motion to approve the annexation agreement and authorize Katie Hammer, Executive Director, Redmond Area Park and Recreation District to sign the agreement. Kevin Scoggin seconded the motion. Motion passed unanimously.

Acknowledge Receipt of the FY 2023 Audit

Kevin Scoggin made a motion to acknowledge receipt of the FY 2023 Audit. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Approval of Leave of Absence Requested

Katie said that we have a long-term employee that teaches group fitness that has requested a leave. Teresa Brown her direct supervisor feels that it is important to honor this request as she has a good following in her fitness classes. Lena Berry made a motion

to approve the leave of absence request for Diane McIntosh. Kevin Scoggin seconded the motion. Motion passed unanimously.

6. Discussion Items:

Community Recreation Center Update

Chad Franke, HMK, said that the annexation agreement passed. He spoke about the community meeting going very well, with community members asking well informed questions. Katie explained that the largest community concerns were about traffic and user fees. Chad said that the traffic impact study was received, and that the recreation center will not affect current traffic. Chad said there were two design meetings last week that went well also. He talked about the progress of the design process. Katie spoke to the board Chad spoke about weekly check in meetings with KNS and BRS to closely monitor costs. He said there are RFPs for trade partners for Pre-Engineered Metal Building, mechanical, electrical and plumbing. He said there were responses to those RFP's and the team is currently scoring them to bring in the best partner. He talked about the benefits of bringing trade partners in early.

Katie mentioned the first bond oversight meeting was November 20th and it was an educational meeting to bring the committee up to speed on the project. She said there is a good mix of individuals on the committee. Kevin Scoggin said that there is enthusiasm from the committee, and that they will be closely monitor the costs. Matt Gilman thanked Kevin for his involvement with the bond oversight committee.

7. Public Comments:

None

8. Board & Staff Comments:

Jessica Rowan, Aquatic Director, said that high school swimming has started, and she has moved the public swim schedule around to accommodate them. She said there are large changes to the red cross program coming and that will mean training for our staff will change. The changes will take place in May, and it could be a slight budget impact. Katie said that we will have reception staff back in January and we are looking at reopening on Sundays and will be open normally in the evenings again.

Mike Elam, Recreation Manager, said that basketball is getting ready to go again. He said registration is open for the Rock Chuck tournament and the golf tournament. Adult basketball ends soon, and softball registration is open.

Katie Hammer, Executive Director, said she has been doing a variety of outreach with the community and is attending leadership Redmond this week. She said the first bond payment was made yesterday. The next bond payment will be in the spring.

Matt Gilman, board chair, said he attended the design meeting last week.

Mercedes Bostick-Cook, board member, asked if lacrosse registration was open. Mike Elam said that registration is open. She also asked if there would be a strict deadline for

spring soccer this year. Mike responded that we have a registration deadline and after that deadline we add to the waiting list and then take kids as needed to fill out the teams.

Lena Berry, board member, said she has been thinking about funds for this facility and would like to consider speaking with Dr. Klein, the school board and school district about funding this facility, because of the accommodations made for the school district for the high school and classes. Katie responded that it would be beneficial to talk to them about the facility. Katie said that now that she has a design, once she gets the square footage of each room, she will be updating the pro forma and will develop some numbers to show operating costs with a lesser schedule for the Cascade Swim Center over the few months. After she does that she and Jessica will work together and can start a dialogue with the school district.

9. Adjournment

Matt Gilman adjourned the meeting at 9:02am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon