



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 via video conference in Redmond, Oregon, May 12, 2020 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
Zack Harmon
Matt Gilman
Ed Danielson
JoAnne Fletcher

Directors Absent: None

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

Media: None

Public: Jon Bullock, Redmond City Council Liaison

GENERAL MEETING:

1. Call to Order: Hayes McCoy called the meeting to order at 7:38am
Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

/Approval of the General Board Meeting Minutes from March 10, 2020
Acknowledgment of Receipt of April Financial Summary:

Hayes McCoy made a motion to approve the consent agendas as presented. Zack Harmon seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Resolution #3 2019/20 Appoint Budget Officer:

JoAnne Fletcher made a motion to approve resolutions #3, appointing Katie Hammer as budget officer. Matt Gilman seconded the motion. Motion passed unanimously.

Resolution #4 2019/20 Transfer from Contingency in the General Fund to the Program Fund: Katie Hammer, Executive Director said that staff projections for the year end includes loss of revenue and refunds due to program cancelations. This revenue reduction will cause a shortfall in resources causing the fund to have a negative balance at the end of the year. This transfer will correct the anticipated revenue shortage. JoAnne Fletcher made a motion to approve resolution #4 transferring from contingency fund to the program fund. Matt Gilman seconded the motion. Motion passed unanimously.

Resolution #5 2019/20 Reallocate FY 2019/20 Budgeted Transfer:

Katie Hammer, Executive Director explained that expenditures would be greater than revenue in the program and RACE funds and this reallocation is necessary to keep these funds in balance. This transfer doesn't increase the total budgeted transfers. Matt Gilman made a motion to approve resolution #5 2019/20 reallocate f/y 2019/20 budgeted transfer. JoAnne Fletcher seconded the motion. Motion passed unanimously.

5. Discussion Items:

Facility Re-opening Plans:

Katie Hammer discussed re-opening plans including what staff we could anticipate bringing back, reserving time for lap swim and land fitness programs at the activity center. She also talked about sanitizing procedures that would-be set-in place. She said that sneeze guards would be installed, and we will provide masks and gloves for staff. Katie also discussed submitting a reopening plan to the county health department, messaging to the community about reopening fitness classes at the activity center, and swimming.

Review Executive Director Job Description:

Katie Hammer asked that the board members send her any changes that might need to be added.

6. Public Comments: None

7. Board Staff Comments:

Mike Elam, Recreation Manager, said that he is planning as best he can. Spring soccer has been cancelled but he is still planning on running lacrosse and adult softball for summer. He has been busy doing maintenance at the activity center.

Jessica Rowan, Aquatic Director, said that we have been doing deferred maintenance tasks. She said that we will not run programs until at least June. She is working on different scenarios to run programs in June and is putting together a kiddie pool swim school program.

Katie Hammer, Executive Director, said that she appreciates the support.

JoAnne Fletcher said she appreciates the STEM projects.

Ed Danielson asked about FEMA funding. Katie Hamer responded that there is a potential for funding, and we have applied for an account and will be submitting qualified expenses but there isn't a guarantee of funding.

8. Adjournment:

Hayes McCoy adjourned meeting at 8:am

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon