



DIRECTOR INFORMATION for  
GENERAL BOARD MEETING  
April 9, 2024

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**

Lena Berry, Director  
Mercedes Bostick-Cook, Director  
Matt Gilman, Director  
David Rouse, 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

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Redmond Area Park and Recreation District  
465 SW Rimrock Way  
Redmond Oregon 97756  
541-548-7275  
[www.raprd.org](http://www.raprd.org)

## GENERAL BOARD MEETING AGENDA

April 9, 2024

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 March 12, 2024

Acknowledgement of Receipt of March Financial Summary

**4. Community Recreation Center Project Update**

**5. Action Agenda Items**

Approval of Spray Pay IGA with the City of Redmond

Approval of Ice Rink IGA with the City of Redmond

Approval of Contract for Geotech Special Inspection Services

Approval of Contract for Construction Special Inspection Services

**6. Discussion Items**

**7. Public Comments**

**8. Board/Staff Comments**

**9. 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](mailto: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, March 12, 2024, at 7:30am.

**Attendance:**

Directors Present: Matt Gilman  
Lena Berry  
Mercedes Bostick-Cook (attended virtually)  
Kevin Scoggin  
David Rouse

Directors Absent: None

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

Media: Joe Seiss, Redmond Spokesman

Public Attending: Chad Franke, HMK, Carmen Arriaga-Buscher, BRS, Riley Davidson, BRS, Keith Hayes, BRS (attended virtually)

**GENERAL MEETING MINUTES**

- 1. Call to Order:** Matt Gilman called the meeting to order at 7:31am  
**Adjustments to the Agenda:** Table the agenda item Contract Adjustment for Pre-Construction Services with KNCC
- 2. Communications:** None
- 3. Consent Agenda:**  
Approval of the General Board Meeting Minutes from February 13, 2024,  
Acknowledgement of Receipt of February Financial Summary:  
Kevin Scoggin made a motion to approve the general board meeting minutes of February 13, 2024, and acknowledgement receipt of February financial summary as presented with

the correction of; Mercedes Bostick-Cook seconded the motion to approve the MOU with the Redmond Senior Center, in the minutes. Motion passes unanimously.

**4. Community Recreation Center Update:**

Carmen Arriaga-Buscher, BRS, gave an overview of the new community recreation center including the floor plans, the interior and exterior finishes, renderings and a schedule update. She talked about design threads to understand our community to help shape the design, color schemes and each of the spaces where the community can use and gather in the new community recreation center. Carmen also reviewed the project schedule.

**5. Action Agenda Items:**

Contract Adjustment for Pre-Construction Services with KNCC:  
Tabled

Park Master Plan:

Katie Hammer asked the board for direction regarding moving forward with a Park Master Plan for RAPRD. She said the if the board wanted to move forward with developing a masterplan that there were two options for hiring a consultant: direct appointment or the formal RFP process. It is estimated that the cost of this project would allow the district to direct appoint a consultant. Katie said the benefit of having a formal master plan is that it would allow someone who is unbiased to assess what the community needs are. Staff and the board would be heavily involved in the process and would help set the vision and goals for the master plan. David Rouse made a motion to move forward with an Request for Proposals for a park master plan for RAPRD. Lena Berry seconded the motion. Motion passed unanimously.

**6. Discussion Items**

**Recreation Community Center:**

Katie Hammer said that she included the February end of month report and the financials from HMK. Katie also said that the bond oversight committee meeting is next Monday, and she is working on the agenda. Chad Franke, HMK, said that the financials haven't changed since last time. He also said that social media is going well and the engagement from the community is going well.

**7. Public Comments:**

None

**8. Board & Staff Comments:**

Mike Elam, Recreation Manager, said soccer registration numbers are up this year and we are splitting game days up between Saturday and Sunday due to parking and safety issues. He said that adult softball registrations are in progress. He said that the Rock Chuck Pickleball Tournament registrations are currently being taken also. He added that the RAPRD Golf Classic registration is open, and sponsorships are going great.

Jessica Rowan, Aquatic Director, said that we are back open on Sundays and pool rentals are going well. Recreation swimming has been added back into the schedule and the time has been adjusted to run it right after swim lessons. She also mentioned that she has a lifeguard class going over spring break.

Matt Gilman, Board Chair, said that he has posters for the Rock Chuck Pickleball Tournament. He said they have added a new money ball challenge. He also said that he has had a great experience with assisting the RACE swim team with coaching.

**9. Adjournment**

Matt Gilman adjourned the meeting at 8:51am.

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Board Chair, Matt Gilman

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Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District  
 Financial Summary  
 March 31, 2024

**Summary**

March 31, 2024 is 75% of the 2023/2024 Fiscal year.

**Financial Performance By Fund**

<b>General</b>			
Resources (% of 23/24 Budget)	101%	Resources change from FY 22/23	3%
Expenditures (% of 23/24 Budget)	61%	Expenses change from FY 22/23	2%

	YTD FY Mar 22/23	YTD FY Mar 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,872,640	\$ 1,934,875	\$ 1,922,000	101%	98.0%
Personnel Services	\$ 296,727	\$ 243,952	\$ 500,500	49%	60.0%
Materials & Services	\$ 106,326	\$ 164,069	\$ 225,500	73%	56.0%
Debt Service	\$ 94,070	\$ 97,090	\$ 99,000	98%	95.0%
Capital Outlay	\$ -			0%	0.0%
Transfers & Contingency	\$ -		\$ 1,305,000	0%	0.0%

<b>Aquatic</b>			
Resources (% of 23/24 Budget)	91%	Resources change from FY 22/23	5%
Expenditures (% of 23/24 Budget)	56%	Expenses change from FY 22/23	1%

	YTD FY Mar 22/23	YTD FY Mar 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 223,422	\$ 235,097	\$ 257,000	91%	80.0%
Personnel Services	\$ 428,934	\$ 449,063	\$ 808,000	56%	64.0%
Materials & Services	\$ 141,712	\$ 130,167	\$ 221,000	59%	64.0%
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	100%	100.0%
Capital Outlay	\$ -	\$ 5,825	\$ 50,000	12%	15.0%

<b>Redmond Aquatic Club Eels (RACE)</b>			
Resources (% of 23/24 Budget)	67%	Resources change from FY 22/23	-3%
Expenditures (% of 23/24 Budget)	64%	Expenses change from FY 22/23	-7%

	YTD FY Mar 22/23	YTD FY Mar 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 59,148	\$ 57,371	\$ 85,500	67%	66.0%
Personnel Services	\$ 50,748	\$ 54,890	\$ 79,200	69%	66.0%
Materials & Services	\$ 38,709	\$ 28,121	\$ 50,700	55%	59.0%



## Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	106%	Resources change from FY 22/23	28%
Expenditures (% of 23/24 Budget)	59%	Expenses change from FY 22/23	-3%

	YTD FY Mar 22/23	YTD FY Mar 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 267,800	\$ 342,847	\$ 322,200	106%	73.0%
Personnel Services	\$ 224,558	\$ 231,345	\$ 427,500	54%	61.0%
Materials & Services	\$ 180,393	\$ 162,228	\$ 234,000	69%	76.0%
Capital Outlay	\$ -		\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	41%	Resources change from FY 22/23	146%
Expenditures (% of 23/24 Budget)	33%	Expenses change from FY 22/23	-23%

	YTD FY Mar 22/23	YTD FY Mar 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 987	\$ 2,431	\$ 6,000	41%	76.0%
Personnel Services	\$ 91,444	\$ 78,925	\$ 147,500	54%	66.0%
Materials & Services	\$ 40,918	\$ 22,927	\$ 61,900	37%	71.0%
Capital Outlay	\$ -		\$ 95,000	0%	0.0%

## Year to Date Comparison by Program Category

### YTD Detail

#### Property Tax Collections

FY 23/24 (Current)	1,802,243
<b>FY 23/24 (Budget, current yr)</b>	<b>1,835,000</b>
FY 22/23	1,770,342
FY 21/22	1,682,296
FY 20/21	1,558,987

### Resources/Expense Detail

#### Pool Activities

##### Pool Activities Resources

FY 23/24 (Current)	113,920
<b>FY 23/24 (Budget, current yr)</b>	<b>105,000</b>
FY 22/23	106,511
FY 21/22	87,612
FY 20/21	21,855

##### Pool Activities Expenses

FY 23/24 (Current)	7,562
<b>FY 23/24 (Budget, current yr)</b>	<b>14,000</b>
FY 22/23	5,731
FY 21/22	10,270
FY 20/21	4,336

#### Youth Sport Leagues

##### Youth Sports League Resources

FY 23/24 (Current)	169,394
<b>FY 23/24 (Budget, current yr)</b>	<b>137,500</b>
FY 22/23	136,768
FY 21/22	113,462
FY 20/21	27,947

##### Youth Sports League Expenses

FY 23/24 (Current)	51,957
<b>FY 23/24 (Budget, current yr)</b>	<b>89,000</b>
FY 22/23	62,809
FY 21/22	34,591
FY 20/21	11,151

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

#### Enrichment Resources

##### Enrichment Resources

FY 23/24 (Current)	45,452
<b>FY 23/24 (Budget, current yr)</b>	<b>40,500</b>
FY 22/23	30,739
FY 21/22	17,866
FY 20/21	9,557

##### Enrichment Expenses

FY 23/24 (Current)	29,296
<b>FY 23/24 (Budget, current yr)</b>	<b>25,300</b>
FY 22/23	37,916
FY 21/22	16,574
FY 20/21	14,439

Note: Many enrichment programs revenue was received before July 1 and after the audit occurs will be removed from last FY and put into the current year.

## Fitness

### Fitness Resources

FY 23/24 (Current)	16,982
<b>FY 23/24 (Budget, current yr)</b>	<b>15,000</b>
FY 22/23	8,957
FY 21/22	6,194
FY 20/21	8,035

### Fitness Expenses

FY 23/24 (Current)	9,763
<b>FY 23/24 (Budget, current yr)</b>	<b>7,500</b>
FY 22/23	8,256
FY 21/22	5,337
FY 20/21	968

Note: Fitness classes are held at the Senior Center.

## Adult Sport Leagues

### Adult Sport League Resources

FY 23/24 (Current)	5,175
<b>FY 23/24 (Budget, current yr)</b>	<b>15,500</b>
FY 22/23	1,875
FY 21/22	2,184
FY 20/21	1,400

### Adult Sport League Expenses

FY 23/24 (Current)	3,082
<b>FY 23/24 (Budget, current yr)</b>	<b>9,400</b>
FY 22/23	775
FY 21/22	896
FY 20/21	210

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

3/31/2024

*RAPRD BOARD AGENDA COMMUNICATION*

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**MEETING DATE:** April 9, 2024

**SUBJECT:** Intergovernmental Agreement for the Operation of the Spray Pad at Centennial Park

**STAFF RESOURCE:** Jessica Rowan/Katie Hammer

**ACTION PROPOSED:** Approval of IGA for the Operation of the Spray Pad at Centennial Park for the 2024 season

**BACKGROUND:**

The City of Redmond Public Works department and RAPRD partnered in 2022 and 2023 for the maintenance and operation of the Spray pad. This partnership is mutually beneficial to both organizations. RAPRD has three certified pool operators on staff and has experience with aquatic facilities and features. The city will reimburse RAPRD for all costs incurred to provide staff for the spray pad. The city would be responsible for all chemical costs and contracting any large repairs.

This IGA is a renewal of the 2023 IGA for the 2024 season.

**BUDGETARY IMPACT:** The city will reimburse the District for the costs associated with payroll to provide staff for the spray pad.

**RECOMMENDED MOTION:** Motion to Approve the IGA for Operation of the Spray Pad at Centennial Park for the 2024 season.

**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN THE CITY OF REDMOND**  
**AND THE REDMOND AREA PARK AND RECREATION DISTRICT**  
**FOR OPERATION OF THE CENTENNIAL PARK SPRAY PAD**

This Intergovernmental Agreement (“Agreement”), dated effective May 20, 2024, is entered into by and between the City of Redmond, an Oregon municipal corporation (“City”), and the Redmond Area Park and Recreation District, a special taxing district (“RAPRD”).

WHEREAS, City and RAPRD are authorized pursuant to ORS 190.003 through 190.110 to enter into an intergovernmental Agreement for the performance of any or all functions which a party to the Agreement has the authority to perform; and

WHEREAS, the City owns the Centennial Park Spray Pad (“Spray Pad”) located at 725 SW Evergreen Avenue in Redmond; and

WHEREAS, the City’s core services include operating and maintaining park amenities; and

WHEREAS, RAPRD manages programs at other City park facilities, including operating the Centennial Park Kiosk next to the Spray Pad; and

WHEREAS, RAPRD has staff with the required certifications and training to perform specialized services necessary for daily operations of the Spray Pad; and

WHEREAS, the City is interested in contracting with RAPRD to perform specialized services at the Spray Pad.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

**1. EFFECTIVE DATE/DURATION**

1.1 This Agreement is effective May 20, 2024.

1.2 The Agreement shall commence upon signature of all parties and shall continue in full force and effect until terminated on or before September 10, 2024.

**2. TERMINATION**

2.1 This Agreement may be terminated by either party upon 30-days written notice to the other party.

2.2 Termination under this section shall not affect any obligations or liabilities accrued prior to the effective date of the termination.

**3. PURPOSE**

3.1 This Agreement provides the basis for a cooperative working relationship for the purpose of operating the Spray Pad.

#### **4. SCOPE OF SERVICES**

##### **4.1 City of Redmond:**

- 4.1.1 Provide expertise, historical data, experience, judgement, and personal attention necessary for RAPRD staff to perform services or troubleshooting.
- 4.1.2 Furnish all equipment, chemicals, materials, supplies and facilities necessary to perform services unless otherwise agreed in writing.
- 4.1.3 Shall be responsible for all costs and subcontractor arrangements for repairs to equipment, surfaces, and structures of the Spray Pad during the term of this agreement.
- 4.1.4 Insure the property including the equipment, name RAPRD as additional insured.
- 4.1.5 Perform the seasonal start-up, winterization, or significant troubleshooting of the Spray Pad jointly with RAPRD staff.

##### **4.2 RAPRD:**

- 4.2.1 Provide a Certified Operator as defined in Oregon Administrative Rules Chapter 333 – Division 60, Public Swimming Pools, to perform daily services.
- 4.2.2 Perform and document daily safety checks and complete the daily safety inspection record (ATTACHMENT A) for the Spray Pad.
- 4.2.3 Perform and document Oxidation Reduction Potential (ORP) chlorine and sanitation readings (ATTACHMENT B) every two (2) hours during operation of the Spray Pad. If the water quality is out of compliance, RAPRD will contact the City of Redmond and shut down the system via emergency switch per Public Works Standard Operating Procedure 2.1.3.1 (ATTACHMENT C).
- 4.2.4 Perform and document daily testing and complete the Oregon Health Authority (OHA) Public Swimming Pool Daily Record Sheet (ATTACHMENT D) for the Spray Pad.
- 4.2.5 Perform the backwashing of filters and rinsing of Spray Pad equipment as needed. Notify the City if excessive debris is observed and additional cleaning of Spray Pad area is required.
- 4.2.6 Perform the seasonal start-up, winterization, or significant troubleshooting of the Spray Pad jointly with City staff.

#### **5. COMPENSATION**

- 5.1 The maximum cost to the City shall not exceed \$15,000.00 over the term of this Agreement.
- 5.2 RAPRD will invoice the City monthly for costs of providing specialized services as completed by Certified Operator.
- 5.3 Any additional services requested by the City, but not included in the Scope of Services, shall be invoiced on a time-and-materials basis, and not included as part of this Agreement.

## 6. SPECIAL REQUIREMENTS

- 6.1 Legal Compliance: Each party agrees to comply with all applicable federal, state, and local ordinances, statutes, laws, and regulations.
- 6.2 Assignment: Neither this Agreement nor any of the rights granted by this Agreement may be assigned or transferred by either party.
- 6.3 Record and Fiscal Control System: All payroll and financial records pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
- 6.4 Access to Records: Both parties and their duly authorized representatives, shall have access to all books, documents, papers, and records of the parties which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts.
- 6.5 Attorney Fees: In the event of an action, lawsuit or proceeding, including appeal there from, is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for their own attorney fees, expenses, costs, and disbursements for said action, lawsuit, proceeding or appeal.
- 6.6 No Waiver of Claims: The failure by any party to enforce any provision of this Agreement shall not constitute a waiver by that party of that provision or of any other provision of this Agreement.
- 6.7 Severability: Should any provision or provisions of this Agreement be construed by a court of competent jurisdiction to be void, invalid or unenforceable, such construction shall affect only the provision or provisions so construed, and shall not affect, impair, or invalidate any of the other provisions of this Agreement which shall remain in full force and effect.
- 6.8 Applicable Law: This Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.
- 6.9 Each party shall be solely responsible for its own acts and those of its employees and officers under this Agreement. 10.1. To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, the parties will hold harmless, indemnify, and defend the other party, its officers, agents, volunteers, and employees from all claims arising solely by reason of any act or failure to act by each party.
- 6.10 Entire Agreement: This Agreement constitutes the entire Agreement between the parties concerning the subject matter hereof, and supersedes any and all prior or contemporaneous agreements or understandings between the parties, if any, whether written or oral, concerning the subject matter of this Agreement which are not fully expressed herein.

**7. AMENDMENTS TO AGREEMENT**

7.1 This Agreement may be amended at any time with the concurrence of both parties. Amendments become part of this Agreement only after the written amendment has been signed by both parties.

In agreement whereof, the parties have executed this Agreement on the dates specified next to their respective signature.

**REDMOND AREA PARK AND  
RECREATION DISTRICT**

**CITY OF REDMOND**

\_\_\_\_\_  
Katie Hammer Date  
Executive Director

\_\_\_\_\_  
Jessica MacClanahan Date  
Public Works Director





**CITY OF REDMOND**  
Public Works Department

**ATTACHMENT A**

243 E Antler Ave  
Redmond, OR 97756-0100  
(541) 504-2000

Water Division On-Call: (541) 419-1011

Centennial Park Spray Pad  
Daily Safety Inspection Record

**Month:** \_\_\_\_\_

	Bathrooms & Drinking Fountains	AED & First Aid Kit	Emergency Phone	Control Vaults Secure	Signs & Pool Rules	Water Feature Deck	Water Quality ORP Value	Park Grounds	8 AM	10 AM	12 PM	2 PM	4 PM	6 PM	8 PM
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Note: Bathrooms and Drinking fountains are clean and operational. AED and First Aid kits are functional and available. The emergency phone is available and operational. Vault lids are secure. Signs are in place and pool rules are in compliance. Spray deck is clear of debris (trash, food, diapers, etc.). Water quality does not appear to be compromised. The park grounds are in acceptable condition.

Comments: \_\_\_\_\_



# Centennial Park Spray Pad Daily ORP Reading

**Month:** \_\_\_\_\_

	Inspector	8:00 am	10:00 am	12:00 pm	2:00 pm	4:00 pm	6:00 pm	8:00 pm
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Comments: \_\_\_\_\_  
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# ATTACHMENT C



**CITY OF REDMOND**  
PUBLIC WORKS DEPARTMENT

243 E ANTLER AVE  
REDMOND, OR 97756  
(541) 504-2000  
[www.redmondoregon.gov](http://www.redmondoregon.gov)

## STANDARD OPERATING PROCEDURES

SOP #	2.1.3.1
Division/Unit	Public Works
Procedure Title	Spray Park Vault
Issue Date	3/23/2022
Revision Date(s)	

**PURPOSE:** The purpose of this standard operating procedure is to define the common hazards and guidelines for the safety operations of the Spray Park in Centennial Park. The City of Redmond Public Works contracts with Redmond Area Park and Recreation District (RAPRD) on the maintenance of the park.

**SCOPE:** The scope of this work applies to Public Works employees and contractors who maintain the park.

### DEFINITIONS:

Confined Space: Is a space that:

- 1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- 2) Has limited or restricted means for entry or exit; and
- 3) Is not designed for continuous employee occupancy.

Permit-Required Confined Space: Is one that meets the definition of a confined space and has one or more of the following characteristics:

- 1) Contains, or has the potential to contain, a hazardous atmosphere;
- 2) Contains a material that has the potential for engulfing an entrant;
- 3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and / or
- 4) Contains any other recognizing serious safety or health hazards.

Alternate Confined Space: Is one that meets the definition of a permit-required confined space; however, the following characteristics apply:

- 1) The only hazard posed by the permit space is an actual or potential hazardous atmosphere; and
- 2) Continuous forced air ventilation alone is sufficient to maintain that permit space safety for entry; and
- 3) Documented monitoring and inspection data supports these conditions.

Prepared By: Andrea Leish Date: 3/23/2022	Reviewed By: Julie Lovrien Date: 7/1/2022	Approved By: Bill Duerden Date: 7/1/2022	19
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# ATTACHMENT C

Non-Permit Required Confined Space: Non-permit required confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazards capable of causing death or serious physical harm.

Authorized Entrant: Employees who have been trained and approved to enter a confined space.

Authorized Attendant: Employees who stand watch outside of the entry point of space and DO NOT enter the confined space.

## **PROCEDURE:**

### **Hazards:**

The vault at the Spray Park is a vented vault that houses the mechanical components for complete operation of the facility. The hazards in the vault include atmospheric hazards, physical hazards, electrical hazards, slips and falls, chemical hazards, and noise hazards.

### **Tools:**

Tools will vary depending on the task being performed. Generally, the minimum equipment will include the following:

- Warning lines / control barriers
- Gas meter
- Personal Protective Equipment (PPE)
- Communication Devices
- Fresh air blower (if ventilation requirements cannot be met)

### **Safety Measures:**

Any entry into the vault will require that several safety procedures be followed to ensure the safety of all employees and contractors including:

- Atmospheric testing procedures
- Confined space entry procedures
- Testing of emergency lighting
- Use of appropriate PPE (gloves, safety glasses, hard hats, hearing protection)
- Lockout / Tagout procedures (if applicable)

### **General Maintenance:**

Prior to entry into the vault, remote monitoring is conducted within the food kiosk electrical closet. On site RAPRD employee(s) will conduct the analysis of the water quality every two hours while the Spray Park is operational. If the water quality is out of compliance (between 1-5 PPM chlorine) they will contact Public Works to fix the situation and if not, shut down the system via emergency shut off switch.

### **Entry Procedures:**

# ATTACHMENT C

City of Redmond Public Works evaluates and classifies the space prior to entry using the procedure identified in Appendix A. Regardless of classification, only authorized entrants may enter the space and authorized attendants will monitor the space from above and activate the rescue plan (911), if needed.

**Authorized Entrant** will have passed confined space awareness / permit required training and lockout / tag out authorized training. Prior to entry the confined space identification checklist must be completed (Appendix A). Their duties will include the following:

- Ability to identify the hazards which may be faced during entry. This includes signs and symptoms of an exposure to a hazard as well as an understanding the consequences of that exposure.
- Authorized entrants will maintain communication with the authorized attendant(s) and will notify the attendant in the event the entrants initiate evacuation.
- Authorized entrants will be provided with and use appropriate personal protective equipment as noted under the Safety Measures section.
- Authorized entrants will be instructed to exit the space when the authorized attendant orders an evacuation, when an alarm (gas meter) sounds or when the authorized entrant perceives that they are in danger. The only exception to the entrants following these directions would occur when the entrant is not physically able to evacuate on their own.

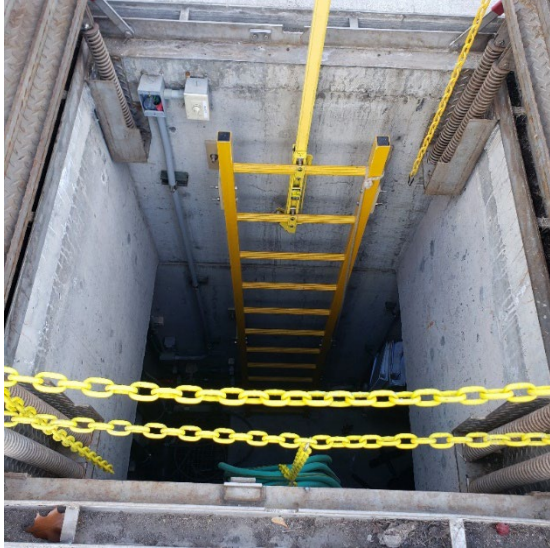


**Authorized Attendant** will NOT enter the space and / or leave their post while entrants are performing work. Their duties will include the following:

- Ensure a clear communication plan is in place between the authorized entrant(s) and themselves (cell phones, radios, etc.).

# ATTACHMENT C

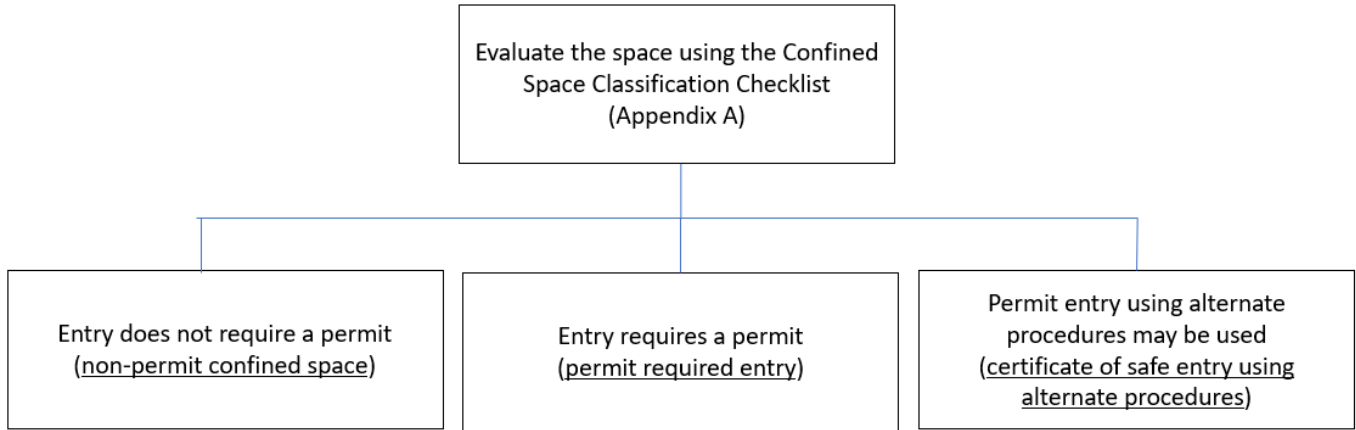
- Establish warning lines and control barriers outside of the vault opening. The warning lines and barriers will consist of yellow chains, cones, etc. The proper use of warning lines and control barriers helps to mitigate the potential fall hazard.
- Activates the rescue plan (call 911), if needed. Keep watch of bystanders and ensure area is kept clear of the public.



The vault has a ventilation system that blows fresh air into the vault at all times, however atmospheric monitoring will take place prior to entry and the confined space classification checklist will need to be completed prior to entrance into the vault (Appendix A). This checklist will be used to determine if the space can be declassified to a non-permit confined space and be entered using alternate procedures. Alternate procedures can be used to enter the space when:

- No other hazards exist; and
- Atmospheric hazards can be effectively removed and controlled by forced ventilation; and
- Workers can safely enter and work in the space; and
- All testing results and monitoring data are documented, retained, and made available to each employee who enters the space.
- If the above do not apply, a full entry permit is required.

# ATTACHMENT C



***All employees and contractors who may enter the vault at the Spray Park will review and sign off on the procedure. Annual review of the procedure and education will take place prior to opening of the park. All training records will be stored within the employee's profile within NEOGOV.***

*References:*

[Oregon OSHA's Confined Space Standard OAR 437-002-0146](#)

City of Redmond – Confined Space Policy 6.10

# ATTACHMENT C

## APPENDIX A

### Spray Park Confined Space Identification Checklist

Purpose: Determine if the confined space is a permit-required confined space

ONLY Authorized Entrants can complete the checklist

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

#### STEP 1: Atmospheric Monitor Testing

HAZARD	LIMIT/PEL	TOP 1/3 RESULTS	MID LEVEL RESULTS	LOWER 1/3 RESULTS	AIR QUALITY ACCEPTABLE?
Oxygen	19.5-23.5%				
Flammable, LFL	10% (max)				
H2S	10ppm				
CO	25ppm				

#### STEP 2: Is the air quality acceptable?

If **YES** – Continue to Step 3

If **NO** – Purge space until air is acceptable. If air cannot be controlled through forced ventilation alone, the space must be entered using an ENTRY PERMIT.

#### STEP 3: Check the space for physical hazards:

	CONDITION	YES	NO	N/A
1	All conditions making it unsafe to remove an entrance opening are eliminated (live electrical, moving parts or other forms of energy, potential for explosions, etc.)			
2	Hazardous energy sources (electrical, pressure, mechanical, pneumatic, etc.) are either total contained (covers and guards in place, no line breaking activities, not leaks, etc.) or properly isolated			
3	Space has been purged, flushed or is otherwise clean of any hazardous materials / chemicals.			
4	The work area is free of fire hazards and the work in the space will not create any fire hazards			
5	Space can be entered by a ladder or other method that allows self-entry and self-rescue options			



# ATTACHMENT C

6	Traffic and pedestrian controls have been adequately addressed			
7	No other recognized safety hazards that could cause injury / death or that could impede exiting the space exist or has the potential to exist (visual hazards, falling objects and slip / trip hazards).			

**STEP 4:** Is the space clear of physical hazards (i.e., all questions above have been answered YES or NA)?

If **YES** – Continue to Step 5

If **NO** – **STOP!** If the physical hazards cannot be eliminated, the space must be entered using an ENTRY PERMIT

**STEP 5:** Could your work activities create physical hazards while working in the space? Conditions to consider:

- Performing hot work inside the space
- Bringing hazardous chemicals inside space (solvents, paints, coatings, gas-powered motors, exposed electrical, etc.)
- Creating slip / trip hazards
- Using electrical equipment in wet conditions without ground fault circuit protection
- Other

If **NO:** Go to Step 6

If **YES:** Can you eliminate the hazards? Describe how:

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NOTE: If hazards cannot be eliminated: STOP! The space must be entered using an ENTRY PERMIT

**STEP 6:** If **ALL** physical hazards can be eliminated this is a Non-Permit Space. This means that this confined space does not contain, or have the potential to contain, any hazard capable of causing death or serious harm. Work may proceed without additional precautions.

**NON-PERMIT** Authorization: Person completing this Confined Space Evaluation Signs Below:

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Signature

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Date

If physical hazards can be eliminated and the air quality can be maintained within acceptable limits by using continuous forced air ventilation, the space may be entered using **Alternate Procedures:**

# ATTACHMENT C

## CERTIFICATE OF SAFE ENTRY USING ALTERNATE PROCEDURES

### REQUIRED ENTRY CONDITIONS:

1. Employee(s) may not enter the space until forced air ventilation has eliminated any hazardous atmosphere
2. The forced air ventilation shall be used and directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space
3. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space
4. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere

### ADDITIONAL ENTRY CONDITIONS *(check those that apply):*

Safety Watch     Other: \_\_\_\_\_

### REQUIRED PPE *(check those that apply):*

Hard hat     Gloves     Safety glasses     Goggles     Chem. resistant suit     Rain boots     Other: \_\_\_\_\_

### List all Entrants who will be entering this space:

Entrant 1 Name: \_\_\_\_\_ Entrant 2 Name: \_\_\_\_\_

Entrant 3 Name: \_\_\_\_\_ Entrant 4 Name: \_\_\_\_\_

Entrants initial here: \_\_\_\_\_

Person Completing this Confined Space Classification Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Should unexpected hazards or conditions arise, work will stop, entrants will evacuate and the space will be re-evaluated.

If air cannot be controlled and hazards eliminated, an **Entry Permit is required**. Please contact your direct Supervisor and / or PW Safety Coordinator for further instructions.

# POOL

## Public Swimming Pool Daily Record Sheet



Month / Year	Name of Pool:	Location – City
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Operator's Initials	DATE	Daily Pre-Opening Tests					Total Alkalinity (1x / week)	Calcium Hardness (1x / wk)	Cyanuric Acid (1 x month )	TDS (Monthly)	Free Cl / Br Readings (1 or 4 hrs)				Number of Bathers - Total	Backwashed – Clean Filters	Recirculation Rate - GPM	Comments – Chemical Added / Amount Pool Problems Mechanical Breakdowns Swimmer Emergencies > (File Accident Report)
		Clarity	Pool Temp	Free Chlorine/Bromine	Combined Cl	pH					Insert the Time the Test is Done (below)							
	1																	
	2																	
	3																	
	4																	
	5																	
	6																	
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**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Swimming Pool Water Quality Parameters**

	Min.	Ideal	Max.
Free Chlorine	0.8 ppm	1.5-3.0 ppm	5.0 ppm
Combined Chlorine	0	0	0.5 ppm
Bromine	3.0 ppm	3.0-5.0 ppm	8.0 ppm
pH	7.2	7.3-7.5	7.6
Total Alkalinity	70 ppm	80-120 ppm	180 ppm
Calcium Hardness	175 ppm	250-350 ppm	-
Cyanuric Acid	0	0	150 ppm

# POOL

## Public Swimming Pool Safety Checklist



Month / Year	License Number
Name of Facility	
Street Address	
City, State Zip	
Name of Operator	Phone

### Monthly Safety Self-Inspection

#### Item Checked

#### Maintenance Comments

##### Pool & Enclosure

- Fences – Openings < 4”, Good Repair
- Doors & Gates – Self-Closes, Completely Latches, Good Condition
- Window / Sliding Glass Door – Open < 4”
- Deck Equipment – Good Condition,  
Fasteners and Fittings not corroded  
Ladders – Handrail tight, Rungs tight  
Starting Blocks - Removed / Disabled  
Installed in >5’ water depth
- Deck – Clean, Disinfected, Good Repair, No Puddles,  
No Carpet/Matting/Wood
- Skimmers / Gutters / Tile Line – Clean, Good Repair
- Lighting – Maintained, Adequate
- Safety Equipment – Provided, Good Repair  
First Aid Kit Stocked, Phone Working  
Rescue Tubes Provided and Used
- Test Kit – Clean, Stocked w/ Fresh Reagents,  
Stored in Cool, Dry Location

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##### Recirculation Equipment

- Pumps / Filter / Disinfectant Feeders  
Maintained, Good Repair
- Gauges – Working, Accurate  
Readings within Parameters
- Piping – Good Repair, Marked, No Leaks

#### Lifeguard Supervision

Use the space below to note any items of interest noted during routine lifeguard supervision. Items such as rescue tube use, scanning technique, alertness, use of sun protection, distractions, rescue incidents, people skills, etc. These notes can be used later for individual coaching or in-service training. Documentation can show behaviors noted and modified for liability and supervision purposes. More complete documentation should be included, as needed, in each employee’s personnel files.

Date	Comment

Date	Comment

## **RAPRD BOARD AGENDA COMMUNICATION**

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**MEETING DATE:** April 9, 2024

**SUBJECT:** Ice Rink Intergovernmental Agreement

**STAFF RESOURCE:** Katie Hammer, Executive Director

### **BACKGROUND:**

RAPRD has contracted with the City of Redmond to operate and maintain the Redmond Ice Skating Rink since 2011. The current intergovernmental agreement (IGA) for the Ice Rink will expired in May 2024. This will renew the current IGA for another five years.

The IGA is for the operation and maintenance of the Redmond Ice Skating Rink for five years (2024/25 season through the 2028/29 season) unless terminated or renegotiated by either party. The IGA divides these responsibilities:

#### Responsibilities:

#### **RAPRD**

- Daily rink operation which includes providing staff to rent skates, grooming the ice and general janitorial responsibilities
- Provide general liability insurance related to the operation of the rink.

#### **City of Redmond**

- Provide a fully constructed and operational rink
- Purchase all capital equipment needed for the Rink, including but not limited to; dasher boards, ice mat, chiller, ice skates, ice resurfacing tools.
- Insure the property including the equipment, name RAPRD as additional insured.
- Agree to ensure that the operation of the Rink will be cost neutral to RAPRD

**BUDGETARY IMPACT:** The operation of the Rink will be cost neutral to RAPRD, as detailed in the IGA

**RECOMMENDED ACTION:** Motion to approve the Ice Rink IGA for a 5 year term.

**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN THE CITY OF REDMOND**  
**AND THE REDMOND AREA PARK AND RECREATION DISTRICT**  
**REGARDING THE OPERATION AND MAINTENANCE OF**  
**THE REDMOND ICE SKATING RINK**

This Intergovernmental Agreement (this "Agreement"), dated effective June 1, 2024, is entered into by and between the City of Redmond, an Oregon municipal corporation ("City"), and the Redmond Area Park and Recreation District, a Special Taxing District, ("RAPRD").

Whereas, the City of Redmond is interested in installing a seasonal ice skating rink in the downtown core as part of its efforts to provide downtown park amenities as attractors for Redmond's families to enjoy and visit downtown Redmond.

Whereas, the City of Redmond will purchase all of the equipment for the seasonal ice skating rink and construct it as a finished product for use.

Whereas, the City of Redmond's core services include maintaining park amenities.

Whereas, the Redmond Area Park and Recreation District manages programs on other City of Redmond park facilities.

Whereas, the City of Redmond is interested in contracting with the Redmond Area Park and Recreation District to operate and maintain the ice skating rink.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. EFFECTIVE DATE/DURATION

- 1.1 This Agreement is effective June 1, 2024
- 1.2 The Agreement shall commence upon signature of all parties, and shall continue in full force and effect until terminated on or before May 31, 2029.

## 2. TERMINATION

- 2.1 This Agreement may be terminated by either party upon 30-days written notice to the other party.
- 2.2 Termination under this section shall not affect any obligations or liabilities accrued prior to the effective date of the termination.

## 3. PURPOSE

- 3.1 This Agreement provides the basis for a cooperative working relationship for the purpose of operating and maintaining the Redmond Ice Skating Rink.

## 4. SCOPE OF RESPONSIBILITIES

### 4.1 City of Redmond:

- 4.1.1 Provide a fully constructed and operational ice skating rink.
- 4.1.2 Purchase all capital equipment needed for the rink, including but not limited to dasher boards, ice mats, chiller, ice skates, ice resurfacing tools.
- 4.1.3 Insure the property including the equipment, name RAPRD as additional insured.
- 4.1.4 Agree to ensure that the operation of the Rink will be cost neutral to RAPRD.

### 4.2 RAPRD:

- 4.2.1 Daily rink operation which includes providing staff to rent skates, grooming the ice and general janitorial responsibilities.
- 4.2.2 Provide general liability insurance related to the operation of the rink.

## 5. PROGRAMMING

- 5.1 Rink Hours of Operation: Rink hours of operation will include "Free Skate" hours each day of operation.
- 5.2 Fees: Fees will be maintained at the lowest price possible and will only be charged to recover costs of operation and maintenance.
- 5.3 Scholarships: Scholarships will be made available for qualifying families.

## 6. COMPENSATION

- 6.1 RAPRD will collect and utilize all user fees and skate rental fees to offset the costs associated with maintenance and operations.
- 6.2 At the end of the season RAPRD will reconcile the receipts and costs and provide documentation to the City. After the reconciliation, depending on whether or not RAPRD is able to cover all of their costs or not associated with this contract, RAPRD will either bill the City for any uncovered costs or RAPRD will provide the City with any remaining funds left after covering their costs to help offset the City's operational costs. This reconciliation shall occur no later than May 31 of each year.

## 7. SPECIAL REQUIREMENTS

- 7.1 Legal Compliance: Each party agrees to comply with all applicable federal, state and local ordinances, statutes, laws and regulations.
- 7.2 Assignment: Neither this Agreement nor any of the rights granted by this Agreement may be assigned or transferred by either party.
- 7.3 Record and Fiscal Control System: All payroll and financial records pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
- 7.4 Access to Records: Both parties and their duly authorized representatives, shall have access to all books, documents, papers, and records of the parties which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.
- 7.5 Attorney Fees: In the event of an action, lawsuit or proceeding, including appeal there from, is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for their own attorney fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.
- 7.6 No Waiver of Claims: The failure by any party to enforce any provision of this Agreement shall not constitute a waiver by that party of that provision or of any other provision of this Agreement.
- 7.7 Severability: Should any provision or provisions of this Agreement be construed by a court of competent jurisdiction to be void, invalid or unenforceable, such construction shall affect only the provision or provisions so construed, and shall not affect, impair or invalidate any of the other provisions of this Agreement which shall remain in full force and effect.



7.8 Each party shall be solely responsible for its own acts and those of its employees and officers under this Agreement. The parties will, within the limits of the Oregon Tort Claims Act, hold harmless, indemnify, and defend the other party, its officers, agents and employees from all claims arising solely by reason of any act or failure to act by each party.

8. AMENDMENTS TO AGREEMENT

8.1 This Agreement may be amended at any time with the concurrence of both parties. Amendments become part of this Agreement only after the written amendment has been signed by both parties.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2024

City of Redmond

\_\_\_\_\_

By: Keith Witcosky, City Manager

Redmond Area Park and Recreation District

\_\_\_\_\_

By: Katie Hammer, Executive Director



March 19, 2024

Katie Hammer, Executive Director  
Redmond Area Park and Recreation District  
465 SW Rimrock Way  
Redmond, Oregon 97756

Re: Redmond Area Park and Recreation District  
New Community Recreation Center  
Recommendation to Award

Dear Katie,

After careful review and consideration, HMK Company recommends that you award the contract for Special Geotechnical Inspection Services to The Wallace Group in the amount of \$20,408. This is a Direct Appointment Contract.

The Wallace Group is a firm of good reputation. The District is in compliance in awarding to The Wallace Group.

If you agree with our recommendation, please send us an email affirming acceptance. If you have any questions, please do not hesitate to contact me to discuss.

Sincerely,

Chad Franke,  
Program Manager  
HMK Company



April 3, 2024

Katie Hammer, Executive Director  
Redmond Area Park and Recreation District  
465 SW Rimrock Way  
Redmond, Oregon 97756

Re: Redmond Area Park and Recreation District  
New Community Recreation Center  
Recommendation to Award

Dear Katie,

After careful review and consideration, HMK Company recommends that you award the contract for Special Construction Inspection Services to The Wallace Group in the amount of \$37,228.00. This is a Direct Appointment Contract.

The Wallace Group is a firm of good reputation. The District is in compliance in awarding to The Wallace Group.

If you agree with our recommendation, please send us an email affirming acceptance. If you have any questions, please do not hesitate to contact me to discuss.

Sincerely,

*Chad Franke*

Chad Franke,  
Program Manager  
HMK Company