



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 the Cascade Swim Center Conference Room, 465 SW Rimrock Way, Redmond, Oregon, November 12, 2019 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
Zack Harmon (arrived 7:36am)
Ed Danielson
JoAnne Fletcher – electronically

Directors Absent: Matt Gilman

Staff: Katie Hammer, Executive Director
Mike Elam, Recreation Manager
Jessica Rowan, Aquatic Director
Vicki Osbon, Administrative Services Manager
Margaret Maffai, Development Director
Gio DiMartini, Youth Sports Coordinator

Media: None

Public: None

GENERAL MEETING:

- 1. Call to Order:** Hayes McCoy called the meeting to order at 7:30am
Adjustments to the Agenda:
- 2. Communications:** None
- 3. Consent Agenda:**
Approval of the General Board Meeting Minutes from October 8, 2019,

Acknowledgment of Receipt of October Financial Summary: Ed Danielson made a motion to approve the consent agendas as presented. Joanne seconded the motion. Motion passed unanimously. (Zack Harmon was not present for the motion; he arrived at 7:36am.)

4. Action Agenda Items:

Approval of Financial Management Policy:

Katie Hammer explained that the district doesn't currently have an approved written policy that details the district's financial management process and it has been recommended by the auditors that we have one in place. The board discussed the range for bad debt, the threshold for bad debt, the amount of bad debt the district has currently. She spoke about separating out duties such as bank reconciliations between staff. Ed Danielson made a motion to approve the financial management policy with the amendment of board approval for collections. Zack Harmon seconded the motion. Motion passed unanimously.

Approval of Intergovernmental Agreement for Operation of the Redmond Ice Rink:

Katie Hammer said that the agreement is identical to previous agreement except for the dates. The city has approved it as well. Zack Harmon made a motion to approve the intergovernmental agreement for operation of the Redmond Ice Rink. Joanne Fletcher seconded. Motion passed unanimously.

5. Other Business:

Recreation Facility: Katie Hammer said that she and Hayes McCoy met with Jeff Wellman, the architect that the district hired to look at the Albertson's building along with Ken Streater. Jeff is hoping to have conceptual plans completed in late December too review and see if he is on the right track. Katie explained that the building is currently under contract, but we will continue to move forward with our process of looking at this building.

Tetherow Crossing: Katie Hammer said she has met with the architect for the Tetherow project and is restarting the process, she will be getting updated cost estimates and will develop a timeline for moving forward.

6. Public Comments: None

7. Board Staff Comments:

Vicki Osbon, Administrative Services Manager, commented that she attended the ORPA conference in Portland and she has hired a new staff member.

Margaret Maffai, Development Director said aviation day was a success.

Mike Elam, Recreation Manager, said they are getting ready for the people who make New Year's resolutions. He commented that drop in basketball is going well and he is still trying to work with the school district to get back to Obsidian Middle School because the courts at Elton Gregory are small for adult basketball.

Jessica Rowan, Aquatic Director, said she also attended ORPA and came back with good information for training staff and how to keep younger staff engaged in training. She has implemented the first escape room training. She is working on on-boarding staff and incentives to stay. The haunted pool party went well too. She added that she is working on projects with RPA about running a lifeguard program there and then maybe widen her hiring pool. She also said that she and Katie met with staff at RELC about getting a kindergarten swim program going.

Katie Hammer introduced Gio DiMartini to the board. She also said they were invited to attend a youth sports summit last month. By participating in that process she is hoping that it will help all entities to work together.

Gio DiMartini said basketball is going well. They have just finished registration for season two. Numbers are a little lower than he would like. He met with the school district last year and they have worked with other leagues to offset the seasons with age groups so they don't coincide.

Katie Hammer said the leadership team met and talked about their take aways from the OPRA conference. She said her big takeaway was from a strategic planning session. She is planning on updating the district's strategic plan internally and starting that process in either January or February. She said that the Special District's conference is coming up in February and she will get registration information to the board. She also spoke about rebranding and has reached out to several organizations and has only heard back from Dan Moony. Katie will reach back out to him and move forward. She also said that the insurance and audit presentations will happen in December. She anticipates the audit presentation will be longer than normal.

Hayes McCoy requested that rebranding be put under other business for the December meeting.

Ed Danielson asked if the audit would need more time than what we might have at the board meeting. Katie Hammer said she will reach out to them to see if they need more time and if they do we can either schedule a special meeting or come in earlier.

Hayes McCoy commented that his daughter is enjoying her swim lessons. He also said he will not be at the December 10 meeting.

8. Adjournment:

Hayes McCoy adjourned the meeting at 8:20am

Board Secretary, Hayes McCoy

Recording Secretary, Vicki Osbon