



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
March 14, 2023

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

Mercedes Bostick-Cook, Director
Ed Danielson, Director
Matt Gilman, Director
Zack Harmon, 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
Margaret Maffai, Development Director

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Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

March 14, 2023

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 February 14, 2023

Approval of the Special Meeting Minutes from February 21, 2023

Approval of the Special Meeting Minutes from February 28, 2023

Acknowledgement of Receipt of February Financial Summary

4. Action Agenda Items

Appoint Budget Committee Members

Approval of Resolution #7 – 2022/23 Authorizing District Staff to Negotiate a Contract for Architect for Community Recreation Center

5. Discussion Items

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 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, February 14, 2023, at 7:30am.

Attendance:

Directors Present: Matt Gilman
Kevin Scoggin
Mercedes Bostick-Cook (Attended Virtually)
Zack Harmon (Arrived at 7:36am)
Ed Danielson

Staff: Katie Hammer, Executive Director, Jessica Rowan, Aquatic Director,
Vicki Osbon, Administrative Services Manager, Mike Elam,
Recreation Manager, Shane Bennett, RACE Head Coach (Attended Virtually)

Media: None

Public Attending: Maria Ramirez, City of Redmond Parks Planner, Project Manager

Public Attending Virtually: Shannon Wedding, Redmond City Council Liaison, Gareth Montgomery, CBRE Heery, Chad Franke, HMK Co. Wayne Powderly, Cumming Group, Chris Esker, Perkins & Will/Steele, Jamie Benallo, Perkins & Will/Steele

GENERAL MEETING MINUTES

1. Call to Order:

Matt Gilman called the meeting to order at 7:38am

Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from January 10, 2023.

Acknowledgment of Receipt of January Financial Summary:

Kevin Scoggin made a motion to approve the consent agenda as presented. Ed Danielson seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Appoint Budget Committee Members:

Katie Hammer said there are four open positions on the RAPRD Budget Committee and two applications have been received; Mike Patrick and Katie Graham. Mike Patrick has served on the budget committee since 1991 and he would like to continue to serve. He is a Redmond Kiwanian and is currently the chairman of the Kiwanis Foundation Board. Katie Graham has served since 2015 and is currently employed with the City of Redmond as an HR Analyst and was also our chair last year. Zack Harmon made a motion to appoint Mike Patrick and Katie Graham to the budget committee for terms ending June 30, 2025. Kevin Scoggin seconded the motion. Motion passed unanimously.

Approval of Resolution #6 2022-23 Notice of Intent to Award Contract for Owner's Representative/Project Manager for Community Recreation Center:

Katie Hammer said that the district received eight responses for the Request for Proposals for an Owner's Representative/Project Manager. A selection committee made up of five individuals which included two RAPRD staff members, a community member, a board member and a City of Redmond staff member ranked the proposals by their experience, knowledge of projects, project approach and not to exceed price. The top three firms being recommended to the board by the selection committee for the Owner's Representative are the Cumming Group, CBRE Heery, and HMK Co. The selection committee was comfortable recommending that the board award the contract to the Cumming Group. Katie added that she has done reference checks on all firms and there were no red flags. After discussion, the board decided they would like to invite the top three firms to give a presentation to the board. Two tentative dates for special meetings were set for Tuesday, February 21st at 7:30am for interviews with the top three firms, and February 28th at 7:30am was set to award contracts of the Owner's Representative. Katie added she will have to have a notice of intent published and there will be a seven day protest period after that. Zack Harmon mentioned that we might want to include the architectural firms in the interview meeting so they could present as well.

Approval of Resolution #7 2022-23 Notice of Intent to Award Contract for Architectural Services for Community Recreation Center: This item was tabled until the March 14, 2023 board meeting.

5. Discussion Items: None

6. Public Comments: None

7. Board & Staff Comments:

Jessica Rowan, Aquatic Director, said that we are exiting the high school swim season and will be able to return to some more regular programming. RACE swim times will be bumped back to the afternoons. There is a challenge with trying to fit everyone in that program with the growth we are experiencing. Thursday nights we will be running a migrant education program for the rest of the year. We will also have school programming coming up as well. She spoke about challenges with the school district trying to provide transportation for 3rd grade lessons. Matt Gillman asked what schools are participating in lessons. Jessica responded that Tom McCall, Black Butte, Vern Patrick, Obsidian Middle School, and Central Christian.

Mike Elam, Recreation Manager, said that we have a record number of kids registered for spring soccer. He said that pickleball meetings have begun and he will be taking that over. They are getting ready for summer programs and camps. Zack Harmon asked if there was space in the future building for pickleball. Katie Hammer replied that the gym will be multi-use. Mike added that we are doing a golf tournament in May at Black Butte Ranch. Ed Danielson asked about disk golf and whether that is a program we could run. Mike responded if we could find a good instructor we could.

Kevin Scoggin, Board Director, thanked the staff for their continued hard work and working through staffing challenges. He is looking forward to the special meetings.

Matt Gilman, Board Chair, said that he and his wife are doing flamenco with RAPRD. He said there should be an article in the Redmond Spokesman about it soon. The reporter came out and took pictures.

Katie Hammer, Executive Director, said there are two board positions that are open in May. She said that Ed Danielson will not be running again. If the board knows anyone who may be interested and they want to talk with Katie before submitting their candidate form, reach out to her. She said the deadline to submit information to the county clerks office is March 16th.

Matt Gilman adjourned the meeting at 8:37 am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon



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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of Special Board Meeting**

A special meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at the Redmond School District Administrative Office, 145 SE Salmon Ave, Redmond, Oregon, February 21, 2023, at 7:30am.

Attendance:

Directors Present: Matt Gilman
Kevin Scoggin
Mercedes Bostick-Cook
Zack Harmon (Arrived at 7:46am)
Ed Danielson

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

Media: None

Public Attending: Wayne Powderly, Cumming Group
Gerald Mulrooney, Cumming Group
Dean Christenson, Cumming Group
Gareth Montgomery, CBRE Heery
Ralph Rohwer, BBRE Heery
Chad Franke, HMQ Co
David McKay, HMK Co
Jamie Benallo, Perkins & Will/Steele
Chris Kastelic, Perkins & Will/Steele
Scott Steele, Steele Architect
Chris Thome, Perkins & Will/Steele
Keith Hayes, Barker Rinker Seacat Architecture
Any Stein, Barker Rinker Seacat Architecture

Public Attending Chris Esker, Perkins & Will/Steele
Virtually: Eric Stein, Barker Rinker Seacat Architecture
 Shellee McCullick, Cumming Group
 Catherine Lepine, Perkins & Will

SPECIAL MEETING MINUTES:

1. Call to Order:

Matt Gilman called the meeting to order at 7:34am

2. Presentation:

Owner's Representative Proposals began at 7:35am. HMK Company, CBRE Heery and Cumming Group individually gave presentations to the board regarding Owner's Representative/Project Manager Services for the Community Recreation Center project;

Architect Proposals began at 8:45am. Barker Rinker Seacat and Perkins & Will / Steele individually gave presentations to the board regarding Architect services for the Community Recreation Center project.

3. Adjournment:

Matt Gilman adjourned the meeting at 9:31am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon



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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of Special Meeting**

A special meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at 465 SW Rimrock Way, Redmond, Oregon, February 28, 2023 at 7:30am.

Attendance:

Directors Present:

Matt Gilman
Kevin Scoggin
Mercedes Bostick-Cook
Zack Harmon (Arrived at 7:34am)
Ed Danielson

Staff:

Katie Hammer, Executive Director
Vicki Osbon, Administrative Services Manager
Mike Elam, Recreation Manager (Attended Virtually)

Media:

None

Public Attending Virtually:

Gerry Mulrooney, Cumming Group
Shellee McCullick, Cumming Group
Wade Powderly, Cumming Group
Chad Franke, HMK Company
David McKay, HMK Company
Gareth Montgomery, CBRE Heery
Chris Esker, Perkins & Will
Jamie Benallo, Perkins & Will
Chris Thome, Steele

MEETING MINUTES

1. **Call to Order:** Matt Gilman called the meeting to order at 7:30am

Adjustments to the Agenda: None

2. **Action Agenda Items:**

Approval of Resolution #6-2022/2023 Approval of Notice of Intent to Award Contract for Owner's Representative/Project Manager for Community Recreation Center:

The board discussed proposals from HMK Company, Cumming Management Group and CBRE Heery. Their discussion included strengths, scope, estimated hours for the project, and costs.

Ed Danielson made a motion to approve resolution #6-2022/2023 approval of notice of intent to award contract for owner's representative/project manager for community recreation center to HMK Company.

3. **Public Comments:** None

4. **Board & Staff Comments:** None

Matt Gilman adjourned the meeting at 8:11 am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
 Financial Summary
 February 28, 2023

Summary

February 28, 2022 is 66.0% of the 2022/2023 budget year.

Financial Performance By Fund

| General | | | |
|----------------------------------|-----|--------------------------------|-----|
| Resources (% of 22/23 Budget) | 99% | Resources change from FY 21/22 | 5% |
| Expenditures (% of 22/23 Budget) | 66% | Expenses change from FY 21/22 | 10% |

| | YTD FY Feb 21/22 | YTD FY Feb 22/23 | 2022/2023 YE Budget | % Current Budget | Target % |
|-------------------------|---------------------|---------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 1,728,875 | \$ 1,807,608 | \$ 1,829,000 | 99% | 97.0% |
| Personnel Services | \$ 225,312 | \$ 262,275 | \$ 436,000 | 60% | 59.0% |
| Materials & Services | \$ 143,715 | \$ 151,596 | \$ 230,300 | 66% | 62.0% |
| Debt Service | \$ 90,940 | \$ 94,070 | \$ 98,000 | 96% | 95.0% |
| Capital Outlay | \$ - | \$ - | | 0% | 0.0% |
| Transfers & Contingency | \$ - | \$ - | \$ 1,140,000 | 0% | 0.0% |

| Aquatic | | | |
|----------------------------------|------|--------------------------------|-----|
| Resources (% of 22/23 Budget) | 103% | Resources change from FY 21/22 | 12% |
| Expenditures (% of 22/23 Budget) | 52% | Expenses change from FY 21/22 | 18% |

| | YTD FY Feb 21/22 | YTD FY Feb 22/23 | 2022/2023 YE Budget | % Current Budget | Target % |
|----------------------|---------------------|---------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 176,528 | \$ 198,302 | \$ 192,500 | 103% | 88.0% |
| Personnel Services | \$ 320,204 | \$ 385,015 | \$ 751,100 | 51% | 56.0% |
| Materials & Services | \$ 105,555 | \$ 121,927 | \$ 190,700 | 64% | 57.0% |
| Debt Service | \$ 35,797 | \$ 35,797 | \$ 35,800 | 100% | 100.0% |
| Capital Outlay | \$ 3,972 | \$ - | \$ 57,000 | 0% | 25.0% |

| Redmond Aquatic Club Eels (RACE) | | | |
|---|-----|--------------------------------|------|
| Resources (% of 22/23 Budget) | 79% | Resources change from FY 21/22 | 110% |
| Expenditures (% of 22/23 Budget) | 80% | Expenses change from FY 21/22 | 138% |

| | YTD FY Feb 21/22 | YTD FY Feb 22/23 | 2022/2023 YE Budget | % Current Budget | Target % |
|----------------------|---------------------|---------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 24,810 | \$ 52,220 | \$ 66,000 | 79% | 66.0% |
| Personnel Services | \$ 18,246 | \$ 43,449 | \$ 55,850 | 78% | 58.0% |
| Materials & Services | \$ 14,721 | \$ 35,070 | \$ 42,000 | 84% | 62.0% |

Financial Performance By Fund

| Programs | | | |
|----------------------------------|------|--------------------------------|-----|
| Resources (% of 22/23 Budget) | 105% | Resources change from FY 21/22 | 34% |
| Expenditures (% of 22/23 Budget) | 74% | Expenses change from FY 21/22 | 54% |

| | YTD FY Feb 21/22 | YTD FY Feb 22/23 | 2022/2023 YE Budget | % Current Budget | Target % |
|----------------------|---------------------|---------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 184,781 | \$ 247,814 | \$ 235,000 | 105% | 90.0% |
| Personnel Services | \$ 159,384 | \$ 200,459 | \$ 317,500 | 63% | 58.0% |
| Materials & Services | \$ 68,401 | \$ 149,365 | \$ 156,250 | 96% | 63.0% |
| Capital Outlay | \$ - | \$ - | \$ - | 0% | 0.0% |

| Parks | | | |
|----------------------------------|-----|--------------------------------|------|
| Resources (% of 22/23 Budget) | 66% | Resources change from FY 21/22 | 102% |
| Expenditures (% of 22/23 Budget) | 44% | Expenses change from FY 21/22 | 15% |

| | YTD FY Feb 21/22 | YTD FY Feb 22/23 | 2022/2023 YE Budget | % Current Budget | Target % |
|----------------------|---------------------|---------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 488 | \$ 987 | \$ 1,500 | 66% | 65.0% |
| Personnel Services | \$ 69,785 | \$ 80,210 | \$ 151,700 | 53% | 54.0% |
| Materials & Services | \$ 25,484 | \$ 29,304 | \$ 52,700 | 56% | 60.0% |
| Capital Outlay | \$ - | \$ - | \$ 45,000 | 0% | 0.0% |

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

| | |
|--------------------------------------|------------------|
| FY 22/23 (Current) | 1,734,321 |
| FY 22/23 (Budget, current yr) | 1,750,000 |
| FY 21/22 | 1,636,463 |
| FY 20/21 | 1,511,880 |
| FY 19/20 | 1,405,759 |

Resources/Expense Detail

Pool Activities

Pool Activities Resources

| | |
|--------------------------------------|---------------|
| FY 22/23 (Current) | 94,387 |
| FY 22/23 (Budget, current yr) | 75,000 |
| FY 21/22 | 83,838 |
| FY 20/21 | 20,840 |
| FY 19/20 | 55,980 |

Pool Activities Expenses

| | |
|--------------------------------------|---------------|
| FY 22/23 (Current) | 4,775 |
| FY 22/23 (Budget, current yr) | 12,000 |
| FY 21/22 | 7,989 |
| FY 20/21 | 4,108 |
| FY 19/20 | 10,054 |

Youth Sport Leagues

Youth Sports League Resources

| | |
|--------------------------------------|----------------|
| FY 22/23 (Current) | 136,358 |
| FY 22/23 (Budget, current yr) | 119,500 |
| FY 21/22 | 114,157 |
| FY 20/21 | 27,239 |
| FY 19/20 | 73,634 |

Youth Sports League Expenses

| | |
|--------------------------------------|---------------|
| FY 22/23 (Current) | 49,939 |
| FY 22/23 (Budget, current yr) | 65,000 |
| FY 21/22 | 32,522 |
| FY 20/21 | 5,509 |
| FY 19/20 | 25,192 |

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

Enrichment Resources

Enrichment Resources

| | |
|--------------------------------------|---------------|
| FY 22/23 (Current) | 30,090 |
| FY 22/23 (Budget, current yr) | 24,000 |
| FY 21/22 | 19,930 |
| FY 20/21 | 8,886 |
| FY 19/20 | 21,603 |

Enrichment Expenses

| | |
|--------------------------------------|---------------|
| FY 22/23 (Current) | 29,826 |
| FY 22/23 (Budget, current yr) | 16,000 |
| FY 21/22 | 19,230 |
| FY 20/21 | 13,912 |
| FY 19/20 | 26,230 |

Fitness

Fitness Resources

| | |
|--------------------------------------|---------------|
| FY 22/23 (Current) | 4,068 |
| FY 22/23 (Budget, current yr) | 20,000 |
| FY 21/22 | 1,304 |
| FY 20/21 | 7,168 |
| FY 19/20 | 7,395 |

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

| | |
|--------------------------------------|--------------|
| FY 22/23 (Current) | 6,653 |
| FY 22/23 (Budget, current yr) | 6,000 |
| FY 21/22 | 787 |
| FY 20/21 | 896 |
| FY 19/20 | 5,120 |

Adult Sport Leagues

Adult Sport League Resources

| | |
|--------------------------------------|---------------|
| FY 22/23 (Current) | 375 |
| FY 22/23 (Budget, current yr) | 15,000 |
| FY 21/22 | 434 |
| FY 20/21 | 0 |
| FY 19/20 | 5,470 |

Adult Sport League Expenses

| | |
|--------------------------------------|---------------|
| FY 22/23 (Current) | 775 |
| FY 22/23 (Budget, current yr) | 10,000 |
| FY 21/22 | 896 |
| FY 20/21 | 210 |
| FY 19/20 | 3,307 |

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

Updated 3/7/2023

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: March 14, 2023
SUBJECT: Appoint Budget Committee Members
STAFF RESOURCE: Katie Hammer
ACTION PROPOSED: Motion to Appoint Budget Committee Members

BACKGROUND:

RAPRD currently has two openings on its budget committee. One for a position ending June 30, 2025 and one for a position ending June 30, 2024. We have received two applications for these positions.

The applicants are:

- John Sweat – He is a current swim center patron. He lap swims 2-3 days a week. His professional background includes over 10 years of maintenance of public swim centers. Volunteer experience includes serving as a trustee for a nonprofit and on the activity committee for the CO Nordic Club. John is requesting appointment for the term that ends on June 30, 2024.
- Michael Rogers - He is a parent of a current RACE participant. Professionally he works in banking/regulatory compliance. His current volunteer roles include, the Redmond Urban Planning Commission, Central Oregon Fuse, and coaching youth baseball. Michael is requesting appointment for the term that ends on June 30, 2025.

Please let me know if you want to see the individual applications.

BUDGETARY IMPACT: None

RECOMMENDED MOTION: Motion to appoint John Sweat to the term ending June 30, 2024 and Michael Rogers to the term ending June 30, 2025 on the RAPRD budget committee.

REDMOND AREA PARK AND RECREATION DISTRICT
PO BOX 843
REDMOND, OR 97756
(541) 548-7275

Resolution #7 2022/2023

RESOLUTION AUTHORIZING CONTRACT NEGOTIATION OF A CONTRACT FOR ARCHITECTURAL/DESIGN SERVICES FOR A COMMUNITY RECREATION CENTER

WHEREAS, the Board of Directors of the Redmond Area Park and Recreation District (RAPRD) serves as the contract Review Board for the District, and

WHEREAS, The Redmond Area Park and Recreation District publicly advertised for Architectural/Design Services for a new Community Recreation Center as per ORS Section 279C. Requests for proposals were advertised on January 2, 2023, with a submission deadline of 5:00pm on January 31, 2023.

Proposals were received from six firms: ALSC Architects, Barker Rinker Seacat Architects, OPSIS Architecture, Perkins & Will/Steele, Robertson Sherwood Architects, and YGH + Integrus.

WHEREAS, the selection committee reviewed and scored each proposal. The selection committee recommended the two firms for the board to review; Barker Rinker Seacat and Perkins & Will/Steele

NOW, BE IT RESOLVED, to authorize RAPRD Executive Director, Katie Hammer and Owner's Representative HMK Company to negotiate a contract with _____
_____ for Architectural/Design Services for a new community recreation center.

RESOLVED this the 14th day of March 2023

Redmond Area Park and Recreation District
Contract Review Board

By: _____
Matt Gilman, Chairman of the Board

Attest: _____
Vicki Osbon, Recording Secretary

DRAFT