



DIRECTOR INFORMATION for  
GENERAL BOARD MEETING  
July 13, 2021

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 Scoggins, Director

## **RAPRD STAFF LEADERSHIP TEAM**

Katie Hammer, Executive Director  
Mike Elam, Recreation Manager  
Jessica Rowan, Aquatic Director  
Margaret Maffai, Development 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

July 13, 2021

7:30am

**Meeting Location: 7067 SW Canal Blvd, Redmond Oregon**

### AGENDA

1. **Swearing in of New Board Members**
2. **Call to Order**
  - Adjustments to the Agenda
3. **Communications** (Comments by Citizens are Limited to 3 Minutes)
4. **Consent Agenda**
  - Approval of the General Board Meeting Minutes from June 8, 2021
  - Acknowledgement of Receipt of June Financial Summary
5. **Action Agenda Items**
  - Resolution #1 2021-22 Authorized signers on District Bank Accounts
  - Award Contract for Recreation Management Software
6. **Discussion Items**
  - Meeting days/times for Fiscal Year 2021-22
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 7067 SW Canal Blvd in Redmond, Oregon, June 8, 2021 at 7:30am.

**Attendance:**

Directors Present: Hayes McCoy  
Matt Gilman  
JoAnne Fletcher  
Ed Danielson

Directors Absent: Zack Harmon

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

Media: None

Public: Kevin Scoggin

**Budget Hearing:**

**1. Call to Order:**

Hayes McCoy called the budget Hearing meeting to order at 7:36am. There weren't any comments from citizen regarding the fiscal year 2021-22 budget.

The Budget Hearing adjourned at 7:37am

**GENERAL MEETING:**

**2. Call to Order:**

Hayes McCoy called the 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 11, 2021; Acknowledgment of Receipt of May 2021 Financial Summary: Joanne Fletcher made a motion to approve the consent agenda. Matt Gilman seconded the motion. Motion passed unanimously.

**5. Action Agenda Items:**

Resolution #5 Reallocation of Expenditures in the Aquatic Fund: Katie Hammer explained this is a reallocation of funds to repair the HVAC system at the Cascade Swim Center. The swim center is slated to close the week of the June 21<sup>st</sup>. JoAnne Fletcher made a motion to approve. Matt Gilman seconded. Motion passed unanimously.

Resolution #6: Declaring the Tax Rate for the 2021-22 Fiscal Year. Resolution #7: Adopting the Fiscal Year 2021 -22 Budget. Resolution #8: Appropriations for the Fiscal Year 2021-22 Budget.

Joanne Fletcher made a motion to approve resolutions 6, 7, and 8 together. Matt Gilman seconded. Motion passed unanimously.

Award Contract for Recreation Management Software: Katie Hammer said she sent the board links to explore the software. The board discussed the different software choices and talked about mobile app capacity.

Each company has the ability to have a template for the website, a point of sale ability which would alleviate having punch cards, and paper sign in sheets. Katie spoke about the timeline to begin using the new software, the ability to opt out if the software isn't working, fees for tech support, and internet speed requirements. Katie said she began the process for new software several years ago and then in November she was able to visit sites during the virtual NRPA Conference.

Matt Gilman asked that we wait one more month before making a choice with a new provider. He asked that we all look into new sites. Katie Hammer said that if we do find something different then we will have to go out for RFP again.

The contract award was tabled until July 2021

**6. Discussion Items:**

2021 Goals Update:

Katie Hammer said that we are a little behind because of getting ready for summer programs and a staff shortage. She said that the community survey is close to being ready and she is working on converting it to Spanish. She said hopefully it will go out in

the next few weeks. Katie said that Jessica Rowan is still working on the janitorial flip book. Katie said we are currently sanitizing at a higher level beyond state requirements.

**7. Public Comments:** None

**8. Board Staff Comments:**

Katie Hammer, Executive Director, said that the senior center has hired two new people and she is meeting with the new program manager soon to discuss our partnership and programs that we could offer at the senior center. In January our goals is to move the bulk of our fitness programs to the senior center and what doesn't fit at the senior center could be held at the Pleasant Ridge Community Hall.

She said that we will be running a summer camp program at the REACH facility. We did not want to open it until we had staff and we now have enough staff to have 20 kids so registration is open.

We had our first in person event at Tetherow house in a year. There were about 200-250 people there through out the day.

Katie said that when the pool opens up on the 28<sup>th</sup> of June, we won't be requiring reservations and get back to a semi normal schedule. We will not open the Activity Center for more hours because we do not have staff to run it.

Katie thanked Hayes McCoy and Joanne Fletcher for their service to the board. Hayes has been on our board for 13 years and Joanne has been on for 5 years. She said that she really appreciates their service to RAPRD.

Mike Elam said that we had our first softball tournament, and it was good to see people out there. We also have concessioner out at the sports complex now. There are four more tournaments scheduled this summer. We are taking registrations for fall soccer also.

Matt Gilman said that there was a friends of Redmond Recreation meeting last week and there were 12-15 people there with he goal of everyone bringing a friend the next time so people can see the enthusiasm. Registration has opened for the inaugural Rock Chuck open pickleball tournament. Matt is confident that it will sell out. There are two sponsors.

Matt said he is also excited to have the pool open up again.

Ed Danielson thanked Joanne and Hayes for being on the board.

Hayes McCoy thanked Katie and the staff and added that Katie does a great job.

**9. Adjournment:**

Hayes McCoy adjourned the meeting at 8:39am

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Board Chair, Hayes McCoy

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Recording Secretary, Vicki Osbon



Redmond Area Park and Recreation District  
Financial Summary  
**June 30, 2021**

**Summary**

Jun 30, 2021 is 100% of the 2020/2021 budget year.

**Financial Performance By Fund**

<b>General</b>			
Resources (% of 20/21 Budget)	104%	Resources change from FY 19/20	5%
Expenditures (% of 20/21 Budget)	85%	Expenses change from FY 19/20	-2%

	YTD FY Jun 19/20	YTD FY Jun 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,606,301	\$ 1,686,501	\$ 1,620,000	104%	105%
Personnel Services	\$ 346,991	\$ 346,896	\$ 370,600	94%	95%
Materials & Services	\$ 103,219	\$ 98,674	\$ 164,350	60%	51%
Debt Service	\$ 95,518	\$ 87,784	\$ 95,000	92%	100%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%
Transfers & Contingency	\$ 977,000	\$ 1,162,000	\$ 1,237,000	94%	118%

<b>Aquatic</b>			
Resources (% of 20/21 Budget)	42%	Resources change from FY 19/20	-51%
Expenditures (% of 20/21 Budget)	66%	Expenses change from FY 19/20	-27%

	YTD FY Jun 19/20	YTD FY Jun 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 170,335	\$ 83,046	\$ 198,200	42%	67%
Personnel Services	\$ 481,832	\$ 365,200	\$ 599,250	61%	81%
Materials & Services	\$ 146,338	\$ 95,249	\$ 158,100	60%	75%
Debt Service	\$ 35,797	\$ 35,797	\$ 36,000	99%	99%
Capital Outlay	\$ 11,488	\$ 76,782	\$ 80,000	96%	26%

<b>Redmond Aquatic Club Eels (RACE)</b>			
Resources (% of 20/21 Budget)	40%	Resources change from FY 19/20	-19%
Expenditures (% of 20/21 Budget)	35%	Expenses change from FY 19/20	-49%

	YTD FY Jun 19/20	YTD FY Jun 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 36,616	\$ 29,698	\$ 73,800	40%	53%
Personnel Services	\$ 30,185	\$ 22,331	\$ 41,100	54%	65%
Materials & Services	\$ 28,238	\$ 7,282	\$ 43,000	17%	74%

### Financial Performance By Fund

Programs			
Resources (% of 20/21 Budget)	38%	Resources change from FY 19/20	-20%
Expenditures (% of 20/21 Budget)	52%	Expenses change from FY 19/20	-37%

	YTD FY Jun 19/20	YTD FY Jun 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 99,730	\$ 79,457	\$ 209,700	38%	40%
Personnel Services	\$ 207,170	\$ 146,102	\$ 233,600	63%	79%
Materials & Services	\$ 99,063	\$ 45,917	\$ 133,950	34%	72%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%

Activity Center			
Resources (% of 20/21 Budget)	31%	Resources change from FY 19/20	-64%
Expenditures (% of 20/21 Budget)	50%	Expenses change from FY 19/20	-33%

	YTD FY Jun 19/20	YTD FY Jun 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 46,578	\$ 16,588	\$ 52,750	31%	82%
Personnel Services	\$ 95,405	\$ 60,642	\$ 131,750	46%	76%
Materials & Services	\$ 31,413	\$ 23,759	\$ 37,400	64%	73%
Capital Outlay	\$ -	\$ -	\$ -		0%

Parks			
Resources (% of 20/21 Budget)	108%	Resources change from FY 19/20	13%
Expenditures (% of 20/21 Budget)	69%	Expenses change from FY 19/20	-8%

	YTD FY Jun 19/20	YTD FY Jun 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,243	\$ 1,407	\$ 1,300	108%	96%
Personnel Services	\$ 104,522	\$ 91,530	\$ 121,300	75%	91%
Materials & Services	\$ 35,260	\$ 36,669	\$ 49,200	75%	77%
Capital Outlay	\$ 2,746	\$ 17,294	\$ 40,750	42%	14%

## Year to Date Comparison by Program Category

### YTD Detail

#### Property Tax Collections

FY 20/21 (Current)	1,609,417
<b>FY 20/21 (Budget, current yr)</b>	<b>1,515,000</b>
FY 19/20	1,606,301
FY 18/19	1,386,968
FY 17/18	1,333,589

### Resources/Expense Detail

#### Pool Activities

##### Pool Activities Resources

FY 20/21 (Current)	38,249
<b>FY 20/21 (Budget, current yr)</b>	<b>70,000</b>
FY 19/20	57,074
FY 18/19	89,109
FY 17/18	87,466

##### Pool Activities Expenses

FY 20/21 (Current)	6,386
<b>FY 20/21 (Budget, current yr)</b>	<b>14,000</b>
FY 19/20	11,003
FY 18/19	15,188
FY 17/18	16,495

#### Youth Sport Leagues

##### Youth Sports League Resources

FY 20/21 (Current)	38,150
<b>FY 20/21 (Budget, current yr)</b>	<b>73,478</b>
FY 19/20	40,213
FY 18/19	89,381
FY 17/18	104,911

##### Youth Sports League Expenses

FY 20/21 (Current)	13,769
<b>FY 20/21 (Budget, current yr)</b>	<b>62,750</b>
FY 19/20	34,749
FY 18/19	54,838
FY 17/18	43,375

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

#### Enrichment Resources

##### Enrichment Resources

FY 20/21 (Current)	29,820
<b>FY 20/21 (Budget, current yr)</b>	<b>35,600</b>
FY 19/20	7,238
FY 18/19	33,624
FY 17/18	27,917

##### Enrichment Expenses

FY 20/21 (Current)	36,850
<b>FY 20/21 (Budget, current yr)</b>	<b>26,500</b>
FY 19/20	35,269
FY 18/19	43,352
FY 17/18	17,593

## Fitness

### Fitness Resources

FY 20/21 (current)	10,202
<b>FY 20/21 (Budget, current yr)</b>	<b>17,552</b>
FY 19/20	41,340
FY 18/19	48,883
FY 17/18	45,271

### Fitness Expenses

FY 20/21 (current)	1,088
<b>FY 20/21 (Budget, current yr)</b>	<b>7,382</b>
FY 19/20	8,294
FY 18/19	8,670
FY 17/18	8,947

Note: Fitness includes: Movement that Matters and Fitness classes held at the Activity Center.

## Adult Sport Leagues

### Adult Sport League Resources

FY 20/21 (Current)	4,925
<b>FY 20/21 (Budget, current yr)</b>	<b>17,200</b>
FY 19/20	8,970
FY 18/19	9,278
FY 17/18	9,226

### Adult Sport League Expenses

FY 20/21 (Current)	2,091
<b>FY 20/21 (Budget, current yr)</b>	<b>9,000</b>
FY 19/20	466
FY 18/19	7,077
FY 17/18	6,176

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

Updated 7/6/21

**Redmond Area Park & Recreation District  
Resolution #1 2021-22**

**Resolution Authorizing Signers for First Interstate Bank Accounts**

**Whereas**, Redmond Area Park and Recreation District (RAPRD) conducted a formal solicitation process and a request for proposals for the procurement of banking services and merchant card processing issued on October 21, 2015.

**Whereas**, the Board of Directors of the Redmond Area Park and Recreation District awarded the contract to Bank of the Cascades on January 12, 2016, which was sold to First Interstate Bank.

**Whereas**, individuals allowed to sign checks for the First Interstate Bank checking account on behalf of the district need to be identified since there was a change in board member July 1, 2021

**Be it resolved** the Board of Directors of the Redmond Area Park and Recreation District is removing Hayes McCoy and JoAnne Fletcher as signers and authorizing, Mercedes Bostick-Cook and Kevin Scoggin as individuals allowed to sign checks on behalf of the district.

Date this 13th day of July 2021 by the Redmond Area Park and Recreation District Board of Directors.

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Chairman,

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Recording Secretary, Vicki Osbon

## ***RAPRD BOARD AGENDA COMMUNICATION***

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**MEETING DATE:** July 13, 2021

**SUBJECT:** Recreation Management Software

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

### **BACKGROUND:**

This topic was tabled at the June 2021 board meeting. RAPRD has used ActiveNet for its recreation management software (online registration) for many years. This software is difficult to navigate for many of our customers and lacks a robust communication module for marketing programs. Staff and one board member participated in demonstrations with three companies in February/March 2021 to determine what other software solutions could offer. After these demos, RAPRD staff advertised for proposals from other recreation management software companies with the proposal deadline on April 20, 2021. Proposal documents were sent to five companies:

CivicRec  
MyRec  
PerfectMind  
Community Pass  
Smart Rec

Proposals were received from three companies: PerfectMind, MyRec and Civic Rec.

Each of these companies meet the basic qualifications that were requested in the proposal. These basic qualifications were:

- Facility Reservation and Scheduling
- Program Registration
- Membership Management and Tracking
- Point of Sale
- Financial Reporting and Cash Drawer Function
- Credit Card Processing
- Online Registration and Payments
- Online Facility Reservations and Availability
- Customer Database Management and Reporting
- Informed Consent/Liability Waiver Acknowledgment

MyRec and CivicRec met all the desirable qualifications:

- League Scheduling
- Maintenance Scheduling
- Marketing and Communication

- Mobile Friendly

PerfectMind's proposal meet all but the maintenance scheduling desirable components.

We are hoping to go live with the new software by December 1, 2021. Each one of the companies who submitted proposal can meet this deadline. The time each company expects implementation to take is:

MyRec – 8 weeks  
CivicRec – 20 weeks  
PerfectMind – 13 weeks

### **BUDGET IMPACT:**

MyRec fees are based on sales volume and the first year is estimated using our revenue from fiscal year 2018-19. Each year will change based on the previous year's revenue. Year 1 is \$4,033 and year 2 is estimated to be \$4,745 but that will be based on revenue. There are no set up fees.

CivicRec has a set fee schedule which will increase 5% each year from the year two fees. The first-year fee is \$19,135 which includes the set up/transition fees. Year two fees will be \$8,925 and year 3-5 will increase 5% each year.

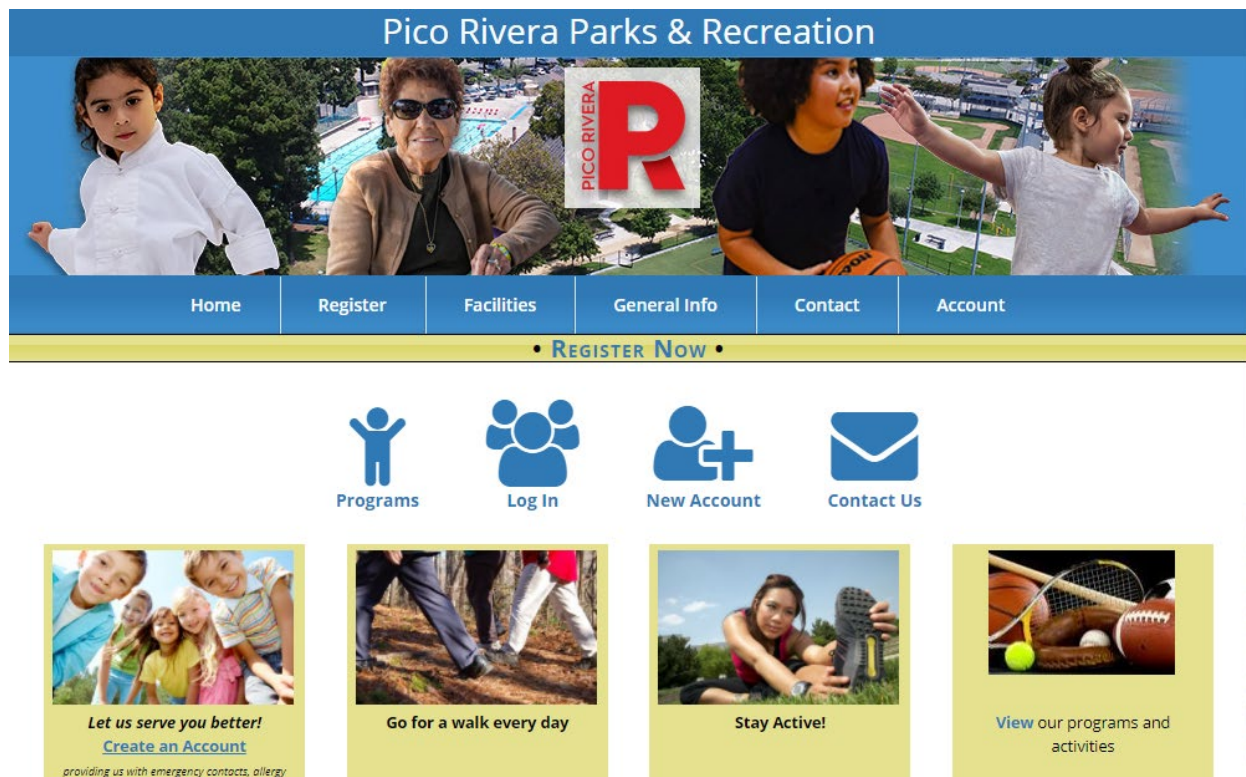
PerfectMind has a set fee schedule. Year one fees are \$14,000 and include set up costs. Years 2 – 5 will be \$6,000 a year. Fees will increase after year 5.

In addition to these fees the district will need to purchase equipment to use the point-of-sale features. This expense will be similar regardless of which software is chosen.

