



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
August 11, 2020

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

Hayes McCoy, Chairman
Matt Gilman, Vice-Chairman
Ed Danielson, Director
JoAnne Fletcher, Director
Zack Harmon, Director

RAPRD STAFF LEADERSHIP TEAM

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

TABLE OF CONTENTS

| | |
|--|-------|
| General Board Meeting Agenda | pg 4 |
| Minutes of July 14, 2020 General Board Meeting | pg 5 |
| Financial: | |
| July Financial Summary | pg 8 |
| Action Agenda Items: | |
| Pleasant Ridge Community Hall | pg 12 |
| Discussion Items: | |



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

GENERAL BOARD MEETING AGENDA

August 11, 2020

7:30AM

This meeting will take place electronically using the following link:
<https://global.gotomeeting.com/join/225141637>

There is also an option to call in to the meeting at this number
(872) 240-3212, Access Code: 225-141-637

AGENDA

1. Call to Order

Adjustments to the Agenda

2. Communications (Comments by Citizens are Limited to 3 Minutes)

3. Presentations: South Redmond Urban Renewal District

4. Consent Agenda

Approval of the General Board Meeting Minutes from July 14, 2020

Acknowledgement of Receipt of July 2020 Financial Summary

5. Action Agenda Items

Property Donation Acceptance

Discussion Items

6. Public Comments

7. Board/Staff Comments

8. Adjournment

Public comments will be taken during the meeting. Written comments will also be accepted prior to the meeting. Written comments received by 5:00pm on August 10, 2020 will be read during the public comment section of the meeting on July 14, 2020. Comments by video or phone will be taken on a scheduled basis during the public comment section of the meeting on August 11, 2020; to schedule public comment via phone, please contact the District to provide your name, phone number and address at 541-548-7275, or email information to admin@raprd.org, you will then be contacted during the public comment section of the meeting to voice your comment. Comments, both written and electronically, will be subject to a 3-minute limit per community member.



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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 via video conference in Redmond, Oregon, July 14, 2020 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
Zack Harmon
Matt Gilman
JoAnne Fletcher

Directors Absent: Ed Danielson

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

Media: None
Public: None

GENERAL MEETING:

1. Call to Order: Hayes McCoy called the meeting to order at 7:33am

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from June 9, 2020; Acknowledgment of Receipt of June Financial Summary:

Matt Gilman made a motion to approve the consent agenda as presented. JoAnne Fletcher seconded the motion. Motion passed unanimously

4. Action Agenda Items:

Election of Board Officers:

Matt Gilman made a motion to nominate Hayes McCoy as Board Chair.

JoAnne Fletcher seconded the motion. Motion passed unanimously.

Hayes McCoy made a motion to nominate Matt Gilman as Vice Chair. JoAnne Fletcher seconded the motion. Motion passed unanimously.

Resolution #1 2020/21 Appoint Board Secretary:

JoAnne Fletcher made a motion to approve Resolution #1 to appoint Zack Harmon as board secretary. Hayes McCoy seconded the motion. Motion passed unanimously.

5. Discussion Items:

Board Meeting Dates and Times for FY 2020/21:

There was consensus from the board members present to keep the current board meeting day and time for 2020/21.

Lake Park Estates Update:

The board revisited a discussion from earlier in the year regarding one of the parcels the district owns in Lake Park Estates. The adjacent property is classified as recreation area preventing the current owners from developing our property. The current owner is interested in swapping properties with us since our property does not have the recreation designation. There was board consensus to ask Hayes McCoy to work with the property owner about this if it is cost neutral to the district.

Future Community Recreation Facility Discussion:

Katie Hammer said that the district has an opportunity to acquire the Pleasant Ridge Community Hall. She said that while the building does need some work, it can be used as a rental space immediately and has potential of offering program space as well. The board is supportive of moving forward with this possibility.

6. Public Comments: None

7. Board Staff Comments:

Mike Elam, Recreation Manager, said that UK soccer started, and fitness classes are going. Softball is going even though we are down on team registrations.

Jessica Rowan, Aquatic Director, said that the aqua fitness program started and modified swim lessons will begin next week. She explained the new format for swim lessons and the fees. She also said that recreation swim could potentially begin on August 1st.

Mike Elam added that we are still planning on running fall soccer but the registration numbers are low.

Katie Hammer, Executive Director, said she has been working on getting either FEMA or Cares Act funding to assist the district with expenditures related to COVID-19. Katie

also talked about a recommendation from the county on a travel policy for employees traveling outside the area. She will work on a draft policy.

Matt Gilman said his son participated in the STEM program recently and enjoyed it. He added that he has enjoyed being able to lap swim as well.

Zack Harmon said that his kids also participated in the STEM program recently and they also enjoyed it. He added that he is looking forward to being able to meet in person again.

Hayes McCoy thanked everyone for meeting.

8. Adjournment:

Hayes McCoy adjourned meeting at 8:17am.

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
July 31, 2020

Summary

July 31, 2020 is 8.34% of the 2020/2021 budget year.

Financial Performance By Fund

| General | | | |
|----------------------------------|----|--------------------------------|-------|
| Resources (% of 20/21 Budget) | 0% | Resources change from FY 19/20 | -100% |
| Expenditures (% of 20/21 Budget) | 4% | Expenses change from FY 19/20 | -34% |

| | YTD FY July 19/20 | YTD FY July 20/21 | 2020/2021 YE Budget | % Current Budget | Target % |
|-------------------------|----------------------|----------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 13,051 | \$ - | \$ 1,620,000 | 0% | 0.09% |
| Personnel Services | \$ 30,299 | \$ 26,323 | \$ 370,600 | 7% | 8.00% |
| Materials & Services | \$ 11,038 | \$ 1,161 | \$ 164,350 | 1% | 6.00% |
| Debt Service | \$ - | \$ - | \$ 95,000 | 0% | 0.00% |
| Capital Outlay | \$ - | \$ - | \$ - | 0% | 0.00% |
| Transfers & Contingency | \$ - | \$ - | \$ 1,237,000 | 0% | 0.00% |

| Aquatic | | | |
|----------------------------------|----|--------------------------------|------|
| Resources (% of 20/21 Budget) | 1% | Resources change from FY 19/20 | -73% |
| Expenditures (% of 20/21 Budget) | 6% | Expenses change from FY 19/20 | -52% |

| | YTD FY July 19/20 | YTD FY July 20/21 | 2020/2021 YE Budget | % Current Budget | Target % |
|----------------------|----------------------|----------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 29,125 | \$ 7,852 | \$ 848,200 | 1% | 12.00% |
| Personnel Services | \$ 52,420 | \$ 28,159 | \$ 619,250 | 5% | 9.00% |
| Materials & Services | \$ 15,587 | \$ 4,500 | \$ 188,100 | 2% | 8.00% |
| Debt Service | \$ - | \$ 17,899 | \$ 36,000 | 50% | 0.00% |
| Capital Outlay | \$ - | | \$ 30,000 | 0% | 0.00% |

| Redmond Aquatic Club Eels (RACE) | | | |
|---|----|--------------------------------|------|
| Resources (% of 20/21 Budget) | 2% | Resources change from FY 19/20 | -72% |
| Expenditures (% of 20/21 Budget) | 3% | Expenses change from FY 19/20 | -72% |

| | YTD FY July 19/20 | YTD FY July 20/21 | 2020/2021 YE Budget | % Current Budget | Target % |
|----------------------|----------------------|----------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 6,852 | \$ 1,944 | \$ 85,800 | 2% | 10.00% |
| Personnel Services | \$ 3,326 | \$ 2,162 | \$ 41,100 | 5% | 7.00% |
| Materials & Services | \$ 4,374 | \$ 6 | \$ 43,000 | 0% | 12.00% |

Financial Performance By Fund

| Programs | | | |
|----------------------------------|----|--------------------------------|------|
| Resources (% of 20/21 Budget) | 4% | Resources change from FY 19/20 | -64% |
| Expenditures (% of 20/21 Budget) | 5% | Expenses change from FY 19/20 | -64% |

| | YTD FY July 19/20 | YTD FY July 20/21 | 2020/2021 YE Budget | % Current Budget | Target % |
|----------------------|----------------------|----------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 40,023 | \$ 14,552 | \$ 369,700 | 4% | 16.00% |
| Personnel Services | \$ 16,372 | \$ 11,006 | \$ 233,600 | 5% | 6.00% |
| Materials & Services | \$ 32,137 | \$ 6,486 | \$ 133,950 | 5% | 23.00% |
| Capital Outlay | \$ - | \$ - | \$ - | 0% | 0.00% |

| Activity Center | | | |
|----------------------------------|----|--------------------------------|------|
| Resources (% of 20/21 Budget) | 1% | Resources change from FY 19/20 | -74% |
| Expenditures (% of 20/21 Budget) | 5% | Expenses change from FY 19/20 | -31% |

| | YTD FY July 19/20 | YTD FY July 20/21 | 2020/2021 YE Budget | % Current Budget | Target % |
|----------------------|----------------------|----------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 5,577 | \$ 1,431 | \$ 159,250 | 1% | 10.00% |
| Personnel Services | \$ 8,051 | \$ 5,976 | \$ 131,750 | 5% | 6.00% |
| Materials & Services | \$ 3,578 | \$ 2,019 | \$ 37,400 | 5% | 8.00% |
| Capital Outlay | \$ - | \$ - | \$ - | #DIV/0! | 0.00% |

| Parks | | | |
|----------------------------------|----|--------------------------------|------|
| Resources (% of 20/21 Budget) | 0% | Resources change from FY 19/20 | -44% |
| Expenditures (% of 20/21 Budget) | 5% | Expenses change from FY 19/20 | -26% |

| | YTD FY July 19/20 | YTD FY July 20/21 | 2020/2021 YE Budget | % Current Budget | Target % |
|----------------------|----------------------|----------------------|------------------------|------------------|----------|
| Resources (Income) | \$ 130 | \$ 73 | \$ 186,300 | 0% | 10.00% |
| Personnel Services | \$ 10,302 | \$ 9,010 | \$ 121,300 | 7% | 9.00% |
| Materials & Services | \$ 5,452 | \$ 2,570 | \$ 49,200 | 5% | 12.00% |
| Capital Outlay | | | \$ 40,750 | 0% | 0.00% |

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

| | |
|--------------------------------------|------------------|
| FY 20/21 (Current) | - |
| FY 20/21 (Budget, current yr) | 1,515,000 |
| FY 19/20 | - |
| FY 18/19 | - |
| FY 17/18 | - |

Resources/Expense Detail

Pool Activities

Pool Activities Resources

| | |
|--------------------------------------|---------------|
| FY 20/21 (Current) | 4,760 |
| FY 20/21 (Budget, current yr) | 70,000 |
| FY 19/20 | 10,581 |
| FY 18/19 | 11,849 |
| FY 17/18 | 8,966 |

Pool Activities Expenses

| | |
|--------------------------------------|---------------|
| FY 20/21 (Current) | 284 |
| FY 20/21 (Budget, current yr) | 14,000 |
| FY 19/20 | 2435 |
| FY 18/19 | 2185 |
| FY 17/18 | 603 |

Youth Sport Leagues

Youth Sports League Resources

| | |
|--------------------------------------|---------------|
| FY 20/21 (Current) | 9,802 |
| FY 20/21 (Budget, current yr) | 97,500 |
| FY 19/20 | 28,613 |
| FY 18/19 | 32,689 |
| FY 17/18 | 19,710 |

Youth Sports League Expenses

| | |
|--------------------------------------|---------------|
| FY 20/21 (Current) | 575 |
| FY 20/21 (Budget, current yr) | 62,750 |
| FY 19/20 | 2,032 |
| FY 18/19 | 798 |
| FY 17/18 | 713 |

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

Enrichment Resources

Enrichment Resources

| | |
|--------------------------------------|---------------|
| FY 20/21 (Current) | 3,334 |
| FY 20/21 (Budget, current yr) | 35,600 |
| FY 19/20 | 2,925 |
| FY 18/19 | 4,434 |
| FY 17/18 | 1,265 |

Enrichment Expenses

| | |
|--------------------------------------|---------------|
| FY 20/21 (Current) | 2,847 |
| FY 20/21 (Budget, current yr) | 26,500 |
| FY 19/20 | 13,074 |
| FY 18/19 | 13,187 |
| FY 17/18 | 1,355 |

Fitness

Fitness Resources

| | |
|--------------------------------------|---------------|
| FY 20/21 (current) | 801 |
| FY 20/21 (Budget, current yr) | 51,500 |
| FY 19/20 | 4,226 |
| FY 18/19 | 3,595 |
| FY 17/18 | 2,836 |

Fitness Expenses

| | |
|--------------------------------------|---------------|
| FY 20/21 (current) | - |
| FY 20/21 (Budget, current yr) | 10,500 |
| FY 19/20 | 2,032 |
| FY 18/19 | 607 |
| FY 17/18 | 1,003 |

Note: Fitness includes: Movement that Matters and Fitness classes held at the Activity Center.

Adult Sport Leagues

Adult Sport League Resources

| | |
|--------------------------------------|---------------|
| FY 20/21 (Current) | - |
| FY 20/21 (Budget, current yr) | 17,200 |
| FY 19/20 | - |
| FY 18/19 | 300 |
| FY 17/18 | - |

Adult Sport League Expenses

| | |
|--------------------------------------|--------------|
| FY 20/21 (Current) | 0 |
| FY 20/21 (Budget, current yr) | 9,000 |
| FY 19/20 | 490 |
| FY 18/19 | 816 |
| FY 17/18 | 786 |

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

Updated 8/3/20

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: August 11, 2020
SUBJECT: Pleasant Ridge Community Hall - Donation
STAFF RESOURCE: Katie Hammer
ACTION PROPOSED: Motion to accept the donation of the Pleasant Ridge Community Hall

BACKGROUND:

The Pleasant Ridge Community Hall Association is in the process of dissolving their organization and they have a community hall that they are looking for an organization to take ownership of. The RAPRD board discussed this possibility during the July 14, 2020 board meeting. There was consensus during the board meeting that this facility could provide community benefit and that we should pursue the donation.

Darren Kosanke, our aquatic maintenance staff who has a construction background inspected the building to determine the maintenance and capital improvement needs are. We anticipate that the building will need the following over the next four years

**Pleasant Ridge Community Hall
Maintenance/Capital Improvement Plan (preliminary)**

Aug-20

| FY | Item | Cost | |
|-----------|---|-------------|--------------------|
| 20/21 | *Floor - sand and refinish wood floor | \$900.00 | |
| 20/21 | *Paint - Exterior | \$750.00 | |
| 20/21 | *Paint - Interior | \$750.00 | |
| 20/21 | *ADA Access - Ramp at main entrance | \$650.00 | |
| 20/21 | Bathroom remodel for ADA | \$4,500.00 | |
| 20/21 | *Relocate pressure tank from bathroom to kitchen next to water heater | \$300.00 | |
| 20/21 | *Window Protection | \$800.00 | |
| | FY Total | | \$8,650.00 |
| 21/22 | Parking lot - Crack seal, surface, stripe | \$5,000.00 | |
| 21/22 | Electrical panel upgrade | \$2,000.00 | |
| | FY Total | | \$7,000.00 |
| 22/23 | Replace Metal Roof | \$20,000.00 | |
| | FY Total | | \$20,000.00 |
| 23/24 | Install Heat pump/AC | \$6,000.00 | |
| 23/24 | Lighting upgrade to efficiency lighting | \$2,000.00 | |
| | FY Total | | \$8,000.00 |
| | Total | | \$43,650.00 |

*RAPRD Staff would complete these tasks

Staff is requesting approval from the board of Directors to accept this donation. Approval will allow staff to complete the property transaction. If the board of Directors approves accepting this donation, the district will utilize the services of Ken Streater as our commercial real estate broker to assist with the transaction. In addition to the real estate broker fee, there will be title and recoding fees as well.

BUDGETARY IMPACT: See above

RECOMMENDED MOTION: Motion to accept the property donation of the Pleasant Ridge Community Hall and authorize district staff to complete the property transaction.