



DIRECTOR INFORMATION for  
GENERAL BOARD MEETING  
July 12, 2022

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**

Mercedes Bostick-Cook, Director  
Ed Danielson, Director  
Matt Gilman, Director  
Zack Harmon, 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  
Margaret Maffai, Development Director

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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

July 12, 2022

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/651245005>

You can also dial in using your phone.

Toll Free: 1 877 309 2073

Access Code: 896-006-357

### 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 June 14, 2022

Acknowledgement of Receipt of June Financial Summary

**4. Action Agenda Items**

**Election of Officers for Fiscal Year 2022-23**

Resolution #1 2022-23 A Resolution of Redmond Area Park and Recreation District Calling a Measure Election for General Obligation Bonds; and Related Matters.

Resolution #2 2022-23 A Resolution Calling for an Election Within Redmond Area Park and Recreation District (Deschutes County, Oregon) Referring to the Voters a Measure Imposing a 5-year Local Option Levy for Operations and Adopting a Ballot Title

**5. Discussion Items**

Meeting days/times for Fiscal Year 2022-23

**6. Public Comments**

**7. Board/Staff Comments**

**8. 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, June 14, 2022, at 7:30am.

**Attendance:**

Directors Present: Matt Gilman  
Kevin Scoggin  
Ed Danielson

Directors Attending  
Virtually: Mercedes Bostick-Cook

Directors Absent: Zack Harmon

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

Media: None

Public Attending  
Virtually: Maria Ramirez, City of Redmond Parks Planner, Project Manager

Budget Hearing:

**1. Call to Order:**

Matt Gilman called the Budget Hearing meeting to order at 7:35am. There weren't any comments from citizen regarding the fiscal year 2022-23 budget.

The Budget Hearing adjourned at 7:37am

GENERAL MEETING:

**2. Call to Order:**

Matt Gilman called the general meeting to order at 7:37am

**Adjustments to the Agenda: None**

**3. Communications:** None

**4. Consent Agenda:**

Approval of the General Board Meeting Minutes from May 10, 2022,

Kevin Scoggin made a motion to approve the board minutes as presented. Ed Danielson seconded the motion. Motion passed unanimously.

Acknowledgment of Receipt of May 2022 Financial Summary:

Kevin Scoggin made a motion to approve the consent agenda as presented. Ed Danielson seconded the motion. Motion passed unanimously.

**5. Action Agenda Items:**

Katie Hammer said she is requesting an increase in the overall budget by \$20,000 which will increase the park fund by \$20,000. She said she is recommending this request because of the difficulty in finding a truck to purchase for the parks department. The dealers that do the state contracting have trucks in stock but not have state contract trucks in stock. She wants to increase next year's budget in case we must purchase the truck after July. Katie added that she did increase the beginning fund balance of the park fund as well. This increase meets the local budget law requirements for changes to the budget after it is approved by the committee.

Resolution #6 Declaring the Tax Rate for the 2022-23 Fiscal Year, Resolution #7 Adopting the Fiscal Year 2022-23 Budget, Resolution #8 Appropriations for the Fiscal year 2022-23 Budget Kevin Scoggin made a motion to pass Resolutions 6, 7 and 8 as stated. Ed Danielson seconded the motion. Motion passed unanimously.

**6. Discussion Items:**

Upcoming Events:

Katie said we are hosting our July 4<sup>th</sup> event at the High Desert Sports Complex. It will be very scaled down from previous years. We will have bubble soccer, bounce houses, old fashioned games and live music. She added that the BMX track will be open as well. Our next event will the Rock Chuck Open Pickleball Tournament July 8 -10. She said registration numbers are growing. There are already 126 registered.

Pickleball Club:

Katie reported that there was a meeting with the pickleball representatives last week. She said they are trying to form a club because the sport needs an organization in Redmond. We are partnering with the city and a group of pickleball players to form the club to help organize it and guarantee court space while leaving space open for the community.

### Building Planning:

Katie said she is working with a bond consultant who is reviewing the rate he gave us in February to verify that it hasn't changed. Katie spoke about messaging the bond rate to the community. Katie also said that we are in the process of developing materials, but they won't be finalized until we get our bond numbers, so we won't kick ours off until August. Matt Gilman said the PAC will be holding a fundraising event at Wildride on Wednesday. He said this will be the first community outreach for marketing. Katie also said that all our materials will be reviewed by the Secretary of State for neutrality.

### **7. Public Comments: None**

### **8. Board & Staff Comments:**

Mike Elam, Recreation Manager, said adult softball is up and running. He said summer program registrations numbers are up, overall; UK soccer has 95 registered and seven coaches are coming. He said the football and basketball camps are full. He said fall soccer numbers are up and still time before the deadline. He said the Redmond football camp was a success too.

Jessica Rowan, Aquatic Director, said that we are running at capacity for programming. She said we are experiencing a staff shortage and its difficult to have enough staff to cover programming such as recreation swim to run at capacity. She said we have a new coach for RACE, he was a coach in Bend for three decades and has been very well received by swimmers and families. She said that we are not able to run the Jay Rowan Memorial Swim meet this year due to the lack of officials. She said we will be running the water polo jamboree in August. Katie added that pool is open normal hours except for Sundays. We are hopeful that we can operate at normal hours but if staffing challenges continue, we will have to have conversations regarding operating hours. We currently have supervisory staff working one or two 13-hour days and they are getting tired.

Katie Hammer, Executive Director, gave a brief update on Margaret Maffai's activities. We did have our Tetherow event. We also just received a grant to do the free STEM activities this summer. Matt also asked how Beth Asigri is doing in her role with payroll. Katie responded that she is doing well. Katie also said that the 35<sup>th</sup> street sign has been designed and she has sent the designer the renderings and it will be ready within the next couple of weeks.

Kevin Scoggin echoed that staffing challenges are prevalent. Kevin also asked how rentals at Pleasant Ridge Community Hall and Katie responded that we have rentals every weekend and is used by several nonprofits a few times a month, during the week.

Ed Danielson asked how the demolition of the building on Canal. Katie said the city is awarding contracts this evening. We did get our estimate from the city and our cost is going to be just under \$12,000.

Vicki Osbon, Administrative Services Manager, said she just hired two seasonal positions for the kiosk at Centennial Park. She also mentioned that one of staff gave his two weeks' notice and his last day is this week, and she did hire a new high school student. She said she has been working with RPA for program registration. RPA received a grant for their students to participate in activities and they reached out to help them get their students registered. They are participating in a lot of our activities. We will invoice them in July.

**9. Adjournment:**

Matt Gilman adjourned the meeting at 8:25am.

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Board Chair, Matt Gilman

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Recording Secretary, Vicki Osbon



Redmond Area Park and Recreation District  
Financial Summary  
June 30, 2022

**Summary**

June 30, 2022 is 100% of the 2021/2022 budget year.

**Financial Performance By Fund**

<b>General</b>			
Resources (% of 21/22 Budget)	106%	Resources change from FY 20/21	7%
Expenditures (% of 21/22 Budget)	89%	Expenses change from FY 20/21	16%

	YTD FY Jun 20/21	YTD FY Jun 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,692,570	\$ 1,807,297	\$ 1,705,000	106%	65.0%
Personnel Services	\$ 361,682	\$ 344,741	\$ 401,750	86%	98.0%
Materials & Services	\$ 110,846	\$ 209,281	\$ 230,200	91%	67.0%
Debt Service	\$ 87,784	\$ 94,640	\$ 96,000	99%	92.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%
Transfers & Contingency	\$ 1,162,000	\$ 1,020,000	\$ 1,020,000	100%	94.0%

<b>Aquatic</b>			
Resources(% of 21/22 Budget)	142%	Resources change from FY 20/21	273%
Expenditures (% of 21/22 Budget)	75%	Expenses change from FY 20/21	36%

	YTD FY Jun 20/21	YTD FY Jun 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 70,344	\$ 262,566	\$ 184,500	142%	36.0%
Personnel Services	\$ 367,824	\$ 483,137	\$ 668,250	72%	61.0%
Materials & Services	\$ 104,206	\$ 157,649	\$ 186,000	85%	66.0%
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	100%	99.0%
Capital Outlay	\$ 76,782	\$ 16,152	\$ 30,000	54%	96.0%

<b>Redmond Aquatic Club Eels (RACE)</b>			
Resources (% of 21/22 Budget)	55%	Resources change from FY 20/21	11%
Expenditures(% of 21/22 Budget)	83%	Expenses change from FY 20/21	93%

	YTD FY Jun 20/21	YTD FY Jun 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 30,154	\$ 33,496	\$ 60,700	55%	41.0%
Personnel Services	\$ 22,242	\$ 31,854	\$ 37,700	84%	54.0%
Materials & Services	\$ 9,357	\$ 29,147	\$ 36,200	81%	22.0%

### Financial Performance By Fund

Programs			
Resources (% of 21/22 Budget)	164%	Resources change from FY 20/21	493%
Expenditures (% of 21/22 Budget)	86%	Expenses change from FY 20/21	78%

	YTD FY Jun 20/21	YTD FY Jun 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 52,684	\$ 312,357	\$ 190,950	164%	25.0%
Personnel Services	\$ 146,537	\$ 234,753	\$ 276,450	85%	63.0%
Materials & Services	\$ 46,356	\$ 108,721	\$ 121,750	89%	35.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Activity Center			
Resources (% of 21/22 Budget)	14%	Resources change from FY 20/21	51%
Expenditures (% of 21/22 Budget)	45%	Expenses change from FY 20/21	-37%

	YTD FY Jun 20/21	YTD FY Jun 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 10,883	\$ 16,420	\$ 120,950	14%	20.0%
Personnel Services	\$ 60,568	\$ 30,333	\$ 68,000	45%	46.0%
Materials & Services	\$ 24,460	\$ 23,179	\$ 51,500	45%	65.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Parks			
Resources (% of 21/22 Budget)	94%	Resources change from FY 20/21	-14%
Expenditures (% of 21/22 Budget)	70%	Expenses change from FY 20/21	16%

	YTD FY Jun 20/21	YTD FY Jun 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,407	\$ 1,216	\$ 1,300	94%	108.0%
Personnel Services	\$ 94,625	\$ 112,245	\$ 135,500	83%	78.0%
Materials & Services	\$ 39,926	\$ 43,840	\$ 47,700	92%	81.0%
Capital Outlay	\$ 15,194	\$ 1,197	\$ 41,400	3%	37.0%

## Year to Date Comparison by Program Category

### YTD Detail

#### Property Tax Collections

FY 21/22 (Current)	1,695,409
<b>FY 21/22 (Budget, current yr)</b>	<b>1,615,000</b>
FY 20/21	1,603,343
FY 19/20	1,506,393
FY 18/19	1,386,968

### Resources/Expense Detail

#### Pool Activities

##### Pool Activities Resources

FY 21/22 (Current)	122,432
<b>FY 21/22 (Budget, current yr)</b>	<b>65,000</b>
FY 20/21	25,579
FY 19/20	57,074
FY 18/19	89,109

##### Pool Activities Expenses

FY 21/22 (Current)	12,078
<b>FY 21/22 (Budget, current yr)</b>	<b>14,000</b>
FY 20/21	6,895
FY 19/20	11,003
FY 18/19	15,188

#### Youth Sport Leagues

##### Youth Sports League Resources

FY 21/22 (Current)	160,399
<b>FY 21/22 (Budget, current yr)</b>	<b>88,000</b>
FY 20/21	13,581
FY 19/20	50,100
FY 18/19	89,381

##### Youth Sports League Expenses

FY 21/22 (Current)	44,151
<b>FY 21/22 (Budget, current yr)</b>	<b>59,000</b>
FY 20/21	13,769
FY 19/20	34,749
FY 18/19	54,838

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

#### Enrichment Resources

##### Enrichment Resources

FY 21/22 (Current)	39,726
<b>FY 21/22 (Budget, current yr)</b>	<b>18,750</b>
FY 20/21	9,572
FY 19/20	27,488
FY 18/19	27,130

##### Enrichment Expenses

FY 21/22 (Current)	22,034
<b>FY 21/22 (Budget, current yr)</b>	<b>14,350</b>
FY 20/21	17,472
FY 19/20	23,089
FY 18/19	37,004

## Fitness

### Fitness Resources

FY 21/22 (Current)	7,326
<b>FY 21/22 (Budget, current yr)</b>	<b>35,000</b>
FY 20/21	11,078
FY 19/20	41,735
FY 18/19	48,883

### Fitness Expenses

FY 21/22 (Current)	7,108
<b>FY 21/22 (Budget, current yr)</b>	<b>7,000</b>
FY 20/21	1,227
FY 19/20	8,294
FY 18/19	8,670

Note: Fitness classes held at the Senior Center.

## Adult Sport Leagues

### Adult Sport League Resources

FY 21/22 (Current)	8,349
<b>FY 21/22 (Budget, current yr)</b>	<b>14,500</b>
FY 20/21	4,925
FY 19/20	8,970
FY 18/19	9,278

### Adult Sport League Expenses

FY 21/22 (Current)	2,517
<b>FY 21/22 (Budget, current yr)</b>	<b>9,450</b>
FY 20/21	2,091
FY 19/20	5,996
FY 18/19	7,077

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

Updated 7/5/2022

**Redmond Area Park and Recreation District  
(Deschutes County, Oregon)**

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**RESOLUTION # 1 – 2022/23**

**A RESOLUTION OF REDMOND AREA PARK AND RECREATION  
DISTRICT CALLING A MEASURE ELECTION FOR GENERAL  
OBLIGATION BONDS; AND RELATED MATTERS.**

WHEREAS, the Board of Directors (the “Board”) of Redmond Area Park and Recreation District, located in Deschutes County, Oregon, (the “District”) has determined that a need exists for the District to finance capital costs, as more fully described in the ballot title attached hereto as Exhibit A (collectively, the “Project”); and

WHEREAS, the District anticipates incurring expenditures (the “Expenditures”) to finance the costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its general funds on the Project from the proceeds of voter-approved general obligation bonds which may be issued as tax-exempt obligations; and

WHEREAS, ORS 266.512 subject to voter approval, authorizes the District to contract bonded indebtedness to provide funds to finance the costs of the Project;

NOW, THEREFORE, the Board of Directors of Redmond Area Park and Recreation District, located in Deschutes County, Oregon, resolves as follows:

1. The measure election is hereby called for the purpose of submitting to the electors of the District the question of authorizing general obligation bonds in the name of the District in a principal amount not to exceed \$49,000,000 (the “Bonds”). Bond proceeds will be used to finance the Project.
2. The measure election hereby called shall be held in the District on the 8<sup>th</sup> day of November, 2022.
3. The District authorizes the Chairman, Executive Director (each an “Authorized Representative”) or designee of any of those officials to finalize the ballot title in substantially the form attached hereto as Exhibit A but with such changes as the Authorized Representative shall approve (the “Ballot Title”), to submit the Ballot Title and explanatory statement, if required.
4. The Authorized Representative shall cause Form SEL 805 to be delivered to the Election Officer of Deschutes County, Oregon (the “Election Officer”) not later than August 19, 2022 (eighty-one (81) days prior to the election date). The Authorized Representative shall also cause Form SEL 803 to be delivered to the Election Officer not later than September 8, 2022 (sixty-one (61) days prior to the election date).
5. The District hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself with the proceeds of the Bonds for any of the Expenditures incurred by it prior to the issuance of the Bonds.



**EXHIBIT A**

**BALLOT TITLE**

**REDMOND AREA PARK AND RECREATION DISTRICT  
DESCHUTES COUNTY, OREGON**

**CAPTION: (10 WORD LIMIT)**

**BONDS TO CONSTRUCT NEW COMMUNITY  
RECREATIONAL FACILITY TO EXPAND PROGRAMS**

**QUESTION: (20 WORD LIMIT)**

Shall Redmond Area Park & Recreation District construct recreational facilities, expand programs by issuing not to exceed \$49,000,000 in bonds? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

**SUMMARY: (175 WORD LIMIT)**

If approved, not to exceed \$49,000,000 in principal amount of general obligation bonds are expected to finance construction of a new recreational facility anticipated to include:

- Pools for swimming lessons, aquatic exercise classes, therapy, recreation and lap swimming.
- Gymnasium for multipurpose programming use
- Indoor Walking track
- Exercise facilities and equipment
- Group fitness room(s)
- Classroom/special events and meeting space for recreation programming, events and meetings
- Administrative and support spaces including locker rooms, lobby and office space
- Other amenities; which may include outdoor sports fields, sport courts, playground and walking paths
- Site improvements, demolition, furnishing and equipment and bond issuance costs.

The District would establish a citizen oversight committee to ensure proceeds are used for purposes indicated.

Bonds would mature in not to exceed 21 years from issuance and may be issued in series. The estimated annual average tax rate is approximately \$0.56 per \$1,000 of assessed property value. Actual levy rate may differ due to changes in interest rates and/or assessed value.



**Redmond Area Park and Recreation District  
(Deschutes County, Oregon)**

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**RESOLUTION # 2 – 2022/23**

**A RESOLUTION CALLING FOR AN ELECTION WITHIN REDMOND AREA PARK  
AND RECREATION DISTRICT (DESCHUTES COUNTY, OREGON) REFERRING TO  
THE VOTERS A MEASURE IMPOSING A 5-YEAR LOCAL OPTION LEVY FOR  
OPERATIONS AND ADOPTING A BALLOT TITLE**

**WHEREAS**, Oregon Revised Statutes Sections 266.410, 280.040 to 280.145, authorize the District to impose a five-year local option levy to provide funds to finance general operations of the District, subject to voter approval; and

**WHEREAS**, Redmond Area Park and Recreation District (the “District”) has determined that there is a need for funds to allow the District to fund general operations of the District; and

**WHEREAS**, the District is proposing a 5-year local option tax to be used for current services, programs, and general operations of the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors for Redmond Area Park and Recreation District, as follows:

**Section 1.** An election is called to be held in Redmond Area Park and Recreation District on November 8, 2022, for the purpose of submitting to the qualified voters of the District the question of a five-year local option levy for operations in the amount not to exceed \$0.24 per \$1,000.00 of taxable assessed value beginning in 2023, the proceeds of which will be used to fund current services and programs, and to fund general operations of the District.

**Section 2.** The election will be conducted by Deschutes County. The County Clerk for Deschutes County is hereby instructed to prepare the ballots and to take other actions necessary to conduct the election.

**Section 3.** The ballot title for this operating levy shall read in the form attached here to as Exhibit A.

**Section 4.** Ballots from the election shall be counted and tabulated and the results certified as provided by law. If the measure is approved by a majority of legal voters who vote on the measure, the local option levy shall be imposed and shall take effect July 1, 2023.

**Section 5.** Upon adoption by the Board, this Resolution, including the proposed ballot title, shall be filed with the District elections official.

**Section 6.** The District elections official is authorized and directed to take such actions and to proceed with the election as provided by state law this resolution.

**Section 7.** This Resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Directors of Redmond Area Park and Recreation District, located in Deschutes County, Oregon this 12<sup>th</sup> day of July, 2022.

**REDMOND AREA PARK AND RECREATION  
DISTRICT  
DESCHUTES COUNTY, OREGON**

By: \_\_\_\_\_  
, Chairman, Board of Directors

**ATTEST:**

By: \_\_\_\_\_  
Vicki Osbon, Recording Secretary

**EXHIBIT A**

**NOTICE OF MEASURE ELECTION**

**REDMOND AREA PARK AND RECREATION DISTRICT  
DESCHUTES COUNTY, OREGON**

**NOTICE IS HEREBY GIVEN** on \_\_\_\_\_, 2022 (this should be the date that the SEL form is actually filed with the county), that a measure election will be held in the Redmond Area Park and Recreation District located in Deschutes County, Oregon on November 8, 2022. The following shall be the ballot title of the measure to be submitted to the district's voters on this date:

**CAPTION:**

FIVE-YEAR OPERATING LEVY FOR PARK AND RECREATION SERVICES

**QUESTION:**

Shall Redmond Area PRD issue a local option levy for park and recreation services for five years beginning in 2023-2024? This measure may cause property taxes to increase more than three percent.

**SUMMARY:**

The measure, if approved, would authorize the Redmond Area Park and Recreation District to levy taxes to support the annual operating costs for existing services, support the operation of the District facilities, and to expand programs for the citizens of the District. The measure would provide for a local option operating levy at a rate not to exceed \$0.24 cents per \$1,000 of taxable assessed value within the District for five years, beginning July 1, 2023. The proposed rate will raise approximately \$1,179,375 in 2023-24; \$1,214,756 in 2024-25; \$1,251,199 in 2025-26; \$1,288,735 in 2026-27; and \$1,327,387 in 2027-28 for a total of \$6,261,463.

The estimated tax cost for this measure is an ESTIMATE ONLY, based on the best information available from the county assessor at the time of the estimate and may reflect the impact of early payment discounts, compression, and the collection rate.

The following authorized District Election Authority hereby certifies the above ballot title is true and complete.

\_\_\_\_\_  
Signature of authorized District Election Authority

\_\_\_\_\_  
Date signed

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Printed name of authorized District Election Authority

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Title