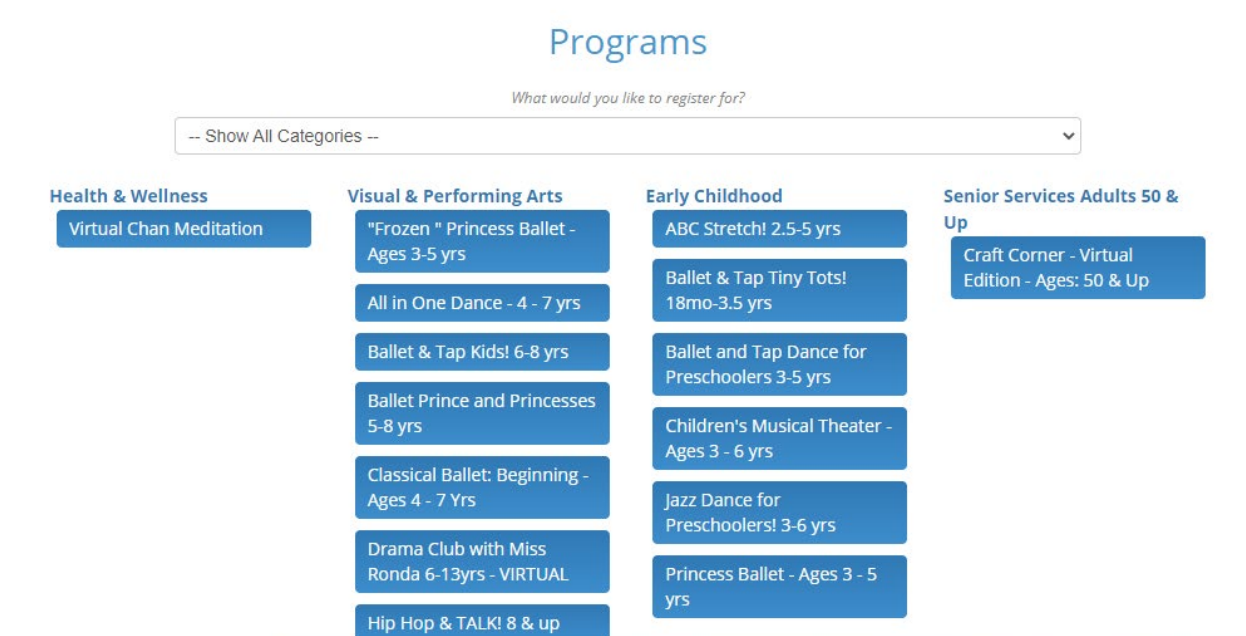
### **Software Screen Shots**

It may be helpful for you see what the customer will see when registering for programs with each software solution.

MyRec home page:



MyRec program listing:





## CivicRec Home/Program Listing Page:

Log In/Create Account

Catalog

Policies

Help

Cart Empty

Clear All Filters

Filter

Keyword or code...

Location

☐ \*\*Recreation Center
 ☐ \*Raab Park
 ☐ InMotion Performin...
 ☐ North Kitsap
 ☐ Port of Poulsbo
 ☐ Poulsbo

Category

☐ Preschool Music, D...
 ☐ Preschool Programs
 ☐ Youth Programs
 ☐ Preschool Sports
 ☐ Preschool Camps
 ☐ Youth Camps

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PRESCHOOL MUSIC, DANCE & THE ARTS

Creative Arts Preschool 2021 1 CREATIVE ARTS PRESCHOOL: SP... \$268

Preschool Art & Painting 2021 1 PRESCHOOL ART AND PAINTING ... \$63

Tippie Toe Ballet 2021 2 TIPPIE TOE BALLET AGES 3-6 ... \$58

PRESCHOOL PROGRAMS

Creative Arts Preschool 2021 1 CREATIVE ARTS PRESCHOOL: SP... \$268

Summer Programs are Coming Soon! 1 \$0

Kids Club Science: Science in the Park 2021 1 KIDS CLUB SCIENCE: SCIENCE IN... \$69

Skyhawks Beginning Golf 2021 2 SKYHAWKS SPORTS CLASSES A... \$68

Outdoor Explorers Interactive StoryWalk® 2021 1 Tuesday, April 6-30 Frank Raab Par... \$0

PRESCHOOL CAMPS

## Perfect Mind Home/Program Listing Page

Select an Activity

Filters

Reset

Keyword

Reset

Search

Location

Reset

Location

Service

Reset

Service

Date Range

Reset

dd-MMM-yyyy

dd-MMM-yyyy

Days of week

Reset

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Age

Reset

0

yr

mos

99+

yr

mos

Aquatics

Aquatic Leadership

Registered Drop In

Aquatics Fitness

Registered Drop In

Swimming

Swim Lessons

Fitness and Wellness

Weight Room

Reservations

Sports

Gymnasium

Reservations - Drop In

Sport

Arenas

Registered Drop In

Skating

Skating Lessons

General Interest

Darts Hill Garden Park

First Aid

Historic Stewart Farm

Museum Of Surrey

Nature Discovery

Personal Development

Preschool

Registered Drop In

Special Events

Surrey Art Gallery Tour

Tree Sale

Surrey School Programs

Arts

Arts Workshops

Clay

Drawing and Painting

Mixed Media

Theatre and Acting

Day Camps

Fun Zone Weekly Camps

Performing Arts Camps

School's Out Camps

Themed Camps

Visual Arts Camps

Online Programs

Online - Adult

Online - Arts

Online - Fitness

Online - Heritage

Online - Preschool

Online - Seniors

Online - Youth

Outdoor Programs

Outdoor Fitness

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