



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 9, 2023, at 7:30am.

Attendance:

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

Directors Absent:

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

Media: None

Public Attending: Chad Franke, HMK (virtual), Shannon Wedding, Redmond City Council Liaison (virtual), Maria Ramirez, City of Redmond Parks Planner/Project Manager

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:32am
Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from December 12, 2023,
Acknowledgement of Receipt of December Financial Summary:
Kevin Scoggin made a motion to approve the general board meeting minutes of December 12, 2023, and acknowledgement receipt of December financial summary as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Approval of Letter Addressing Deficiencies Noted on FY 2023 Audit

Katie Hammer said that the auditor noted two deficiencies in our audit which are limited knowledge of GAAP and segregation of duties. We are required to submit a letter to the secretary of state noting the deficiencies and how they will be addressed. David Rouse made a motion to approve the letter addressing deficiencies noted on F/Y2023 audit. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Acknowledgement of Resolution #3 – Appoint Budget Officer

Katie Hammer said that historically she has been appointed budget officer. Katie said that she and the accounting specialist, Denise Maich, will be working closely together this year so that next year they will be able to appoint Denise as budget officer, if they choose. Kevin Scoggin made a motion to approve resolution #3-appoint Katie Hammer as Budget Officer. Lena Berry seconded the motion. Motion passed unanimously.

Award Contract for Commissioning

Chad Franke said that he is recommending Systems West to provide Commissioning services for the recreation center project. The contract would have a maximum price of \$147,000. He said that they are local in Bend, he has worked with them on other projects, and they have a good reputation. Lena Berry made a motion to award the commissioning services contract to Systems West as recommended by HMK. Kevin Scoggin seconded the motion. Motion passed unanimously.

5. Discussion Items

Community Recreation Center Update

Chad Franke said that BRS have brought in a new cost estimator. David Rouse, board member, asked that Chad send out the traffic analysis so the board could review it. Katie Hammer said the next design meeting is scheduled for next week, and she and Chad are starting a dialogue about the groundbreaking which will most likely occur on a Saturday in May. Chad said that we have trade partners on board, and the kickoff meetings were last week. It is a benefit to have them on board early for construction. Matt Gilman thanked Chad for this update.

6. Public Comments:

Maria Ramirez, City of Redmond Parks Planner/Project Manager gave an update on projects they are currently working on throughout Redmond. The city is updating their park master plan and the deadline for proposals is January 17. Katie talked about the districts master plan process and said we will go through the bid process, a couple of months behind the city in hopes that we can use some of the data collected during the city's process for our planning process. Katie Hammer will be a stake holder on their master plan process and vice versa. She said there is a new park amenity reservation policy in place. She talked about two properties that were purchased and the development plans. She also said that water conservation efforts are moving forward.

7. Board & Staff Comments:

Mercedes Bostick-Cook, board member, asked Mike Elam, Recreation Manager if basketball had started and what the registration numbers were. Mike responded that basketball has started, and he would let her know what the registration numbers were. She also asked if we had lifeguards and supervisors. Katie responded that we currently well-staffed and will open on Sundays and go to evenings again the week of February 18th.

David Rouse, board member, said there was a great article in the bulletin about Bend Park and Recreation loving their parks and it's encouraging to see as we plan our master plan and the future of our district.

Lena Berry, board member, said that she has been appointed to DURAC and they have money set aside to do a project with us in the downtown area. They want to partner with the district.

Mike Elam, Recreation Manager, second season of bb has started. He said that hopefully lacrosse gets enough registrations to run this year. Adult basketball is going again and there are referees for the first time in three years. He also said that registration for the Rock Chuck Open is open.

Katie Hammer, Executive Director, spoke about meeting with the senior center, and three board members expressed interest in participating in the process. She said the largest concern about our classes are that they are incurring more costs due to the temperature that the fitness rooms need to be kept at. After the meeting they will have to decide whether the increased costs pencil out. She is also talking with community members about community outreach. Katie said she is currently working on a grant with St. Charles. Katie also met with the person who is in the early planning stages for the Oregon sports complex that they would like to build near the fairgrounds. They are looking for stakeholders. Katie said their initial plan is mostly outdoor spaces but also includes some indoor space.

Katie said she presented at BPAC yesterday and she received really good feedback from them about bike racks, e-bikes and crosswalks with flashing beacons. Katie also said that the vintner's dinner will be in May, and we are the benefactors again this year. She will get the date for the board members.

8. Adjournment

Matt Gilman adjourned the meeting at 8:24am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon