



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

**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, June 13, 2023 at 7:30am.

Attendance:

Directors Present: Matt Gilman
Mercedes Bostick-Cook
Kevin Scoggin
Zack Harmon

Directors Absent: Ed Danielson (absent)

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

Media: None

Public Attending: Maria Ramirez, City of Redmond Parks Planner/Project Manager
Lena Berry (attended virtually), Chad Franke, HMK, David Ulbricht
Director of Advisory Services, Special Districts of Oregon (attended
virtually)

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman 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 May 9, 2023; Approval of the Special Board Meeting Minutes from May 23, 2023; Acknowledgement of Receipt of May Financial Summary.

Zack Harmon made a motion to approve the consent agenda as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Entered Budget Hearing at 7:34am

Katie noted that the budget committee approved the proposed budget. Staff made an adjustment to the proposed budget, which was the debt service payment to the bond that was changed based on updated figures from our consultant.

Adjourned Budget Hearing at 7:35am.

The board reconvened the regular session at 7:35am.

Resolution #10 Adopting the Fiscal Year 2023-24 Budget; Resolution #11 Appropriations for the Fiscal Year 2023-24 Budget; Resolution #12 Imposing and Categorizing taxes for the 2023-24 Fiscal Year.

Katie Hammer gave an overview of the resolutions. Zack Harmon made a motion to approve resolutions #10, #11, and #12 as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

Resolution #13 Transfer from Contingency in the General Fund to Materials and Services in the Program Fund; Resolution #14 Transfer from Personnel Services in the Programs Fund to Materials and Services in the Program Fund; Resolution #15 Transfer from Contingency in the General Fund to Materials and Services in the RACE Fund; Resolution #16 Transfer from Personnel Services in the Aquatic Fund to Materials and Services in the Aquatic Fund; Resolution #17 Transfer from Personnel Services in the Park Fund to Materials and Services in the Park Fund

Zack Harmon made a motion to approve resolutions #13, #14, #15, #16, and #17 as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Resolution #18 Creation of the Capital Project Fund, Receive bond proceeds and Authorize Expenditures for Fiscal Year 2022/23

Katie Hammer explained that this will create the capital project fund for this fiscal year. It will also authorize potential expenditures that might be incurred this year.

Zack Harmon made a motion to approve resolution 18 as stated. Kevin Scoggin seconded the motion. Motion passed unanimously.

Award CMGC Contract for the Community Recreation Center

Chad Franke, HMK explained that CMGC proposals were received from three firms. After the selection committee reviewed the proposals, they asked Kirby Nagelhout Construction Company and Pence to interview. After the interviews, the selection committee chose Kirby Nagelhout based on their merit. Chad said that HMK is recommending that the board award the CMGC Contract for the Community Recreation

Center to Kirby Nagelhout Construction. Kevin Scoggin made a motion to award CMGC Contract for the Community Recreation Center to Kirby Nagelhout Construction. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

5. Discussion Items:

Community Recreation Center update:

Chad Franke, HMK said that HWA was onsite at 35th street and have completed the initial survey. He said that the Wallace Group will begin the geotechnical surveys by doing test pits on Thursday for soil samples and are scheduled to begin boring on July 11th. Chad also said that in between reviewing the proposals they also held their design kick off meeting and is looking forward to working with BRS. Katie added that the design team along with her and Chad had a preliminary meeting with the city to speak about the annexation.

David Ulbricht, Director of Advisory Services, Special Districts of Oregon said that the bond sale went live this morning and it's going very well.

6. Public Comments:

Maria Ramirez, City of Redmond Parks Planner/Project Manager, commented that the Redmond City Council approved resurfacing of the tennis courts and pickleball courts at Sam Johnson will begin in September. She also added that in addition to resurfacing the tennis courts at Valley View, they are going to convert one court into two pickleball courts.

7. Board & Staff Comments:

Zack Harmon commented that he really enjoyed participating in the design kickoff meeting. He said that he is interested in continuing to participate.

Kevin Scoggin commented that community outreach should begin soon. Katie Hammer responded that regular updates are beginning and Chad Franke, HMK added that their social media person will be meeting with Chad and Katie tomorrow.

Mike Elam, Recreation Manager, said that pickleball windscreens have been ordered. He added that softball, enrichment, and fitness programs are all doing well.

Mercedes Bostick-Cook asked Mike Elam about soccer registration numbers. Mike responded that registration is going well.

Jessica Rowan, Aquatic Director, said that there is a scheduled shutdown June 19-June 23 so we are in compliance with the city for the backflow. She also said she is in the process of scheduled staff training and lifeguard training.

Zack Harmon, board member said that he has enjoyed serving during his time on the board and thanked everyone.

Vicki Osbon, Administrative Services Manager said that she hired two new staff, one for the kiosk only and one who will work both at the kiosk and at the front desk at the pool.

8. Executive Session

The board of Directors entered into an executive session under ORS 192.660 (2) (i) for the purposes of evaluating the job performance of the Executive Director at 8:26am.

The board resumed regular session at 8:52am

9. Action(s) as a result of Executive Session

Zack Harmon made a motion to approve a salary of \$92,500 effective June 26, 2023 for Katie Hammer, Executive Director. Kevin Scoggin seconded the motion. Motion passed unanimously.

10. Adjournment

Matt Gilman adjourned the meeting at 9:04am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon