



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 465 SW Rimrock Way, Redmond, Oregon, January 21, 2025, at 7:30am.

Attendance:

Directors Present: Matt Gilman
David Rouse
Mercedes Bostick-Cook
Lena Berry
Kevin Scoggin

Directors Absent: None

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

Media: Noemi Arellano-Summer, Bend Bulletin

Public Attending: Chad Franke, HMK,

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:30am.
Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from December 17, 2024,
Acknowledgement of Receipt of December 2024 Financial Summary:
Lena Berry made a motion to approve the general board meeting minutes of December 17, 2024, and acknowledge receipt of the December 2024 financial summary as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

4. Community Recreation Center Update:

Chad Franke said they met with the project scheduler and have been able to start catching up on the project timeline. He said that the metal building has been delivered. The natatorium side of the building will start going up February 10th. Chad said the new superintendent has changed the attitude of the job site for the positive. Katie said there was an error on the financial report. The income is higher than what the report shows. Chad said he is having that corrected. Katie will get the corrected report to the board. Chad also said that there was a break in on the work site and two of the subcontractors' trailers were broken into. They had tools stolen. We have security built into the budget. Kirby is going to install cameras and spotlights on the work site. Kevin Scoggin asked Chad for the exact date and dollar amount of the tools that were stolen. Chad responded he would get that information for the board.

Kevin Scoggin asked Katie Hammer about the status of November's incident. Katie responded that she is still working through all insurance options and that the investigation is still ongoing with local and federal law enforcement.

5. Action Agenda Items:

Community Recreation Center Name

Katie reminded the board that the architects would like a name by the end of this month. The board will table with further discussion until the February meeting.

Appoint Bond Oversight Committee Members

Katie Hammer said that we had one applicant and there are five open positions. Karen Danielson and Janet Schweizer would like to continue to serve on the committee for two years. Katie said we would like to have at least one more committee member. Lena made a motion to appoint Karen Danielson and Janet Schweizer to the Bond Oversight Committee. Kevin Scoggin seconded. Motion passed unanimously.

Appoint Budget Committee Members

Katie Hammer explained there are two open positions, and she received three applications. She said all three candidates are strong applicants. Kevin Scoggin made a motion to appoint Shawna Hicks and Jackson Harbolt to the Budget Committee. David Rouse seconded. Motion passed unanimously.

Approval of Letter Addressing Deficiencies Noted in FY 2024 Audit

Katie Hammer said the internal control will be on the audit for the foreseeable future due to the size of our district. She said that GAAP knowledge is also common because the district does not have a CPA on staff. David Rouse moved to approve the letter addressing deficiencies noted in FY 2024 audit. Lena berry seconded. Motion passed unanimously.

6. Discussion Items:

Community Center Operating Budget

Katie Hammer presented a summary of a preliminary 4-year budget forecast for the new recreation center. She spoke about estimated subsidies, operating funds, anticipated revenues, and new job positions. She also discussed fundraising and endowments to keep the facility running at full operating hours. This would allow the district to keep the reserves in place. Katie spoke about options if funds were not raised, operating hours and staff hours would be reduced. She mentioned that there should be federal funding opportunities open to us in the next year as well. Matt Gilman asked Katie to do an evaluation on keeping the current swim center open a few hours a day so that swim team and school programs could operate here. Katie responded she would do an evaluation. Mercedes Bostick-Cook asked when the letter to the school district would be sent. Katie responded that the letter would go out this week.

Policy Review – Financial Management Policies

Katie explained that the financial policy was adopted in 2019. She said that items were added to prevent incidents like November. She said that includes contacting the vendor if an address change is made. She said this is just for review today, and the board will approve it at the February board meeting. Kevin Scoggin suggested that it should be added that any change request from a vendor should be submitted to the district in writing and verified.

7. Public Comments

None

8. Executive Session

The board entered executive session pursuant to ORS 192.660 (2) (b) for the purpose of considering the dismissal or disciplining of, or hear complaints or charges brought against a public officer, employee, staff member of individual agent who does not request an open hearing.

Executive Session Convened at 8:35am.

Reconvene Regular Session at 9:00am

Action as a Result of Executive Session

Kevin Scoggin, vice chair, made a motion to authorize the vice chair of Redmond Area Park and Recreation District to issue a formal warning letter to the Executive Director on behalf of the board of directors as revised in executive session. Lena Berry seconded the motion. Motion passed unanimously.

9. Board & Staff Comments:

Lena Berry thanked everyone for working through this together.

Kevin Scoggin thanked the board for working together. He said it is a privilege to serve on the board.

Mercedes Bostick-Cook thanked Kevin for taking action on this matter.

Matt Gilman thanked everyone and said that we have a strong board.

Adjournment

Matt Gilman adjourned the meeting at 9:02am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon